



**County of St. Paul No 19  
Council Meeting  
AGENDA**

**Tuesday, November 13, 2018  
10:00 AM**

**5015- 49 Avenue, St. Paul, AB T0A 3A4**

[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

- 1. Call to Order**
- 2. Minutes**
- 3. Bank Reconciliation**
- 4. Additions to Agenda and Acceptance of Agenda**
- 5. Closed Session**

**5.1 Closed Session**

Items to be discussed during the closed session will be presented at the meeting.

- 6. Business Arising from Minutes**
- 7. Delegation**
  - 7.1 11:00 a.m. - Mallaig Ag Society**
  - 7.2 11:30 a.m. - Ray Lafortune**

**8. New Business**

- 8.1 Bylaw 2018-18 - At-Large Board Member Code of Conduct**
- 8.2 Bylaw 2018-19 - Bylaw Enforcement Officer Bylaw**
- 8.3 Bylaw 2018-20 - Cannabis Consumption Bylaw**
- 8.4 Bylaw 2018-21 - Bylaw to Rescind Undeveloped Road Allowance Bylaw**
- 8.5 Statutory & Declared Holidays Policy HR-30**

- 8.6 Snowplowing of Driveways Policy PW-55
- 8.7 Family & Community Support Services Policy FCS-73
- 8.8 Reserve Lands Management Policy DEV-93
- 8.9 Request for Permit to Widen MR for Access to Floatingstone
- 8.10 Fit For Duty Policy HR-128
- 8.11 Strategic Plans  
Strategic Plans to be forwarded to Council on Monday
- 8.12 Date for CAO Evaluation
- 8.13 FCSS Conference - November 28-30
- 8.14 Family & Community Safety Program Grant Application
- 8.15 St. Paul & Community Family Benefit Society
- 8.16 Request for Grant - Greater Lakeland Rural Crime Watch
- 8.17 Winterland Invitational-Novice, Atom, PeeWee Hockey Tournament
- 8.18 Request to Waive Permit Fees
- 8.19 Joint Meeting with the Town of Elk Point
- 8.20 Pimula Greek Orthodox Cemetery - NW 36-55-5-W4
- 8.21 Strategic Transportation Infrastructure Program-Local Road Bridge Stream
- 8.22 Strategic Transportation Infrastructure Program - Local Municipal initiatives Stream
- 8.23 Investing in Canada Infrastructure Program - Rural & Northern Communities Stream
- 8.24 Blanket Exercise on Indigenous History and Culture
- 8.25 Saddle Lake North/South Road
- 8.26 Bill C-69 Impact Assessment



**9. Correspondence**

**9.1 CNRL Proposed Primary Recovery Scheme**

**10. Reports**

**10.1 CAO Report**

CAO Report to be presented at the meeting.

**11. Upcoming Meetings**

**11.1 Nov. 19 - 22 - RMA Convention**

**11.2 November 26 @ 9:00 a.m. - Budget**

**11.3 December 3 @ 9:00 a.m. - Budget**

**11.4 December 7 @ 9:00 a.m. - Budget (if required)**

**12. Financial**

**12.1 Budget to Actual**

Budget to Actual for the month ending October, 2018 will be circulated for Council's review.

**12.2 Listing of Accounts Payable**

A listing of Accounts Payable will be provided for Council's review.

**12.3 Council Fees**

Council fees will be circulated for review.

**13. Adjournment**



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## Issue Summary Report

### 7.1. 11:00 a.m. - Mallaig Ag Society

#20181106005

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Amanda Amyotte and Jay St. Arnault with the Mallaig Ag Society, will explain to Council why they Ag Society has moved to a different insurance provider and will provide Council with an update on their arena project.

#### Additional Information

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**Originated By :** pcorbiere



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## Issue Summary Report

**7.2. 11:30 a.m. - Ray Lafortune**

**#20181106006**

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

### Background

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Ray Lafortune will be requesting that Council consider oiling in front of his residence on Township Road 582, west of Range Road 95.

### Additional Information

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**Originated By :** pcorbiere

As a resident on Range Road 9509 TWP Road 582 has for the past three years been asking for a hard based surface on this road. Unlike the request from a Lac Sante survey this road is a main thorough fare from the West, North and South for the majority of County gravel haulers, large farm trucks, fertilizer trucks, combines and multi wheel tractors and the equipment they pull heading to fields in the eastern part of TWP 582 and beyond. As well as heavy equipment and their trucks hauling track equipment. This is not taking into account speeding vehicles. Other equipment on road, construction buggies, graders, rock trucks, dirt packers. Basically anything on wheels.

This summer I took the liberty to follow County trucks hauling asphalt past my place to St. Lina – put down 3km of it to resurface a road with homes well away from the road. Re: 104 resurfacing of Owlseye road past no homes and still in good drivable condition and more roads in spring, summer of 2017 E.g. Tessier, Poirier, Dushesneau road just south of St. Paul water plant as well as Horseshoe Bay Road 7-9 km.

Re: Picture #1  
and #2a  
ind #2b  
ng #2c  
nd #2d

If you want to see dusty conditions I have proof in the form of a filter from a floor model house air purifier. It is for four summer months and totally gross. House dirty, closed doors and windows year round. Pictures of exterior house and garage enclosed (washed every year in spring because of previous summer and fall dust conditions).

Re: Pic #3

The other solution is to put down calcium chloride and that is a total vehicle rusting concoction. Again proof is available on its corrosiveness plus an Edmonton Sun article and survey to let you know what motorists think of it after only 2 years of its application plus TV interviews. I have requested to keep graders off the road front of our property since my house is only 90 feet away from the road. All that does by grading it is bring back fine dust matter to the driving lanes of the road intensifying the dust storms. The



following pictures are a result of exposure to calcium chloride on my vehicle dating back to working at Evergreen Landfill where it was used as dust control.

Impact on health: My diabetes has worsened the last couple years due to stress of poor quality conditions cast upon road and dust conditions. I am presently under four different medications to keep it under control.

Have asthma: also due to dust factors from Evergreen Landfill and these road conditions. Medication includes an Advair puffer regularly.

The problem really took root when the County showed up with a reclaimer and mixed about 2 inches of old cold mix with a few more inches of clay.

I am not asking for a lot here. I am asking for the same type of material that I have come across on the above mentioned roads to the length of our property frontage. That is no where near the cost of putting good road material down for a million dollars per kilometre as per noted in the Lac Sante article.



RE: Picture #1





#2a



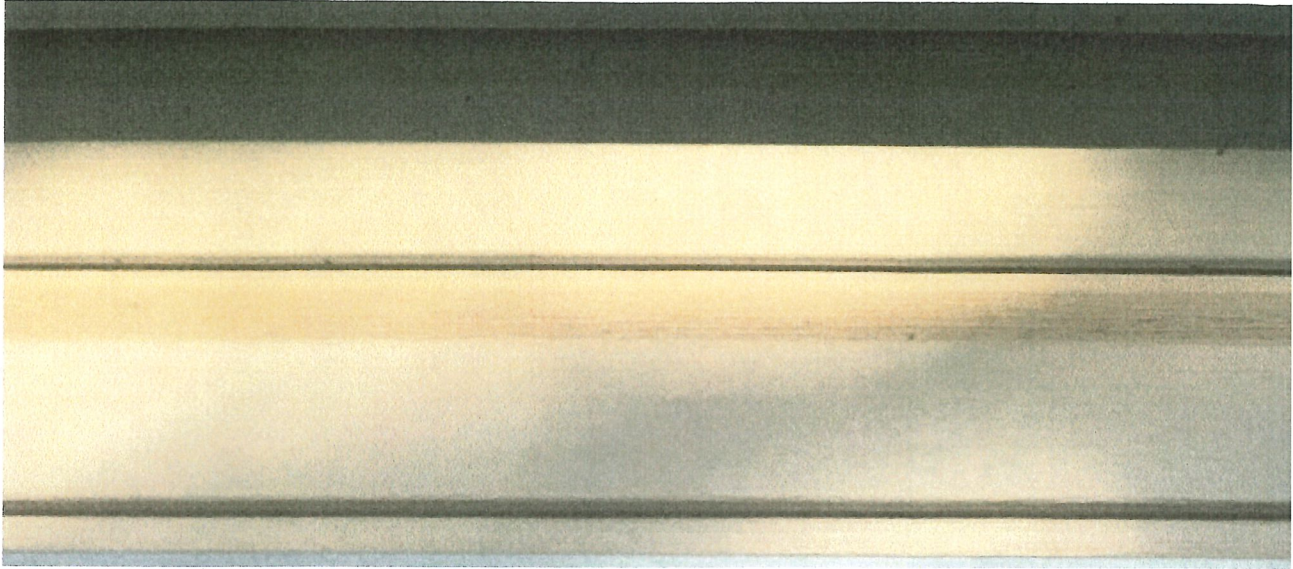


#26





# 2c





#2d





Pic #3





Corporation at 10006-101 Street, Edmonton, Alberta

**JAMES WALLACE** Vice-president, Editorial, Suns  
**MARK IYPE** Editor  
**DAVE BREAKENRIDGE** Managing Editor  
**ANTHONY FUREY** National Comment Editor

T5J 0S1

## SUN POLL

### Today's question

Should the city continue using the calcium chloride road salt?

Yes

No

**VOTE NOW AT**  
[edmontonsun.com](http://edmontonsun.com)

### Yesterday's results

Should the city build a homeless village?

62% No

32% Yes

?

**WHAT'S ON YOUR MIND?**

edia Corporation at 10006-101 Street, Edmonton, Alberta

**JAMES WALLACE** Vice-president, Editorial, Suns  
**MARK IYPE** Editor  
**DAVE BREAKENRIDGE** Managing Editor  
**ANTHONY FUREY** National Comment Editor

on, AB., T5J 0S1

## SUN POLL

### Today's question

Are you happy with the minimum wage increase to \$15?

Yes

No

**VOTE NOW AT**  
[edmontonsun.com](http://edmontonsun.com)

### Yesterday's results

Should the city continue using the calcium chloride road salt?

73% No

27% Yes

?

**WHAT'S ON YOUR MIND?**

# Push back on brine

## Council leery about expanding calcium chloride pilot

ELISE STOLTE

City councillors echoed concerns from the development industry Wednesday and expressed serious reservations about city plans to expand its calcium chloride and road salting pilot project this winter.

City officials want to add nearly 300 kilometres of roads to the treatment program, tweak applications to reduce how much salt is used and include a series of field tests on corrosion.

But several councillors expressed concern at council's community services committee meeting. Councillors Tony Caterina and Mike Nickel said they would vote to cancel the pilot project today.

Coun. Scott McKeen seemed on the fence. "I'm leery about doing this pilot another year to be honest," he said, worried the city is putting public infrastructure at risk and imposing costs on resi-

dents for damaged vehicles and garage pads.

"We need better answers," said Coun. Tim Cartmell. After two meetings, he said he still doesn't fully understand what the city did to Edmonton's roads last year.

But instead of voting, committee sent the issue to council for a second debate set for next Tuesday.

Edmonton's calcium chloride pilot project started two years ago with crews spraying the salt brine on high-speed roads before a storm to prevent the snow from sticking. Last year it expanded. Crews added many bus routes to the treatment plan and made bare pavement their goal, significantly increasing the use of traditional salt as well.

Learning as they went, the city ended up using far more traditional salt than calcium chloride, up to three times as much traditional salt as in previous years.

Edmonton residents have been calling the city with complaints. They say vehicles are already showing increased rust, bicycles used during the winter need to have parts replaced, and private driveways looked pockmarked by spring.

At the meeting Wednesday, Rick Preston, executive director of the Urban Development Institute, urged the city not to apply any of the calcium chloride near infrastructure or landscaping that is still under warranty.

His members are nervous, he said. The city's actions could force them to redo projects at a cost of tens of millions of dollars if they don't pass inspection. "Do we truly know what it's costing us and what benefits we're seeing ... How far do we go with this? It's pursuance of safety at what cost?"

Dennis Peck, spokesman for the Canadian Home Builders' Association Edmonton, said members saw increased spalling or flaking on new concrete garage pads and urged council not to expand the pilot. "They're very concerned about what's happened already."

Christian Gersdorff, a Red Seal mechanic, said he saw much more damage to vehicles last year.

Although city officials have no local data, studies from other cities suggest getting to bare pavement significantly reduces collisions. Using salt also costs less than sand but both pose dangers to the environment.

Coun. Andrew Knack said he hopes savings through the new techniques can be used to increase sidewalk clearing around seniors centres. But he wants to see rigorous study on the pros and cons this year.

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# Residents say road to Lac Sante in need of work

**MEREDITH KERR**

*Journal Staff*

Residents in the Lac Sante subdivisions in the County of St. Paul want their road improved.

Darwin Makowecki and Gladys Ternovoy made a presentation to county council on Oct. 9, with the results of two traffic counts they did over weekends in August, which showed significant usage of Township Road 564.

Ternovoy monitored the intersection of Township Road 564 and Range Road 113 from 10 a.m. to 4 p.m. on Aug. 3 to Aug. 6 and again Aug. 10 to Aug. 12. By her count, a total of 534 vehicles passed through the intersection on the long weekend and 306 vehicles passed through the following weekend.

"And that's not counting the trailers, just cars and trucks," said Ternovoy.

Makowecki has a civil engineering background and has been building roads for 45 years, the last 15 years being in the St. Paul area. He said Township Road 564 is paved with a cold mix asphalt on the Two Hills side of the county line, while it is just gravel on the St. Paul side. He said both sections of road are in need of work.

"It's dusty conditions right now and it gets really slick because the gravel gets worn off because of the amount of vehicles that are there. If they were to put more gravel on it, the gravel gets worn off and basically they don't maintain it, they don't grade it often enough to bring the gravel back. So we're always ending up with washboard and stuff like that on there," said Makowecki.

"The road in question was gravelled in 2017 and the western portion of the road was gravelled again in 2018. The frequency of graveling is dependent on many variables such as the quality or standard of the road to begin with, weather over the year, and finally the volume and size of traffic," said Mark Chileen, Director of Public Works for the County of St. Paul, in an e-mail after the meeting.

Chileen said the road has been graded an average of once a month since May 2018, at a cost of roughly \$168 per kilometer (not including travel time, repair time, or general maintenance) during the summer. The county maintains 1,466 km of gravel roads.

Makowecki said Township Road 564 was built well

to put up with the slick conditions; and number three it'll stay as a good road. And because there's so much traffic on it, just cold mix like is on the rest of the road probably won't hold up," said Makowecki. He said he'd like to see hot mix asphalt like what the County of Two Hills put in on Range Road 115.

According to Chileen, the average cost of paving a gravel road is approximately \$1 million per kilometre.

In an e-mail after the meeting, County of St. Paul

CAO Sheila Kitz said, "council referred discussion on any upgrade or increased maintenance on this road to strategic planning."

A meeting between the County of St. Paul and the County of Two Hills is planned for November. While Township Road 564 was not the purpose of the meeting, Kitz said she would be asking if they wanted to add it to the agenda.

## 2018 ABP FALL PRODUCER MEETINGS AND ELECTIONS

**ZONE 8** ALL MEETINGS 7 p.m. START  
COFFEE AND DONUTS 6 p.m.

**OCT 29** SANDY RAPIDS, COMMUNITY HALL  
47407 HIGHWAY 55, IRON RIVER

**OCT 30** KITSCOTY, SENIORS CENTRE

**NOV 5** VILNA, SENIOR REC BUILDING

**NOV 6** MINBURN, COMMUNITY HALL

Attend a meeting in your area to meet local delegates, hear what ABP has done this year and engage with your industry association. Producers can vote in the check-off plebiscite at all meetings. This is your opportunity to make a decision on future funding for your organization and industry.

### ZONE 8 INCLUDES:

Smoky Lake County, St. Paul County  
No. 19, Two Hills County No. 21,  
Vermilion River County, Minburn  
County No. 27, Lamont County,  
Lakeland County, Lac La Poudre County





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## Issue Summary Report

### 8.1. Bylaw 2018-18 - At-Large Board Member Code of Conduct

#20181105020

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Bylaw No. 2018-18, the At-Large Board Member Code of Conduct Bylaw is being introduced to establish a code of conduct for all at-large board members appointed to County committees.

