



County of St. Paul No 19
Council Meeting 2
AGENDA

Tuesday, April 28, 2026
9:00 AM
Council Chambers

Pages

1.	Call to Order	
	The meeting will be live streamed at:	
	www.youtube.com/@countyofst.paulno.1987	
2.	Minutes Approval	
2.1	April 14, 2026, Council Meeting Minutes	1
3.	Addition to Agenda and Acceptance of Agenda	
4.	Closed Session	
4.1	Closed Session	13
5.	Business Arising	
5.1	Bylaw 2026-03: LUB Amendment – 2nd & 3rd Reading	14
6.	Delegation	
6.1	11:00 a.m. Public Hearing – Bylaw 2026-08 – Request to Purchase Parts of Railway Avenue, 1st Street East, 1st Avenue & all Lanes in Block 1 all within Plan 867CL – Hamlet of Owlseye	29
6.2	11:30 a.m. Delegation – St. Paul 4-H Club	32
7.	Reports	
7.1	Director of Public Works	34
7.2	Director of Community Services	35
	Report to be sent under separate email.	
7.3	Regional FCSS Director	36

8. New Business

8.1	2026 Final Operating and Capital Budget	37
8.2	Tax Rate Bylaw 2026-11	38
8.3	GOA Regional Director of Transportation & Economic Corridors - Letter Re: Provincial Highway Conditions	42
8.4	County of Two Hills – ICF Conclusion Request	44
8.5	Road Cancellation, Road Plan 6450ET in SE 30-56-7-W4 and NE 19-56-7-W4	46
8.6	Lac Bellevue & District Recreation & Agricultural Society Request for Provincial Response	49
8.7	Facility Assessment – Mallaig Arena	56
8.8	Fire Chief and Deputy Chief Appointments	57
8.9	2026 ASB Tour Attendance	59
8.10	2nd Avenue Road Widening & Drainage- Ashmont	61
8.11	Contract Extension for Grynn Contracting	65
8.12	Riverview Access Road	68
8.13	Elks Wilderness Park Gravel Request	73
8.14	St. Paul & District Arts Foundation Invitation June 14	76
8.15	ADM-5 Council Equipment Policy	78
8.16	ADM-1 Cellular Phones Policy	83
8.17	ADM-20 Council Remuneration and Expenses Policy	86
8.18	HR-7 Conference and Education Policy	94
8.19	HR-19 General and Declared Holidays	102
8.20	PW-5 Private Gravel Sales Policy	107
8.21	Floater Day for Christmas Closure	111

9. Adjournment



County of St. Paul No 19
Council Meeting
Minutes

Tuesday, April 14, 2026
9:00 AM
Council Chambers

Present

Reeve Glen Ockerman
Councillor Darrell Younghans, Division 1
Councillor Shane Smith, Division 2
Councillor Gerald Michaud, Division 3
Councillor Maxine Fodness, Division 4 via Zoom
Councillor Dale Hedrick, Division 5
Councillor Louis Dechaine, Division 6 via Zoom

Staff Present

Jason Wallsmith, CAO
Phyllis Corbiere, Director of Corporate Services
Scott Jeffery, Director of Public Works
Jason Storch, Director of Community Services
Betty Richard, Executive Assistant
Emma Schreiner Vonk, Communications Coordinator
Tyler Fodchuk, IT/GIS Coordinator

Others Present

Laura Pruneau, Finance Officer
Gary Buchanan, Director of Planning and Development

1. Call to Order

The regular meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Glen Ockerman at 9:00 a.m.

The meeting was livestreamed at:

www.youtube.com/@countyofst.paulno.1987

2. Minutes

2.1 March 24, 2026, Council Meeting Minutes

Resolution CM20260414.1001

Moved By: Councillor Maxine Fodness

to approve the Minutes of the March 24, 2026, Council Meeting as presented.

Carried

3. Bank Reconciliation

Resolution CM20260414.1002

Moved By: Councillor Louis Dechaine

to adopt the Bank Reconciliation for the month ending March 31, 2026.

Carried

4. Additions to Agenda and Acceptance of Agenda

Resolution CM20260414.1003

Moved By: Councillor Louis Dechaine

to adopt the agenda for the Regular Meeting of Council for April 14, 2026, with the following additions:

10.2 Reports

Division 1 Councillor Darrell Younghans:

- STEP
- MD Foundation

Division 4 Councillor Maxine Fodness

- Rec Board
- FCSS
- MD Foundation

Carried

Laura Pruneau, Finance Officer, left the meeting at 9:10 a.m.

5. Closed Session

5.1 Closed Session

Resolution CM20260414.1004

Moved By: Councillor Darrell Younghans

to move into closed session as per Part 1 Freedom of Information, Division 2 Sections 20, 26 and 32 of the Access to Information Act (ATIA) at 9:10 a.m.

Carried

Meeting was closed to the public at 9:10 a.m.

Gary Buchanan, Director of Planning and Development, left the meeting at 9:32 a.m.

Councillor Louis Dechaine left the meeting at 9:52 a.m.

Meeting was livestreamed at 9:52 a.m.

Resolution CM20260414.1005

Moved By: Councillor Gerald Michaud
to revert to an open meeting.

Carried

Three (3) public members entered the gallery at 9:52 a.m.

6. Business Arising from Minutes

6.1 Highway Cleanup 2026 - Allocations

Resolution CM20260414.1006

Moved By: Councillor Maxine Fodness

to allocate the 2026 Highway Cleanup as follows:

- **County Shop Road (16 miles)** to the Boscombe 4-H Multi Club
- **Mallaig – HWY 28A/Mallaig North (6 miles):** St. Paul Girl Guides
- **Moosehills Road – (13 miles):** Ferguson Flats Association
- **Murphy Road – (14 miles):** Jesus the Bright & Morning Star Ministries
- **St. Lina up to and around Landfill (3 miles):** St. Lina 4-H Club
- **Ross Lake Road - (7 miles):** Heinsburg Community Club

Carried

6.2 Animal Health Act Policy – Update

Resolution CM20260414.1007

Moved By: Councillor Darrell Younghans

to approve Animal Health Act Policy – ASB 17 with discussed amendment.

Carried

6.3 Bunker Gear Replacement - Update

Resolution CM20260414.1008

Moved By: Councillor Dale Hedrick

to approve funding from the Joint Use Fire Reserve account in the amount of \$20,000.00 in 2026 to assist in the purchase of the PFAS free bunker gear.

Carried

Resolution CM202600414.1009

Moved By: Councillor Maxine Fodness

to direct Administration to identify ways to manage the joint use fire reserve more effectively in accordance with the agreement.

Carried

8. New Business

8.1 Bylaw 2026-07 to Repeal Bylaw 2019-20- Appointment of the Director of Corporate Services as a Designated Officer

Resolution CM20260414.1010

Moved By: Councillor Darrell Younghans

to give Bylaw 2026-07 first reading.

Carried

Resolution CM20260414.1011

Moved By: Councillor Maxine Fodness

to give Bylaw 2026-07 second reading.

Carried

Resolution CM20260414.1012

Moved By: Councillor Dale Hedrick

to present Bylaw 2026-07 for third reading.

Carried Unanimously

Resolution CM20260414.1013

Moved By: Councillor Darrell Younghans

to give Bylaw 2026-07 Rescinding Bylaw 2019-20 Appointment of the Director of Corporate Services as a Designated Officer, third reading.

Carried

8.2 Bylaw 2026-09: Repeal Bylaw 2019-25: Adopt ICF with the County of Vermilion River

Resolution CM20260414.1014

Moved By: Councillor Darrell Younghans

to give 1st reading to Bylaw 2026-09: Repeal Bylaw 2019-25: Adopt an ICF with the County of Vermilion River.

Carried

Resolution CM20260414.1015

Moved By: Councillor Shane Smith

to give second reading to Bylaw 2026-09.

Carried

Resolution CM20260414.1016

Moved By: Councillor Maxine Fodness

to present Bylaw 2026-09 for third reading.

Carried Unanimously

Resolution CM20260414.1017

Moved By: Councillor Dale Hedrick

to give 3rd reading to Bylaw 2026-09: Repeal Bylaw 2019-25: Adopt an ICF with the County of Vermilion River.

Carried

8.3 Bylaw 2026-10 – Bylaw to Rescind Undeveloped Road Allowance

Resolution CM20260414.1018

Moved By: Councillor Maxine Fodness

to give first reading to Bylaw 2026-10, Bylaw to rescind the Bylaw to license the undeveloped road allowance between NE 22-56-11-W4 and NW 23-56-11-W4.

Carried

8.4 FCM – Annual Conference June 4 - 7, 2026 - Edmonton

Resolution CM20260414.1019

Moved By: Councillor Darrell Younghans

to approve any Councillor that wishes to attend the FCM Conference from June 4-7, 2026, in Edmonton and further that this would count towards one of their two (2) additional annual approved conferences as per HR-7 Conference & Education attendance policy.

Carried

8.5 Proxy for Genesis Annual General Meeting (AGM)

Resolution CM20260414.1020

Moved By: Councillor Dale Hedrick

to appoint Duane Gladden, Executive Director and CEO of RMA as proxy to represent the County of St. Paul at the 2026 Genesis Reciprocal Insurance Exchange AGM on April 28, 2026, in Calgary.

Carried

8.6 Amendment to Volunteer Fire Department Policy FES-5

Resolution CM20260414.1021

Moved By: Councillor Darrell Younghans

to amend Policy FES-5 Volunteer Fire Department Policy as presented to remove Section 5.0 regarding alcohol from the policy.

Carried

8.7 Encroachment Application Appeal – Lot 10, Block 1, Plan 4909Rs, Trespass onto Lot 1R, Block 1 Plan 4909RS

Resolution CM20260414.1022

Moved By: Councillor Dale Hedrick

to approve entering into an encroachment agreement/license with the landowner of Lot 10, Block 1, Plan 4909RS for the portion of the outhouse and shed that encroaches onto Lot 1R, Block 1, Plan 4909RS.

Defeated

Resolution CM20260414.1023

Moved By: Councillor Maxine Fodness

to deny the request for an encroachment agreement/license with the landowner of Lot 10, Block 1, Plan 4909 for the portion of the outhouse and shed that encroach on Lot 1R, Block 1, Plan 4909RS and further that, send the landowner a letter to have the encroachments removed by July 31, 2026.

Carried

8.8 St. Paul Search & Rescue Request for Power Source

Resolution CM20260414.1024

Moved By: Councillor Shane Smith

to allow the search and rescue team to complete the renovation to the sea-can and be able to tap into the power source that is currently fed to the salt shed.

Carried

8.9 Evergreen – Request for Additional Gravel

Resolution CM20260414.1025

Moved By: Councillor Maxine Fodness

to approve the request from the Evergreen Regional Waste Management Commission to purchase an additional 200T of gravel for the 2026 season at a cost of \$21/T x 200T for a total of \$4,200.

Carried

8.10 LICA Collaboration Opportunity – Aquatic Invasive Species Prevention

Resolution CM20260414.1026

Moved By: Councillor Darrell Younghans

to direct Administration to collaborate with LICA to identify the initiative that would be fitting to the County's needs and further that, prepare a plan and cost estimate for Council to review.

Carried

8.11 Spring Cleanup – Freon Appliance Program

Resolution CM20260414.1027

Moved By: Councillor Shane Smith

that Council approve County participation in the Freon appliance drop-off program for May 1–31, 2026, allowing free drop-off of appliances containing Freon at all County-operated transfer stations during that period.

Carried

Resolution CM202414.1028

Moved By: Councillor Gerald Michaud

to bring the Fee Schedule back to Council for amendment of the Freon fee adjustment.

Carried

8.12 Beaver Reduction Incentive Program

Councillor Dale Hedrick left Council Chambers at 10:40 a.m. and re-entered at 10:42 a.m.

Resolution CM20260414.1029

Moved By: Councillor Darrell Younghans

that Council approve activation of the 2026 Beaver Reduction Incentive Program, with a spring program running from April 15 to June 30, 2026, a fall program running from September 1 to October 31, 2026, an incentive rate of \$15 per beaver, and program funding of up to \$10,500 as included in the Agricultural Services budget.

Carried

8.13 St. Paul Chamber Golf Event – June 5, 2026

Resolution CM20260414.1030

Moved By: Councillor Darrell Younghans

to approve registering a team of four (4) for the St. Paul Chamber Golf event being held on June 5, 2026, and further that, provide a load of gravel for the silent auction item.

Carried

8.14 Blue Quills University Annual Cultural Camp May 26-29 – Funding Request

Resolution CM20260414.1031

Moved By: Councillor Darrell Younghans
to file as information.

Carried

8.15 St. Paul & District Minor Ball Signage Sponsorship Opportunity

Reeve Glen Ockerman left Council Chambers at 10:48 a.m. and re-entered at 10:49. a.m.

Resolution CM20260414.1032

Moved By: Councillor Darrell Younghans
to approve the request to sponsor St. Paul & District Minor Ball with signage sponsorship at the silver level of \$500 for the 2026 season.

Carried

9. Correspondence

Resolution CM20260414.1033

Moved By: Councillor Darrell Younghans
to accept all submitted correspondence as information.

Carried

10. Reports

10.1 CAO Report

Resolution CM20260414.1034

Moved By: Councillor Gerald Michaud
to accept the CAO Report as presented.

Carried

7. Delegation

7.1 11:00 a.m. Delegation – St. Paul Historical Museum

Delegation Lise Belliveau, representative from the St. Paul Historical Museum and the St. Paul Historical Society entered the meeting at 11:00 a.m. to present a GPS self-guided tour initiative to Council.

She is seeking Council's approval for the installation of QR code plaques at designated locations within the County with no financial request for the project.

Delegation left Council Chambers at 11:12 a.m.

Resolution CM20260414.1035

Moved By: Councillor Darrell Younghans
to accept presentation as information.

Carried

10. Reports

10.2 Committee Reports

Committee Reports were heard from the following:

Division 1 Councillor Darrell Younghans

- STEP
- MD Foundation

Division 4 Deputy Reeve/Councillor Maxine Fodness

- REC Board
- FCSS

Resolution CM20260414.1036

Moved By: Councillor Dale Hedrick
to accept the presented Committee Reports as information.

Carried

11. Financial

11.1 Budget to Actual

Resolution CM20260414.1037

Moved By: Councillor Dale Hedrick
to approve the budget to actual as of March 31, 2026.

Carried

10

11.2 Council Fees

Resolution CM20260414.1038

Moved By: Councillor Dale Hedrick

to approve the Council Fees for the Month of March 2026, with discussed amendments.

Carried

Council recessed at 11:29 a.m. and reconvened at 11:34 a.m. with all Council, staff and public members as prior to the recess with the addition of Shawn Warrington of Synergy Chartered Professional Accountants and Laura Pruneau, Finance Officer.

7. Delegation

7.2 11:30 a.m. Delegation – Synergy Chartered Professional Accountants

Delegation, Shawn Warrington of Synergy Chartered Professional Accountants and Laura Pruneau, Finance Officer, came forward to speak with Council.

Mr. Warrington presented to Council the County's audited financial statements for the period ending December 31, 2025.

Delegation Mr. Warrington and Laura Pruneau, Finance Officer, left the meeting at 12:04 p.m.

Resolution CM20260414.1039

Moved By: Councillor Gerald Michaud

to approve the 2025 Audited Financial Statements for the County of St. Paul, as presented by Shawn Warrington of Synergy Chartered Professional Accounts.

Carried

Resolution CM202604.1040

Moved By: Councillor Dale Hedrick

to allocate the 2025-year end audited surplus of \$2,575,630 as follows:

- \$2,000,000 to Capital Equipment Replacement Reserve GL#2-4-5900-00
- \$575,630 to General Operation Reserve GL#1-4-5200-00

Carried

13. Adjournment

Business on the agenda being concluded, Chairman G. Ockerman adjourned the meeting.

Time: 12:04 a.m.

Reeve

Chief Administrative Officer



Request for Decision

Council Meeting April 28, 2026

4.1 – Closed Session

Request

Information to be discussed in closed session to be presented at the meeting.

On June 11, 2025, Alberta's Freedom of Information and Protection of Privacy Act (FOIP) was repealed and replaced with two new pieces of legislation: the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). Sections commonly utilized by the County of St. Paul Council:

Part 1 Freedom of Information Division 2 of the ATIA:

- Section 20: Disclosure harmful to personal privacy
- Section 26: Disclosure harmful to Intergovernmental relations
- Section 32: Privileged Information (i.e. Legal privilege)

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Section 197(2) of the MGA - Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act

Economic Development Implications –

Alternatives

Recommendation

to move into closed session as per Division 2, Sections ____ of the Access to Information Act (ATIA).

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Council Meeting April 28, 2026

5.1 – Bylaw 2026-03: LUB Amendment – 2nd & 3rd Reading

Request

At the January 27, 2026, Council meeting Council gave first reading to Bylaw 2026-03: LUB Amendment. Amendments had been brought forward by the Wind Concerns, "...a community-based group..." to amend the text of Sections 7.35(2) and 7.35(29) of the Land Use Bylaw. The proposed changes are to "...protect public health, agricultural viability, environmental integrity, aviation safety, and the long-term livability of rural communities..." in relation to large scale wind energy conversion systems.