This Bylaw was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

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Motion to give first reading to Bylaw No. 2018-18, the At-Large Board Member Code of Conduct Bylaw, as per the recommendations of the Policy Committee.

Motion to give second reading to Bylaw No. 2018-18, the At-Large Board Member Code of Conduct Bylaw.

Motion to present Bylaw No. 2018-18, the At-Large Board Member Code of Conduct for third reading.

Motion to give third reading to Bylaw No. 2018-18, the At-Large Board Member Code of Conduct Bylaw.

#### Additional Information

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**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BY-LAW NO. 2018-18

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#### A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR AT-LARGE BOARD MEMBERS

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**WHEREAS** pursuant to Section 146.1(1) of the *Municipal Government Act*, R.S.A., 2000, Chapter M-26, as amended from time to time, Council may, by bylaw, establish a code of conduct governing the conduct of At-Large Board Members; and

**WHEREAS** the establishment of a Code of Conduct for Board Members is consistent with the principles of transparent and accountable government; and

**WHEREAS** a code of conduct ensures that a common basis of understanding for acceptable conduct is established for At-Large Board Members beyond statutory provisions.

**NOW THEREFORE**, the Council of the County of St. Paul No. 19, in the Province of Alberta, duly assembled, enacts as follows:

#### **1. TITLE**

1.1 This Bylaw will be cited as the “At-Large Board Member Code of Conduct Bylaw”.

#### **2. DEFINITIONS**

2.1 In this bylaw, words have the meanings set out in the Act, except in the following cases:

- a. “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and its associated regulations, as amended from time to time;
- b. “Administration” means the administrative and operational staff of the County of St. Paul No. 19;
- c. “At-Large Board Member” means a person appointed by County Council who is not a Councillor;
- d. “Board Member” means a person appointed by County Council to a Council Committee to represent the public of the County of St. Paul;
- e. “Chief Administrative Officer” hereinafter referred to as CAO, means the person appointed by bylaw, or their designee, for the County pursuant to Section 205 of the Act;

- f. "Committee" means a Council Committee, board, commission, or other entity to which Council appoints Board Members;
- g. "Chairperson" means the person appointed to a particular committee to preside over its meetings;
- h. "Closed Session" means a portion of a meeting closed to the public in accordance with the Act and FOIP;
- i. "Committee Investigator" means the person in charge of receiving complaints and leading the investigation process. The Committee Investigator shall be the Reeve;
- j. "County" means the municipal corporation of the County of St. Paul No. 19;
- k. "Council" means the members of County Council duly elected and currently holding office;
- l. "Councillor" means any duly elected member of Council including the Reeve and Deputy Reeve;
- m. "County Property" means the County's financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- n. "Confidential" or "Confidential Information" means any aspect of Closed Session deliberations; information identified as confidential within the provisions of the Freedom of Information and Protection of Privacy Act (FOIP); and information subject to solicitor-client privilege;
- o. "Deputy Reeve" means the Councillor appointed as Deputy Chief Elected Official by Council pursuant to Section 152 of the Act;
- p. "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and amendments or successor legislation;
- q. "Public" means a customer, ratepayer, resident, or visitor of the County;
- r. "Reeve" means the Councillor elected as Chief Elected Official pursuant to Section 150 of the Act.

### **3. GENERAL MATTERS**

- 3.1 This Bylaw applies to At-Large Board Members only. Councillors appointed to Committees shall abide by the County Council Code of Conduct Bylaw, as amended and replaced from time to time.
- 3.2 The purpose of the At-Large Board Member Code of Conduct is to provide conduct standards to aid At-Large Board Members in performing their functions and obligations with the County of St. Paul and to outline a procedure for the investigation and enforcement of those conduct standards.



- 3.3 The At-Large Board Member Code of Conduct aligns with the County of St. Paul's Values, which are *Community at the Core, Accountability in Action, Lead and Succeed, Unwavering Integrity, and Innovate to Elevate*. These values shall govern how At-Large Board Members conduct themselves when making decisions, and how they interact with Board Members, Administration and the Public.
- 3.4 The Code of Conduct shall:
- a. Set out clear expectations for the behaviour of At-Large Board Members;
  - b. Provide information to the Public regarding the behaviour they can expect from At-Large Board Members;
  - c. Provide guidance to At-Large Board Members regarding the standard of conduct they are expected to exercise in their duties as appointed Board Members; and
  - d. Provide a mechanism for responding to alleged breaches of this Code of Conduct.

#### **4. AT-LARGE BOARD MEMBER CODE OF CONDUCT**

- 4.1 The At-Large Board Member Code of Conduct will address the following matters:

##### **a. Representing the County**

When representing the County, all At-Large Board Members shall:

- i. Work for the common good of the Public while promoting the public interest and advancing the mandate and long-term interests of the County;
- ii. Exercise their duties with care, diligence and the skill that a reasonably prudent person would exercise in comparable circumstances;
- iii. Exercise their duties by placing the interests of the County ahead of their personal interests; and
- iv. Exercise their duties in an impartial manner while making objective decisions rather than subjective decisions based on bias or prejudice.

##### **b. Communicating on Behalf of the Committee**

Regarding communicating on behalf of the County, the following will occur:

- i. All At-Large Board Members acknowledge that official information related to their respective committees will be communicated by the Chairperson and those decisions of Council will be communicated to the community and the media on behalf of Council by the Reeve; and
- ii. At-Large Board Members may communicate with the Public, but will not present their opinions and positions on issues as those of the Committee or of Council; and

#### **c. Respecting the Decision-making Process**

All At-Large Board Members shall:

- i. Foster respect for the democratic decision-making process; and
- ii. Work towards the effective and consistent application of Committee decisions.

#### **d. Adherence to Policies, Procedures and Bylaws**

All At-Large Board Members shall:

- i. Respect and adhere to the established policies, procedures, and bylaws of their Committee and the County thereby showing commitment to performing their duties with diligence and care.

#### **e. Respectful Interaction with Councillors, Staff, the Public and Other Members of Society**

All At-Large Board Members shall:

- i. Treat fellow Board Members, Administration, and the Public with respect and courtesy;
- ii. Demonstrate a high standard of personal integrity and honesty; and
- iii. Communicate and work with fellow Board Members in an open and honest manner while promoting a spirit of cooperation through listening to and respecting those opinions that may differ.

#### **f. Confidential Information**

All At-Large Board Members shall:

- i. Hold in strict confidence all information concerning matters deemed confidential and shall not, either directly or indirectly, release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so; and
- ii. Swear an Oath of Confidentiality, attached as Appendix "A".

#### **g. Conflict of Interest, Pecuniary Interest and Gifts and Hospitality**

No At-Large Board Member shall engage in any activity which is incompatible or inconsistent with the ethical conduct of their official duties. These activities include but are not limited to:

- i. The use of any influence from their position for any purpose other than official duties;
- ii. The use of any information gained in the execution of the office that is not available to the public for any purpose other than for official duties;
- iii. The placing of themselves in a position of obligation to any person or organization that might reasonably benefit from special consideration or may seek preferential treatment;
- iv. The influencing of any Committee or Council decision or decision-making process affecting an At-Large Board Member's family or organization in which an At-Large Board Member has a financial interest;
- v. At-Large Board Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of their committee duties and are received as the result of protocol or social obligation; and
- vi. Gifts received by an At-Large Board Member on behalf of the County as a matter of official protocol which have significance or historical value for the County shall be left with the County.

#### **h. Improper Use of Influence**

- i. No At-Large Board Member shall use the influence of their committee position for any purpose other than for the exercise of their official duties;
- ii. No At-Large Board Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee or any other body established by Council;

- iii. At-Large Board Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the County;
- iv. At-Large Board Members shall refrain from using their positions to obtain employment with the County for themselves, family members or close associates. While At-Large Board Members are eligible to apply or be considered for any position within the County while they hold their committee appointment, they must resign their committee membership should they wish to accept County employment.

**i. Use of Municipal Assets and Services**

- i. No At-Large Board Member shall use or attempt to use the County's property, funds, services, or information for personal benefit or the benefit of another individual.

**j. Orientation and Other Training Attendance**

- i. At-Large Board Members must attend the required training for their respective committee appointment and may attend additional training opportunities as they arise.

**5. COMPLAINT PROCESSES**

**5.1 *Informal Complaint Process:***

Any person, in good faith, who has identified or witnessed conduct by an At-Large Board Member that the person reasonably believes is in contravention of this Bylaw may address the prohibited conduct by doing the following:

- a. Advising the At-Large Board Member that their conduct violates this Bylaw and to encourage the At-Large Board Member to stop; or
- b. Requesting that the Chairperson of the Committee assist in holding an informal discussion regarding the alleged complaint with the At-Large Board Member to resolve the issue.

**5.2** Individuals are encouraged to pursue this informal complaint process as the first means of correcting conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint process prior to pursuing the formal complaint process, as outlined below.

**5.3 *Formal Process:***

Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the At-Large Board Member Code of Conduct by completing the At-Large Board Member Complaint Form, attached as Appendix “B”.

- 5.4 The completed form must be dated, include the Complainant’s name, and be signed. An anonymous report or complaint shall be considered invalid. The complaint must set out reasonable and probable grounds for the allegation that the At-Large Board Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation.
- 5.5 The form may be mailed, hand-delivered to the County’s office, or emailed to the Committee Investigator. If a physical copy is submitted, the form must be placed in a sealed envelope and labelled with the Committee name and Committee Investigator’s name of the appointed At-Large Board Member and marked “Confidential”. All reasonable attempts shall be made to keep the reports and complaints confidential until a full investigation is completed to protect both the Complainant and At-Large Board Member.
- 5.6 A Complainant may withdraw the filed complaint at any point after its submission.

## **6. COMPLAINT PROCEDURE**

- 6.1 Upon receipt of a complaint under this Bylaw the following procedure will be followed:
  - a. The Complainant shall receive a letter from the Committee Investigator stating that their complaint has been received and is in the process of being reviewed;
  - b. The Committee Investigator shall contact the At-Large Board Member accused of conduct breach both verbally and in writing. The Board Member shall receive a copy of the submitted complaint and will be notified of the date set for the Committee Special Meeting scheduled to address the alleged breach of this Bylaw. The At-Large Board Member under complaint shall be given a minimum of seven (7) days from the time of notification to prepare a response. The At-Large Board Member under investigation shall not contact the complainant for the duration of the investigation period;
  - c. The Committee Investigator shall contact the CAO and schedule a Committee Special Meeting to address the alleged breach of this Bylaw;
  - d. The Committee Investigator shall notify all Committee Members of the Special Meeting and communicate its purpose to address a breach of the Code of Conduct;

- e. The Committee Investigator shall notify Council through the Reeve, or in absence of the Reeve, the Deputy Reeve, of the Committee's Special Meeting and communicate its purpose to address a breach of the Code of Conduct;
- f. During the Special Meeting, the Committee shall review the complaint received while in Closed Session. The accused At-Large Board Member shall attend the in-camera session addressing the formal complaint as a delegation. The At-Large Board Member under complaint shall leave the meeting after presenting their response and may not take part in the deliberations thereafter;
- g. The Committee shall review the facts as presented and depending on the nature of the complaint, should the Committee come to a decision, they shall choose one of the following actions:
  - i. dismiss the complaint as invalid under the Code of Conduct;
  - ii. dismiss the complaint as frivolous or vexatious; or
  - iii. determine that the complaint is valid and impose Level 1 sanctions; or
  - iv. determine that the complaint is valid and the circumstance is beyond Level I sanctions and will refer the complaint to Council for a decision.
- h. Following the Committee's decision, both the accused At-Large Board Member and Complainant shall be notified by the Committee Investigator, in writing, of the Committees' decision within forty-eight (48) hours;
- i. If determined valid and sanctions are imposed by either the Committee or by Council, the written decision shall dictate the imposed sanctions. The Committee Investigator shall follow-up to ensure the sanctions were followed;
- j. If the Committee is unable to come to a decision, they shall forward the complaint to Council to determine the course of action;
- k. Council shall review the facts as presented and depending on the nature of the complaint, should the Council come to a decision, they shall choose one of the following actions:
  - v. dismiss the complaint as invalid under the Code of Conduct;
  - vi. dismiss the complaint as frivolous or vexatious; or
  - vii. determine that the complaint is valid and impose sanctions from either Level I or II.

- l. If Council is unable to come to a decision, they shall choose one of the following actions:
  - i. request legal opinion regarding the complaint; or
  - ii. request the County's legal counsel or another third party to investigate the complaint and report to Council.
- m. If the complaint requires a legal opinion, legal investigation, or third-party investigation, Council shall direct the CAO to connect the Council Investigator with the County's legal service providers or the third-party investigator; and
- n. Once Council has obtained the necessary information through legal counsel or a third-party investigator a second special meeting shall be scheduled, and Council shall follow the steps laid out in Section 6.1 d. through 6.1 h., ultimately rendering a decision and if required, imposing and enforcing sanctions.

## **7. SANCTIONS**

- 7.1** The Committee and/or Council may impose the following sanctions on a Board Member who contravenes the Board Member Code of Conduct:

### **Level I: Committee and/or Council Authority**

- a. Issue a letter of reprimand addressed to the At-Large Board Member(s);
- b. Issue an order for the At-Large Board Member(s) to issue a letter of apology;
- c. Publish a letter of reprimand;
- d. Impel a public apology from the At-Large Board Member;
- e. Impel the At-Large Board Member to attend relevant training;

### **Level II: Council Authority**

- f. Suspend or remove the At-Large Board Member from the Council Committee;
- g. Reduce or suspend remuneration as defined in Section 275.1 of the Act to reflect a reduction in duties.

## **8. COUNCIL REQUIREMENTS**

- 8.1** At-Large Board Members shall swear a statement to uphold the Code of Conduct, attached as Appendix “C”.

## **9. LEGISLATIVE REVIEW**

- 9.1** The At-Large Board Member Code of Conduct Bylaw must be reviewed every four (4) years, following a general municipal election, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of At-Large Board Members.

## **10. ENACTMENT**

- 10.1** This Bylaw shall come into effect upon third and final reading.

Read a first time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a second time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a third time in Council this 13<sup>th</sup> day of November, A.D. 2018.

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER



## APPENDIX A – SAMPLE OATH OF CONFIDENTIALITY



### At-Large Board Member - Oath of Confidentiality

At-Large Board Member Code of Conduct

I, \_\_\_\_\_ of \_\_\_\_\_ solemnly swear / affirm to the following during and after my appointed term as an At-Large Board Member with the County of St. Paul No. 19:

1. I acknowledge that any information that I may obtain from, or through my access to, the County of St. Paul No. 19 facilities is deemed confidential information.
2. I will not use, disclose, communicate or transfer any confidential information, except as required in the performance of my role.
3. I will not allow any unauthorized person(s) to inspect or have access to any record containing confidential information, regardless of media format.
4. I will not discuss confidential information when a member of the public is present.
5. I will not leave confidential information in open view of any member(s) of public.
6. I will report any unauthorized access of confidential information to the County as soon as I become aware that such an incident occurred.
7. I understand that this oath / affirmation survives the conclusion of my term as an appointed At-Large Board Member and that noncompliance may result in repercussions in accordance with the At-Large Board Member Code of Conduct bylaw.

I acknowledge that I have read, understood and voluntarily agree to these terms.

Dated at the County of St. Paul Office, Alberta, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
At-Large Board Member

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Section 5 of Bylaw No. 2018-21; At-Large Board Member Code of Conduct

PERSON MAKING COMPLAINT	
Name:	
Mailing Address:	
Phone: (Home)	(Other)
Email:	

<b>COMPLAINT INFORMATION</b>
Name of At-Large Board Member:
Name of Council Committee:
The situation that gives rise to the complaint occurred on:
Section of Bylaw No. 2018-21, At-Large Board Member Code of Conduct that was breached:

[illegible]

Date \_\_\_\_\_

12

## APPENDIX C – SAMPLE CODE OF CONDUCT STATEMENT



# At-Large Board Member - Code of Conduct Statement

At-Large Board Member Code of Conduct

I, \_\_\_\_\_ of \_\_\_\_\_ solemnly swear / affirm to the following during my appointed term as a Board Member at Large with the County of St. Paul:

1. I will always uphold the County of St. Paul's At-Large Board Member Code of Conduct Bylaw.
2. I have read and understand the County of St. Paul's Bylaw 2018-21, At-Large Board Member Code of Conduct Bylaw, and further agree to all terms and conditions as specified.

I acknowledge that I have read, understood and voluntarily agree to these terms.

Dated at the County of St. Paul Office, Alberta, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
At-Large Board Member

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.2. Bylaw 2018-19 - Bylaw Enforcement Officer Bylaw

#20181105005

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Bylaw No. 2018-19, the Bylaw Enforcement Officer Bylaw is being introduced to establish the powers and duties of bylaw enforcement officers and to establish disciplinary procedures for misuse of power as per Section 556 of the *Municipal Government Act*.

This Bylaw was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

---

Motion to give first reading to Bylaw No. 2018-19, the Bylaw Enforcement Officer Bylaw, as per the recommendations of the Policy Committee.

Motion to give second reading to Bylaw No. 2018-19, the Bylaw Enforcement Officer Bylaw.

Motion to present Bylaw No. 2018-19, the Bylaw Enforcement Officer Bylaw for third reading.

Motion to give third reading to Bylaw No. 2018-19, the Bylaw Enforcement Officer Bylaw.

#### Additional Information

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**Originated By :** kattanasio

**COUNTY OF ST. PAUL NO. 19**  
**BYLAW ENFORCEMENT OFFICER BYLAW**  
**BYLAW NO. 2018-19**

---

A Bylaw of the County of St. Paul No. 19, in the Province of Alberta for specifying the powers and duties of Bylaw Enforcement Officers and Establishing Disciplinary Procedures applicable to Bylaw Enforcement Officers.

---

WHEREAS, Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended and replaced from time to time, provides that Council may pass bylaws respecting the enforcement of bylaws; and

WHEREAS, Part 13, division 4 of the *Municipal Government Act*, a municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officers; and

WHEREAS, pursuant to Sections 555 and 556 of the *Municipal Government Act*, every council must by bylaw specify the powers and duties of Bylaw Enforcement Officers and establish disciplinary procedures applicable to its Bylaw Enforcement Officers; and

WHEREAS Section 210 of the *Municipal Government Act* provides that a council may, by bylaw, establish one or more positions to carry out the powers, duties, and functions or a designated officer.

NOW, THEREFORE, the Council of the County of St. Paul No. 19, in the Province of Alberta, hereby enacts as follows:

**1.0 TITLE**

1.1 This Bylaw may be cited as the “Bylaw Enforcement Officer Bylaw.”

**2.0 DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires:

- (a) “Bylaw” means a bylaw passed by the Council of the County of St. Paul No. 19;

- (b) “Bylaw Enforcement Officer” means an individual appointed by the County in accordance with Bylaw 2018-XX, the Bylaw Enforcement Officer Bylaw;
- (c) “Chief Administrative Officer” means the person appointed to the position under the Chief Administrative Officer Bylaw;
- (d) “Council” means the council of the County of St. Paul No. 19;
- (e) “County” means the municipal corporation of the County of St. Paul No. 19 and the area contained within the corporate boundaries of the County;
- (f) “Director” means the Director of Public Works;
- (f) “Misuse of Power” means when a Bylaw Enforcement Officer commits one or more of the following:
  - i. Failure to perform or carry out their duties in accordance with the law; or
  - ii. Failure to carry out the duties and responsibilities given to him within the terms of their appointment as a Bylaw Enforcement Officer.

### **3.0 APPOINTMENT OF BYLAW ENFORCEMENT OFFICERS**

- 3.1 The Chief Administrative Officer may, from time to time, appoint one or more Bylaw Enforcement Officers.
- 3.2 A Bylaw Enforcement Officer shall, before starting their duties, take the official oath prescribed by the *Oaths of Office Act*, as provided in Schedule A.
- 3.3 A Bylaw Enforcement Officer is a designated office of the County for the purpose of inspections pursuant to Section 542 of the *Municipal Government Act* and the enforcement of Bylaws pursuant to Section 545 and 546 of the *Municipal Government Act*.
- 3.4 The powers and duties of Bylaw Enforcement Officers shall include the following:
  - (a) Preserving and maintaining the public peace;
  - (b) Enforcing Bylaws within the County;
  - (c) Conducting routine patrols to ensure compliance with Bylaws;
  - (d) Reporting to and carrying out the directions of the Director and Chief Administrative Officer;
  - (e) Responding to and investigating complaints and alleged breaches of Bylaws;
  - (f) Issuing and serving orders, notices, tickets, summonses, subpoenas, and laying information as required;

- (g) Assisting in the prosecution of breaches of Bylaws including gathering evidence, ensuring the attendance of witnesses, attending court, and providing evidence as required;
  - (h) Carrying upon their person at all such times as they are acting as a Bylaw Enforcement Officer, evidence in writing of their appointment as Bylaw Enforcement Officer; and
  - (i) Performing all such other duties as may from time to time be assigned by the Director or Chief Administrative Officer.
- 3.5 Bylaw Enforcement Officers shall exercise their powers and duties in accordance with all applicable County policies and procedures as established from time to time.
- 3.6 The authority of a Bylaw Enforcement Officer shall terminate when:
- (a) the person ceases to be an employee of the County; or
  - (b) the Chief Administrative Officer revokes the appointment of the Bylaw Enforcement Officer.
- 3.7 Upon ceasing employment or the revocation of their appointment, the Bylaw Enforcement Officer shall immediately return to the Chief Administrative Officer any equipment, offence ticket books, appointment certificates, and all other materials or equipment supplied to the Bylaw Enforcement Officer by the County of the purpose of fulfilling their role as Bylaw Enforcement Officer.

#### **4.0 COMPLAINTS**

- 4.1 Any complaint concerning the Misuse of Power of a Bylaw Enforcement Officer shall be dealt with in accordance with the provisions set out in this section and, upon receipt, shall be directed to the Director.
- 4.2 All complaints shall be in writing and any complaints received verbally shall be confirmed in writing by the complainant prior to being addressed.
- 4.3 The Director shall provide written acknowledgement of the complaint to the complainant and to the Bylaw Enforcement Officer against whom the complaint was made.

#### **5.0 INVESTIGATIONS**

- 5.1 The Director shall investigate a complaint.
- 5.2 The Bylaw Enforcement Officer shall be given the opportunity to provide a response to the allegations and investigation. The response shall be in writing and directed to the Director.



- 5.3 Upon review of the Bylaw Enforcement Officer's response and all other information obtained by the Director deemed to be relevant, the Chief Administrative Officer shall either dismiss the complaint as unfounded or unsubstantiated or find that the Bylaw Enforcement Officer has misused their power.
- 5.4 If the Director determines that a Misuse of Power has occurred, corrective disciplinary measures shall be taken.
- 5.5 The Director may resolve complaints informally, provided that the solution is satisfactory to the complainant and the Bylaw Enforcement Officer against whom the complaint was directed.
- 5.6 The Director shall complete their investigation and notify the complainant and Bylaw Enforcement Officer of the results within sixty (60) days of receiving the complaint in writing.

## **6.0 DISCIPLINARY ACTION**

- 6.1 If it has been determined that a Misuse of Power has been committed by the Bylaw Enforcement Officer, any one of the following measures may be taken by the Director:
- i. a reprimand of the Bylaw Enforcement Officer;
  - ii. a suspension of the Bylaw Enforcement Officer, with pay, for a period not to exceed seventy-two (72) hours;
  - iii. a suspension of the Bylaw Enforcement Officer, without pay, for a period not to exceed seventy-two hours;
  - iv. the Bylaw Enforcement Officer shall have their appointment revoked; or
  - v. the Bylaw Enforcement Officer shall be terminated.

## **7.0 APPEAL PROCEDURES**

- 7.1 If either the complainant or the Bylaw Enforcement Officer wishes to appeal the decision of the Director, a notice of appeal shall be delivered to the Chief Administrative Officer within thirty (30) days from the date the Director provides notification to the complainant and Bylaw Enforcement Officer of the results of the investigation.
- 7.2 The Chief Administrative Officer shall review the complaint, investigation report, speak to the persons involved as deemed necessary and review any other related documents associated with the complaint.



- 7.3 The Chief Administrative Officer, following considering of the appeal, shall confirm, reverse, or vary the decision of the Director.
- 7.4 The decision of the Chief Administrative Officer shall be issued to the complainant and Bylaw Enforcement Officer within thirty (30) days of receiving the notice of appeal. The decision of the Chief Administrative Officer regarding the appeal is final with no further right to appeal.

## **8.0 OATH OF OFFICE**

- 8.1 Prior to commencing their duties, all Bylaw Enforcement Officer shall take the official oath contained in Schedule A.

## **9.0 EFFECTIVE DATE**

- 9.1 This Bylaw shall come into force and take effect upon third and final reading.

Read a first time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a second time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a third time in Council this 13<sup>th</sup> day of November, A.D. 2018.

---

Reeve

---

Chief Administrative Officer

**SCHEDULE A**  
**OATH OF OFFICE**

I, (name of Bylaw Enforcement Officer), solemnly swear and affirm that I will diligently, faithfully, and to the best of my ability execute in accordance with the law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer.

\_\_\_\_\_  
Name of Bylaw Enforcement Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bylaw Enforcement Officer



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.3. Bylaw 2018-20 - Cannabis Consumption Bylaw

#20181105006

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Bylaw No. 2018-20, the Cannabis Consumption Bylaw is being introduced to regulate the use of cannabis in public places.

This Bylaw was brought before the Policy Committee on October 23rd, 2018.

If the Bylaw passes, a corresponding addition will be required for the Penalties Bylaw to include penalties for cannabis consumption in a public place.

#### Alternatives

---

- Regulate cannabis use in public places by bylaw
- Regulate cannabis use in some public places by bylaw
- Do not regulate cannabis use in public places

#### Recommendation

---

Motion to give first reading to Bylaw No. 2018-20, the Cannabis Consumption Bylaw, as per the recommendations of the Policy Committee.

#### Additional Information

---

**Originated By :** kattanasio

**COUNTY OF ST. PAUL NO. 19**  
**CANNABIS CONSUMPTION BYLAW**  
**BYLAW NO. 2018-20**

---

A Bylaw of the County of St. Paul No. 19, in the Province of Alberta, to  
restrict the consumption of cannabis in public places.

---

WHEREAS, the Parliament of Canada has passed the *Cannabis Act* S.C. 2018, c. 16 (An Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*) and amended the *Criminal Code and other Acts*, which will permit persons to possess cannabis if purchased from authorized persons; and

WHEREAS, the Government of Alberta has enacted *An Act to Control and Regulate Cannabis* SA 2017 c21, which places restrictions on the smoking and vaping of cannabis in Public Places; and

WHEREAS, pursuant to section 7 of the *Municipal Government Act* RSA 2000 c. M-26, Council may pass bylaws respecting:

- (a) the safety, health, and welfare of people and the protection of people and property;
- (b) people, activities, and things in, on, or near a Public Place or place that is open to the Public; and
- (c) the enforcement of bylaws made under the *Municipal Government Act* or any other enactment; and

WHEREAS Council deems it necessary to impose additional restrictions on the smoking, vaping, and other forms of cannabis consumption in Public Places to prevent behaviours, conditions, and conduct that may have a negative affect on the enjoyment of Public Places;

NOW, THEREFORE, the Council of the County of St. Paul No. 19, in the Province of Alberta, hereby enacts as follows:

**1.0 TITLE**

1.1 This Bylaw may be cited as the “Cannabis Consumption Bylaw.”

## 2.0 **DEFINITIONS**

2.1 In this Bylaw, the following are defined as:

- (a) “Bylaw Enforcement Officer” means:
  - i. any member of the Royal Canadian Mounted Police;
  - ii. any Community Peace Officer; and
  - iii. the Chief Administrative Officer of the County or any person designated by the Chief Administrative Officer carry out bylaw enforcement duties in accordance with the provisions of the *Municipal Government Act*.
- (b) “Cannabis” has the meaning provided for it in the *Cannabis Act*;
- (c) “County” means the municipal corporation of the County of St. Paul No. 19 and the area contained within the corporate boundaries of the County;
- (d) “Chief Administrative Officer” means the person appointed to the position under the Chief Administrative Officer Bylaw.
- (e) “Electronic Smoking Device” means an electronic device that may be used to deliver an aerosol, emission, or vapour to a person inhaling from the device, including but not limited to a cigar, cigarette, cigarillo, electronic cigarette, pipe, or vapourizer cigarette;
- (f) “Proprietor” means the owner, or any person controlling, governing, or directing activities within a place referred to in this Bylaw;
- (g) “Private Living Accommodation” means any building or portion thereof that is used as a residence or that is used exclusively by persons living in the residence. In a building containing multiple residential units, common use areas such as parkades, washrooms, waiting rooms, meeting rooms, storage areas, fitness facilities, kitchens, eating areas, cloak rooms, and hallways shall not be considered parts of a Private Living Accommodation. For the purposes of this Bylaw, a room or space to rent in a hotel, motel, lodge, inn, campground site, or any similar place, shall be considered a Private Living Accommodation.
- (h) “Public Place” means any building, structure, indoor or outdoor space, whether publicly or privately owned or controlled, to which members of the public have a right to access, or are expressly or impliedly invited to use the space, with or without payment whether:
  - i. all members of the public are invited;
  - ii. the Proprietor has the right to exclude any persons;

- iii. payment, membership, or the performance of some formality is required prior to access;
  - iv. a member of the public has access only if they are a member or if they are accompanied by a member;
  - v. if the public has access only to a portion of any building or structure, the entire building or structure shall be deemed to be a Public Place.
- (i) “Smoke” or “Smoking” means:
- i. inhaling or exhaling the smoke produced by lit, burning, ignited, or heated Cannabis;
  - ii. holding or otherwise having control of lit, burning, ignited, or heated Cannabis;
  - iii. inhaling or exhaling the aerosol, emissions, or vapour produced by an Electronic Smoking Device or similar device containing Cannabis;
  - iv. holding or otherwise having control of an Electronic Smoking Device or similar device that is producing aerosol, emissions, or vapour from Cannabis.
- (j) “Violation Tag” means a County-issued notice that alleges a Bylaw offence and provides a person with the opportunity to pay an amount to the County in lieu of prosecution for the offence;
- (k) “Violation Ticket” means a violation ticket issued in accordance with the *Provincial Offences Procedure Act* RSA 2000 c. P-34.

### **3.0 INTERPRETATION**

- 3.1 Heading and subheadings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- 3.2 Where the Bylaw cites or refers to any act, regulation, code, or other bylaw, the citation or reference is to the act, regulation, code, or bylaw, as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code, or bylaw that may be substituted in its place.
- 3.3 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

- 3.4 Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial, or municipal law or regulation or any other requirements of any lawful permit, order, or license.

#### **4.0 PROHIBITIONS**

- 4.1 Unless an exception applies under this Bylaw, no person may Smoke or consume Cannabis in a Public Place.
- 4.2 Section 4.1 does not apply to Private Living Accommodations.

#### **5.0 MEDICAL CANNABIS**

- 5.1 A person who is entitled to possess Cannabis pursuant to a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-230, the *Cannabis Regulations*, SOR/2018-144, or any succeeding or amending legislation, is not subject to this Bylaw.
- 5.2 A person referred to in section 5.0 must, on demand of a Bylaw Enforcement Officer, produce a copy of the person's medical document.

#### **6.0 OFFENCES**

- 6.1 Any person who contravenes any provision of this Bylaw is guilty of an offence.
- 6.2 In the case of an offence that is of a continuing nature, a contravention of a provision of this Bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues, and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each separate offence.

#### **7.0 ENFORCEMENT**

- 7.1 Where a Bylaw Enforcement Officer believes that a person has contravened any provision of this Bylaw, the Bylaw Enforcement Officer may issue a Violation Tag specifying the fine amount established in Schedule A of this Bylaw.
- 7.2 This section shall not prevent a Bylaw Enforcement Officer from issuing a Violation Ticket requiring a court appearance of the defendant pursuant to the *Provincial Offences Procedure Act* RSA 2000 c. P-34 or from laying an information instead of issuing a Violation Ticket.