A public hearing was advertised and held on February 24, 2026, where Council heard from anyone who wished to speak in opposition or in favor of the bylaw. Several County residents did come forward to speak in favor, with no opposition present. Director of Planning and Development for the County came forward to provide a detailed explanation of the Land Use Bylaw Changes as submitted by the applicant and answered questions for Council on how each amendment would reflect the land use bylaw and its anticipated impact within the County.

After the Public hearing Council chose to defer 2nd and 3rd readings to a future meeting to allow time for review and contemplation of the material presented.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To give Bylaw 2026-02 2nd and 3rd readings.

Council to provide other direction.

Recommendation

As per Council's discretion.

Submitted by: Jason Wallsmith, CAO

BYLAW 2026-03

A BYLAW OF THE COUNTY OF ST. PAUL IN THE PROVINCE OF ALBERTA TO AMEND THE LAND USE BYLAW No. 2021-13.

Whereas, an applicant has been made to amend the Land Use Bylaw No. 2021-13 of the County of St. Paul as set out in the Municipal Government Act, RSA 2000 as amended;

Now, Therefore, under the authority and subject to the provisions of the Municipal Government Act, RSA 2000, as amended, the Council of the County of St. Paul No. 19, hereby assembled, enacts amendments to the Land Use Bylaw No. 2021-13 as follows:

1. Section 7.35.(2)(a) is deleted and replaced with “Commercial Alternate Energy developments shall be sited on low -production or poor-quality agricultural lands wherever feasible.”
2. Section 7.35(2)(b) is amended by inserting the phrase ‘(Class 1-3) for WECS development shall’ between the words ‘soils’ and ‘be’ in the existing clause;
3. Existing Section 7.35(29) is deleted and replaced with the following:
 - a) 29(a) A WECS (Wind Energy Conversion System) shall be located a minimum distance of 10 kilometres (6.21 miles) from any dwelling not belonging to the owner of the land on which the WECS is located, or the distance established by AUC Rule 012: Noise Control, whichever is greater.
 - b) 29(b) The owner of a dwelling or subdivided residential property not belonging to the owner on which a proposed WECS is located may waive the 10 kilometre setback by providing written notice to the Development Authority.
 - c) 29(c) The setback for a WECS shall be a minimum of 400 metres (1,312 feet) from a municipal road allowance.
 - d) 29(d) To protect habitat for birds of prey and waterfowl, no WECS shall be located within 5 kilometres of the following water bodies and environmentally sensitive areas, including but not limited to:
 - i) North Saskatchewan River
 - ii) Key Wildlife and Biodiversity Zones
 - iii) Whitney Provincial Park Lake System
 - iv) Kehewin Lake
 - v) Lac Bellevue
 - vi) Lake Eliza

- vii) Lac St. Cyr
- viii) Stoney Lake
- ix) Moosehills Lake
- x) Bently Lake
- xi) Vincent Lake
- xii) Upper and Lower Mann Lakes
- xiii) Garner Lake
- xiv) Floatingstone Lake

e) 29(e) No WECS shall be located within the flight path of an existing airport recognized by NAV-CANAD, or within proximity to a private runway, helipad or other aviation related use.

Read a first time in Council this 27th day of January A.D. 2026.

Advertised the 10th day of February 2026, and the 17th day of February 2026, in the Lakeland This Week newspaper.

Read a second time in Council this ____th day of _____ A.D. 2026.

Read a third time in Council this __th day of _____ A.D. 2026.

Reeve

Chief Administrative Officer

Comments on Bylaw 2026-03

Legislative Context

Jurisdiction

The Province of Alberta and its agencies, regulates large scale / commercial energy projects. Energy projects such as Wind Energy Conversion Systems are reviewed and decided on by the Province. While a municipality can participate in the project review process, (and is strongly encouraged to do so), it is not the decision maker. The municipality can influence the decision, but it does not make the decision.

Under Section 619 of the Municipal Government Act (MGA), the County's regulatory role is very limited. Section 619(1)) is very clear that "A licence, permit, approval or other authorization granted by the NRCB, ERCB, AER, AEUB or AUC prevails, in accordance with this section, over any statutory plan, land use bylaw, subdivision decision or development decision or development decision by a subdivision authority, development authority, subdivision and development appeal board, or the Land and Property Rights Tribunal or any other authorization under this Part.

Section 619(2) states: "When an application is received by a municipality for a statutory plan amendment, land use bylaw amendment, subdivision approval, development permit or other authorization under this Part and the application is consistent with a licence, permit, approval or other authorization granted by the NRCB, ERCB, AER, AEUB or AUC, the municipality must approve the application to the extent that it complies with the licence, permit, approval, or other authorization granted under subsection (1)."

Further, Section 619(3) states: "An approval of a statutory plan amendment or land use bylaw amendment under subsection (2)

- (a) Must be granted within 90 days after the application or a longer time agreed on by the applicant and the municipality, and*
- (b) Is not subject to the requirements of section 692 unless, in the opinion of the municipality, the statutory plan amendment or land use bylaw amendment relates to matters not included in the licence, permit, approval, or other authorization granted by the NRCB, ERCB, AER, AEUB or AUC.*

Purpose

The purpose of having requirements in the Land Use is to establish local standards within the authority of the County for commercial scale Wind Energy Conversion Systems (referred to as Commercial Alternate Energy developments,(solar, wind, biofuel, geo-thermal, fuel cell, micro-hydro, and other energy producing technologies whose purpose is to produce energy for the commercial market) in our Land Use Bylaw.)

Discussion

Council has received the submission(s) regarding changes to sections 7.35(2) and 7.35(29). Below are Administrations comments regarding the proposed changes.

Existing LUB	Proposed	Comment
<p>7.35(2)(a)</p> <p>The siting of an CAE should take place on land considered to be low production, or on poor agricultural land;</p> <p>7,35(27)(e) requires the applicant to provide information on:</p> <ul style="list-style-type: none"> viii soil characteristics ix agricultural capability x potential impacts on agriculture. 	<p>Commercial Alternate Energy developments shall be sited on low-production or poor-quality agricultural lands wherever feasible.</p>	<p>The proposal is a re-writing of the existing Section.</p>
<p>7.35(2)(b)</p> <p>The use of high quality agricultural soil should be discouraged.</p>	<p>The use of high-quality soils (Class 1-3) for WECS development shall be discouraged.</p>	<p>Alberta will no longer permit renewable generation development on Class 1 and 2 lands unless the proponent can demonstrate the ability for both crops and / or livestock to coexist with the renewable generation project. As written, the County's limitation falls within the guidelines established by the Province.</p> <p>Class 3 soils do not fall within the limitations established by the Province. Historically, Class 3 soils have never been considered as 'better agricultural lands'.</p> <p>Limiting the amendment of 7.35(2)(b) to reflect the Provincially established</p>

		<p>requirement would provide clarity on the definition of 'high quality agricultural soils' and would better align the County with the Province.</p>
<p>7.35(29)</p> <p>The setback distance between a WECS and a dwelling, within and without the project boundary shall be established by the Alberta Utilities Commission through the calculations of AUC Rule 12.</p>	<p>7.35(29)(a)</p> <p>A WECS shall be located a minimum distance of 10 kilometres (6.21 miles) from any dwelling not belonging to the owner of the land on which the WECS is located, or the distance established by AUC Rule 012: Noise Control, whichever is greater.</p>	<p>The setback proposed of 10 km to a dwelling is beyond any known existing provincial or municipal setback. The Province calculates setbacks using Rule 012, pages 18 – 21.</p> <p>The Applicants assert that reliance on Rule 012 "... does not account for infrasound..." health impacts. Such impacts were reviewed and assessed by the AUC on the Oyen Wind Power Project, 29377-D01-2025, (copy attached). In their decision, the AUC received, and assessed information on infrasound, and found "... infrasound unlikely to result in adverse health effects ..." requiring the enlargement of setbacks.</p> <p>A review of the Land Use Bylaws of the 22 rural municipalities that have WECS, (copy attached), show that setbacks from dwellings range from a minimum of 45.72 m to a maximum of 1,000 m. Attached is a map (Map 1), plotting a 10 km setback across the County. As can be seen, such a setback would exclude a WECS from almost all of the County. Such a</p>

		<p>setback has no precedent from the municipalities reviewed.</p> <p>Further, it also means that all the other amendments proposed by the Applicant are moot.</p> <p>This proposed setback appears out of step with existing setback development standards at both the provincial and municipal levels.</p> <p>The County has the obligation to be able to defend the requirements established in the LUB. Any requirement beyond common practice or one already rejected by the AUC would be hard to defend and would likely be ignored or could trigger a Section 619(3) amendment.</p>
	<p>7.35(29)(b)</p> <p>The owner of a dwelling or subdivided residential property not belonging to the owner of the land on which a proposed WECS is located may waive the 10-kilometre setback by providing written notice to the Development Authority.</p>	<p>The method proposed here is backwards to standard planning practice. When a setback is established in the LUB, Applicants of a project may request and receive approval from the County of a relaxation to a setback. In this instance, it is not the Applicant requesting a relaxation, it is a third party to the development that they do not write to tells us that they have opted out of the setback.</p>
<p>7.35(30)</p> <p>The WECS's tower shall be setback from the boundary of</p>	<p>7.25(29)(c)</p> <p>The setback for a WECS shall be a minimum of 400 metres</p>	<p>A review of the Land Use Bylaws of the 22 rural</p>

<p>all County Road rights of way (developed or undeveloped), a minimum distance equal to the total height of the tower plus 10 percent.</p>	<p>(1,312 feet) from a municipal road allowance.</p>	<p>municipalities that have WECS, (copy attached), show that setbacks from public rights-of-way range from a minimum of 30 m to 2 times the tower height, with the average being total tower height + 10 percent. A set '400 m' does not take into consideration development factors such as the height of the tower, (a shorter tower may not require as large a setback), topography, natural features, soils, or other development criteria. Further, it does not take into consideration our existing setback requirements from the other property lines that is related to tower height: the higher the tower, the greater the setback, as shown on the attached sketch.</p>
<p>7.35(27)(e)(xvi)</p> <p>Requires the developer to prepare "... an environmental impact assessment prepared by a qualified professional ..."</p>	<p>7.35.(29(d)</p> <p>To protect habitat for birds of prey and waterfowl, no WECS shall be located with 5 kilometres of the following significant water bodies and environmentally sensitive areas, including but not limited to;</p> <p>North Saskatchewan Heritage River, Key Wildlife and Biodiversity Zones, Whitney Provincial Park Lake System, Kehewin Lake, Lac Bellvue Lake Eliza Lac St. Cyr Stoney Lake</p>	<p>Protecting the environment is a component of the requirements for WECS review and approval. The proponent of a WECS must identify environmentally significant features within their development and outline a set of protective / mitigative requirements for these features. Protection of a feature should be based on criteria – breeding / nesting / spawning areas, forage areas, overwintering areas, migration route(s), species at risk habitat, staging areas, native grasslands / forests, etc. Simply identifying a list of</p>

	<p>Moosehills Lake Bently Lake Vincent Lake Upper & Lower Mann Lakes Bunder Lake Garner Lake Floating Stone (sic) Lake</p>	<p>lakes is not enough unless the lake is tied to the specific environmental feature or features to be protected and that make the lake worth protecting. In addition, the phrase 'but not limited to' is too opened ended in the Land Use Bylaw. As a regulatory tool, the LUB must be clear and specific as to what rules apply on what lands. Certainty is a requirement of the LUB. As with the proposed dwelling setback, the County has the obligation to be able to defend the requirements established in the LUB. Any requirement beyond common practice or one already rejected by the AUC would be hard to defend and would likely be ignored or could trigger a Section 619(3) amendment.</p>
<p>7.35(16) Requires referral to NAV CANADA; 7.35(27(k) Development permit application for a WECS shall be accompanied by The status of the Applicant's circulation to NavCanada, Transport Canada, Alberta Utilities Commission, and any other government department or agency required for provincial approval.</p>	<p>7.35(29)(e) No WECS shall be located within the flight path of an existing airport recognized by NAV CANADA, or within proximity to a private runway, helipad, or other aviation related use.</p>	<p>Municipalities have no jurisdiction in aeronautics. This is exclusively Federal jurisdiction. It is the responsibility of Nav Canada to ensure that no WECS is located within the flight path of an existing airport, which is why Nav Canada is part of the referral and review process.</p>

Public Hearing Transcript: Dated February 24, 2026, at 1PM for Bylaw 2026-03 LUB Amendments Sections 7.35(2) & 7.25(29)

Deputy Reeve Maxine Fodness declared the Public Hearing open at 1:00 p.m.

Administration informed Council that the Public Hearing was advertised February 10th and February 17th, 2026, in accordance with section 606 of the MGA.

Planning and Development staff informed Council that the purpose of the Public Hearing scheduled for 1:00 p.m. is for Bylaw 2026-03 Amendment to the Land Use Bylaw, to hear any resident concerns and to review any material or information brought forward.

Deputy Reeve Fodness asked if Administration received any written submission in favor or opposed to the bylaw.

Administration informed Council that there were no written submissions in favor of or opposition to the proposed bylaw.

Deputy Reeve Maxine Fodness called if anyone present wished to speak in opposition to the proposed bylaw.

No one present came forward to speak in opposition to the proposed bylaw.

Deputy Reeve Fodness called if anyone present wished to speak in favor to the proposed bylaw.

Chris Habiak, County resident, came forward to speak in favor of the proposed Bylaw, as in his opinion the proposed amendments to the Land Use Bylaw will protect the residents and wildlife from the adverse effects of Wind Turbines.

Deputy Reeve Fodness called once again if anyone present wished to speak in favor to the proposed bylaw.

Mark Mallet County resident brought forward his concerns about the negative effects of wind turbines in Ontario, highlighting their impact on residents, livestock, and wildlife.

Deputy Reeve Fodness called if anyone present wished to speak in favor to the proposed bylaw.

Levina Ewasiuk, a resident of the County, expressed her support for the proposed bylaw. She stated that her primary concern regarding wind turbines is their potential impact on residents, livestock, and the farming community, and she believes these effects could be detrimental to the area.

Deputy Reeve Fodness called if anyone present wished to speak in favor to the proposed bylaw.

None came forward at this time.

Public Hearing Transcript: Dated February 24, 2026, at 1PM for Bylaw 2026-03 LUB Amendments Sections 7.35(2) & 7.25(29)

The Deputy Reeve Fodness requested that Mr. Buchanan provide a detailed, step-by-step explanation of the Land Use Bylaw changes as submitted by the applicant. Additionally, Mr. Buchanan provided Council with how each suggested amendment would be reflected in the land use bylaw and its anticipated impact within the County.

Deputy Reeve Maxine Fodness asked again if anyone else present wished to speak to the proposed bylaw.

No one came forward at this time.

Deputy Reeve Maxine Fodness declared the Public Hearing closed at 1:42 p.m.



Wind Concerns
PO Box 1886
St. Paul, AB
T0A 3A0

January 2, 2026

Reeve and Council
County of St. Paul No. 19
5105 – 50 Avenue
St. Paul, Alberta T0A 3A0

Request for Amendments to the County of St. Paul Land Use Bylaw – Wind Energy Conversion Systems (WECS)

Dear Reeve and Members of Council,

On behalf of Wind Concerns, we respectfully submit this formal request for amendments to the County of St. Paul Land Use Bylaw, specifically those provisions governing Commercial Alternate Energy Development and Wind Energy Conversion Systems (WECS).

This request is made pursuant to Part 5.1(1) of the County’s Land Use Bylaw, which allows for amendments where it can be demonstrated that changes are necessary to ensure orderly, safe, and responsible land use planning in the public interest.

1. Who Is Making the Request

Wind Concerns is a community-based group representing residents, landowners, agricultural producers, and other stakeholders within and adjacent to the County of St. Paul who may be affected by large-scale wind energy development. Our mandate is to advocate for land use policies that protect public health, agricultural viability, environmental integrity, aviation safety, and the long-term livability of rural communities.

2. Reasons in Support of the Requested Amendments

(As required under Part 5.1(1) of the Land Use Bylaw)

a) Public Health and Safety Considerations

The County’s current reliance on AUC Rule 012 to determine setback distances between WECS and dwellings does not account for infrasound and low-frequency pressure pulsations, which are increasingly documented in peer-reviewed research and expert testimony.

Evidence submitted to the Alberta Utilities Commission has confirmed that Rule 012 regulates audible noise only, and does not address infrasound as a form of physical energy with demonstrated physiological effects. ¹

Multiple experts, including Dr. Ursula Bellut-Staeck and Professor Ken Mattsson, have stated that infrasound can propagate five to ten kilometres or more at levels capable of affecting human health and well-being. ²

The absence of municipal setbacks addressing this issue exposes residents to risks not adequately mitigated under current regulations.

b) Agricultural and Livestock Impacts

Peer-reviewed veterinary and environmental studies show that wind turbine noise and vibration cause measurable stress responses in wildlife and livestock, including elevated cortisol levels, displacement behaviour, and abandonment of habitat. ³

Unlike wildlife, fenced livestock cannot relocate away from these stressors, placing agricultural producers at risk of economic loss and animal welfare concerns.

Protecting agricultural land and operations is a fundamental responsibility of rural municipalities.

c) Environmental and Wildlife Protection

Wind energy developments have been shown to negatively affect birds of prey, migratory waterfowl, and sensitive aquatic ecosystems, particularly near lakes, rivers, and biodiversity corridors. Comparable Alberta municipalities have already adopted protective buffer zones around significant water bodies and wildlife areas, recognizing the limitations of provincial siting rules. ⁴

d) Consistency with Municipal Authority and Precedent

The Alberta Utilities Commission has repeatedly affirmed that it must have regard for municipal land use authority when determining whether a project is in the public interest. Municipalities retain the right and responsibility to enact stronger land use controls where provincial minimums are insufficient to protect local interests. ⁵

¹ -[Dr. Ursula Bellut-Staeck, AUC Hearing #29377 on Oyen wind project](#)

² -[Professor Ken Mattsson, Copenhagen, Oct 8. 2025](#), [Dr. Ursula Bellut-Staeck, AUC Hearing #29377 on Oyen wind project](#)

³ -[Svensk Veterinärtidning](#)?, No. 5, June 2024, Vol. 75, [Professor Ken Mattsson, Copenhagen, Oct 8. 2025](#)

⁴ -[Kneehill County's LUB](#)

⁵ -[AUC's decision on the Foothills Solar project, Section 3.2.1](#)

Several Alberta municipalities—including Kneehill County, the MD of Provost, and the MD of Willow Creek—have adopted clear, enforceable WECS setbacks exceeding AUC minimums and addressing local conditions ⁶⁷⁸

3. Requested Amendments to the Land Use Bylaw

Wind Concerns respectfully requests that the County of St. Paul amend Section 7.35 – Commercial Alternate Energy Development as follows:

Amend Section (29) to Read:

(29a) A WECS shall be located a minimum distance of 10 kilometres (6.21 miles) from any dwelling not belonging to the owner of the land on which the WECS is located, or the distance established by AUC Rule 012: Noise Control, whichever is greater.

(29b) The owner of a dwelling or subdivided residential property not belonging to the owner of the land on which a proposed WECS is located may waive the 10-kilometre setback by providing written notice to the Development Authority.

(29c) The setback for a WECS shall be a minimum of 400 metres (1,312 feet) from a municipal road allowance.

(29d) To protect habitat for birds of prey and waterfowl, no WECS shall be located within 5 kilometres of the following significant water bodies and environmentally sensitive areas, including but not limited to:

- North Saskatchewan Heritage River
- Key Wildlife and Biodiversity Zones
- Whitney Provincial Park Lake system
- Kehewin Lake
- Lac Bellevue
- Lake Eliza
- Lac St. Cyr
- Stoney Lake
- Moosehills Lake
- Bentley Lake
- Vincent Lake
- Upper and Lower Mann Lakes
- Bunder Lake
- Garner Lake
- Floating Stone Lake

⁶ -[Kneehill County's LUB](#)

⁷ -[MD of Provost's LUB](#)

⁸ -[MD of Willow Creek's LUB](#)

Amend Section (33) to Read:

(33) No WECS shall be located within the flight path of an existing airport recognized by NAV CANADA, or within proximity to a private runway, helipad, or other aviation-related use.

4. Protection of Agricultural Lands

Add a new policy subsection stating:

- a) Commercial Alternate Energy developments shall be sited on low-production or poor-quality agricultural lands wherever feasible; and
 - b) The use of high-quality agricultural soils (Class 1–3) for WECS development shall be discouraged.
-

5. Closing

Wind Concerns submits that these amendments are reasonable, evidence-based, and consistent with both municipal authority and emerging best practices across Alberta. They are necessary to protect residents, agriculture, wildlife, and the long-term sustainability of the County of St. Paul.

We respectfully request that Council initiate the Land Use Bylaw amendment process and schedule this matter for formal consideration.

Thank you for your time and attention to this important issue.

Respectfully submitted,

Wind Concerns
admin@windconcerns.com
780-646-2626



Request for Decision

Council Meeting April 28, 2026

6.1 – 11:00 a.m. Public Hearing – Bylaw 2026-08 – Request to Purchase Parts of Railway Avenue, 1st Street East, 1st Avenue & all Lanes in Block 1 all within Plan 867CL – Hamlet of Owlseye

Request

At the March 24th, 2026, Council Meeting, Council gave 1st reading to Bylaw 2026-08, a Bylaw for the purpose of closing and selling parts of Railway Avenue, First Street East, First Avenue and all Lanes in Block 1, all within Plan 867CL in the Hamlet of Owlseye.

This Public Hearing was advertised in the local newspaper, the Lakeland This Week St. Paul Journal, on April 14th and April 21st, 2026. This Public Hearing was also advertised on the County's website and Facebook page.

After this Public Hearing, the Bylaw will be sent to the Minister of Transportation for approval. Once approved and returned, the Bylaw will be brought to Council for 2nd and 3rd reading.

Budget/Financial

The owners have agreed to the land value of \$2,500.00 / acre for the land and to share the cost of the survey work required to consolidate the closed roads / lanes into their respective titles.

Legislation/Bylaw/Policy Consideration

Dev-9 Road Cancellation Request by a Landowner

Economic Development Implications –

Alternatives

Recommendation

To proceed to public hearing and further that, Bylaw 2026-08 will be sent to the Minister of Transportation and Economic Corridors for signature.

Submitted by: Gary Buchanan, Director of Planning and Development

BYLAW 2026-08

A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A REGISTERED ROAD PLAN IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26.1, REVISED STATUTES OF ALBERTA 2000 AS AMENDED

WHEREAS the lands hereafter described are no longer required for public travel; and

WHEREAS application has been made to Council to have a portion of the road plan closed; and

WHEREAS the Council of **COUNTY OF ST. PAUL NO. 19** deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads situated in the said Municipality; and therefore, disposing of the same; and

WHEREAS notice of intention of council to pass bylaw has been given in accordance with section 606 of the Municipal Government Act; and

WHEREAS the Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of the **COUNTY OF ST. PAUL NO. 19** in the province of Alberta does hereby close to the public travel for the purpose of disposing of the following described road plan, subject to the rights of access granted by other legislation as pended below:

ALL THAT PORTION OF FIRST AVENUE, EAST OF MAIN STREET, AS SHOWN ON PLAN 867CL WIITHIN THE S.E. ¼ SEC. 4 TWP. 59 RGE. 10 W.4M, CONTAINING 0.34 HECTARES (0.83 ACRES) MORE OR LESS, AND,

ALL THAT PORTION OF FIRST STREET EAST, NORTH OF THE SOUTH BOUNDARY OF FIRST AVENUE, AS SHOWN ON PLAN 867CL WITHIN THE S.E. ¼ SEC. 4 TWP. 59 RGE. 10 W.4M, CONTAINING 0.24 HECTARES (0.58 ACRES) MORE OR LESS , AND,

ALL THE LANES WITHIN BLOCK 1 PLAN 867CL, CONTAINING 0.06 HECTARES (0.13 ACRES) MORE OR LESS, AND,

ALL THAT PORTION OF THE SOUTH SIDE OF RAILWAY AVENUE EAST OF MAIN STREET 5.181.6 M (17 FEET) BY 410.779 M (1347.7 FEET), CONTAINING 0.24 HECTARES (0.56 ACRES) MORE OR LESS

AS SHOWN IN RED ON ATTACHED SCHEDULE A.

Received first reading this 24th day of March, 2026.

Glen Ockerman, Reeve
Seal

Jason Wallsmith, CAO

APPROVED this ____ day of _____, 2026

Minister of Transportation

Received second reading this __ day of _____, 2026

Glen Ockerman, Reeve

Received third reading and finally passed this ____ day of _____, 2026

Seal



LAND TITLES OFFICE

PLAN No. _____

ENTERED AND REGISTERED

ON _____

INSTRUMENT No: _____

A.D. REGISTRAR

PLAN SHOWING SURVEY OF
AREAS FOR ROAD CLOSURE PURPOSES
 WITHIN
ROAD & LANE, PLAN 871 CL
 ALL WITHIN
S.E. 1/4 SEC. 4 TWP. 59 RGE. 10 W. 4 M.
COUNTY OF ST. PAUL NO. 19
ALBERTA
2025



LEGEND

AREA(S) TO BE REGISTERED SHOWN THUS: (red line) AND CONTAINS 1.015 ha

CALCULATED POSITIONS SHOWN THUS: (dotted line)

STATUTORY IRON POSTS FOUND SHOWN THUS: (black dot)

STATUTORY IRON POSTS PLACED (MARKED P324) SHOWN THUS: (open circle)

DISTANCES ARE GROUND AND IN METRES AND DECIMALS THEREOF

DISTANCES SHOWN ARE FROM POST TO POST UNLESS NOTED OTHERWISE

DISTANCES SHOWN IN BRACKETS () ARE ARC LENGTH ALONG A CURVE

BEARINGS ARE GRID AND DERIVED FROM GNSS OBSERVATIONS

GEO-REFERENCED POINT SHOWN THUS: (open circle with 'RP')

POSITIONED ON THE S.1/4 SEC. 4-59-10 W.4M.

COORDINATES: NORTING 5990746.96 EASTING 471165.55; DERIVED USING PRECISE POINT POSITIONING

DATUM: NAD83 CSRS(2010)

PROJECTION: UTM

REFERENCE MERIDIAN: 111° W

COMBINED SCALE FACTOR: 0.999510

ABBREVIATIONS

CSRS Canadian Spatial Reference System	Rge range
C. of T. Certificate of Title	RP Geo-Reference Point
E east	R/W Right-of-Way
GNSS Global Navigation Satellite System	Sec section
ha hectare	S south
I statutory iron post	Tap township
N north	UTM Universal Transverse Mercator
NAD North American Datum	W West
No. Number	W West
N north	A arc length
PPP Precise Point Positioning	R radius
Ref. reference	R.B. radial bearing
		Δ central angle of curve

PLAN PREPARED FOR:
COUNTY OF ST. PAUL NO. 19

SURVEYOR
MICHAEL G. KRAWCHUK, A.L.S.

SURVEYED BETWEEN THE DATES OF
 JULY 5th AND _____ 2025
 IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT

FILE No.: 24-01-0105	
DWG FILE No.: 24-01-0105 AREA	
DRAWN BY: L.B.	
CHECKED BY: M.K.	

KRAWCHUK LAND SURVEYS LTD.
 BOX 945, ST. PAUL, AB. T0A 3A0
 780-614-5653



Request for Decision

Council Meeting April 28, 2026

6.2– 11:30 a.m. Delegation –St. Paul 4-H Club

Request

The St. Paul 4-H Club has requested time to speak with Council to sponsor the beef on the bun at the district 4-H Show & Sale being held on June 1, 2026.

Historically the County has supported this annual event by providing beef on a bun supper with Council serving the beef to the attendees.

Budget/Financial

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Recommendation

To approve continued sponsorship of the annual District 4-H Show and Sale by Council serving beef on the bun at the June 1, 2026, event.

Submitted by: Betty Richard, Executive Assistant

From: Andrew Yaremko
Sent: Monday, April 20, 2026 12:09 PM
To: Betty Richard <brichard@county.stpaul.ab.ca>
Subject: County of St Paul Council Meeting April 28th

We request to be added to the agenda so that we can ask Council to sponsor and serve the supper of Beef On A Bun at our 4H District Achievement Day on June 1,2026 at 5Pm at the Ag Corral.



Request for Decision

Council Meeting April 28, 2026

7.1 – Director of Public Works Report

Request

The Director of Public Works will present their report as attached.

Budget/Financial – N/A

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

To file the Director of Public Works Report as presented.

Submitted by: Scott Jeffery, Director of Public Works



Request for Decision

Council Meeting April 28, 2026

7.2 - Director of Community Services Report

Request

The Director of Community Services will present their report at the meeting.

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Motion to accept the Director of Community Services Report as presented.

Submitted by: Jason Storch, Director of Community Services



Request for Decision

Council Meeting February 24, 2026

7.3 – Regional FCSS Director Report

Request

The Regional FCSS Director has submitted the attached report.

Budget/Financial –

Legislation/Bylaw/Policy Consideration – N/A

Economic Development Implications –

Alternatives

Recommendation

Motion to accept the Regional FCSS Director's report as presented.

Submitted by: Betty Richard, Executive Assistant



Request for Decision

Council Meeting [Publish Date]

8.1 – 2026 Final Operating and Capital Budget

Request

Administration is presenting the 2026 Operating and Capital Budget for approval. The 2026 Budget Summary is attached for Council to review.

As soon as it is finalized, the detailed 2026 Budget Narrative will be forwarded to Council in a separate email and will be available on the County website following Council approval.

Budget/Financial

Legislation/Bylaw/Policy Consideration –

Section 242(1) of the M.G.A. states that a Council must adopt an Operating Budget for each calendar year.

Section 245 of the M.G.A. states that Council must adopt a Capital Budget for each calendar year.

Economic Development Implications –

Alternatives

Recommendation

Administration is recommending approval of the 2026 Municipal Operating and Capital Budget as per Sections 242(1) and 245 of the M.G.A. as follows:

Operating & Capital Revenues	\$ 41,860,561.00	
Funding by Debenture		
Funding from MD Foundation for debenture principal	\$ 104,057.00	
Funding from Reserve for Future Expenditures	\$ 12,500.00	
Funding from Reserve for Future Expenditures (2026 Capital)	\$ 62,000.00	
Operations Expenditures		\$ 32,821,898.00
Operating Reserves - Gravel Levy	\$ 57,701.00	\$ 82,432.00
Replacement Reserves		\$ 1,487,100.00
Capital Debenture Repayment		\$ 859,471.43
Capital Expenditures		\$ 7,102,595.00
Net Book Value of Disposed Capital Assets	\$ 256,913.00	
Total	\$ 42,353,732	\$ 42,353,496
Surplus/(Deficit)	\$ 236	



Request for Decision

Council Meeting April 28, 2026

8.2 – Tax Rate Bylaw 2026-11

Request

Tax Rate Bylaw 2026-11 is being presented to Council for approval.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

- 353(1) of the M.G.A. states that Council must pass a property tax bylaw annually.
- (2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
 - (a) the expenditures and transfers set out in the budget of the municipality, and
 - (b) the requisitions.

Economic Development Implications –

Alternatives

Recommendation

To give first reading to Bylaw 2026-11, Tax Rate Bylaw.

To give second reading to Bylaw 2026-11.

To present Bylaw 2026-11 at this meeting for third reading.

To give third reading to Bylaw 2026-11.

Submitted by: Jason Wallsmith, CAO

TAX RATE BYLAW

A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO IMPOSE SEVERAL RATES OF TAXATION FOR ALL PURPOSES AS INDICATED BELOW FOR THE YEAR 2026.

Whereas, the County of St. Paul has prepared and adopted detailed estimates of the probable revenues and expenditures as required by Sections 242 and 245 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000,

And Whereas the estimated municipal expenditure and transfers set out in the budget for the County of St. Paul for 2026 total \$42,353,496;

And Whereas the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,183,412; \$6,539,390 from MD Foundation Requisition, Designated Industrial Property Requisition and School Tax Requisition, with the balance of \$26,568,616 to be raised by general municipal taxation;

And Whereas the following requisitions were received or estimated for the purpose as indicated below;

And Whereas the assessed values are shown on the Tax Roll of the County of St. Paul No. 19;

And Whereas the rates shown hereinafter set out are deemed necessary to provide the amounts of the said requisitions;

Now Therefore, by virtue of the power conferred upon it by Section 353 of the Municipal Government Act, the Council of the County of St. Paul No. 19 enacts as follows:

That all non-residential property in the County of St. Paul No. 19 be classified into the following sub-classes for taxation, as allowed under Alberta Regulation 202/2017 of the Municipal Government Act:

- a) vacant non-residential Property
- b) small business property
- c) other non-residential property

That under the Non-Residential Small Business Property Sub-Class Bylaw 2022-20, all small business properties have made their declarations and eligible properties were approved by County of St. Paul No. 19, Chief Administrative Officer. Eligible approved properties are identified in the attached Schedule 'A'

That the County Administrative Officer is hereby authorized to levy taxes on the assessed value of all lands, improvements and property set out in the Assessment Roll

and situated within the respective districts within the boundaries of the County of St. Paul No. 19 for the purpose indicated:

REQUISITIONS			
Alberta School Foundation	Mill Rate	Assessed Value	Total
Residential & Farmland	2.6697	1,199,630,040	3,202,652
Non-Residential	4.0579	520,195,280	2,110,900
Total School Requisition		1,719,825,320	5,313,552
MD Foundation	0.5492	2,116,968,390	1,162,639
Designated Industrial Properties	0.0728	868,116,560	63,199
			6,539,390
MUNICIPAL PURPOSES			
	Mill Rate	Assessed Value	Total
Residential	4.6829	1,126,718,430	5,276,310
Farmland, DIF	15.8355	72,911,610	1,154,592
M&E	21.9340	2,886,740	63,318
Non-Residential - Other	21.9340	28,393,080	622,774
Non-Residential - Vacant	21.9340	3,108,760	68,188
Non-Residential - Small Business	20.1840	14,880,210	300,342
DIP, DIC	21.9340	868,069,560	19,040,238
Provincial-Grazing Reserve	15.8355	1,917,830	30,370
Prov. Imp. Res/Vacant	4.6829	288,940	1,353
Prov. Commercial Imp.	21.9340	507,460	11,131
		2,119,682,620	26,568,616
Total Taxes			33,108,006

Notwithstanding the foregoing, the minimum tax on any parcel will be (\$100.00) dollars as allowed by Section 357(1) of the Municipal Government Act.