## **8.0 EFFECTIVE DATE**

- 8.1 This Bylaw shall come into full force and effect upon the date of the third and final reading.

Read a first time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a second time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a third time in Council this 13<sup>th</sup> day of November, A.D. 2018.

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Reeve

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Chief Administrative Officer





## Issue Summary Report

### 8.4. Bylaw 2018-21 - Bylaw to Rescind Undeveloped Road Allowance Bylaws #20181109001

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The tax department has been notified by the applicants that they no longer need to license the undeveloped road allowances as indicated below:

- Clifford Quist - Between E 1/2 28-57-7-W4 and W 1/2 27-57-7-W4 as he no longer owns the adjacent property
- Clifford Quist - Between NW 31-56-7-W4 and NE 36-56-8-W4 as he no longer owns the adjacent property
- Roy & Janet Cousineau SW 14-59-10-W4 and NE 11-59-10-W4 as the public no longer enter onto their property through the undeveloped road allowance

As per the Licence Road Allowance Bylaw, the landowners were required to remove all property belonging to them from the license area before the bylaw can be rescinded. Visual inspections were completed by staff on November 1, and there are no concerns.

Bylaw 2018-21 to rescind bylaws 1434, 1435 and 1584, is being presented for first reading. As per section 191(2) of the MGA the amendment or repeal to a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw. After first reading, Bylaw 2018-21 will be advertised and then brought back to the December Council Meeting for second and third reading.

#### Recommendation

---

Motion to give first reading to Bylaw 2018-21, Bylaw to rescind Bylaws to licence undeveloped road allowances.

#### Additional Information

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**Originated By :** pcorbiere

**COUNTY OF ST. PAUL NO. 19**

**RESCINDING BYLAW  
BY-LAW NO. 2018-21**

---

A Bylaw of the County of St. Paul in the Province of Alberta to rescind Undeveloped Licence Road Allowance Bylaws which are no longer required for the applicants.

---

**WHEREAS** under the provisions of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, the Council of the County of St. Paul has the authority to pass bylaws for municipal purposes; and

**WHEREAS** Section 63, Subsection (2)(a) permits Council to provide for the repeal of a bylaw or a provision of a bylaw that is inoperative; and

**WHEREAS** Bylaws 1434 to Licence the Road Allowance located between the E ½ 28-57-7-W4 and W ½ 27-57-7-W4 is no longer required; and

**WHEREAS** Bylaw 1435 to Licence the Road Allowance located between NW 31-56-7-W4 and NE 36-56-8-W4 is no longer required; and

**WHEREAS** Bylaw 1584 to Licence the Road Allowance located between SW 14-59-10-W4 and NW 11-59-10-W4 is no longer required;

**NOW THEREFORE** the Council of the County of St. Paul No. 19 duly assembled, enacts as follows:

That the following bylaws will be rescinded:

- Bylaw 1434 – License Road Allowance (Quist)
- Bylaw 1435 – License Road Allowance (Quist)
- Bylaw 1584 – License Road Allowance (Cousineau)

**EFFECTIVE DATE**

This Bylaw shall take effect on the date of passing thereof.

Read a first time in Council this 13<sup>th</sup> day of November, A.D. 2018.

Read a second time in Council this     day of     , A.D. 2018.

Read a third time in Council this     day of     , A.D. 2018.

---

Reeve

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Chief Administrative Officer



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB TOA 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.5. Statutory and Declared Holidays Policy HR-30

#20181105021

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Policy HR-30, the Statutory and Declared Holidays Policy, is being presented to Council to amend the County's statutory and declared holidays processes. This Policy was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

---

Motion to approve Policy HR-30, the Statutory and Declared Holidays Policy as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

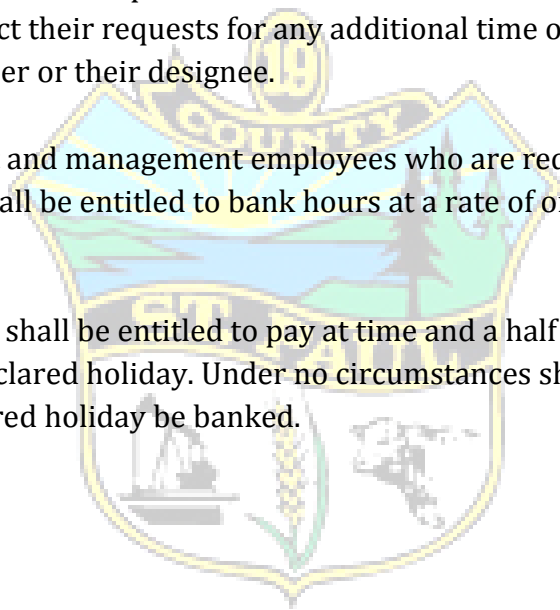
The County of St. Paul wishes to outline holiday benefits offered to employees.

#### **POLICY STATEMENT:**

- 1) Employees shall receive wages for any statutory or declared holiday in accordance with Employment Standards.
- 2) The County will observe the following statutory and non-statutory holidays for all staff:
  - a) New Year's Day
  - b) Family Day
  - c) Good Friday
  - d) Easter Monday
  - e) Victoria Day
  - f) Canada Day
  - g) Heritage Day
  - h) Labour Day
  - i) Thanksgiving Day
  - j) Remembrance Day
  - k) Christmas Day
  - l) Boxing Day
- 3) In the event that a statutory holiday falls on a normal rest day or days, then the following normal work day or days shall be deemed a statutory holiday.
- 4) The County Office and Public Works Shop shall be closed at Noon on Christmas Eve **unless it is provided as a floater day. If working,** employees will be given the afternoon off with pay on Christmas Eve.
- 5) The County Office and Public Works Shop will be closed to the public between Christmas Day and New Year's Day. With the exception of the

holidays listed in this Policy **or approved by Council annually**, the Office and Shop will remain open for regular work duties during this period.

- 6) The County will provide employees with a minimum of four consecutive days off in December including Christmas Day, Boxing Day, and up to two floater days. The exact dates of this period will be determined annually by Council resolution.
- 7) On days not deemed as floater days, employees will be required to report to work on the remaining days prior to New Year's Day. If employees desire more time off, they will be required to use overtime, holidays, or submit a written request to their immediate supervisor to take the time off without pay. Employees will direct their requests for any additional time off to the Chief Administrative Officer or their designee.
- 8) Senior management and management employees who are required to work on a statutory holiday shall be entitled to bank hours at a rate of one hour to one hour.
- 9) All other employees shall be entitled to pay at time and a half for hours worked on a statutory or declared holiday. Under no circumstances shall time worked on a statutory or declared holiday be banked.



COUNTY OF ST. PAUL NO. 1  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVAL: SEPTEMBER 14, 2010  
AMENDED: MARCH 10, 2015  
AMENDED: NOVEMBER 8, 2016  
AMENDED: JULY 6, 2017  
AMENDED: DECEMBER 19, 2017  
AMENDED: NOVEMBER 12, 2018





**County of St Paul No 19**  
5015 - 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.6. Snowplowing of Driveways Policy PW-55

#20181106001

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Policy PW-55, the Snowplowing of Driveways Policy, is being presented to Council to amend the County's snowplowing processes. This Policy was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

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Motion to approve Policy PW-55, the Snowplowing of Driveways Policy as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### POLICY OBJECTIVE:

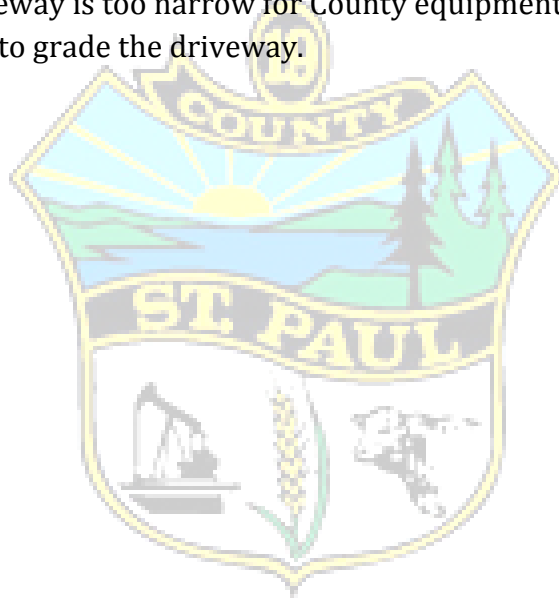
The County of St. Paul desires to arrange for the removal of snow from residents' driveways during winter months.

#### POLICY STATEMENT:

1. Residents wishing to have snow removed from their driveway by County employees will be required to sign a Snowplow Agreement ~~(attached)~~.
2. Each time a resident wishes to have their driveway cleared they must clearly post a Snowplow Flag **on their rural address sign** at the driveway entrance. Snowplow Flags can be purchased from the County **at a fee set by Council in the Fee Schedule Bylaw at a cost of \$20.00 each**. Residents are advised to purchase multiple flags for each winter season. **Flags do not expire.**
3. Flags may be purchased at the County Administration Office, County Public Works, or the Town of Elk Point Administration Office.
4. Residents who live at the end of a school bus route where the school bus must enter the yard to turn around will have their driveway cleared at no charge. This request must **be confirmed by come from** St. Paul Education Regional Division No. 1. Residents must sign a Snowplow Agreement.
5. Seniors (age 65+) in the County can sign a **lifetime** Snowplow Agreement **and but must** pick up a **County-issued** Snowplow Flag **annually (colours will vary from year to year)**. **at no charge**. This **is a lifelong flag service** is provided at **no charge** as long as the senior resides at that land location. This **also** applies to widowed persons who were married to a senior but is not a senior themselves. This **does not apply** **service is not provided** to seasonal residents.
6. **Handicapped/**Disabled persons can sign a Snowplow Agreement and pick up a **County-issued** Snowplow Flag **(colours shall vary)** at no charge. **Proof of**

disability may be required to obtain this service under this section. The County reserves the right to request proof of disability from the resident.

7. The cost of the flag will be based on one (1) driveway clearing if the equipment is near the ratepayers location. If travel is required due to the equipment not being operational or in the vicinity, a travel charge may be levied and invoiced as a per hour charge in addition to the cost of the flag.
8. The resident shall place the flag at the point of entrance **on their rural address sign** for the work to be performed and may contact the Public Works Department to inform them they require snow clearing services.
9. If a resident's driveway is too narrow for County equipment, the County retains the right to refuse to grade the driveway.



COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: PUBLIC WORKS  
APPROVED: SEPTEMBER 14, 2010  
AMENDED: DECEMBER 8, 2015  
AMENDED: NOVEMBER 13, 2018





**County of St Paul No 19**  
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## Issue Summary Report

### 8.7. Family and Community Support Services Policy FCS-73

#20181106002

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Policy FCS-73, the Family and Community Support Services Policy, is being presented to Council to amend the FCSS Department's processes. This Policy was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

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Motion to approve Policy FCS-73, the Family and Community Support Services Policy as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.7. Family and Community Support Services Policy FCS-73

#20181106002

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Policy FCS-73, the Family and Community Support Services Policy, is being presented to Council to amend the FCSS Department's processes. This Policy was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

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Motion to approve Policy FCS-73, the Family and Community Support Services Policy as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
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## Issue Summary Report

### 8.8. Reserve Lands Management Policy DEV-93

#20181106003

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Policy DEV-93, the Reserve Lands Management Policy, is being presented to Council to amend the County's reserve lands management processes. This Policy was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

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Motion to approve Policy DEV-93, the Reserve Lands Management Policy as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio





## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### POLICY OBJECTIVE:

The County of St. Paul No. 19 recognizes that there is a need to carefully manage the County's reserve lands to provide benefits for the general public and to protect the natural environment. This policy provides direction for administration regarding the management of reserve lands, the removal or licensing of existing encroachments on reserves, the potential disposal of existing reserve lands and the acquisition of reserve lands in new subdivisions.

#### POLICY STATEMENT:

##### A) BACKGROUND

- 1) Under the Municipal Government Act, the County may request a landowner who is subdividing land to set aside a portion of their property as municipal and/or environmental reserve **and/or conservation reserve**. Municipal reserves are lands that are acquired by the municipality for parks and recreation purposes. Environmental reserves are intended to remain in their natural state. **Conservation reserves are intended to protect a natural feature of the lands.**
- 2) The County will request the dedication of lands as environmental reserve **or conservation reserve** to prevent environmental damage that can result from development and to guard against the development occurring on potential hazardous lands that may damage persons or property. Environmental reserves are also important in providing for public access to water bodies and watercourses. All reserve lands are owned and managed by the municipality.
- 3) Reserve lands are not intended for private use by adjacent landowners. The County is responsible for ensuring that reserve lands remain safe and available for public enjoyment. The County will not provide maintenance and upkeep of reserve lands unless a significant public safety hazard is present.

**B) MUNICIPAL RESERVES (MR)**

- 1) The management of MR lands is intended to provide a suitable land base for the provision of recreation facilities for the use and enjoyment of County residents and the general public.
- 2) Municipal reserves may provide important access links to other lands, including water access, and can also offer undeveloped green spaces that act as buffers between different land uses.
- 3) The County of St. Paul may allow public recreation facilities on MR lands where there is sufficient interest and demand, as determined by the County. Typical facilities to be considered for municipal reserves include but are not limited to sports fields, picnic sites, swimming beaches, community fire pits, skating rinks, trails, pathways and associated facilities such as parking lots, toilets, or washrooms.
- 4) The County may require subdivision developers to provide recreational facilities in new subdivisions.
- 5) The County encourages local communities to work with the municipality to develop recreational facilities. The County may work with local residents, groups, or community associations to address ongoing maintenance requirements such as litter picking, sign and fence repairs, and weed control.
- 6) Public trails may be developed on MR lands, at the discretion of the County. ~~Support from local residents will be considered as part of the County's decision. Local residents will be considered residents of the relevant subdivision or surrounding area as determined by the County.~~
- 7) Motorized vehicles will not be permitted on reserve lands unless the County approves a parking lot within the MR lands.
- 8) Commercial facilities and services will not be permitted on reserve lands.
- 9) In MR locations that are in their natural state without developed recreation facilities, the removal of vegetation will generally not be permitted. However, vegetation removal may be considered where there is

a public safety hazard or for agricultural purposes as determined by the County. Mowing will only occur to control weeds and reduce fire hazards. Removal of vegetation and mowing will be undertaken by the County unless otherwise authorized. Placement of fill material and other yard wastes (grass clippings, tree prunings, etc.) or the removal of any material will not be allowed.

- 10) ~~Winter storage of boat docks and boat lifts may be permitted on MR lands at locations approved by the County.~~
- 11) MR lands will not be leased under any circumstances.
- 12) The County is not required to provide recreational facilities on MR lands. Residents interested in creating pathways, stairs, or other facilities may do so by obtaining a permit as per Section 3.3 of the County Land Use Bylaw.

**C) ENVIRONMENTAL RESERVES (ER) AND CONSERVATION RESERVES (CR)**

- 1) The management of ER **and CR** lands is intended to protect the natural environment of the reserve lands and surrounding area. They will also be managed to protect human life and property from hazardous environmental conditions (flooding, unstable slopes, etc.) and provide access to lakes and rivers.
- 2) ER **and CR** lands will be left in their natural condition as much as possible. The removal of vegetation from ER **or CR** lands will not be permitted, except where there is a public safety hazard as determined by the County. Mowing will only occur to control weeds and reduce fire hazards. Removal of vegetation and weed control will be undertaken by the County. Placement of fill material or other yard wastes (grass clippings, tree prunings, etc.) or the removal of any material will not be allowed.
- 3) Public trails may be developed on ER **and CR** lands, at the discretion of the County.  
~~Support from local residents will be considered as part of the County's decision. Local residents will be considered residents of the relevant subdivision or surrounding area as determined by the County.~~
- 4) Motorized vehicles will not be permitted on ER **or CR** lands unless the County approves a parking lot within the ER **or CR** lands.