This Bylaw shall come into force and effect immediately upon the passing thereof.

Read a first time in Council this 28th day of April, A.D. 2026.

Read a second time in Council this 28th day of April, A.D. 2026.

Read a third time in Council this 28th day of April, A.D. 2026.

Reeve

Chief Administrative Officer

SCHEDULE 'A'

2026 List of Non-Residential Small Business Properties by Roll Number

3509701	8718500	10025305
3616301	8802701	10025331
4603501	8810301	10025336
5626504	8811301	10025338
6618100	9019502	10025339
6630302	9019503	10025341
6631503	9726300	10025344
6631507	9735502	10128303
6632100	9803702	10632501
6708500	9807305	10809702
6708501	9816101	10813101
6717300	9816103	10824700
6810301	9817306	10903302
7724700	9821101	11113102
7725301	9827301	11634300
7725302	9830700	11703700
7735101	10007100	11704301
7806300	10013701	11803701
7808300	10024707	11927341
8534100	10025133	11927527
8704500	10025301	12101301
8708101	10025302	
8718101	10025303	



Request for Decision

Council Meeting April 28, 2026

8.3 – GOA Regional Director of Transportation & Economic Corridors - Letter Re: Provincial Highway Conditions

Request

Councillor Maxine Fodness is proposing that Council consider sending a letter to the GOA Regional Director North Central Region Transportation and Economic Corridors, Michael Botros, about the substandard condition of the Provincial highways across the County.

The following areas have been identified as priority safety concerns:

1. St. Brides Intersection
 - Apron at the stop sign beside the store – potholes have worsened
2. Intersection by the St. Paul Airport
 - Resident complaints regarding the poor workmanship with approach
3. Highway 29 & Highway 36 Intersection
 - 200 yards before the intersection to install “Important Intersection” sign with flashing lights (one accident)
4. Division 3 – Intersection of 881 & 646
 - Check into signage at the corner for “important Intersection” / flashing lights
5. Division 5 – Highway 28 and Highway 36
 - East – West curves approaching Ashmont – possible speed reduction to slow traffic down.

Administration seeks Council’s direction on whether to submit a letter to the Minister of Transportation.

A draft will be prepared to address these concerns in line with community needs and safety priorities.

Budget/Financial

Legislation/Bylaw/Policy Consideration

Economic Development Implications

Alternatives



To approve the submission of a letter to the GOA Regional Director of Transportation, regarding the substandard conditions of several of the Provincial Highways within the County.

To deny the request to submit a letter to the GOA Regional Director of Transportation, regarding the substandard conditions of several of the Provincial Highways with the County.

Recommendation

Council to provide direction.

Submitted by: Jason Wallsmith, CAO



Request for Decision

Council Meeting April 28, 2026

8.4 – County of Two Hills – ICF Conclusion Request

Request

Administration has received the attached letter dated April 8, 2026, from the County of Two Hills CAO, to conclude the current Intermunicipal Collaboration Framework (ICF) between them and the County of St. Paul.

If Council chooses to proceed with the termination of the ICF agreement a bylaw would be required to repeal the original Bylaw 2029-24.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration

Municipal Government Act Section 708.28(1.1) and Section 191(2)

Economic Development Implications –

Alternatives

To proceed with the termination of the ICF agreement between the County of Two Hills and the County of St. Paul.

To discuss further with the County of Two Hills the impact of terminating the current ICF agreement would be to both municipalities.

Council to provide other direction to Administration.

Recommendation

Council to provide direction.

Submitted by: Jason Wallsmith, CAO

April 8, 2026

Chief Administrative Officer and Council
County of St. Paul No. 19
5015 – 49 Avenue
St. Paul, Alberta, T0A 3A4

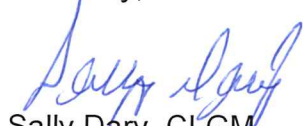
Dear Chief Administrative Officer and Council:

Re: Intermunicipal Collaboration Framework with the County of Two Hills

This will advise that the County of Two Hills Council resolved, at their meeting of March 26, 2026, that the County of Two Hills conclude the County of Two Hills and County of St. Paul Intermunicipal Collaboration Framework agreement existing between the two municipalities, pursuant to Municipal Government Act, Section 708.28(1.1)

Should you have any questions or concerns, you may contact the undersigned.

Sincerely,



Sally Dary, CLGM
Chief Administration Officer



Request for Decision

Council Meeting April 28, 2026

8.5 – Road Cancellation, Road Plan 6450ET in SE 30-56-7-W4 and NE 19-56-7-W4

Request

Prior to 2014, the Public Works department completed a review of older road plans within the County and identified several for cancellation where no current or future road use was required as alternate routes had already been registered. The County of St. Paul has since closed 27 road plans from the original listing, with approximately 36 remaining.

Road Plan 6450ET was included on that original list. Public Works has confirmed that this road plan is not required for any future road construction.

The landowner thought that this road plan had already been cancelled. It came to light that it was not when he made inquiries about another road allowance in the area.

Administration is bringing forward a resolution to cancel Road Plan 6450ET in SE 30-56-7-W4 and NE 19-56-7-W4.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration – Section 24 of the MGA allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

Economic Development Implications –

Alternatives

Approve the resolution for the road cancellation as presented.

Do not approve the resolution for the road cancellation.



Recommendation

Motion to approve the following:

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, Council has determined that the lands hereafter described by the existing road plan are no longer required for public travel due to the existence of an alternate route.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations.

Firstly, all that portion of Road Plan 6450ET lying within the South East (SE) Quarter (1/4), Section Thirty (30), Township Fifty-Six (56), Range Seven (7), West of the Fourth (4th) Meridian containing 0.555 hectares (1.37 acres), more or less; to be consolidated with the respective title.

Secondly, all that portion of Road Plan 6450ET lying within the North East (NE) Quarter (1/4), Section Nineteen (19), Township Fifty-Six (56), Range Seven (7), West of the Fourth (4th) Meridian containing 1.52 hectares (3.76 acres), more or less; to be consolidated with respective title.

Excepting thereout all mines and minerals.

Submitted by: Phyllis Corbiere, Director of Corporate Services

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4

www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences



April 28, 2026

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, Council has determined that the lands hereafter described by the existing road plan are no longer required for public travel due to the existence of an alternate route.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations.

Firstly, all that portion of Road Plan 6450ET lying within the South East (SE) Quarter (1/4), Section Thirty (30), Township Fifty-Six (56), Range Seven (7), West of the Fourth (4th) Meridian containing 0.555 hectares (1.37 acres), more or less; to be consolidated with the respective title.

Secondly, all that portion of Road Plan 6450ET lying within the North East (NE) Quarter (1/4), Section Nineteen (19), Township Fifty-Six (56), Range Seven (7), West of the Fourth (4th) Meridian containing 1.52 hectares (3.76 acres), more or less; to be consolidated with respective title.

Excepting thereout all mines and minerals.

CHIEF ADMINISTRATIVE OFFICER

REEVE

APPROVED THE _____ DAY OF _____ 202____.

MINISTER OF TRANSPORTATION
and ECONOMIC CORRIDORS



Request for Decision

Council Meeting April 28, 2026

8.6 – Lac Bellevue & District Recreation & Agricultural Society Request for Provincial Response

Request

The Lac Bellevue & District Recreation & Agricultural Society has sent Council the attached request, seeking assistance in obtaining a response from the Provincial government about two urgent issues. These matters concern their long-term Tourism Commercial Recreation Lease (TCL) and their solar energy project at Lake Bellevue campsite.

They are requesting the County's assistance in obtaining a response from the appropriate provincial department regarding these two issues.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

To direct administration to assist the Lac Bellevue & District Recreation & Agriculture Society with obtaining a response from the provincial department that is handling these two issues.

To deny the request to assist the Lac Bellevue & District Recreation & Agriculture Society.

Recommendation

Council to provide direction.

Submitted by: Jason Wallsmith, CAO

April 20,2026

County of St. Paul Council 5015-49 Avenue St. Paul, AB T0A 3A4

Dear Council members,

Thank you for the opportunity to address you today. I appreciate the time and consideration you dedicate to the matters that shape our community.

I am writing on behalf of the Lac Bellevue and District Recreation & Agricultural Society regarding two time-sensitive matters involving our long-term Tourism Commercial Recreation Lease (TCL) for our Lac Bellevue Campground. Our Ag society has been operating this campground since 1985; it includes 47 camping spots in an area of approximately 10.9 hectare in the heart of the community. Attached is a brief description of the campsite and its operations. In March of 2025, we received notice from Alberta Environment and Parks that our disposition for the campground (Recreational Lease) will be expiring and an application for a TCL must be submitted one year prior to the expiry date of our existing lease. We began the process by hiring Silver Sage Enterprises Ltd. to develop a business plan which is an application requirement for a TCL

Over the past year our society has been working diligently to renew our long-term REC lease, and turn it over to a TCL, which is essential for maintaining campground operations and supporting the many community programs we deliver. In December, Silver Sage submitted the TCL Business plan #800025 to government personal for their review. We had deadlines and guidelines to meet as an Ag society to have this TCL submitted. Unfortunately, we have experienced significant delays and a lack of communication from the provincial land officers responsible for reviewing our renewal. Phone calls and meeting requests have gone unanswered, timelines have not been met, and we have been unable to obtain any clear direction on the status of our file.

These delays are creating operational uncertainty for our organization and for the many residents and visitors who rely on the Lake Bellevue Campground. As a volunteer-driven nonprofit, we depend on predictable timelines and responsive communication in order to plan effectively for the season ahead.

In addition to the lease renewal, we have been attempting to move forward with a small-scale ancillary solar energy project at the Lake Bellevue campsite. This initiative would reduce operating costs, ease the strain on aging infrastructure, demonstrate renewal energy awareness and education for the community, and allow us to reinvest savings into our social programs, events, and community initiatives. Despite the clear long-term benefits, we have not been able to obtain meaningful engagement or guidance from the land officers overseeing our file. In May 2025, we were directed to submit a Temporary Field Authorization in order to proceed with the solar project under our existing REC Lease. The application was rejected in August and government personal indicated they were working on a renewable energy policy with a goal of having in place by the end of 2025. The Lac Bellevue Ag Society included the solar project in our TCL Business plan on the longstanding understanding that small scale solar is permitted when it supports the operation of a leased asset. Nothing in the TCL guidelines indicate that such improvements are prohibited!

Government personal has indicated by email (dated March 4, 2026) that government is not accepting renewable energy projects on public land.

We have already attained \$30,000 in grant funding from ATCO's Clean Energy fund, and the Farm Credit Canada Agrispirit Fund. **The deadline to use these funds is at the end of this year, so we are feeling pressured to complete this project.**

The Lac Bellevue and District Recreation & Agricultural Society is committed to responsible land stewardship, community development, and long-term sustainability. We believe these projects align with provincial priorities and will strengthen the region's tourism and recreational offerings.

Given the importance of this project and the upcoming construction season, we are requesting your assistance in establishing an action item with the appropriate Minister and department officials. Our goal is simply to receive timely communication, clarity on our lease renewal, and the opportunity to proceed with the solar project this spring.

We would greatly appreciate your support in helping us obtain a response from the department and ensuring that our file receives the attention required to move forward.

We have been in contact with local M.L.A, Scott Cyr on this matter and similar information has been sent to him.

Thank you for your time and we welcome to discuss this further if required at your convenience.

Dennis Bergheim

Representing the Board of Directors Lac Bellevue and District Recreation and Agricultural Society.

Part A – Business Overview & Operations

1.0 BUSINESS OVERVIEW

1.1 DESCRIPTION OF BUSINESS & HISTORY

The Lac Bellevue and District Recreation and Agricultural Society – herein referred to as the *Ag. Society* – has been operating a long-standing, fully established recreational campground on public lands in the St. Paul area. The campground has been successfully running for 42 years, and in 2025, the Lac Bellevue Ag. Society submitted an application to Alberta Forestry and Parks (AFP) to renew the lease area, and convert its existing *Recreation Lease (REC)* disposition, known as **REC 800025**, into a longer-term Tourism Commercial Lease (TCL), known as **TCL 800025**.



Figure 1: Satellite Image of Lac Bellevue Campground

Lac Bellevue Campground is located in the County of Saint Paul No. 19, approximately 20 kilometers south of the town of St Paul, Alberta. The site occupies a scenic and ecologically rich location along the southwestern shore of Lac Bellevue —a popular destination known for its clear water, natural beauty, and

Project Access

Lac Bellevue Campground is located approximately 20 km south of the Town of St. Paul and is accessed via Highway 881, with a westward connection onto Township Road 560 (RRD 8521502). Township Road 560 is followed for approximately 5.5 km to the campground entrance, which is located at the southeast corner of the lease boundary.

The site is situated within the White Zone, in the Northeast Quarter of Section 31, Township 55, Range 9, West of the 4th Meridian. Access to the campground is provided exclusively by existing public roads, and no new access development is required.

Refer to the maps below for the campground’s access route via Township Road 560 and its location relative to Highways 881 and 646.



Figure 5: Location Map, Access to Lac Bellevue Campground (TCL 800025)

Existing Site Layout

As illustrated in the site map below, Lac Bellevue Campground is organized as a compact, loop-based campground designed to balance accessibility, safety, and privacy. The campground features two distinct loops containing a total of 47 camping stalls. These loops are connected by internal roads approximately six metres wide, secured with locking access gates. The roads have been designed to safely accommodate two-way traffic and ensure unobstructed access for emergency vehicles at all times. A maximum speed limit of 15 km/h is enforced throughout the campground to maintain a safe and family-friendly environment.

The park includes two playgrounds (one in each loop), a large open field with two well-maintained baseball diamonds, and a centralized public recreation area equipped with a camp kitchen and BBQ shack. Campground facilities are distributed throughout the site to ensure equitable access for all campers while minimizing congestion in any single area. The campground also features seven outhouses, a shower house, and a network of walking trails that connect the various amenities and provide convenient access throughout the park, including routes leading down to the lakeshore.

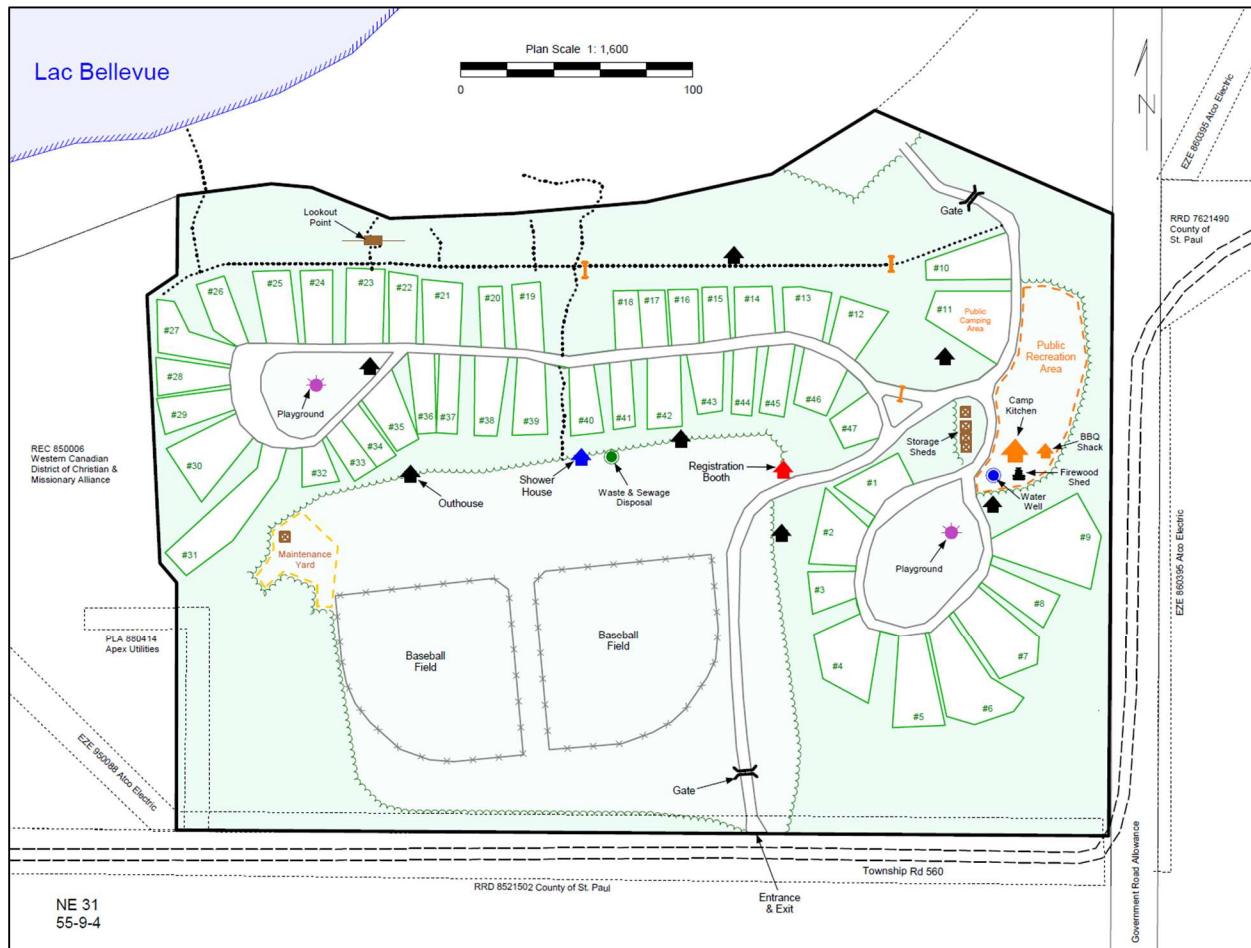


Figure 6: Existing Site Layout– Lac Bellevue Campground



Request for Decision

Council Meeting April 28, 2026

8.7 – Facility Assessment – Mallaig Arena

Request

A quote to perform a facility assessment of the Mallaig Arena was obtained from the consultants conducting the facility assessments of the Elk Point Arena, Aquatic Centre, Visual Arts, and Elk Point Curling Rink.

They have offered to perform the work at cost and would it be \$8000 - \$9000 depending on if the work could be coordinated with some other work they doing in the region.

The thought around completing this work was to ensure that long term planning for the facility could be conducted. While it is not a County owned facility it is a facility that the County helps fund and in the event major repairs were needed in the future, similar to what is being found at the other facilities, more planning and preparation could be done.

The group operating the facility has not been consulted, and this was concept that was discussed administratively very recently. It is being brought to Council for their consideration.

Budget/Financial – \$8000 - \$9000

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Pursue conducting a facility assessment of the Mallaig Arena with a maximum budget of \$9000.

Accept for information.

Council to provide alternative direction.

Recommendation

to direct Administration to pursue conducting a facility assessment on the Mallaig Arena, in consultation with the organization owning/operating the facility and with a maximum budget of \$9000.

Submitted by: Jason Storch, Director of Community Services



Request for Decision

Council Meeting April 28, 2026

8.8 – Fire Chief and Deputy Chief Appointments

Request

The County's Fire Protection Services Bylaw states:

- 6.3 *Council shall appoint a Fire Chief for Mallaig and Ashmont by resolution, from time to time.*
- 6.4 *Other officers and members may be appointed to a District Fire Department by the Fire Chief of that Fire Protection District.*
- 6.5 *The Fire Chief may delegate other members of the District Fire Department of which he is Chief, to act as Fire Chief on his behalf.*

The FES-5 Volunteer Fire Department Policy states:

- 2.1 *Each fire department will provide a recommendation in writing for the Fire Chief and Deputy Fire Chief positions annually to the Chief Administrative Officer by March 1st of each year. Council shall appoint a Fire Chief and Deputy Fire Chief by resolution.*

Administration is presenting the following list of Fire Chief's and Deputy Chiefs for Council's approval.

Mallaig Fire Department:

Ray Brousseau – Fire Chief

Justin L'Heureux – Deputy Chief

Cody Bodnar – Deputy Chief

Ashmont Fire Department:

James Preston – Fire Chief

Wendell Baerg – Deputy Chief

Baxter Bailey – Deputy Chief



Budget/Financial – \$

Legislation/Bylaw/Policy Consideration – Fire Protection Services Bylaw 2022-07,
FES-5 Volunteer Fire Department Policy

Economic Development Implications –

Alternatives

Appoint the Fire Chief's and Deputy's as recommended.

Provide alternative direction.

Recommendation

Motion 1:

Council to move to appoint Ray Brousseau as the Mallaig Fire Chief, Justin L'Heureux as a Mallaig Deputy Chief, and Cody Bodnar as a Mallaig Deputy Chief.

Motion 2:

Council to move to appoint James Preston as the Ashmont Fire Chief, Wendell Baerg as an Ashmont Deputy Chief, and Baxter Bailey as an Ashmont Deputy Chief.

Submitted by: Jason Storch, Director of Community Services



Request for Decision

Council Meeting April 28, 2026

8.9 – 2026 ASB Tour Attendance

Request

The 2026 ASB Summer Tour is scheduled for July 14-16, 2026 and is being hosted by Wheatland County in Strathmore.

The registration fee is \$775 per delegate.

Considering the potential changes to the Conference and Education policy, staff need to know which Council/ASB members are authorized to attend so they can be registered and get hotels booked ahead of the May 15 deadline.

The proposed tour itinerary is attached for review.

Budget/Financial – \$775/attendee + Hotels for 3 nights + mileage

Legislation/Bylaw/Policy Consideration – ADM 7 Conference and Education Policy

Economic Development Implications –

Alternatives

Council to approve any interested Councilors to attend

Council to approve only select Councilors to attend

To accept for information

Recommendation

Council to provide direction

Submitted by: Jason Storch, Director of Community Services

Invitation to the ASB Summer Tour

Dear Agricultural Service Board Members and Ag Fieldmen,

On behalf of the Wheatland County Agricultural Service Board, we are pleased to extend an invitation to all Agricultural Service Boards and Ag Fieldmen across Alberta to join us in Wheatland County from July 14–16 for the revival of the ASB Summer Tour.

Wheatland County is excited to host this event and showcase the diversity, innovation, and stewardship that define agriculture in our region. The tour will feature two full days of guided site visits, highlighting exceptional agricultural producers, agri-businesses, and environmental initiatives from across the county.

Participants will have the opportunity to visit eight unique sites, including:

- Strathmore Seed Plant
- New on-farm water storage project by the Western Irrigation District
- The Archibald Biodiversity Centre
- Target Airspray
- Origin Malting and Brewing
- Solar Sheep Grazing operation
- The new Rural Routes Agriculture Academy
- A heritage pork “farm-to-fork” operation

To kick off the event, attendees are invited to participate in one of two optional pre-tour experiences:

- A golf tournament at Speargrass Golf Course, or
- A guided tour of Blackfoot Crossing Historical Park at Siksika Nation

The Wheatland County Agricultural Service Board is proud of our local farmers, ranchers, and agri-businesses, and we look forward to sharing their stories, operations, and innovations with colleagues from across the province.

Tour details and registration information are available at:

www.wheatlandcounty.ca/asbtour

Please note that space and local accommodations are limited, and early registration is encouraged.

The registration deadline is May 15.

We sincerely hope you can join us this July and look forward to welcoming you to Wheatland County.



Request for Decision

Council Meeting April 28, 2026

8.10 – 2nd Avenue Road Widening & Drainage- Ashmont

Request

In the fall of 2025 two motions were passed by Council with respect to the widening of 2nd Avenue in Ashmont:

Resolution PW20251125.1030 Moved By: Councillor Maxine Fodness Carried to table for more information regarding options for the widening of 2nd Avenue in Ashmont.

Resolution CM20251209.1010 Moved By: Councillor Darrell Younghans Carried to defer the decision to widen 2nd Avenue in the hamlet of Ashmont to Spring 2026, for further evaluation of the drainage issues.

On April 20, 2026 during the spring melt there were drainage issues at this location. Two options have been presented for Council’s consideration:

- Option A – Road widening and drainage improvements. This option would widen the noted stretch of road along with improving the drainage. The proposed project would widen the entire stretch of road as having a change of road width within the block is a potential safety issue.
- Option B –Drainage improvements. This option would only address the drainage concerns and maintain the existing road surface.



Affected Quarters
NW 27-59-11-W4

Landowners

Phone Number

Notes:

2nd Avenue to be widened to create additional room for parking for residents
existing sidewalks to be returned to each property, culverts (300mm) required



Budget/Financial – \$

Option A

2nd Avenue Road Widening & Drainage- Ashmont

County of St.Paul Estimate

Project Duration- 12 Days
Project Length- 120m

Mobilization - \$1,000

Road Extension

(2.0m widening of 2nd Avenue, Walkway Construction, Culvert Installs)

- D3 Dozer (\$89.12 per hour/70 hrs) = \$6,238.40
- Grader (\$141.96 per hour/7 hrs) = \$993.72
- Smooth Drum Packer (\$169.55 per hour/56 hrs) = \$9,494.80
- Mini Hoe (\$142.66 per hour/35 hrs) = \$4,993.10
- Skidsteer (\$64.56 per hour/35 hrs) = \$2,259.60
- Truck & Pup (\$122.28 per hour/21 hrs) = \$2,567.88
- Labour (\$35.00 per hour/48 hrs) = \$1,680.00

Total = \$28,227.50

Culverts

(7) 300mmx3m CSP = \$1,512

Gravel- Base (300 tonne) - \$6,300

Survey (In-House) - \$300

Seeding - \$300

COUNTY OF ST. PAUL
5015 – 49 Avenue, St. Paul, AB



Cold Mix

(Cold mix of 2.0m widening of 2nd Avenue)

- Grader (\$141.96 per hour/7 hrs) = \$993.72
- Smooth Drum Packer (\$169.55 per hour/14 hrs) = \$2,373.70
- Skidsteer (\$64.56 per hour/14 hrs) = \$903.84
- Labour (\$35.00 per hour/10 hrs) = \$350.00

Total = \$4,621.26

Gravel (25 tonne) - \$525

Cold Mix (150 tonne) - \$9,600

Cold Mix Total = \$14,746.26

Project Total = \$52,385.76

Note: Estimate completed at 2026 County Cost Rates. Labour hours include labouring, travel, and servicing.

Option B

2nd Avenue Drainage Improvement- Ashmont

County of St.Paul Estimate

Project Duration- 3 Days

Project Length- 120m

Mobilization - \$300

Road Extension

(Drainage Improvements, Walkway Construction, Culvert Installs)

- Mini Hoe (\$142.66 per hour/24 hrs) = \$3,425.84
- Skidsteer (\$64.56 per hour/24 hrs) = \$1,549.44
- Labour (\$35.00 per hour/28 hrs) = \$980.00

Total = \$5,955.28

Culverts

(7) 300mmx3m CSP = \$1,512

Gravel- Base (84 tonne) - \$1,764

Survey (In-House) - \$300

Seeding - \$300

Project Total = \$10,131.28

Note: Estimate completed at 2026 County Cost Rates. Labour hours include labouring, travel, and servicing.



Legislation/Bylaw/Policy Consideration –
Economic Development Implications –

Alternatives

For the County to complete the widening and drainage improvement of 2nd Avenue in Ashmont.

For the County to complete the drainage improvement only of 2nd Avenue in Ashmont.

To deny the request for widening and drainage improvements of 2nd Avenue in Ashmont.

Recommendation

Council to provide direction.

Submitted by: Andy Petterson, Construction Manager



Request for Decision

Council Meeting April 28, 2026

8.11 – Contract Extension for Grynn Contracting

Request

In April 2025 the County entered a contract with Grynn Contracting Ltd. for mixing up to 45,000 tonnes of cold mix asphalt.

The term of the contract was from April to September 30, 2025. Upon satisfactory completion of the first term, the County has the discretion to extend the contract once for an additional one-year term.

Administration is recommending that the contract be extended for a further one-year term. An amendment to the contract has been prepared for this extension and includes an increase from \$14.83 to \$16.20 per tonne as discussed during budget deliberations.

Budget/Financial – \$61,650 increase included in budget

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve the amendment to the Cold Mix Contract as presented.

Do not approve the amendment to the Cold Mix Contract and provide further direction.

Recommendation

Approve the contract amendment with Grynn Contracting Ltd. for mixing up to 45,000 tonnes of cold mix for the 2026 season.

Submitted by: Scott Jeffrey, Director of Public Works

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca



Our Mission - To create desirable rural experiences



THIS amendment made the _____ day of _____, 2026.

BETWEEN:

COUNTY OF ST. PAUL

(hereinafter referred to as the "COUNTY")

OF THE FIRST PART

- and -

GRYNN CONTRACTING LTD.

(hereinafter referred to as the "Contractor")

OF THE SECOND PART

WHEREAS Section 3.1 of the contract dated April 17, 2025 for mixing up to 45,000 tonnes of cold mix asphalt provides that, upon the satisfactory completion of the term, the County may, at its sole and unfettered discretion, exercise a one-time option to extend the term for an additional period of one (1) year on such terms and conditions as may be mutually agreed upon by the parties, with any such agreement to be formalized by written amendment to the Contract.

The parties mutually agree to amend the Agreement as follows:

1. The term of the contract is hereby extended to September 30, 2026.
2. The unit price hereby increased to \$16.20 per tonne.

This Amendment shall take effect on _____.

Except as set forth in this Amendment, the Agreement dated April 17, 2025 remains unchanged and shall continue in full force and effect in accordance with its terms. In the event of any conflict or inconsistency between this Amendment and the Agreement, the terms of this Amendment shall prevail.

This Amendment shall be binding upon and enure to the benefit of the parties hereto and their respective representatives, successors and assigns. This amendment may be executed by the duly authorized representatives of each party.

IN WITNESS WHEREOF the parties have executed this Contract as of the date first above written.

COUNTY OF ST. PAUL

GRYNN CONTRACTING LTD.



Request for Decision

Council Meeting April 28, 2026

8.12 – Riverview Access Road

Request

Requesting a decision from Council to use County forces to complete the extension of Riverside Avenue in Riverview to access Block A, Plan 4074. The landowner has purchased an RTM for this lot in Riverview and has arranged for early July delivery. Before this can take place, access to Block A will be required within the County road allowance (Riverside Avenue). Other options of access have been explored with Public Works, but Riverside Avenue was deemed most suitable.

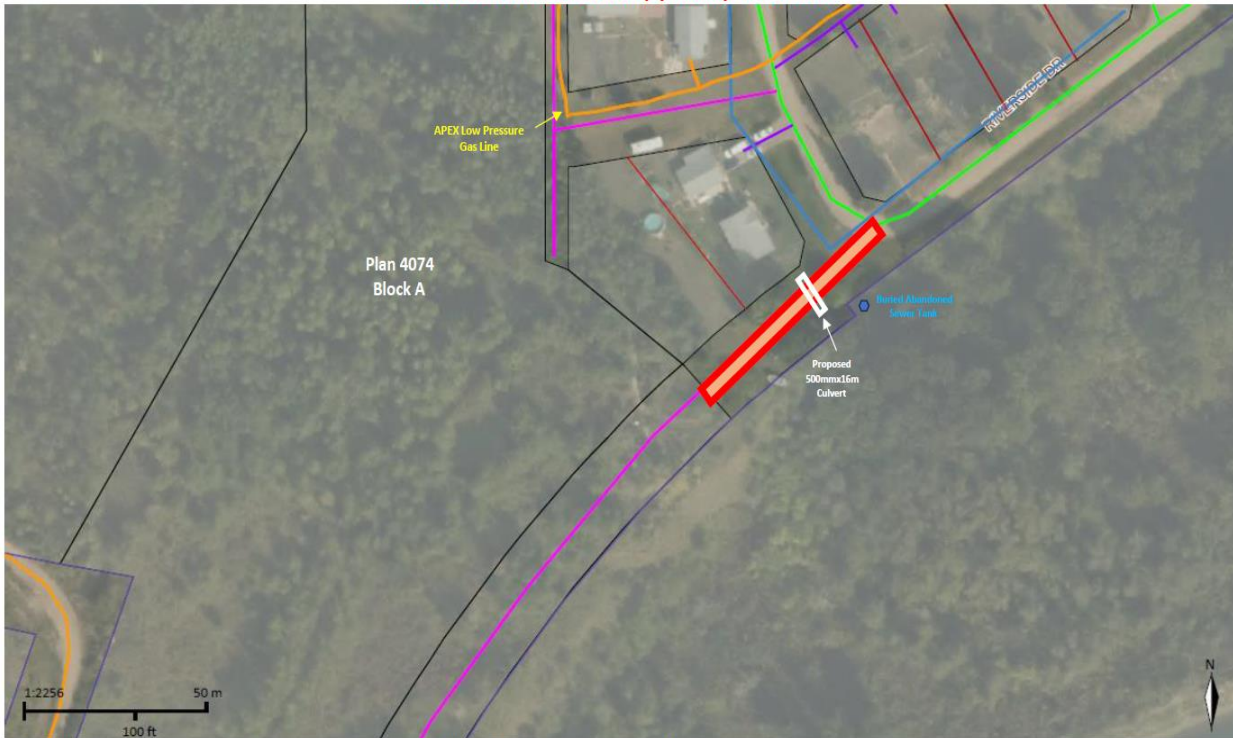
The landowner has expressed interest in the County constructing access into this lot as this road allowance belongs to the County and will need to be built to County specifications. He has requested that this road be constructed free of cost, but has stated that he is also willing to pay the costs associated if required. The landowner is currently in discussions with County Planning & Development to acquire all the necessary permits.

The lot owner has requested a cost estimate from the County of St. Paul to extend Riverside Avenue westerly into Block A, in the event that it cannot be built free of cost to the landowner. The landowner is willing to provide any material required within Block A to construct the roadway. The estimated timeline for the Special Projects crew to complete this project would be 3 days, this project has been requested for May/June construction.

Under the Fee Schedule bylaw, unless Council opts to fund the development of this road, this would be considered Custom Work and should be invoiced to the landowner at 80% of road builders rate.