- 5) In subdivisions along lakeshores and rivers, a limited number of public access facilities, like pathways and stairs, may be permitted to allow safe access across ER lands to the water's edge. The number and location of access facilities will be determined by the County. The access facilities must be built and maintained in a safe and environmentally responsible manner. Stairs and staircases shall meet building code requirements or be certified by a professional engineer.
- 6) No private access facilities will be permitted on ER or CR lands.
- 7) Commercial facilities and services will not be permitted on ER or CR lands.
- 8) ~~Winter storage of boat docks and boat lifts may be permitted on ER or CR lands at locations approved by the County. The environmental integrity of ER or CR lands shall not be compromised to accommodate temporary storage locations.~~
- 9) ER and CR lands will not be leased under any circumstances.

**D) ENCROACHMENTS AND UNAUTHORIZED STRUCTURES ON MUNICIPAL RESERVE LANDS**

- 1) Occasionally, private facilities and structures such as sheds, fences, gardens, material storage, driveways, and buildings are located on MR lands.
- 2) The owner of an unauthorized building or structure on MR may be asked to remove that structure and reclaim the lands within a reasonable amount of time that shall not exceed one (1) year. If the owner does not comply, the County may take necessary action and charge the owner for its costs.
- 3) The County will consider allowing an encroachment to remain on MR if there are extremely unusual or extenuating circumstances. If the County considers it appropriate to allow an encroachment to remain, the owner shall enter into a license agreement with the County. Fees will be paid by the owner to the County for the encroachment to remain on County land.
- 4) Conditions in the agreement would include a specific time limit and address the permitted use of the building or structure, indemnities, and insurance requirements. The agreement may specify that minor maintenance be undertaken, but the building or structure could not be



improved, expanded, or replaced. At such time as the building or structure reaches the end of its useful life, the owner will be required to demolish the building or structure and reclaim the County's MR land. The County may allow the transfer of the license to another party.

- 5) If a private facility or structure located on MR lands is causing any environmental damage, or there is a risk of environmental damage, or the private facility or structure seriously impedes public access to the MR lands as determined by the County, the owner will be required to remove the facility as soon as possible. If the owner does not comply, the County may take the necessary action and charge the owner for the costs.

**E) ENCROACHMENTS AND UNAUTHORIZED STRUCTURES ON ENVIRONMENTAL RESERVE LANDS OR CONSERVATION RESERVE LANDS**

- 1) Occasionally, private facilities and structures like pathways, stairs, decks, lawns, fire pits, and sheds are often found to be located partially or entirely on ER or CR lands, especially lands along lake shorelines.
- 2) The owner of an unauthorized building or structure on ER or CR may be asked to remove that structure and reclaim the lands within a reasonable amount of time that shall not exceed one (1) year. If the owner does not comply, the County may take necessary action and charge the owner for its costs.
- 3) The County may allow existing trails, pathways, and stairs that provide access to the water's edge to remain on County ER or CR lands. The access facilities must be built and maintained in a safe and environmentally responsible manner. Stairs and staircases shall meet building code requirements or be certified by a professional engineer. The owner of the stairs will be required obtain the required permits from the County of St. Paul.
- 4) The owners will be required to enter into a license agreement with the County for the access facilities. Conditions in the agreement would include a specific time limit and address the permitted use of the

structure, ongoing maintenance, indemnities and insurance requirements. License fees will be paid by the owner to the County for the access facility on County ER lands. The license agreement can be transferred to another party.

- 5) The County requires all other private facilities like lawns, decks, fire pits, and storage sheds to be removed from ER **or CR** lands and the lands reclaimed. If the owner does not comply, the County may take the necessary action and charge the owner for its costs.
- 6) If removal of a private building or structure will result in an unacceptable level of environmental damage as determined by the County, the County may enter into a license agreement that allows the structure to remain on ER **or CR** lands. Conditions in the agreement would include a specific time limit and address the permitted use of the structure, ongoing maintenance requirements, indemnities and insurance requirements. License fees will be paid by the owner to the County for the facility to remain on County ER lands. The license agreement may be transferred to another party.
- 7) If a private facility located on ER **or CR** lands is causing environmental damage, or there is risk of environmental damage, or the private facility seriously impedes public access to or along the ER **or CR** lands as determined by the County, the owner will be required to remove the facility within the time frame established by the County. If the owner does not comply, the County may take necessary action and charge the owners for its costs.

#### **F) UNDESIGNATED RESERVES**

- 1) Reserve lands in older subdivisions may be known to be community reserve, park, or simply reserve. These designations refer to language that was used in previous legislation prior to 1980.
- 2) The County can choose how to manage these undesignated reserves with regards to the current definitions of MR and ER.
- 3) The County of St. Paul will manage and use undesignated reserve lands on an assessment of the reserve parcel relative to the criteria outlined in the Municipal Government Act, as amended from time to time.

- 4) An undesignated reserve, or portion of a reserve, that encompasses a swamp, ravine, or natural drainage course, or is subject to flooding, or may be unstable will be managed by the County and used as if it is ER. Undesignated reserves adjacent to lakes, rivers, streams, or other bodies of water will also be considered as ER.
- 5) Undesignated reserve land, or portion of a reserve that is suitable for recreation activities or serve as a buffer between different land uses, or provide an access link, shall be managed by the County as if they are MR.

#### **G) DISPOSAL OF RESERVES**

- 1) The County values the future potential of reserve lands and will not sell or lease municipal reserve or environmental reserve land under any circumstances.

#### **H) NEW MUNICIPAL RESERVES**

- 1) As new subdivisions are proposed, the County has the opportunity to acquire new reserve lands, money in lieu of land dedication, or a combination of land and money. The following policies will guide the County's actions with regards to reserve requirements.
- 2) In new industrial and commercial subdivisions near towns and summer villages, the County may require MR land dedication to set aside lands for community and regional recreational facilities. In other industrial and commercial subdivisions, the County may take cash in lieu rather than the dedication of land for MR.
- 3) Linear corridors may be taken as MR in industrial and commercial subdivisions to provide connections to adjoining subdivisions, lands or other reserves where a demand for trails or pathways is anticipated.
- 4) The County may consider the dedication of MR in a rural residential subdivision where such dedication would serve one or more of the following purposes:
  - Responds to demand for recreation facilities and services that will benefit the future residents of the subdivision and any surrounding developments;

- Provides land that is suitable and attractive for development of recreation facilities or opportunities;
  - Creates interconnected open space that provide trail links to adjoining subdivisions and other lands
  - Protects natural features that cannot be protected by ER such as treed areas
  - Achieves ecological connections for vegetation continuity or wildlife corridors
- 5) Where a residential subdivision is proposed on or near a lakeshore or along a river, the County will require dedication of MR for one or more of the following purposes:
- To provide land that is suitable and attractive for development of recreation facilities and opportunities
  - To provide water access
  - To create interconnected open spaces that provide trail links to nearby shorelines, within a subdivision, or to adjoining subdivisions and other lands
  - To protect natural features that cannot be protected by ER; or
  - To achieve ecological connections for vegetation continuity or wildlife corridors
- 6) In new subdivisions where MR dedications are being taken, the subdivision developers will be required to build appropriate recreational facilities, as determined by the County such as picnic areas, playgrounds, and trails.

#### **I) NEW ENVIRONMENTAL RESERVES**

- 1) The County shall require the dedication of ER in new subdivisions to protect natural features such as shorelines, steep slopes, drainage courses, wetlands, or other water bodies, areas susceptible to flooding, groundwater recharge areas, natural vegetation, and fish and wildlife habitat.
- 2) Dedication of ER may also provide public access to lakes, rivers, and other bodies of water and watercourses.
- 3) Where possible, the County will ensure that the dedication of new ER is



contiguous with existing and potentially new ER lands in order to provide an interconnected system of open spaces.

- 4) The County may require developers to reclaim or remediate lands proposed to be dedicated as ER if the proposed reserve lands are in poor environmental or unsafe condition as determined by the County. The reclamation or remediation work required by the County must be completed before the County accepts the reserve dedication

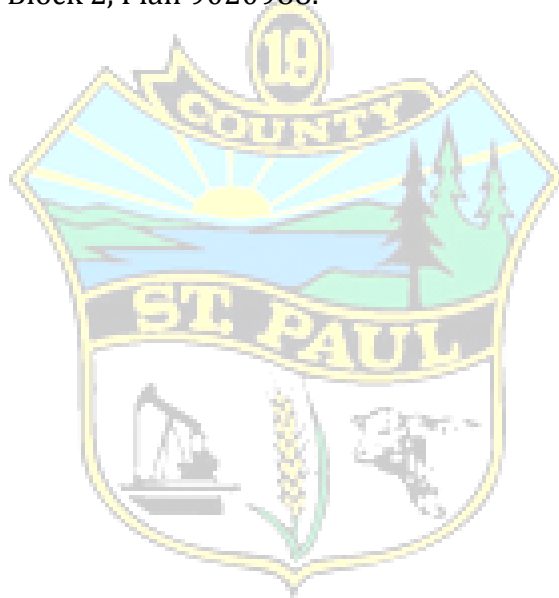
#### ***J) ENVIRONMENTAL RESERVE EASEMENTS***

- 1) Environmental reserve easements (ERE) are another tool that the County can use for the protection of the environment in new subdivisions. The natural features to be protected are the same as ER (drainage courses, wetlands, etc.). Lands subject to such an easement must remain in their natural condition. However, the lands are retained in private ownership and are not owned by the County as in the case of ER. Easements do not provide public access.
- 2) The County will not accept the registration of ERE in new subdivisions or in areas along lakes and rivers where public access to or along the shoreline may be required.
- 3) An ERE may be considered to protect environmental features where public access is not required or the environmental sensitivity of the site makes it unsuitable for public use (eg: wetlands). A clear statement on how the site will be controlled and used will be included in the ERE agreement.

#### ***K) IMPLEMENTATION***

- 1) The County will periodically conduct a base line inventory of all reserve lands that identifies the condition of each reserve and any requirements for management actions.
- 2) Developments that occur after adoption of this policy will be expected to adhere to this new policy, thereby avoiding new encroachments and unauthorized structures on reserve lands.

- 3) The County of St. Paul recognizes that some situations precede the adoption of this policy. The County will continue to honour past agreements and will work diligently to remedy or mitigate challenges as they arise.
- 4) Notwithstanding the provision under H-1 of this policy, the County of St. Paul will lease the following parcel of ER land:  
28 ER, Block 2, Plan 8023220.
- 5) Notwithstanding the provision under H-1 of this policy, the County of St. Paul will lease the following parcel of MR land:  
Lot 19MR, Block 2, Plan 9020988.



COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: PLANNING AND DEVELOPMENT  
COUNCIL APPROVAL: JULY 16, 2013  
AMENDED: AUGUST 12, 2014  
AMENDED: JUNE 9, 2015  
AMENDED: NOVEMBER 13, 2018



**County of St Paul No 19**  
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## Issue Summary Report

### 8.9. Request for Permit to Widen MR for Access to Floatingstone #20181109002

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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At the September 14 Council meeting, Council was presented with a request from the owner of Lot 87, Block 2, Plan 7722896 at Floatingstone to remove trees and even out the ground surface by adding gravel at the back of their lot 87 and behind lot 88, to join an existing access on the MR, providing them with a better access to the lake. They are also requesting that the permit fees be waived.

As this subdivision was registered in 1977, the reserve lands are not given a designation (environmental reserve or municipal reserve). The lands in question would be designated as a municipal reserve in accordance with current standards.

Council made a motion to table the request to remove trees and add gravel on 91R, Block 2, Plan 7722896 north of Lot 87, Block 2, Plan 7722896 to connect to an existing access and to defer DEV-93 to the policy committee.

#### Recommendation

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Based on the updated Reserve Lands Management Policy, Council to determine how to proceed with this request to develop the access.

#### Additional Information

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**Originated By :** pcorbiere



**County of St Paul No 19**  
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## Issue Summary Report

### 8.10. Fit For Duty Policy - HR-128

#20181108011

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Policy HR-128, the Fit For Duty Policy, is being introduced to demonstrate the County's commitment to providing a safe, drug and alcohol free workplace and to ensure that the hazards associated with drug and alcohol use are removed from the workplace.

This Policy was brought before the Policy Committee on October 23rd, 2018.

#### Recommendation

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Motion to approve HR-128, the Fit For Duty Policy as per the recommendations of the Policy Committee.

#### Additional Information

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**Originated By :** kattanasio





## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul is committed to providing a safe, drug and alcohol-free workplace and to ensure that hazards associated with drug and alcohol use are removed from the workplace.

#### **A) POLICY STATEMENT**

The County and its employees must be committed to upholding this policy and working together to eliminate impairment-related risks in the workplace. This policy shall be provided to all employees as part of their orientation.

#### **B) DEFINITIONS**

- (a) **“Alcohol”** means any substance containing beverage alcohol, ethyl alcohol, or other molecular weight alcohols (including methyl and isopropyl alcohol) in excess of 0.04% by volume;
- (b) **“Cannabis”** means cannabis as defined in Canada’s *Controlled Drugs and Substances Act* and *Cannabis Act*, and any derivatives of cannabis, whether taken recreationally or pursuant to a personal prescription or as otherwise authorized by a licensed physician;
- (c) **“Drug”** means any drug, substance, chemical, or agent that through its use may compromise or adversely affect the user’s actions, coordination, thoughts, or concentration level whether obtained legally or illegally and includes prescriptions or over-the-counter drugs which have been lawfully manufactured and obtained, and that may render the Employee unable to perform his or her job safely.

COUNTY OF ST. PAUL NO. 19  
DEPARTMENT: HUMAN RESOURCES  
COUNCIL APPROVED: NOVEMBER 13, 2018

- (d) **“Employee”** means any person employed by the County or by a contractor working for the County on Municipal Property, whether in a full-time, part-time, or temporary position;
- (e) **“Fitness for Duty”** means a state (emotional, mental, and physical) that allows an individual to perform their assigned tasks competently and in a manner that does not compromise or threaten the safety or health of that individual, others, the environment, or Municipal Property;
- (f) **“Municipal Business”** means all activities without limitations undertaken by Employees in the course of carrying out their duties whether on or off Municipal Property;
- (g) **“Municipal Property”** means any land, building, infrastructure, or part thereof owned, operated, leased, or occupied by the County, any motor vehicle piece of equipment, or other means of transportation owned, leased, rented, or used by the County, and any private vehicle used in the course of Municipal Business; and
- (h) **“Safety Sensitive Position”** means an Employee in a position whereby a state of reduced cognitive capacity could result in an immediate, direct, or significant risk of harm or injury to the Employee, others, the environment, and/or Municipal Property. Such positions depend on alertness, quickness of response, soundness of judgement, and coordination of multiple muscle functions.

## C) GENERAL GUIDELINES

- 1) The use of Cannabis, alcohol, or non-prescribed drugs during work hours is strictly prohibited. The County prides itself on providing a safe working environment for all its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves, their co-workers and visitors to our premises. To help ensure a safe and healthy workplace, the County reserves the right to prohibit certain items and substances from being brought on to, or being present on County premises.

- 2) The County also prohibits any employee from reporting to work, or working with any measurable level of cannabis, alcohol, illegal or non-prescription drugs, or other controlled substance that might affect the employee's ability to work safely.
- 3) Employees shall be considered under the influence of drugs or alcohol if:
  - (a) The Employee's ability to perform their duties is impaired;
  - (b) The Employee has a blood alcohol concentration of 0.04% or higher;
  - (c) The Employee is in a mental or physical condition that creates a risk to the health and safety of the Employee or other individuals, or puts Municipal Property at risk;
  - (d) The Employee demonstrates signs of impairment including but not limited to, the smell of alcohol or cannabis on his or her breath, slurred speech, or difficulty performing motor skills. Impairment can be unique in every situation and for everyone.

**D) PROHIBITED BEHAVIOUR**

- 1) The following behaviours are strictly prohibited:
  - (a) Attending work while under the influence of Alcohol, Drugs, or Cannabis, whether on Municipal Property, operating a vehicle, or conducting Municipal Business regardless of location;
  - (b) The use, possession, sale, manufacturing, or dispensation any Alcohol, Drug, Cannabis, or paraphernalia associated with these items. All illegal Alcohol, Drugs, or Cannabis found will be surrendered to the appropriate law enforcement agency;
  - (c) Failure to adhere to the requirements of any Drug or Alcohol treatment or counselling program in which the Employee is enrolled;
  - (d) Failure to undergo an Alcohol and Drug test when required to do so pursuant to this Policy;

- (e) Failure to report to management the use of any prescribed Drug that may alter the Employee's ability to safely perform their duties. Proper use of such medication is not grounds for disciplinary action but may require modified duties or reassignment during treatment. An Employee is required to advise their supervisor as soon as possible when they have been prescribed a drug that may affect the Employee's ability to safely perform their duties;
- (f) Given the risks involved when operating motor vehicles in an impaired state, any Employee who operates a County-owned vehicle or other vehicle while on Municipal Business while under the influence of Alcohol, Cannabis, or Drugs shall be terminated immediately and without notice. Any damage done to Municipal Property or individuals while under the influence of Alcohol, Drugs, or Cannabis while undertaking Municipal Business shall be the Employee's personal responsibility and the Employee will be required to pay for such damages personally.
- (g) Failure to disclose to management any impairment that may affect an Employee's ability to safely perform their duties or otherwise compromise the safety of others; and
- (h) Failure to disclose to management the impairment or suspected impairment of another Employee that may affect the ability of that Employee to safely perform their duties or otherwise compromise the safety of others.

#### **E) CONSEQUENCES OF BREACHING POLICY**

- 1) Violations of this Policy may result in disciplinary action up to and including termination of employment for just cause depending on the nature of the violation.
- 2) The County reserves the right to search personal belongings brought to County worksites (including lockers, company vehicles, and personal bags) if there are reasonable grounds to believe that an Employee is impaired, has consumed Alcohol, Cannabis, or Drugs while attending work, or is in possession of an illegal substance.



- 3) The County shall report violations of Canadian or Albertan law to the appropriate law enforcement authority.

**F) DRUG AND ALCOHOL TESTING**

- 1) The Chief Administrative Officer or their designee may require an Employee to attend an Alcohol, Drug, or Cannabis test conducted by a third-party laboratory under the following circumstances:
- (a) When an Employee is impaired, appears to be impaired, or the County has reason to suspect that the Employee is impaired by Alcohol, Drugs, or Cannabis while undertaking Municipal Business;
  - (b) Following a work-related accident or incident, which may have been caused in whole or in part by an Employee whose behavior appears to have been dangerous or reckless, or who otherwise appears to be impaired by Alcohol, Cannabis, or Drugs, or who the County otherwise has grounds to suspect that the accident or incident was related to Alcohol, Cannabis, or Drug use;
  - (c) If an Employee occupies a Safety Sensitive Position and the County deems it necessary to ensure compliance with this Policy; and
  - (d) If an Employee has entered into an accommodation agreement with the County following treatment for an Alcohol, Drug, or Cannabis dependency.
- 2) Managers with concerns regarding a possible violation of this Policy must report to the Chief Administrative Officer or their designee to receive direction. No Employee shall be required to undergo an Alcohol, Drug, or Cannabis test unless approved by the Chief Administrative Officer or their designee.

**G) RESPONSIBILITIES**

- 1) Courts and human rights tribunals have acknowledged that Alcohol, Cannabis, and Drug dependencies are medically recognized disabilities under human rights law and are protected under the grounds of mental and physical disability under the *Alberta Human Rights Act* (the Act). Casual Alcohol, Cannabis, or Drug use are not protected by the Act.

- 2) Employees who suffer from an Alcohol, Drug, or Cannabis dependency (including prescription or over-the-counter medication that could impair job performance) may require accommodation. The County shall take the appropriate steps to accommodate Employees with Alcohol, Drug, or Cannabis dependencies.

3) **The County's Responsibilities:**

Where an Employee suffers from an Alcohol, Drug, or Cannabis dependency, the County will take reasonable, appropriate steps to accommodate, which may include:

- (a) Offering the Employee a leave of absence from work to seek assessment and rehabilitation treatment;
- (b) Allowing the rehabilitated Employee to return to work after treatment;
- (c) Addressing issues such as lateness and absenteeism without strictly applying an absenteeism policy; and
- (d) Accommodating some relapses prior to, during and following treatment if such accommodation does not create an undue hardship.

3) **The Employee's Responsibilities**

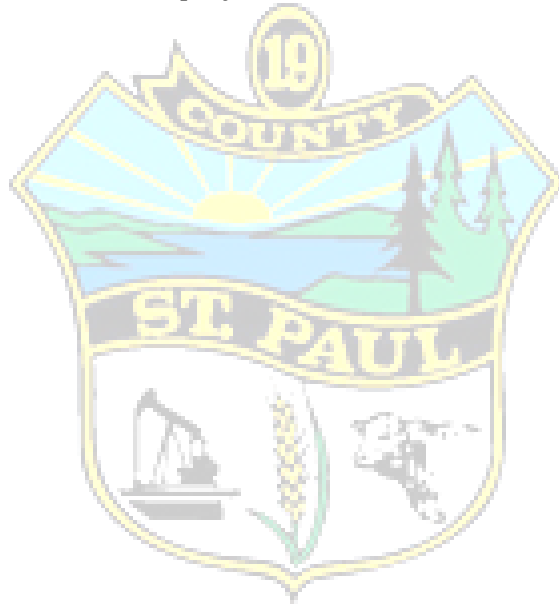
Where an Employee suffers from an Alcohol, Drug, or Cannabis dependency, they will cooperate with the County by:

- (a) Disclosing their status to their supervisor or the Chief Administrative Officer or their designee, if the Employee is experiencing problems with an Alcohol, Drug, or Cannabis dependency;
- (b) Disclosing their status if the Employee has had past problems with an Alcohol, Drug, or Cannabis dependency and it affects their ability to safely complete current job duties;
- (c) Providing medical information to the County to establish the existence of an Alcohol, Drug, or Cannabis dependency;
- (d) Cooperating with the recommendations of any required professional assessments and abiding by the terms of treatment plans;
- (e) Providing the County with sufficient information regarding the Employee's need for accommodation to permit the County to create and maintain an accommodation plan; and
- (f) Meet reasonable expectations such as follow-up Drug and Alcohol tests once the Employee is fit to return to work.

- 4) Where an Employee fails to disclose an Alcohol, Cannabis, or Drug dependency or fails to cooperate with the County in its attempts to

accommodate the Employee due to an Alcohol, Cannabis, or Drug dependency, they may be disciplined up to and including termination of employment for just cause.

- 5) An Alcohol, Cannabis, or Drug dependency does not excuse an Employee from being impaired at work.
- 6) An Employee must disclose to their supervisor or the Chief Administrative Officer as soon as possible any use of Cannabis for the treatment or purported treatment of a medical condition. A medical authorization letter or other endorsement by a licensed attending physician must be provided to the County. The Employee's work duties may be modified as required by the County to accommodate the Employee's Cannabis use for medical purposes.





**County of St Paul No 19**  
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## Issue Summary Report

### 8.12. Date for CAO Evaluation

#20181107003

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

As per Section 205.1 of the Municipal Government Act, Council must provide the Chief Administrative Officer with an annual written performance evaluation.

#### Recommendation

---

Administration is recommending to set the date for the CAO Evaluation for Monday, December 17 at 10:00 a.m., as per Section 205.1 of the Municipal Government Act.

#### Additional Information

---

**Originated By :** pcorbiere





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## Issue Summary Report

### 8.13. FCSS Conference - November 28-30

#20181106008

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The Annual FCSS Conference will be held November 28 to 30 in Edmonton. Registration for the conference is \$925. Councillor Fodness and Councillor Younghans have expressed interest in attending as they sit on the FCSS Board.

Information about the conference can be viewed at  
[fcssaa.org/wp-content/uploads/2018/09/2018-Conference-Brochure-TimesAreAChanging-Sept19.pdf](http://fcssaa.org/wp-content/uploads/2018/09/2018-Conference-Brochure-TimesAreAChanging-Sept19.pdf).

#### Recommendation

---

Administration is recommending to approve Councillor Fodness and Councillor Younghans to attend the Annual FCSS Conference from November 28 to 30 in Edmonton.

#### Additional Information

---

**Originated By :** pcorbiere



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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.14. Family and Community Safety Program Grant Application

#20181108001

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The County of St. Paul and Town of St. Paul FCSS will be applying for a Family and Community Safety Program Grant and are requesting a letter of support from Council. The scope of the application is outlined below.

The grant is for a one-year project with funding up to \$250,000. The grant mandate is to build stronger families and communities and is available for the implementation or expansion of innovative, proven or promising practices that address family violence, sexual violence, supporting vulnerable communities and the promotion of healthy relationships. FCSS will be applying to the supporting vulnerable communities' stream and will prioritize at-risk children and youth and their families by addressing an outstanding service gap in the region.

FCSS currently sees a need for a program to uplift the circumstances of at-risk children and youth who face a variety of complex and difficult life situations and who fall outside of existing support systems. Currently there are approximately 80 to 90 kids in the regional community who would fit within the application's program and would benefit from a support system of this kind. The application will be dedicated to both individual children and youth and their caregivers to provide the support they uniquely need in order to build the total family's capacity to find success. The program would assess the family and build a program to stabilize and improve family conditions while increasing both basic life skills, ie Adulting 101, and interpersonal relationship and communication skills. These skills shall be learned through one-on-one mentorship, workshops and through some specialized training as needed. The program will increase our regions network of social support and will build community capacity to address the existing issues recognized but not currently addressed. Further, the grant program will increase grass roots opportunities for engagement in community support systems.

The County will be the managing partner if successful with this grant application.

#### Recommendation

---

Administration is recommending to provide the County of St. Paul and Elk Point FCSS with a letter of support to accompany their grant application for funding through the Vulnerable Communities Stream of the Family and Community Safety Program Grant.

#### Additional Information

---

**Originated By :** pcorbiere



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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.15. St. Paul & Community Family Benefit Society

#20181108012

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The St. Paul & Community Family Benefit will be holding their 11th Annual New Year's Eve Family Benefit Dance and are seeking financial support which can be attained through five different sponsorship levels -

- Platinum - \$1,000+
- Gold - \$500 - \$999
- Silver - \$200 - \$499
- Bronze - \$50 - \$199
- Honourable Mentions under \$50.

They are also looking for donations for silent auction items, door prizes or volunteer help. Over the past 11 years they have assisted 34 families and given out over \$170,000 to eligible recipients.

Since 2012 the County has donated a silent auction item for this benefit dance.

#### Recommendation

---

Motion to approve the donation of a silent auction item for the St. Paul & Community Family Benefit.

#### Additional Information

---

**Originated By :** pcorbiere



**St. Paul & Community Family Benefit Society**  
**Box 1383**  
**St. Paul, AB T0A 3A0**



October 18, 2018

To whom it may concern:

On behalf of the St. Paul & Community Family Benefit Society, please consider this our request for you to become a sponsor by donating a silent auction item or making a financial contribution to our 11th annual New Year's Eve Benefit Dance. All donations received go to support nominated families who have met our criteria.

All expenses associated with hosting the Benefit dance are paid for through hundreds of volunteer hours at various fee-for-service events.

With the generous donations from businesses like yours, over the last 11 years we were fortunate enough to assist 34 families from the St. Paul and Elk Point Area. Since 2008 we have raised and given out a total of over \$170,000.00 to our eligible recipients. Each family had varying needs and the funds raised at each benefit has assisted with those needs. No matter how big or small the battle is for each family, we provide community support during their difficult time. With your contribution we will be able to continue to assist more families in the future.

Our sponsorship levels are: Platinum: \$1000+; Gold: \$500-\$999; Silver: \$200-\$499; Bronze: \$50-\$199; Honourable Mentions: under \$50. All of our sponsors are greatly appreciated and we recognize your sponsorship in various ways. If you want more information on how we recognize our sponsors, please contact Marilyn at 780-645-0567.

If you are interested in purchasing a table of eight tickets (\$160.00) for the event on New Year's Eve, we would be happy to reserve a table for you or your company. This year's event is being held at the Rec Centre, thanks to the generous donation of the facility from the Town of St. Paul.

We are now accepting e-transfers directly to our account. If you would like to send your donation or purchase tickets please use our alternate email which is [newyearsbenefitdance@gmail.com](mailto:newyearsbenefitdance@gmail.com). This email is used for e-transfers only.

Please visit our Facebook page at [www.facebook.com/StPaulCommunityFamilyBenefit/](https://www.facebook.com/StPaulCommunityFamilyBenefit/) or email me at [stpaulcommunityfamilybenefit@gmail.com](mailto:stpaulcommunityfamilybenefit@gmail.com) if you have any questions or want more information.

Thank you for your consideration in this matter.

Sincerely,

Marilyn Shapka

Silent Auction Coordinator

***Families Helping Families.....***





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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.16. Request for Grant - Greater Lakeland Rural Crime Watch

#20181108004

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The Greater Lakeland Rural Crime Watch Association is requesting that the County invoice them \$3000 for renting office space in the lower level and then return the \$3000 to them in the form of a grant. They will pay rent from their bingo account and their grant will be deposited into their general account.

#### Recommendation

---

Administration is recommending to provide the Greater Lakeland Rural Crime Watch Association with a \$3000 grant.

#### Additional Information

---

**Originated By :** pcorbiere

November 6, 2018

Sheila Kitz, CAO  
County of St. Paul #19

Dear Sheila,

Several years ago the Greater Lakeland Rural Crime Watch Association paid for the use of office space in the County of St. Paul building. The same amount was then returned to them as a grant.

We would like this same transaction again.

If the County would please send us a bill for \$3000.00 for rent, we will pay it on the understanding that you will reimburse the same amount.

Yours truly,

A handwritten signature in cursive script that reads "Orest Sereda".

Orest Sereda, President  
Greater Lakeland Rural Crime Watch Association



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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.17. Winterland Invitational - Novice, Atom, Peewee Hockey Tournament

#20181107001

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

The second annual Winterland Invitational novice, atom and peewee hockey tournament will be taking place in Bonnyville, Glendon and new this year in Elk Point - from February 15-18, 2019. Proceeds from the event support Ronald McDonald House. The MD of Bonnyville is a sponsor for the event and the organizing Committee is requesting if the County would also consider sponsoring the event. Advertising in the program is as follows:

- \$1,000 - Full Page Ad
- \$ 750 - Half Page Ad
- \$ 500 - 1/4 Page Ad

They are also looking for volunteers to assist with the event.

#### Recommendation

---

Administration is recommending to sponsor the Winterland Invitational Hockey Tournament with a 1/4 page advertisement at a cost of \$500.

#### Additional Information

---

**Originated By :** pcorbiere

## Phyllis Corbiere

---

**From:** Sheila Kitz  
**Sent:** Wednesday, October 31, 2018 8:52 AM  
**To:** Phyllis Corbiere  
**Subject:** FW: New event in Elk Point  
**Attachments:** 2019 Winterland Invitational Sponsorship Package.pdf; 2018-RMHCNA Winterland Invitational-Report for Sponsors.pdf

Please add to the agenda.

*Sheila Kitz, CLGM*  
*Chief Administrative Officer*  
*County of St. Paul No. 19*  
*5015 - 49 Avenue*  
*St. Paul, AB T0A 3A4*

*Office: 780-645-3301 ext 208*  
*Cell: 780-614-5814*

---

**From:** Oreen Skiba <oreen@rmhcna.org>  
**Sent:** Tuesday, October 30, 2018 3:42 PM  
**To:** Steve Upham <SUpham@county.stpaul.ab.ca>; Sheila Kitz <skitz@county.stpaul.ab.ca>  
**Subject:** New event in Elk Point

Hi Reeve Upham and Sheila,

The second annual Winterland Invitational, a novice, atom and peewee hockey tournament, will be taking place in Bonnyville, Glendon, and new this year Elk Point from February 15<sup>th</sup> to 17<sup>th</sup>. This tournament will bring in 450 families to our area.