Riverside Drive Extension (+/- 65m)- Riverview



Affected Quarters
NW 23-56-5-W4

Landowners

Phone Number

Notes:

Lot owner has requested that the County construct a new road within Riverside Drive to provide access to Block A





Budget/Financial – \$

Riverside Drive Extension – Cost Estimate

County Cost Rate

Project Length- 65m

Project Duration- 3 Days

Design- To be constructed to County specifications with an 8m road top and 3:1 ditch slopes

Mobilization = \$733.68

Grade Construction

- CAT 14M Graders (*\$141.96 per hour/14 hrs each*) = \$1,987.44
- Smooth Drum Packer (*\$169.55 per hour/7 hrs each*) = \$1,186.85
- CAT D3K (*\$89.12 per hour/21 hrs*) = \$1,871.52
- Link Belt Track Hoe (*\$116.12 per hour/14 hrs*) = \$1,625.68
- Tandem Axle Truck (*\$122.28 per hour/7 hrs*) = \$855.96
- Labour (27 hrs) = \$945.00

Total = \$8,472.45

Culverts (500mmx16m CSP) = \$2132.00

Gravel

- ¾" (2-20) Base Gravel- (300 tonne/\$21 per tonne) = \$6,300
- ¾" (4-20) Road Gravel- (50 tonne/\$21 per tonne) = \$1,050

Total = \$7,350

Survey (In-House) = \$300

Total Project Estimate = \$18,988.13



Riverside Drive Extension – Cost Estimate

80% Road Builders Rate

Project Length- 65m

Project Duration- 3 Days

Design- To be constructed to County specifications with an 8m road top and 3:1 ditch slopes

Mobilization = \$1,286.40

Grade Construction

- CAT 14M Graders (\$237.60 per hour/14 hrs each) = \$3,326.40
- Smooth Drum Packer (\$132.80 per hour/7 hrs each) = \$929.60
- CAT D3K (\$128.80 per hour/21 hrs) = \$2,704.80
- Link Belt Track Hoe (\$133.60 per hour/14 hrs) = \$1,870.40
- Tandem Axle Truck (\$121.60 per hour/7 hrs) = \$851.20
- Labour (27 hrs) = \$945.00

Total = \$10,627.40

Culverts (500mmx16m CSP) = \$2132.00

Gravel

- ¾" (2-20) Base Gravel- (300 tonne/\$21 per tonne) = \$6,300
- ¾" (4-20) Road Gravel- (50 tonne/\$21 per tonne) = \$1,050

Total = \$7,350

Survey (In-House) = \$300

Total Project Estimate = \$21,695.80

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –



Alternatives

For the County to construct Riverside Drive to provide access to Block A free of cost to the landowner.

For the County to construct Riverside Drive to provide access to Block A at 80% Road Builders Rates, totaling \$21,695.80.

For the County to provide permission to the landowner to construct Riverside Drive to County Specifications.

To deny the request to extend Riverside Drive.

Recommendation

Council to provide direction.

Submitted by: Andy Petterson, Construction Manager



Request for Decision

Council Meeting April 28, 2026

8.13 – Elks Wilderness Park Gravel Request

Request

Requesting a decision from Council to allow the Elks Wilderness Park to purchase all gravel materials required for the construction of their new proposed boat launch from the County of St. Paul. The Elks Wilderness Park has engaged and is currently working with an engineering company to assist them with their design and environmental permitting for their proposed boat launch installation. Due to the decreased water levels of Kehiwin Lake, their existing boat launch is now out of the water and currently sitting on the shore of the lake. This existing launch has aged and is no longer suitable to be salvaged or used in the construction of the new boat launch.

Elks Wilderness Park has engaged its members and has found a number of volunteers with a construction background that are willing to assist with the construction of this launch, using all their own heavy equipment. With assistance from Public Works, they have engaged an engineering/environmental contractor, concrete contractor willing to construct their concrete pads, have design plans to fabricate their rail system, and are following the general boat launch blueprint of the County.

The key element that the Elks Wilderness Park is missing is the required gravel materials to construct the base and access road of the launch. They have requested that the County assist in this department and allow them to purchase all required gravel materials from the County at a set price. The Elks Wilderness Park will be hauling the material from the Richland Pit themselves.



Elks Wilderness Park- Proposed Boat Launch



Affected Quarters	Landowners	Phone Number	Notes:
SW 24-58-7-W4	County of St.Paul (Elks Wilderness Park)		Elks Wilderness Park has requested to purchase all gravel materials required for boat launch construction from the County of St.Paul

Budget/Financial –

Gravel Request:

- 1M Rip Rap - 375 tonne (\$35.00 per/tonne) = \$13,125
- 3' Gravel (Clean) = 375 tonne (\$24.00 per/tonne) = \$9,000
- ¾' Gravel (Clean 4-20) = 125 tonne (\$24.00 per/tonne) = \$3,000
- ¾' Gravel (Base 2-20) = 125 tonne (\$15.00 per/tonne) = \$1,875

Grand Total = \$27,000

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –



Alternatives

For the County to allow the Elks Wilderness Park to purchase the requested gravel quantities for the construction of their proposed boat launch.

To deny the request to sell County gravel to the Elks Wilderness Park.

Recommendation

Council to provide direction.

Submitted by: Andy Petterson, Construction Manager



Request for Decision

Council Meeting April 28, 2026

8.14 – St. Paul & District Arts Foundation Invitation June 14

Request

The St. Paul & District Arts Foundation have submitted the attached invitation for Council members to attend a special community celebration on June 14, 2026, at Lions Park in St. Paul.

The event marks the Foundation's achievement of becoming a community-owned, mortgage-free home for the arts. The organization requests that one individual represent the County of St. Paul and provide brief remarks during the celebration.

Their purpose is to recognize the support from the community, highlight the value of arts and culture in rural Alberta, and celebrate the importance of creative spaces that foster education, creativity, and a sense of belonging.

They require an RSVP no later than May 15

Budget/Financial

Legislation/Bylaw/Policy Consideration

Economic Development Implications

Alternatives

For any interested/ available Council members to attend and speak on behalf of the County, at the St. Paul & District Arts Foundation Celebration on Sunday June 14, 2026.

To deny the request and file as information.

Recommendation

Council to provide direction,

Submitted by: Betty Richard, Executive Assistant

From: Arts Foundation <info@artfoundation.ca>
Sent: Thursday, April 23, 2026 10:53 AM
To: Betty Richard <brichard@county.stpaul.ab.ca>
Subject: A Blazing Milestone Celebration

Good morning Betty,

We are hoping you would be able to direct this invitation to the right channels. If you could let us know who would be attending **by no later than May 15th** that would be greatly appreciated.

Good morning St. Paul County Council,

On behalf of the Board of Directors, staff, volunteers, artists, and members of the St. Paul & District Arts Foundation, it is our great pleasure to invite you to join us for a very special community celebration:

A Blazing Milestone Celebration

Sunday, June 14, 2026

12:00 PM – 2:00 PM

Lions Park, St. Paul (beside the Foundry)

This event marks an extraordinary moment in the history of our organization and our community — the St. Paul & District Arts Foundation is proud to celebrate becoming a **community-owned home for the arts**.

For many years, our building has served as a creative hub where residents of all ages have come together to learn, perform, create, and connect through the arts. Reaching this mortgage-free milestone is not only a celebration of the Foundation's growth, but a reflection of the incredible support of our community and the lasting value of arts and culture in rural Alberta.

We would be honored by your presence as we celebrate this achievement with music, family activities, food, and a ceremonial mortgage-burning moment. Your attendance would help recognize the importance of community spaces that foster creativity, education, and belonging. **We would like to invite one individual to come and speak on behalf of the County of St. Paul.**

If your schedule permits, we would also be delighted **to invite you to share a few brief remarks during the celebration. We would like to invite one individual to come and speak on behalf of the County of St. Paul.**

Thank you for your continued support of arts and culture in our region. We sincerely hope you will be able to join us for this exciting milestone.

Warm regards,

With the support of Volunteer Board Members
Jenn, Liz, Valerie, and Virginia





Request for Decision

Council Meeting April 28, 2026

8.15 – ADM-5 Council Equipment Policy

Request

Amendments to ADM-5 were discussed by the Policy Committee on February 23rd and April 13th and the policy was approved with the amendments. The policy is now being brought forward for Council's consideration.

Section 1.2 of the current policy for internet services states that the County will pay the service provider directly for the Councillor's internet. Therefore, when a Councillor is elected, staff transfer the Councillor's invoice into the County's billing system and pay the internet company directly for the four-year term.

If a Councillor does not return after the election, they must contact the internet provider to transfer the account back into their name. This is time sensitive, as the transfer must occur before the November billing cycle following the election.

The County currently pays internet for 4 elected officials, at \$100 per month each.

The proposed amendment establishes an internet allowance equivalent to the phone allowance, which is recorded on the monthly timesheet and paid directly to the Councillor. This change would simplify administrative processes and improve transparency in payment to councilors; however, the allowance would then become taxable.

Administration is also proposing to move Section 4 from the ADM-1 Cellular Phones Policy into this policy to consolidate all Council-related equipment under one policy.

Final amendment, amend the policy name from Council *Office* Equipment Policy to Council Equipment Policy.

A copy of the Cell Phone User Agreement for the Reeve is attached.

Budget/Financial – No change

Legislation/Bylaw/Policy Consideration – ADM-1 Cellular Phones Policy

Economic Development Implications –



Alternatives

Approve Policy ADM-5 as presented.

Do not approve the policy and refer back to the policy committee for further amendments.

Recommendation

Approve ADM-5 Council Equipment Policy as recommended by the Policy Committee.

Approve a \$100 monthly internet allowance for each Councillor, pursuant to Policy ADM-5, with the allowance to be added to their monthly remuneration, effective June 2026.

Submitted by: Phyllis Corbiere, Director of Corporate Services



ADM-5 Council ~~Office~~ Equipment Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards for the acquisition, use, and maintenance of laptops, printers and other equipment or devices for Councillors.

DEFINITION:

“Councillors” means the individuals elected to Council in accordance with the *Municipal Government Act*;

POLICY STATEMENTS:

1.0 Equipment Provision

1.1 Councillors will be provided with a laptop/tablet and printer at the beginning of their term. The County will provide cartridges, paper, and IT support as required. Councillors will receive agendas, correspondence, and calendar information via this laptop.

1.2 Internet hardware **will be paid by the County if required to enhance the Councillor’s service.** ~~and service charges will be paid by the County during the four-year term. Payment will be made directly to the service provider on behalf of the Elected Official.~~

1.3 **Councillors will receive a standard internet allowance, which shall be determined annually at the County’s organizational meeting, to offset internet services charges.**

2.0 Email Address

2.1 Each Councillor will be provided a county email address.

3.0 Councillor Responsibilities

3.1 Councillors must enter a contractual agreement with the County for a payroll deduction every month during their four-year term, which will pay half the cost of their laptop/tablet and corresponding hardware. When the term is over the equipment will become their property.

3.2 In the event that a Councillor does not complete their term, they will have the option of purchasing the laptop and its corresponding hardware for the remaining balance.

3.3 When a Councillor is leaving their position, they are required to submit their laptop to County administration for the purpose of removing all County-related programming.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



4.0 Cell Phones

- 4.1 The Reeve may be provided with a County-owned cell phone, and the County will pay the monthly invoice. Alternatively, the Reeve may elect to receive the standard phone allowance.
- 4.2 If the Reeve is provided with a County-owned cell phone, they must sign the County of St. Paul Cell Phone User Agreement.
- 4.3 When the Reeve is provided with a County-owned cell phone, it shall be limited to one device per term.
- 4.4 All other Councillors will receive a standard cell phone allowance, which shall be determined annually at the County's organizational meeting.
- 4.5 Councillors receiving a cell phone allowance must retain an active cell phone contract but may choose the cellular service provider and plan design of their choice.

Council Approval: September 14, 2010
Amended: April 8, 2014
Amended: December 14, 2021
Amended: July 10, 2025
Amended:



CELL PHONE USER AGREEMENT REEVE

I agree to the following terms regarding the use of a County of St. Paul owned cell phone provided to me during my term as Reeve of the County of St. Paul:

1. I acknowledge that I am responsible for verifying usage of the County issued cell phone.
2. I understand that monthly bills reflecting excessive additional charges will be reviewed to monitor personal use, and that the CAO will determine any required reimbursement.
3. I understand that it is my responsibility to advise management when additional coverage is required for use of the cell phone out of the country. Responsibility for the cost of such additional coverage will be determined at the discretion of the CAO.
4. I have read and agree to comply with the County of St. Paul Council Equipment Policy. Failure to comply with the policy and this Agreement may result in cancellation of my use of a County of St. Paul owned cell phone.
5. I understand that the County issued cell phone must be returned at the end of my term.

Date

Reeve's Name (Print)

Reeve's Signature



Request for Decision

Council Meeting April 28, 2026

8.16 – ADM-1 Cellular Phones Policy

Request

At the April 13th Policy Meeting, amendments to the Cellular Phones Policy ADM-1 were approved by the Committee, as this policy supports the Council Equipment Policy ADM-5. The following changes were made:

- Section 2.0 of the ADM-1 Cellular Phones Policy has been removed, as it was moved into ADM-5 Council Equipment Policy.
- References to elected officials were removed from ADM-1.

Administration is also proposing an additional change that was not presented at the Policy Committee. Amending section 4.1 as indicated below will align the policy with practice:

Senior managers and managers receiving a County-owned phone will be obligated to enter into a Cell Phone **User Agreement with the County of St. Paul. The County will enter into a** contract with a provider of the County's choosing.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve Policy ADM-1 with the amendments.

Refer Policy ADM-1 back to the policy committee for further discussion and review.

Recommendation

Approve Cellular Phones Policy ADM-1 as amended.

Submitted by: Phyllis Corbiere, Director of Corporate Services



ADM-1 Cellular Phones Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards to govern the purchase, usage, maintenance, administration, and invoicing of cellular communication devices and to ensure that proper equipment is allocated in a fiscally responsible manner.

POLICY STATEMENTS:

1.0 Employee Eligibility

- 1.1 Senior management and management staff have job duties that require the frequent need for a cell phone. At the Chief Administrative Officer's discretion, senior managers and managers may be provided with a County-owned cell phone and the County shall pay the monthly invoice.
- 1.2 Senior managers and managers may elect to use their personal cell phone to conduct business on behalf of the County. Those carrying personal phones will receive a monthly phone allowance.
- 1.3 Non-supervisory employees who require frequent need for a cell phone are required to use a personal cell phone and will receive a bi-weekly or monthly allowance unless the Chief Administrative Officer or their designee authorizes the provision of a County-owned cell phone.

~~2.0 Elected Official Eligibility~~

- ~~2.1 The Reeve may be provided with a County-owned cell phone, and the County shall pay the monthly invoice, or the Reeve may elect to receive the standard phone allowance.~~
- ~~2.2 All other elected officials will receive a standard cell phone allowance, which shall be determined annually at the County's organizational meeting.~~

3.0 Cell Phone Allowance

- 3.1 The Chief Administrative Officer or their designee may provide an allowance to an employee whose job duties necessitate the need for extensive use of their personal phone to conduct County business. No further reimbursement for cell phone costs is available to employees who receive a cell phone allowance.
 - a. For Foreman, supervisors, managers, and directors, a monthly cell phone allowance, consistent with the cell phone allowance set by Council at the annual Organizational Meeting, shall be provided to those employees using their personal phone to conduct County business.
 - b. The monthly allowance for all other employees using their personal cell phones to conduct County business, will be 50% of the cell phone allowance set by Council at the Organizational Meeting.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



3.2 The approved cell phone allowance will be paid monthly or bi-weekly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for salary increases, promotions, or any other related compensation.

4.0 Employee Responsibilities

4.1 Senior managers and managers receiving a County-owned phone will be obligated to enter into a Cell Phone **User Agreement with the County of St. Paul**. **The County will enter into a** contract with a provider of the County's choosing.

4.2 Employees ~~and elected officials~~ receiving a cell phone allowance must retain an active cell phone contract. Employees ~~and elected officials~~ may choose the cellular service provider and plan design of their choice.

4.3 Use of the phone in any manner contrary to provincial or federal laws will constitute misuse and will result in immediate termination of the cell phone allowance or the revoking of a County-owned cell phone.

4.4 Employees who are required to answer their cell phone while operating equipment or driving shall use Bluetooth Wireless Technology.

4.5 Employees who are deemed eligible to carry a County-owned cell phone or receive a cell phone allowance shall be available on-call as required. If management is unable to regularly contact an eligible employee who is expected to be available, this may result in the discontinuation of the cell phone allowance or revoking of the County-owned cell phone.

4.6 Eligible employees ~~and elected officials~~ shall be required to sign a County of St. Paul Cell Phone Allowance Agreement or a County of St. Paul Cell Phone User Agreement.

5.0 Lost or Damaged Cell Phones

5.1 The employee's immediate supervisor must be notified immediately if a County-owned cell phone has been lost or damaged.

5.2 The repairing or replacement of a County-owned cell phone that has been lost or damaged shall be determined at the discretion of the employee's immediate supervisor. The supervisor may determine that the employee is no longer permitted to carry a County-owned cell phone.

Council Approval: March 30, 2011

Amended: March 10, 2015

Amended: October 10, 2017

Amended: May 12, 2020

Amended: July 22, 2025



Request for Decision

Council Meeting April 28, 2026

8.20 – ADM-20 Council Remuneration and Expenses Policy

Request

At the February 10 Council Meeting, Councillor Fodness made a motion to refer the Council Remuneration and Expenses Policy to the Policy Committee for clarification regarding per diem eligibility when an elected official temporarily leaves a conference to attend a meeting. Section 2.8 has been added to address compensation for that situation:

- 2.8 When a Councillor attending a conference is absent to participate virtually in a Council or Committee meeting, they will be compensated at one-half (½) of the conference rate for that day, in addition to the full meeting rate.