Please preview our attached sponsorship package and the promotional video: <https://youtu.be/svDiG4R4XpY>

The MD of Bonnyville is a partner and sponsor of this event and we are wondering if the County of St. Paul would like to learn more and potentially sponsor?

This event supports the Ronald McDonald House. Ronald McDonald House Charities Northern Alberta's mission is to improve the lives of families with seriously ill or injured children receiving treatment in Edmonton. RMHCNA works to ease the financial and emotional burdens of families. We operate programs that provide essential support and service, as well as comfort to families. There are also RMHCNA offices in the Peace Region and Lakeland Region to continue to serve and support families after they return home.

Let me know if you have any questions or want to set up a meeting/presentation to council.

Thanks,

**Oreen Skiba**

*Stakeholder Relations Manager, Lakeland Region*  
Ronald McDonald House Charities® Northern Alberta  
7726-107 Street Edmonton, Alberta T6E 4K3  
M: 780-217-6020  
F: 780-433-6201



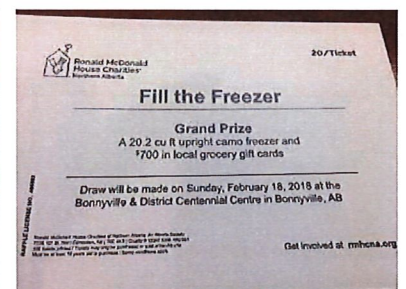


Ronald McDonald  
House Charities®  
Northern Alberta

2018 Budget

## Budget

Revenue	Budgeted	Actual	Expenses	Budgeted	Actual
Sponsors	\$35,000	\$49,795	Ice Rental	\$7,000	\$8,104
Team Registration	\$24,000	\$24,000	Refs	\$2,500	\$3,180
Fill the Freezer					
Raffle	\$10,000	\$6,860	Medals	\$1,000	\$2,963
Raffle Table	\$0	\$4,070	Socks	\$3,500	\$2,832
Auction	\$1,500	\$8,735	Heart & Hustle	\$2,000	\$992
50/50	\$1,000	\$1,750	Printing	\$2,000	\$2,688
			Sponsor Reception	\$0	\$308
Loonie Stick	\$600	\$225	Misc.	\$1,000	\$301
GIK	\$10,000	\$12,885			
Other		\$1,417			
<b>Total</b>	<b>\$82,100</b>	<b>\$109,737</b>	<b>Total</b>	<b>\$19,000</b>	<b>\$21,369</b>
<b>Net</b>		<b>\$88,368</b>			







Ronald McDonald  
House Charities®  
Northern Alberta



# 2019

## RMHCNA LAKELAND EVENTS

— How to Get Involved —

Oreen Skiba | [oreen@rmhcna.org](mailto:oreen@rmhcna.org) | 780-217-6020





Ronald McDonald  
House Charities®  
Northern Alberta

**WINTERLAND**

– Invitational –

81 February 15<sup>th</sup>-18<sup>th</sup>, 2019

# WINTERLAND INVITATIONAL

The second annual Winterland Invitational, a novice and atom hockey tournament, will be taking place in Bonnyville, Glendon, and Elk Point from February 15<sup>th</sup> to 18<sup>th</sup>. Many families in the Lakeland area know someone who has stayed at the Ronald McDonald House in Edmonton, and the kids in this community want to help other kids, but they need your support to do it.

## Exclusive Sponsorship Opportunities Available

	Pre-Event Sponsor	Ice Rental Sponsor	Heart & Hustle Sponsor	Goal Sponsor	Power Play Sponsor	Volunteer Sponsor	Striped Sock Sponsor	Medal Sponsor
Investment	\$10,000	\$8,000	\$5,000	\$5,000	\$5,000	\$5,000	\$3,500	\$3,000
Verbal recognition during event	•	•	•	•	•			•
Full page message in event program	•							
Half Page message in event program		•	•	•	•	•		
Logo in event program							•	•
Logo and message on letter in player bags	•	•	•	•	•			
Participate in award presentations	•		•					•
Participate in a volunteer experience	•					•		
Media coverage pre-event	•							
Logo and message on letter in volunteer bag	•					•		
Involvement in opening puck drop	•	•						
Logo on volunteer lanyards	•					•		
Logo on webpage	•	•	•	•	•	•	•	•
Logo on sponsorship banner	•	•	•	•	•	•	•	•



## Non-exclusive Sponsorship Opportunities Available

	House Hero Sponsor	Family Hero Sponsor	Kid Hero Sponsor	Gift-in-Kind Sponsor
Investment	\$2,000	\$1,000+	\$500+	Gift-In-Kind
Logo on event web page	•	•	•	
Logo on sponsorship banner	•	•	•	
Logo in event program	•	•	•	
Recognition during event				•

Consider advertising your business in the 2019 Winterland Invitational event program!

**Full page ad – \$1,000**  
6" x 9"

**Half page ad – \$750**  
6" x 4.5"

**Quarter page ad – \$500**  
3" x 2.25"

Contact Oreen Skiba for more information.

First right of refusal confirmations need to be made by November 23<sup>rd</sup>, 2018. February 1<sup>st</sup>, 2019, is the print deadline.



RMHCNA Signature events are the ideal avenues for corporate sponsors, local businesses, and individuals to be a part of the journey our families are on. You can:

### Sponsor an Event



### Donate a Gift-in-Kind

Donations of goods and services allow us to keep our event costs low. We are looking for support with raffle items, silent auction, and live auction items.

### Make a Cash Donation

A family dinner. A bedtime story. A game of catch. This is what your donation makes possible when you make a gift to support a family in need. Donate online at [rmhcna.org](http://rmhcna.org).

### Volunteer

We guarantee an evening of fun, the opportunity to make new friends, and the warm and fuzzy feeling that comes when you know you're helping us to better serve our families.

### Be Our Guest

Join us at one of our three signature events in the Lakeland Region. Tickets can be purchased by contacting Oreen Skiba at [oreen@rmhcna.org](mailto:oreen@rmhcna.org) or **780-217-6020**.



# HOW YOUR SUPPORT GIVES HOPE

Faced with a child's illness, life stops overnight and families quickly enter a world of fear and worry. Facing conditions like cancer, congenital heart problems, and kidney disease, these families now focus entirely on the needs of their child and the medical journey they're about to face. For families who don't live close to the medical care that their child needs there is an added stress - distance. **But that is where the Ronald McDonald House comes in.**

Your generous commitment to become a supporter of RMHCNA events in the Lakeland Region will make an impact on the lives of families with seriously ill or injured children coming to Edmonton to receive care. With hundreds of families served annually, Edmonton's Ronald McDonald House provides warm beds, hot showers, laundry facilities, family-friendly kitchens, and playrooms - all the basic essentials of a home. Then we go beyond the basics offering meal programs, recreation, a shuttle ride to the hospital, and self-care programs.

The House provides families with more than just a place to rest, but a place where families can support each other and be close to their children when they are needed the most.

Your support provides a safe, warm, and welcoming home to children and families in need as they walk together through a medical journey. When you stand up to support RMHCNA, you give hope when it's needed most.

**Sick children need their families. Families need a home. Act today to help those families and support Ronald McDonald House events in the Lakeland Region.**

# SPONSORSHIP AGREEMENT

I would like to sponsor:

## Winterland Invitational

- |   |          |
|---|----------|
| <input type="checkbox"/> Presenting Sponsor     | \$10,000 |
| <input type="checkbox"/> Ice Rental Sponsor     | \$8,000  |
| <input type="checkbox"/> Heart & Hustle Sponsor | \$5,000  |
| <input type="checkbox"/> Goal Sponsor           | \$5,000  |
| <input type="checkbox"/> Power Play Sponsor     | \$5,000  |
| <input type="checkbox"/> Volunteer Sponsor      | \$5,000  |
| <input type="checkbox"/> Striped Sock Sponsor   | \$3,500  |
| <input type="checkbox"/> Medal Sponsor          | \$3,000  |
| <input type="checkbox"/> House Hero Sponsor     | \$2,000+ |
| <input type="checkbox"/> Family Hero Sponsor    | \$1,000+ |
| <input type="checkbox"/> Kid Hero Sponsor       | \$500+   |

☐ **Yes**, I would like to make my sponsorship a 3-year commitment

## Contact Information

Company Name *(print as you would like it to appear in sponsor recognition materials)*

Contact Name

Address City Province Postal Code

Telephone Email

## Payment Information

☐ Cheque to follow  
*(Please make payable to Ronald McDonald House Charities® Northern Alberta)*

- ☐ Please invoice me or the company at the address above
- ☐ Visa/MC/AMEX

Name on Card

Card Number Expiry CSV

Signature

By signing below, I agree to sponsor the event(s) selected above at the amount(s) indicated:

Signature

Please complete form and send to Oreen Skiba at [oreen@rmhcna.org](mailto:oreen@rmhcna.org).

Email a high res version of your logo (file types: .eps, .ai, .pdf) with the sponsorship agreement.





## Issue Summary Report

### 8.18. Request to Waive Permit Fees

#20181107007

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

On May 14, 2018, the owner of Lot 4, Block 6, Plan 7820850 received a letter regarding the construction of an accessory building in absence of permits.

For this structure, development and building permits are required. The owner completed the development and building permit applications and submitted them to the County. As there is no principle dwelling on the property, the development authority exercised discretion to allow for the structure to remain on the property. The use of this discretion required that the permit be advertised in the event a concern was raised. No appeal to the issuance of the development permit was brought forth. The development authority issued the permit on July 18, 2018.

The building permit was submitted to Superior Safety Codes for review. As per the Alberta Building Code, the structure required professional involvement. The landowner did not wish to expel additional funds for professional involvement. The landowner removed the structure and requested that all permits be cancelled.

The development permit application fee of \$200 was invoiced to the landowner. The development permit was advertised and is required before a building permit can be issued. The average cost of advertising the Development Permit is \$212.93. Because there were 6 permits advertised on the same ad, the cost per permit was \$35.49. The landowner is now requesting that the development permit application fee be waived for this permit application as the structure has been removed. The building permit fee for the structure was \$112.50, of which \$84.37 has been refunded in accordance with our contract with superior Safety Codes.

The landowner also indicated that he was unaware there was a \$200 fee for the Development Permit, however the fee schedule is included in the permit application package as well as on our website. The Development Permit Application form has been updated to include the fee schedule on the permit.

#### Recommendation

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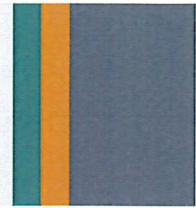
Administration is recommending to deny the request to waive the development permit application fees.

#### Additional Information

---

**Originated By :** kfedoretz

Ken Koziej  
14220 – 83 Street  
Edmonton, Alberta  
T5E 2X9  
gokoz@telus.net



Dear County of St. Paul Council,

I am writing this letter over a \$200 charge for a Development Permit.

I had constructed a temporary structure (carport) over my trailer, at Floatingstone Lake, to protect it over the winter. The County sent me a letter, with the Building Permit form and Development Permit form, stating that the structure did not comply with building code requirements and needed to be removed or built to meet code, (structure has been removed).

The Building Permit document contained a space that stated the cost of the permit, \$112.00, which I mailed in, as I wished to explore the possibility of maintaining carport in place. The second document I was provided with, the Development Permit, **does not state** that part of the process of issuing a permit, for a discretionary use structure, includes advertising and a \$200 cost.

Please see the attached Development form.....no where on that document does it state that there is a \$200 fee for submission. The Development Permit document does not mention fee costs or any other financial requirements pertaining to fees. In my multiple conversations with County personnel, the fee requirement was not mentioned. **The County needs to fix this omission on its form.** The County can't go around charging fees that are not stated on their documents without first gaining permission to do so from the applicant.

As such, I was not informed of the cost and I have not given consent or authorization for the County to move forward with advertising or administering fees that I have not agreed to or signed for.

I respectfully request that the invoiced cost be removed.

Sincerely,  
Ken Koziej





## Issue Summary Report

### 8.19. Joint Meeting with Town of Elk Point

#20181108006

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

Following the Joint Council Meeting on November 6th, administration is looking for direction from Council regarding the following items:

- Elk Point Transfer Station open for one additional day per week - County is responsible for 50% of the operating expenses which will include renting a Cat
- Elk Point Truckfill upgrades - \$50,000 for the heated cement pad - Elk Point is requesting that the County contribute \$25,000

#### Alternatives

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Defer both items to budget deliberations

Approve a \$25,000 contribution for the heated cement pad at the Elk Point Truckfill

Approve an additional day of operation at the Elk Point Transfer Station and work with the Town of Elk Point for a contract to rent a Cat.

#### Recommendation

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Administration is recommending to defer both requests to budget deliberations.

#### Additional Information

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**Originated By :** pcorbiere





**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.20. Primula Greek Orthodox Cemetery - NW 36-55-5-W4

#20181108005

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Primula Greek Orthodox Cemetery is an inactive, abandoned cemetery site near Heinsburg. The owner of the cemetery is the Ukrainian Greek Orthodox Church. Attached is a letter from Service Alberta requesting if the County would be willing to take over the ownership of the cemetery land.

On October 17th, the Cemetery Committee passed a motion to recommend that the County of St. Paul take ownership of the Primula Greek Orthodox Cemetery.

#### Recommendation

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Administration is recommending that the County of St. Paul take ownership of the Primula Greek Orthodox Cemetery located in NW 36-55-5-W4, as per the recommendation of the Cemetery Committee.

#### Additional Information

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**Originated By :** pcorbiere





Service Alberta

Strategic and Consumer Services Division  
Consumer Programs

3<sup>rd</sup> Floor, Commerce Place  
Mail Station 3C, 10155 - 102 Street  
Edmonton, Alberta  
Canada T5J 4L4

Telephone 780-427-5210  
Fax 780-427-3033  
[www.servicealberta.ca](http://www.servicealberta.ca)

File No: FCA 0625

August 31, 2018

County of St. Paul No. 19  
5015 – 49 Avenue  
St. Paul, AB T0A 3A4

Attention: Cemetery Administration

**Re: Primula Greek Orthodox Cemetery – FCA 0625**  
**NW 36 – 55 – 5 W4 County of St. Paul No. 19**  
Registration under the *Cemeteries Act*

Our office has received notice that the Primula Greek Orthodox Cemetery is an inactive, abandoned cemetery site near Heinsburg. The owner of this cemetery is the Ukrainian Greek Orthodox Church as indicated on the enclosed land title certificate.

The owner of a cemetery has several obligations under the *Cemeteries Act* and regulations; and continues to be responsible for the care and maintenance of an inactive cemetery, the record keeping, and for providing a current contact person.

A municipality is one of the few acceptable land owners for cemeteries according to the legislation. The municipality may choose to take over ownership of the cemetery land. Please advise our office if the County would be willing to takeover ownership of the cemetery land.