Further amendments approved by the Policy Committee include:

- All references to Public Works Meetings have been removed.
- Clarification for compensation for ½ day travel time at the out-of-County rate, has been amended as follows:
½ day each way – ~~up to~~ 170 to 340 km one way.
- An example of compensation for the RMA Spring Convention has been added to this policy.

During the policy meeting, there was also a discussion around the following item:

3.0 Reporting

Councillors shall provide reports at monthly Council Meetings on any Committee Meetings, Conference or conventions that are being claimed.

The committee did not propose any amendments to the policy on item 3.0 but agreed to bring it forward to Council for discussion.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –



Alternatives

Approve the policy as recommended by the Policy Committee.

Refer the policy back to the Policy Committee for further review.

Recommendation

Approve Policy ADM-20 Council Remuneration and Expenses Policy as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



ADM-20 Council Remuneration and Expenses Policy

Department: Administration

Purpose

The County of St. Paul desires to establish fair and equitable compensation to members of Council for performing the duties of their office and reimbursement for expenses that they incur as they carry out their responsibilities.

This policy is intended to:

- (a) establish the eligibility for remuneration, benefits, and reimbursement of expenses available to members of Council when carrying out their official duties.
- (b) establish the approval process for reimbursement of costs associated with travelling to conference, conventions, training sessions or other general expenses for Councillors.

Scope

This policy applies to all Councillors.

Policy Statements

1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) "Back-Up Documentation" includes but is not limited to credit card statements, bank statements, or any other proof of purchase that provide the necessary information related to the actual purchase in the absence of a Receipt;
- (b) "Committee Meeting" means a formal gathering of a subgroup appointed at the annual Organizational Meeting.
- (c) "Conference" means a formal meeting at which individuals participate in an exchange of ideas, information, and expertise in County-related subject areas;
- (d) "Convention" means an assembly, usually of Members of a professional group or delegates, whose primary purpose is to elect officers, report progress, and obtain approval for future activities;
- (e) "Council Appointment List" means the list of boards, committees, or other organizations to which Council appoints a Council member as a representative;
- (f) "Council Meeting" means a regularly scheduled meeting of Council;
- (g) "Councillors" means the individuals elected to Council in accordance with the *Municipal Government Act*;

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- (h) "County" means the County of St. Paul No. 19;
- (i) "Course" means an instruction period dealing with specific subject matter, which is attended in person or on-line;
- (j) "Deputy Reeve" means the individual elected by Council at the annual organizational meeting to serve a one-year term and who will serve as Reeve in the Reeve's absence;
- (k) "Legislative Budget" means the annual budget available to Councillors for general Council expenses including remuneration, travel, meals, mileage, and other expenses related to Councillors duties;
- (l) "Meeting" means a gathering that Councillors attend where matters within the jurisdiction of County Council are discussed and direction is given to administration or where County business is discussed;
- (m) "Municipal Business" means all activities without limitations undertaken by Councillors in the course of carrying out their duties, that provide benefit to the County;
- (n) "Presentation" means information being conveyed from a speaker to an audience.
- (o) ~~"Public Works Meeting" means a regularly scheduled meeting of Council, which may contain predominantly Public Works related items and will include a report from the Director of Public Works.~~
- (p) "Receipt" means an itemized receipt provided by the vendor detailing individual products and services purchased by product description, unit price, subtotal, taxes, and extended total;
- (q) "Reeve" means the Chief Elected Official elected in accordance with Section 150(1) of the Act; and
- (r) "Training and Development" means the process of enhancing a Councillor's ability to perform their governance role.
- (s) "Virtual Meeting" means a real-time interaction that takes place over the Internet using integrated audio and video, chat tools and application sharing.

Formatted: Strikethrough

2.0 Council Remuneration

2.1 Councillors shall receive remuneration for their activities as elected officials in four distinct ways via base salary, meeting rate, out-of-County rate, and travel time for overnight.

Base Salary

2.2 Salary shall be paid in accordance with Revenue Canada's provisions for Elected Officials.

2.3 Base Salaries shall be determined annually by Council resolution for the Reeve, Deputy Reeve, and Councillors at the County Organizational meeting in October or November. Councillors shall be compensated this base amount monthly for the performance of the duties listed in 2.5.

2.4 Councillors are not eligible to claim mileage for carrying out duties covered under the base salary, which are listed below.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



2.5 The following duties are included in the base salary when undertaken within the corporate boundaries of the County:

- (a) Liaison work within the Councillor's division when responding to public concerns from residents, clubs, organizations and businesses;
- (b) Preparation for Council and Committee meetings;
- (c) Informal meetings with the Chief Administrative Officer to discuss County business;
- (d) Meetings with residents and community groups within the divisional boundaries. For the Reeve or the Deputy Reeve acting on behalf of the Reeve, the divisional boundaries shall be the County corporate boundaries;
- (e) Attendance or speaking at social functions including but not limited to holiday parties, social committee functions, potlucks, and celebrations;
- (f) Attendance or speaking at public events that are hosted by the County;
- (g) Attendance or speaking at, including but not limited to, banquets, ceremonies, community events, festivals, fundraisers, grand openings, graduations, luncheons, new equipment arrival, open houses, parades, ribbon cuttings, rodeos, sports tournaments, trade shows, trail rides and other similar events;
- (h) Project interviews with consultants;
- (i) Meetings with the media;
- (j) Meetings attended as an ex-officio member; and
- (k) Cheque or agreement signings;
- (l) Annual General Meetings or Organizational Meeting when they are held on the same day as the regular scheduled Board meetings;

2.6 The following duties are included in the base salary when undertaken within or outside the Corporate Boundaries of the County

- (a) Any trade shows, open house, speeches, meet and greets, held prior to Opening Ceremonies of a Conference.
- (b) Golf tournaments, including accommodations, and meals.

Meeting Rate

2.7 A Meeting rate shall be determined annually by Council resolution at the Organizational Meeting in October or November. The following shall be eligible for Councillors to claim the Meeting rate, whether being held in person or virtually:

- (a) Regularly scheduled Council ~~Mmeetings and Public Works meetings;~~
- (b) Special Council meetings;
- (c) Organizational meetings of Council as required by the Municipal Government Act;

Formatted: Font color: Custom Color(RGB(238,0,0)), Strikethrough

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- (d) Committee meetings;
- (e) Meetings when formally invited in writing by the Chief Administrative Officer;
- (f) Emergency meetings to deal with a disaster;
- (g) Conference, Convention, or Course;
- (h) Budget meetings;
- (i) Strategic Planning meetings;
- (j) Meetings with federal, provincial, municipal or Indigenous government representatives;
- (k) Meetings with industry or business;
- (l) Zone Meetings for the Rural Municipalities of Alberta (RMA) or the Federation of Canadian Municipalities (FCM);
- (m) Meetings related to special projects that the County is working on; and
- (n) ~~Meetings attended as an ex officio member where appointed by Council to attend; and~~
- (o) When Council assembles as a whole and there is more than one type of presentation.
- (p) Any other meetings if attendance has been approved in advance by a majority vote of Council, except for those items included in section 2.6 above.

2.8 When a Councillor attending a conference is absent to participate virtually in a Council or Committee meeting, they will be compensated at one-half (½) of the conference rate for that day, in addition to the full meeting rate.

Out-of-County Rates

- 2.8 An out-of-County rate shall be determined annually at the Organizational Meeting.
- 2.9 Councillors shall receive an out-of-County rate when travelling 170 kilometres or more, one-way, from their personal residence to attend a Conference, Convention, Course, or Meeting.
- 2.10 All out-of-County travel must be approved in advance by a majority of Council, by policy, or by invitation from the Chief Administrative Officer.

Travel Time for Overnight

- 2.11 Councillors shall receive compensation for travel time at the out-of-County rate, as rate determined annually at the Organizational Meeting:
 - ½ day each way – ~~up to 170 to~~ 340 km one way
 - 1 day each way – over 340 km one way

3.0 Reporting

- 3.1 Councillors shall provide reports at the monthly Council Meeting on any Committee Meetings, Conferences or Conventions that are being claimed.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



4.0 Travel and General Expenses

- 4.1 Councillors shall establish meal rates for breakfast, lunch, and dinner annually by Council resolution at the Organizational Meeting in October or November.
- 4.2 Mileage rates will be determined using the Canada Revenue Agency's Automobile Allowance Rates.
- 4.3 Councillors shall be reimbursed for direct expenses incurred while undertaking County business including meals, transportation costs, and parking while carrying out Municipal Business.
- 4.4 When travel is authorized by Council, the method of transportation will normally be the most direct and economical.
- 4.5 Vehicle mileage claims are paid for the specific purpose of reimbursing Councillors for the actual cost of using their vehicles for Municipal Business.
- 4.6 Travel within the County limits is eligible for mileage reimbursement only when a Councillor is attending a Conference, Convention, Course or Meeting.
- 4.7 Councillors shall be reimbursed for the cost of a rental car and fuel when this is the most economical method of local transportation while away on Municipal Business.
- 4.8 If the County is purchasing tickets to events, spots will be filled using the following order: 1) Councillors 2) staff and 3) spouses.
- 4.9 The County shall not pay for spousal or guest expenses associated with Councillor travel for Municipal Business. This includes airfare, registrations, meals, tickets to events, and other similar expenses. Where the County prepays for spousal or guest expenses, the Councillor shall reimburse the County.
- 4.11 Alcoholic beverages shall not be expensed under any circumstances.
- 4.12 County staff may reserve accommodations for Councillors and shall notify Councillors of the booking. Councillors are responsible for providing adequate notice should they no longer require the accommodations. In the event a Councillor does not provide adequate notice, the Councillor shall reimburse the County for any costs incurred for the reserved accommodations.
- 4.13 If accommodations are not reserved and paid for by County staff, Councillors shall provide receipts to be reimbursed for accommodation costs.
- 4.14 Councillors providing their own private accommodations shall be entitled to an allowance at a rate set annually at the County Organizational Meeting.

5.0 Statement of Council Fees

- 5.1 Councillors shall submit a monthly Statement of Council Fees outlining all Meetings, out-of-County Meetings, and Conferences attended and all mileage and expenses incurred.
- 5.2 All items claimed must be accompanied by Receipt. If a Receipt is lost, the Councillor is responsible for providing Back-Up Documentation demonstrating proof of purchase. If no Back-Up Documentation can be provided, the Councillor will not be reimbursed for the expense.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- 5.3 Any portion of an expense described in this policy which is paid for by a third party shall not be claimed for reimbursement from the County.
- 5.4 Monthly Statement of Council Fees shall be published publicly online every month.
- 5.5 Council will review Statement of Council Fees monthly and a majority vote is required for an expense claim to be processed.

Sample Travel Time Compensation Schedule

- RMA Spring Convention March 16-18 (Conference starts at noon and ends at noon)
 - o March 16th – ½ day compensation for travel
 - o March 16th – 1 Day conference rate
 - o March 17th – 1 Day conference rate
 - o March 18th – 1 Day conference rate
 - o March 18th – ½ day compensation for Travel

Council Approval: March 13, 2012
Amended: December 11, 2018
Amended: May 10, 2022
Amended: September 13, 2022
Amended: July 22, 2025

Related Policies:

- ADM-5 Council Office Equipment Policy
- HR-7 Conference and Education Policy



Request for Decision

Council Meeting April 28, 2026

8.18 – HR-7 Conference and Education Policy

Request

At the April 13th Policy Committee Meeting, HR-7 Conference and Education Policy was approved with the following amendments to section 1.1:

The Council of the County of St. Paul approves the annual attendance of Reeve and Council members at the following conferences/Meetings/Seminars:

- (i) RMA Spring and Fall Conventions;
- (ii) RMRF and Brownlee Law Seminars
- ~~(iii) AAAF Zone Meeting NE Regional ASB Conference~~
- (iv) RMA Zone Meetings
- (v) ~~Provincial~~ Agriculture Service Board ~~Tour and~~ Provincial Conference

If a Councillor wishes to attend the Provincial ASB Tour, it will be considered one of their additional conferences as per section 1.4 in the policy.

Administration is proposing an additional amendment to this policy to include authorization for the Taxation and Assessment Clerk to attend the Annual Alberta Municipal Taxation Professionals Association Conference. This amendment has not been reviewed by the Policy Committee.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve Policy HR-7 as amended.

Do not approve Policy HR-7 and refer back to the Policy Committee for further review.

Recommendation

Approve HR-7 Conference and Education Policy as presented.

Submitted by: Phyllis Corbiere, Director of Corporate Services



HR-7 Conference and Education Attendance Policy

Department: Human Resources

Policy Objective:

The County of St. Paul recognizes the importance of employees and Council members attending conferences applicable to the delivery of services within their specific departments and may desire to provide payment for the related fees and expenses for attending a conference or other educational course or pursuit. The County offers these training and development opportunities as a benefit of employment.

Scope:

This policy applies to employees of the County, whether they work onsite, offsite or remotely.

1.0 Annual Attendance Approval

1.1 The Council of the County of St. Paul approves the annual attendance of Reeve and Council members at the following conferences/Meetings/Seminars:

- (i) RMA Spring and Fall Conventions;
- (ii) RMRF and Brownlee Law Seminars
- ~~(iii) AAAF Zone Meeting~~ NE Regional ASB Conference
- (iv) RMA Zone Meetings
- (v) ~~Provincial~~ Agriculture Service Board ~~Tour and~~ Provincial Conference

1.2 The Council of the County of St. Paul approves attendance of Reeve and Council at the following educational courses:

- (i) Elected Officials Education Program (EOEP) courses can only be taken once, and approval will cease upon completion of the certificate.

1.3 The Council of the County of St. Paul approves attendance of Reeve and Council at training required for committees or as required by the MGA, ie – ARB, SDAB, Emergency Management, ICS 100.

1.4 Any request to attend conferences or other professional development opportunities not listed above or approved and paid for at the committee level, must be brought before Council at a Meeting prior to the conference for approval. Two additional conferences may be approved during each calendar year.

The onus will be on the elected official to demonstrate the benefits of attending the conference.

1.5 The Council of the County of St. Paul approves annual attendance of members at large for the following conferences and education courses:

FCSS Conference

Agricultural Service Board Provincial Tour and Conferences

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



Assessment Review Board Training

Subdivision and Development Appeal Board Training

1.7 The Council of the County of St. Paul approves the annual attendance of employees at the following conferences and educational courses:

(a) Chief Administrative Officer:

- (i) Alberta Rural Municipal Administrators' Association (ARMAA)
- (ii) RMA Spring and Fall Conventions
- (iii) Administrator's Mountain Refresher Conference (SLGM) OR Local Government Administration Association Conference (LGAA)
- (iv) Canadian Association of Municipal Administrators OR International City/County Management Association (choose one or the other each year) *Within North America only.
- (v) Government Finance Officers Association (GFOA)
- (vi) Alberta Municipal Health and Safety Association (AMHSA)

(b) Director of Community Services:

- (i) Administrator's Mountain Refresher Conference, SLGM
- (ii) Alberta Association of Recreation Facility Personnel Conference
- (iii) Alberta CARE Conference, Spring and Fall
- (iv) Alberta Fire Chiefs Association Conference
- (v) Alberta Recycling Management Authority Conference
- (vi) Alberta Rural Municipal Administrators' Association Conference (ARMAA) OR Local Government Administration Association Conference (LGAA)
- (vii) Compost Council of Canada Conference, when it's in western Canada
- (viii) Provincial Agricultural Service Board Conference
- (ix) Regional Agricultural Service Board Conference
- (x) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference, when it's in Western Canada
- (xi) Alberta Municipal Health and Safety Association (AMSHA)

(c) Director of Corporate Services:

- (i) Alberta Rural Municipal Administrators Association Conference (ARMAA) OR Local Government Administration Association Conference (LGAA)
- (ii) Alberta Municipal Clerks' Conference and Fall Workshop

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- (iii) Administrator's Mountain Refresher Conference – SLGM
- (iv) RMA Insurance RiskPro Symposium
- (v) Government Finance Officers of Alberta Conference.
- (vi) Alberta Municipal Health and Safety Association (AMSHA)
- (d) Director of Public Works:
 - (i) Alberta Municipal Supervisors Association
 - (ii) Alberta Sand and Gravel Conference
 - (iii) Alberta Water and Wastewater Operators Association Conference
 - (iv) Alberta Rural Municipal Administrators Association Conference (ARMAA) OR Local Government Administration Association Conference (LGAA)
 - (v) Alberta Municipal Health and Safety Association (AMSHA)
- (e) Public Works Managers and Supervisors
 - (i) Alberta Municipal Supervisors Association Conventions
 - (ii) Alberta Sand and Gravel Conferences
- (f) Director of Regional Occupational Health and Safety
 - (i) Alberta Emergency Management Agency Summit
 - (ii) Disaster Services Conference
 - (iii) Alberta Municipal Health and Safety Association Conference (AMHSA)
 - (iv) Alberta Health and Safety Conference
 - (v) Western Conference on Safety
 - (vi) Canadian Society of Safety Engineers (CSSE) Conference; or
 - (vii) Association of Safety Partnerships (AASP) Conference
 - (ix) Alberta Construction Safety Association (ACSA)
 - (x) Energy Safety Association Conference
- (g) Supervisor of Waste & Agricultural Services
 - (i) Provincial Agricultural Service Board Conference
 - (ii) Regional Agricultural Service Board Conference
 - (iii) Alberta Association of Agricultural Fieldmen In-Service Training
 - (iv) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference when it's in Western Canada

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- (v) Alberta CARE Conference, Spring and Fall
- (h) Foreman of Waste & Agricultural Services
 - (i) Provincial Agricultural Service Board Conference
 - (ii) Regional Agricultural Service Board Conference
 - (iii) Alberta Association of Agricultural Fieldmen In-Service Training
 - (iv) Solid Waste Association of North America (SWANA) Northern Lights Chapter Conference when it's in Western Canada
 - (v) Alberta CARE Conference, Spring and Fall
- (i) Assessment Review Board Clerk and Members:
 - (i) Training as required by statute
- (j) Certified Water Operators:
 - (i) Western Canada Water & Wastewater Operators Association
 - (ii) Alberta Water and Wastewater Operators Association
 - (iii) Rural Utilities and Safety Association Conference
- (k) Communications Coordinator
 - (i) Annual Municipal Communications Conference
- (l) Occupational Health and Safety Coordinator
 - (i) Alberta Emergency Management Agency Summit
 - (ii) Alberta Health and Safety Conference
 - (iii) Western Conference on Safety
 - (iv) Energy Safety Canada Conference
 - (v) Alberta Municipal Health and Safety Association Conference
- (m) Executive Assistant:
 - (i) Alberta Municipal Clerks' Conference and Fall Workshop
 - (ii) CAMA – Executive Assistants in Local Government National Conference and Professional Development Webinars
- (n) Finance Officer:
 - (i) Canadian Association of Government Finance Officers
 - (ii) Government Finance Officers of Alberta
 - (ii) Infrastructure Asset Management Alberta Workshops

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- (o) ATIA Coordinator:
 - (i) Access and Privacy Conference
- (p) IT/GIS Coordinator:
 - (i) GIS Training
 - (ii) Infrastructure Asset Management Alberta Workshops
 - (iii) MISA Prairies Conference
- (q) Joint Health and Safety Committee Members (once during the term on the committee)
 - (i) Alberta Municipal Health and Safety Association Conference
- (r) Library Board Secretary/Treasurer:
 - (i) Northern Lights Library Conference
 - (ii) Regional Library Conference
- (s) Parks Foreman:
 - (i) Alberta Recreation and Parks Association Conference.
- (t) Payroll Technician:
 - (i) Government Finance Officers of Alberta
 - (ii) Canadian Payroll Association Conference
 - (iii) Local Authorities' Pension Plan Training.
- (u) Planning and Development Staff:
 - (i) Alberta Development Officers' Association
 - (ii) Community Planning Association of Alberta Conference
 - (iii) Alberta Professional Planners Institute (APPI) Conference
- (v) Subdivision and Development Appeal Board Members and Clerk:
 - (i) Training as required by statute
- (w) Taxation and Assessment Technician:
 - (i) Alberta Assessors' Association Conference
 - (ii) Alberta Property Tax Seminar
 - (iii) Alberta Municipal Taxation Professionals Association Conference
- (x) **Taxation and Assessment Clerk:**
 - (i) **Alberta Municipal Taxation Professionals Association Conference**

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



2.0 Additional Conferences and Educational Opportunities

- 2.1 The Chief Administrative Officer may authorize staff to attend conferences, workshops, or activities related to their positions if such activities occur prior to Council having had an opportunity to consider the matter at a Council meeting. When this occurs, the Chief Administrative Officer shall report such attendances to Council at the following regular Council meeting for ratification.
- 2.2 The County may provide financial support for course fees to employees who wish to follow educational programs relevant to their work. The employees will be required to present a request to the Chief Administrative Officer outlining in detail the program to be followed and related costs thereof.

3.0 Conditions

- 3.1 If reasonable, County-owned vehicles shall be used for transportation to and from conferences, seminars, workshops, or other educational sessions.
- 3.2 If any employee is required to attend mandatory professional development on a weekend or holiday, they will be provided with time in lieu based on the number of hours worked as per the County Overtime and Overtime Agreements Policy.
- 3.3 Registration fees may be paid for by the County with the authorization of Council.
- 3.4 Upon completion of any course funded by the County, the final grades must be submitted to their immediate supervisor.
- 3.5 If the County requires any additional training or training is required by law (for example, drivers' testing, drivers' medical, air brake endorsement, etc.), the County will cover the costs of training and testing for employees at the discretion of the Chief Administrative Officer or their supervisor.
- 3.6 Any full-time permanent or seasonal employee participating in any courses that have been paid for by the County must remain with the County after course completion for a period of twelve (12) months. If an employee terminates their employment prior to the one-year period, the training or tuition fee shall be reimbursed to the County.

4.0 Travel

- 4.1 Employees shall coordinate a departure time with their immediate supervisor prior to departing for any conference, education, or other professional development training to ensure that all required duties will be covered off.

Related Policies

- Professional Training and Development Policy
- Driving and Vehicle Use Policy
- Overtime and Overtime Agreements Policy
- Hotel and Conference Registration Policy

Council Approval: September 14, 2010

Amended: October 10, 2017

Amended: May 12, 2020

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



Amended: December 14, 2021

Amended: March 14, 2023

Amended: February 13, 2024

Amended: July 22, 2025



Request for Decision

Council Meeting April 28, 2026

8.19 – HR-19 General and Declared Holidays

Request

HR-19 General and Declared Holidays Policy was approved by the Policy Committee on April 13. The main amendment is to clarify compensation for Library Managers during the Christmas closure.

Library Managers were not originally included in this policy as their standard working hours are 3:00 to 6:00 pm. However, the Ashmont Library Manager adjusts her hours during the summer months and Christmas break to better accommodate patrons. On Christmas Eve, when it is a regular workday, she opens in the morning; therefore, wording in the policy has been drafted to provide a compensation structure consistent with that of other County staff if she does not work the full 3-hour shift.

The other amendment proposed for this policy is under Christmas Break where employees are requesting time off - remove the words “written request” to align with current practice.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve HR-19 General and Declared Holidays Policy as presented.

Do not approve HR-19 General and Declared Holidays.

Recommendation

To approve HR-19 General and Declared Holidays Policy as recommended by the policy committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



HR-19 General and Declared Holidays Policy

Department: Human Resources

Purpose

The County of St. Paul (the County) recognizes that specific days are provided as General Holidays in Alberta and wishes to establish the provision of these, along with additional General and Declared Holiday benefits offered to employees.

Scope

This Policy applies to all employees of the County, including those who work off site or virtually and/or remotely.

Policy Definitions

Declared holiday means a general holiday designated by the County and includes Easter Monday, Heritage Day, and Boxing Day.

Floater day means a paid day off from work that is granted by the County in addition to the general holidays observed during a calendar year.

General holiday means a general holiday listed in the Alberta *Employment Standards Code*, as amended from time-to-time.

Supervisor means the managerial or supervisory employee to whom the employee would normally report.

Policy Statements

General Guidelines

Employee eligibility and compensation for General Holidays will be in accordance with the Alberta *Employment Standards Code*, as amended from time-to-time. When eligible, an employee will receive compensation for General Holidays on both General and Declared Holidays. Working on a General or Declared Holiday must be approved by the employee's supervisor prior to being worked.

In the event that a General or Declared Holiday falls on a normal rest day or days, then the following normal workday or days shall be deemed a statutory General or Declared Holiday.

For part-time employees, when a General or Declared Holiday falls on a non-regular day of work, they are not entitled to the Holiday pay.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



General and Declared Holidays

The County will observe the following General and Declared Holidays for all staff:

- | | | |
|-------------------|-----------------|---------------------|
| a) New Year's Day | e) Victoria Day | i) Thanksgiving Day |
| b) Family Day | f) Canada Day | j) Remembrance Day |
| c) Good Friday | g) Heritage Day | k) Christmas Day |
| d) Easter Monday | h) Labour Day | l) Boxing Day |

Christmas Break

The County Office and Public Works Shop shall be closed at Noon on Christmas Eve ("Christmas Eve closure") through to New Year's Day (collectively the "Christmas Break"). Employees will be given the afternoon off with pay for the County Office and Public Works Shop Christmas Eve closure unless this has been provided as a Floater Day, as determined annually by Council resolution.

If Christmas Eve falls on a regularly scheduled workday for transfer station attendants, the transfer stations will be closed at Noon and attendants will be given the afternoon off with pay for the Christmas Eve closure.

If Christmas Eve falls on a regularly scheduled workday, Library Managers who adjust their hours to open in the morning instead of their normal afternoon shift will receive up to 1.5 hours of additional paid time off for the Christmas Eve Closure, if they do not work the full 3-hour shift.

The County will provide full time employees with a minimum of four (4) consecutive days off over the Christmas Break period including Christmas Day, Boxing Day, and up to a maximum of two (2) Floater Days if required. The exact dates of this period will be determined annually by Council resolution.

During the Christmas Break period, where an employee desires to take time off in addition to the General or Declared Holidays set out in this policy or Floater Days as determined by Council resolution, an employee must **submit a written** make a request to their Immediate supervisor to take time away from work. The employee may request to use of any of the following no later than December 1st of each year:

- vacation time if available,
- banked time in lieu of overtime, or
- time off without pay.

Any approval for time off during the Christmas break will be subject to both the availability of time off options to the employee and the operational requirements of the County.

Hourly employees shall be paid for any Floater Days as regular wages for a regular workday, as it is not included in the General and Declared Holiday pay calculated on each pay cheque.

The County's Expectations

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



It is expected that the County's employees will:

- Gain approval from their supervisor prior to taking any vacation time.

It is expected that the County's supervisors and managers will:

- Communicate this Policy and accompanying procedures or processes to employees ensuring awareness and understanding.
- Where there are employee requests for additional time off during the Christmas Break, review and approve these requests based on operational requirements of the County, ensuring adequate staffing coverage to meet service requirements, and in accordance with the County's procedures and processes.

Related Policies

- Overtime and Overtime Agreements Policy
- Vacation Policy

Council Approved: April 13, 2021
Amended: January 9, 2024



ADMINISTRATIVE PROCEDURES AND PROCESSES

Employee Eligibility for General and Declared Holidays Pay (“General Holiday Pay”)

An employee’s eligibility for General Holiday Pay will be governed by Alberta’s *Employment Standards Code* (the “Code”), as amended from time-to-time.

Salary Employees

Eligible salaried employees will receive their regular salary for the General and Declared Holiday.

Hourly Employees

Eligible employees paid hourly are eligible for General Holiday Pay, in accordance with the *Code*, as amended from time-to-time.

Currently, the *Code* specifies that an employee is not entitled to General Holiday Pay if the employee:

- does not work on a General Holiday when required or scheduled to do so, or
- is absent from employment without the consent of the employer on the employee’s last regular work day preceding, or the employee’s first regular work day following, a general holiday.

The *Code* currently calculates General Holiday Pay based on an employee’s “average daily wage”. To calculate average daily wage, employers can choose to divide the total wages earned by the number of days worked in either:

- the 4 weeks immediately preceding a General Holiday or
- the 4 weeks ending on the last day of the pay period that immediately preceded the General Holiday.

Further, when an hourly employee is eligible for General Holiday Pay, the *Code* currently provides for the following:

- If the employee does not work the General Holiday, the employee will be paid an amount that is equal to their average daily wage.
- If the employee does work the General Holiday, the employee will be paid an amount that is equal to their average daily wage and an amount that is at least 1.5X their wage rate for each hour they work that day.
- If an employee is on vacation during the General Holiday, they will be provided with a future day off with pay equal to their average daily wage.



Request for Decision

Council Meeting April 28, 2026

8.20 – PW-5 Private Gravel Sales Policy

Request

At the April 13th Policy Meeting, the committee approved an amendment to PW-5 Private Gravel Sales Policy to include authorization for the sale of up to 300 tonnes of gravel annually to the Evergreen Regional Waste Management Services Commission at the rate set out in the Fee Schedule Bylaw.

This request has been brought to Council for consideration annually for over 10 years and has been approved each year. The 2026 request was approved at the April 14 Council Meeting.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve the policy as presented.

Refer the policy back to the policy committee for further discussion and amendments.

Recommendation

Approve PW-5 Private Gravel Sales Policy as recommended by the Policy Committee.

Submitted by: Phyllis Corbiere, Director of Corporate Services



PW-5 Private Gravel Sales Policy

Department: Public Works

POLICY OBJECTIVE:

The County of St. Paul desires to provide residents with the opportunity to purchase crushed gravel and will make crushed gravel available for sale for the residents of the County. Additionally, the County wishes to protect its assets and ensure the safety of the County employees.

POLICY STATEMENTS:

1.0 Rates

1.1 County Council will determine the rate at which gravel will be sold and delivered to County ratepayers. The rate for all gravel products will be as per the Fee Schedule Bylaw.

2.0 Orders

2.1 Ratepayers can place their gravel order through the Public Works Department or through an online application. The landowner registered on title must order gravel. Renters or others not listed on the land title may request an order, however the landowner must call to confirm the order before delivery.

The start and end date for sales will be at the discretion of the Director of Public Works or their designee.

2.2 Ratepayers will be allowed to choose from these non-spec categories:

- (a) 20 mm crush gravel; or
- (b) other as available.

2.3 All sales are dependent on surplus availability of product and ability to deliver the product.

2.4 Ratepayers wishing to haul their own gravel from gravel pits will have the purchase rate adjusted to reflect no delivery charge. Gravel picked up at the County Public Works Building will be charged at the full rate as per the County's Fee Schedule Bylaw.

2.5 Gravel will be delivered and charged in a minimum quantity of 6.25 tonnes.

2.6 Residents have the option to have the gravel stockpiled or spread in one motion as needed. Residents must ensure the area(s) gravel will be delivered to be free of obstruction and safe for County crews and equipment to work.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



- 2.7 During all gravel deliveries, the County driver will have the discretion to determine if conditions permit the gravel to be spread. In instances where a property is difficult to access or other safety concerns are present, the County will deliver the gravel in a pile and will not spread it. The County reserves the right to refuse delivery of gravel to any ratepayer if the area(s) is deemed by delivery staff, unsafe or difficult to access.
- 2.8 Pre-inspection of delivery site may be necessary to determine the type of unit to be used for delivery.
- 2.9 County Council reserves the right to limit the amount of gravel to be sold to a maximum twenty-five (25) tonnes per rural address or approved development permit annually within the County of St. Paul.
- 2.10 If a landowner has more than one rural address, the landowner has the option to have their gravel allotment for each location delivered to one rural address or delivered to the separate rural addresses.
- 2.11 A landowner cannot request their allotment of gravel to be delivered to another landowner's rural address.
- 2.12 Gravel invoicing will be sent to the owner of the property where the gravel is delivered.
- 2.13 All ratepayers will be required to sign a contract prior to their first delivery.

3.0 Council Requests

- 3.1 Gravel for maintenance will be at no cost up to a limit of twenty-five (25) tonnes, however larger quantities requested will be brought to Council for consideration for the following locations:
 - (a) Cemeteries;
 - (b) Churches;
 - (c) Agricultural Societies;
 - (d) St. Paul Municipal Seed Cleaning Plant;
 - (e) Community halls; and
 - (f) Other local non-profit groups.

4.0 Exceptions

- 4.1 **The Evergreen Regional Waste Management Commission is authorized to purchase up to 300 tonnes of gravel annually, at the rate established in the Fee Schedule Bylaw. The Public Works Department will schedule delivery based on availability of resources.**

Related Policies:

Rural Addressing

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



Council Approval: July 8, 2011

Amended: May 6, 2014

Amended: October 10, 2017

Amended: December 11, 2018

Amended: May 12, 2020

Amended: September 13, 2022



Request for Decision

Council Meeting April 28, 2026

8.21 – Floater Day for Christmas Closure

Request

As per HR-19 General and Declared Holidays Policy, the County Office and Public Works Shop shall be closed at Noon on Christmas Eve through New Year's Day. Employees will be given the afternoon off with pay for the Christmas Eve closure unless it has been provided as a Floater Day, as determined annually by Council resolution.

Also, as per policy, employees will have a minimum of four consecutive days off over the Christmas break including Christmas Day, Boxing Day, and up to a maximum of two Floater Days if required. In the event that a General or Declared Holiday falls on a normal rest day, then the following normal workday or days shall be deemed a Statutory General or Declared Holiday.

In order to comply with policy, one additional day is required as a floater day, providing staff with four consecutive days off. Administration is recommending December 28 for the floater day.

Budget/Financial – \$

Legislation/Bylaw/Policy Consideration –

Economic Development Implications –

Alternatives

Approve December 28 as the floater day for the 2026 Christmas season, providing staff with four consecutive days off.

Approve an alternate day as the floater day.

Recommendation

Approve December 28 as the Floater Day for the 2026 Christmas break, to provide staff with four consecutive days off, in accordance with Policy HR-19.

Submitted by: Phyllis Corbiere, Director of Corporate Services