The *Cemeteries Act* and regulations can be viewed, purchased or downloaded from the Queen's Printer website. <http://www.qp.alberta.ca>

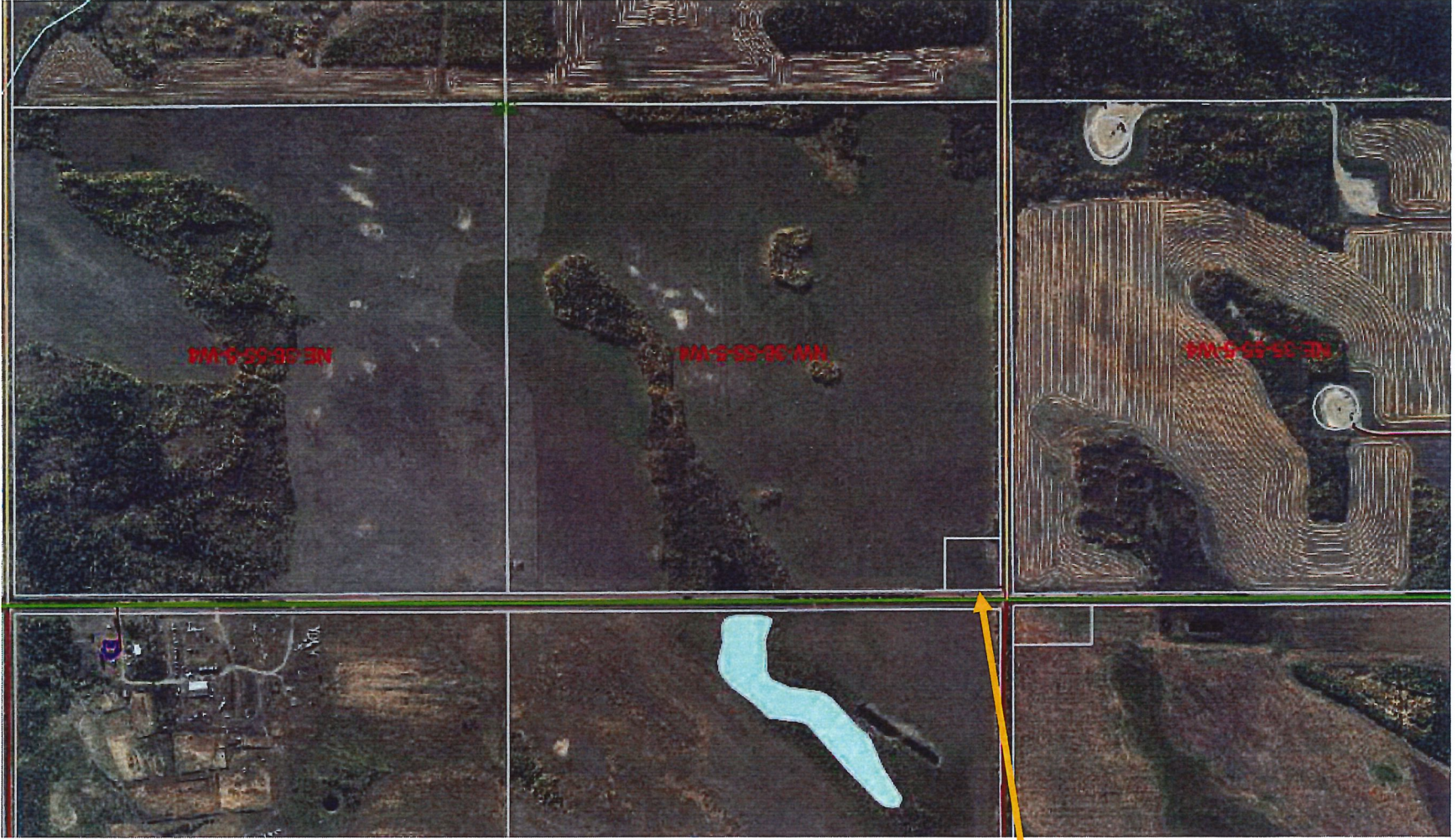
If you have any questions or require assistance please contact our office.

Sincerely,

Melodee Davis  
Office of the Director of Cemeteries

Enclosure

UKRAINIAN GREEK ORTHODOX CHURCH (PRIMULA CEMETERY) PNW 36-55-5-4- 1.88 ACRES – ROLL 5636501







## Issue Summary Report

### 8.21. Strategic Transportation Infrastructure Program - Local Road Bridge Stream

#20181108007

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Strategic Transportation Infrastructure Program (STIP) provides financial assistance to rural and smaller urban municipalities for developing and maintaining key transportation infrastructure. STIP supports municipalities as they complete projects that improve accessibility and the movement of goods to market, increase opportunities for economic growth and enhance safety and efficiency while extending the life of key transportation infrastructure.

The Local Road Bridge (LRB) Program is one of four (4) funding streams of the [Strategic Transportation Infrastructure Program](#). It provides funding to municipalities for local bridge projects, including engineering, maintenance, rehabilitation and replacement. Applications are due November 30th, 2018 for funding in the 2019-2020 fiscal year.

Based on bridge inspections carried out by WSP Global, Administration is proposing to apply for five (5) bridge files in 2018 including:

- BF 02351 - SW 21-58-8-W4 RR 84
- BF 08786 - SW 16-62-10-W4
- BF 70105 - NW 6-61-11-W4 RR 120
- BF 70924 - SE 27-59-11-W4 Twp Rd 594
- BF 77649

#### Recommendation

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Motion to submit a 2019-2020 Strategic Transportation Infrastructure Program (STIP) grant application under the Local Road Bridge stream for Bridge File 02351 - SW 21-58-8-W4 RR 83

Motion to submit a 2019-2020 Strategic Transportation Infrastructure Program (STIP) grant application under the Local Road Bridge stream for Bridge File 08786 - SW 16-62-10-W4

Motion to submit a 2019-2020 Strategic Transportation Infrastructure Program (STIP) grant application under the Local Road Bridge stream for Bridge File 70105 - NW 6-61-11-W4 RR 120.

Motion to submit a 2019-2020 Strategic Transportation Infrastructure Program (STIP) grant application under the Local Road Bridge stream for Bridge File 70924 - SE 27-59-11-W4 Twp Rd 594

Motion to submit a 2019-2020 Strategic Transportation Infrastructure Program (STIP) grant application under the Local Road Bridge stream for Bridge File 77649

#### Additional Information

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**Originated By :** kattanasio



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.22. Strategic Transportation Infrastructure Program - Local Municipal Initiatives Stream

#20181108009

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Strategic Transportation Infrastructure Program (STIP) provides financial assistance to rural and smaller urban municipalities for developing and maintaining key transportation infrastructure. STIP supports municipalities as they complete projects that improve accessibility and the movement of goods to market, increase opportunities for economic growth and enhance safety and efficiency while extending the life of key transportation infrastructure.

Local Municipal Initiatives (LMI) is one of 4 funding streams of the [Strategic Transportation Infrastructure Program \(STIP\)](#). It provides funding to municipalities for local priority transportation infrastructure projects that are not eligible for support under STIP's other streams.

The Town of St. Paul will partner with the County to complete a regrading of 2.0 miles of Township 582 and a 900m portion of 57th Street that intersect along the Town and County border. This project has been identified as a high priority by recent Traffic Impact Assessments and land use planning work during Area Structure Plan and Inter-municipal Development Plan projects.

Applications are due November 30th, 2018 for funding in the 2019-2020 fiscal year.

#### Recommendation

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Motion to submit a STIP grant application under the Local Municipal Initiatives Stream for regrading 2.0 kms on Twp Rd 582 from Highway 881 to 57th Street in the Town of St. Paul, and a 900 m portion of 57th Street.

#### Additional Information

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**Originated By :** kattanasio





## Issue Summary Report

### 8.23. Investing in Canada Infrastructure Program - Rural and Northern Communities Stream #20181108010

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The governments of Canada and Alberta are working together to make long-term infrastructure investments that will create economic growth, sustain well-paying jobs, build inclusive communities and support a low carbon, green economy - leading to a higher quality of life for all Canadians.

Through the federal government's Investing in Canada Infrastructure Plan (ICIP), Alberta will receive \$3.39 billion over the next 10 years. These projects will be cost-shared with the Alberta government, municipalities and other partners.

Under the Rural and Northern Communities stream, rural and remote communities with populations of 100,000 or fewer can apply for funding to support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.

Alberta Transportation has communicated to County Administration staff that all Strategic Transportation Infrastructure Program (STIP) applications, should be accompanied by a corresponding ICIP application.

Based on bridge inspections carried out by WSP Global, Administration is proposing to apply for five (5) bridge files under the ICIP Program in 2018 including:

- BF 02351 - SW 21-58-8-W4 RR 84
- BF 08786 - SW 16-62-10-W4
- BF 70105 - NW 6-61-11-W4 RR 120
- BF 70924 - SE 27-59-11-W4 Twp Rd 594
- BF 77649

As well, the Town of St. Paul has agreed to partner with the County on an ICIP application to complete a regrading of 2.0 miles of Township 582 and a 900m portion of 57th Street that intersect along the Town and County border. This project has been identified as a high priority by recent Traffic Impact Assessments and land use planning work during Area Structure Plan and Inter-municipal Development Plan projects.

Applications for ICIP must be submitted prior to submitting applications under the STIP Program on or before November 30th, 2018.

#### Recommendation

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Motion to submit an Investing in Canada Infrastructure Program (ICIP) grant application under the Rural and Northern Communities stream for Bridge File 02351 - SW 21-58-8-W4 RR 84

Motion to submit an Investing in Canada Infrastructure Program (ICIP) grant application under the Rural and Northern Communities stream for Bridge File 08786 - SW 16-62-10-W4

Motion to submit an Investing in Canada Infrastructure Program (ICIP) grant application under the Rural and Northern Communities stream for Bridge File 70105 - NW 6-61-11-W4 RR 120

Motion to submit an Investing in Canada Infrastructure Program (ICIP) grant application under the Rural and Northern Communities stream for Bridge File 70924 - SE 27-59-11-W4 Twp Rd 594

Motion to submit an Investing in Canada Infrastructure Program (ICIP) grant application under the Rural and Northern Communities stream for Bridge File 77649

Motion to submit an Investing in Canada Infrastructure Program (ICIP) grant application under the Rural and Northern Communities stream for regrading 2.0 kms of Twp Rd 582 from Highway 881 to 57th Street in the Town of St. Paul, and 900 m of 57th Street south from the intersection of Rge Rd 95 and Twp Rd 582.

## **Additional Information**

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**Originated By :** kattanasio



## Issue Summary Report

### 8.24. Blanket Exercise on Indigenous History and Culture

#20181106007

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

---

RMA and AUMA are launching a new initiative to help inform municipal governments on the history and culture of Indigenous peoples as a foundation for building understanding and strengthening relationships. The initiative is an opportunity for municipalities to host a learning session known as a Blanket Exercise. The Blanket Exercise is a tool to further the understanding of Indigenous culture and history and relations between Indigenous peoples and the Crown. It is an interactive session where participants take on the roles of Indigenous people in Canada and explore the history and experiences of Indigenous people. Participants are actively involved as they step into blankets that represent the land and are guided through historical moments that determine their outcome. This exercise is highly regarded as an effective teaching tool for furthering the understanding of Indigenous issues.

AUMA and RMA will provide a facilitator who will help organize and facilitate the exercise. A minimum of 20 and a maximum of 40 individuals must participate - a minimum of 8 must be elected officials. Deadline to apply is November 30th and the Exercise must be held prior to June 30, 2019.

The Summer Village of Horseshoe Bay has expressed interest in partnering on this exercise. Councillor Wirsta is also requesting that Council consider submitting an application through RMA to host a Blanket Exercise.

#### Recommendation

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Administration is recommending to contact the neighbouring municipalities to determine interest in hosting a Blanket Exercise with our Indigenous neighbours.

#### Additional Information

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**Originated By :** pcorbiere



## Enhancing Relations between Municipal Governments and Indigenous Communities: Blanket Exercise

The Blanket Exercise Initiative is a partnership between AUMA and RMA to provide municipal governments an opportunity to increase their understanding of Indigenous history in Canada. AUMA and RMA are seeking applications from municipalities that are interested in hosting an educational session known as a 'Blanket Exercise' in their community. With support from Alberta Municipal Affairs, the Blanket Exercise Initiative is one of many collaborative partnerships by AUMA and RMA to support municipalities to effectively meet the new requirements of the revised *Municipal Government Act* (MGA). The revised MGA includes several changes that encourage more communication and collaboration between municipal governments and Indigenous communities. The Blanket Exercise Initiative can support this process by furthering municipal understanding of Indigenous culture and history including the impact of residential schools and historical relations between Indigenous peoples and the Crown.

### A. About the Blanket Exercise

#### 1. What is a Blanket Exercise?

A Blanket Exercise is an interactive session where participants take on the roles of Indigenous peoples in Canada and explore the history and experiences of Indigenous people during the phases of pre-contact, treaty-making, colonization, and resistance. All participants are actively involved as they step onto blankets that represent the land and are guided through historical moments that determine their outcome. The Blanket Exercise is highly regarded as an effective teaching tool for furthering the understanding of Indigenous issues. A video example is available [here](#).

#### 2. How long will the Blanket Exercise take?

The Blanket Exercise itself takes approximately 1 hour, which is then followed by a 1-2 hour sharing circle discussion. The length of time for the sharing circle will depend on the number of participants and the amount of conversation that takes place. For planning purposes, applicants should schedule between 2.5 to 3 hours for the total exercise.

#### 3. Who will organize and facilitate the blanket exercise?

AUMA and RMA will provide a facilitator and work with successful applicants to determine the time and location of the session. A representative of AUMA or RMA will work with the municipality to guide them through the protocols of this event, in addition to being present at the session.

#### 4. What is the cost?

The cost of the blanket exercise facilitators is covered by AUMA and RMA through funding from Alberta Municipal Affairs. Municipalities are responsible for the following costs (if applicable):

- Rental of the venue
- Audio and visual equipment (e.g. screen and projector, mic, and speakers)





- Food for participants (depending on the scheduled time of day)

## B. Application Requirements

### 1. Eligible entities

Applicants must be a designated municipality within the province of Alberta.

### 2. Number of participants

The Blanket Exercise Initiative is primarily intended for the learning purposes of elected officials and employees of municipalities, but host municipalities may also choose to include community stakeholders. To meet the participation requirements, municipalities may partner with one or more municipalities to host a Blanket Exercise. To apply, the applicant must confirm that:

- A minimum of 20 individuals will participate;
- Of the total number, a minimum of 8 participants must be elected officials; and
- The maximum number of participants is 40 individuals.

### 3. Venue

The applicant is responsible to provide a venue that is large enough that all participants can sit in a chair in a large circle, while leaving sufficient room to move behind the circle of chairs. There shall be no obstacles (e.g. table) inside the circle of chairs. It is preferred that the venue can be equipped with a white screen, projector, and speakers for audio.

### 4. Timeline

The applicant shall commit to hosting the Blanket Exercise prior to June 30, 2019.

## C. Application Process

### 1. Application form

To apply, complete and submit the enclosed application form by **November 30, 2018**.



## Application Form | Blanket Exercise Initiative

### APPLICANT INFORMATION

1. Municipality			
2. Contact Name			
3. Contact Title			
4. Email		Phone	
5. Partnering municipality(ies)			
6. Does the applicant or partner municipality share a boundary with a First Nations or Metis Settlement? (This is used for information purposes only and does not influence the success of the application.)			Yes No (circle one)
7. If 'yes' in question #6, please list the First Nation or Metis Settlement.			

### APPLICATION CERTIFICATION

(initial)

I certify that I have read and understand the Program Guidelines for the Indigenous Awareness Blanket Exercise and confirm that the municipality will meet the requirements of section B of the Guidelines.

\_\_\_\_\_  
Printed name and title (Duly-Authorized Signing Authority)

\_\_\_\_\_  
Signature (Duly-Authorized Signing Authority)

\_\_\_\_\_  
Date

### SUBMISSION

All applications must be received by **November 30, 2018**.

Submit the completed application form via mail or email to:

Darren Reedy  
Manager of Welcoming and Inclusive Communities  
Alberta Urban Municipalities Association  
[dreedy@auma.ca](mailto:dreedy@auma.ca) | 780.803.3501

For questions, please contact one of the following:

Tasha Blumenthal  
Director of External Relations and Advocacy  
Rural Municipalities of Alberta  
[tasha@rmalberta.com](mailto:tasha@rmalberta.com) | 780.955.4094

Darren Reedy  
Manager of Welcoming and Inclusive Communities  
Alberta Urban Municipalities Association  
[dreedy@auma.ca](mailto:dreedy@auma.ca) | 780.803.3501



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5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 8.25. Saddle Lake North/South Road

#20181107005

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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The Saddle Lake Cree Nation would like to reconstruct and base pave the main North/South Road from Highway 29/36 to their North Boundary. To help facilitate the project's approval, funding and implementation, they are requesting a letter of support from the surrounding municipalities for this project.

#### Recommendation

---

Administration is recommending to provide the Saddle Lake Cree Nation with a letter of support to accompany their application for funding to reconstruct and base pave the main North/South Road from Highway 29/36 to their North Boundary.

#### Additional Information

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**Originated By :** pcorbiere

## BILL C-69 IMPACT ASSESSMENT



As Canada's environmental and regulatory processes are updated, the Canadian Association of Petroleum Producers (CAPP) wants to ensure that federal environmental assessments and regulatory reviews foster public and investor confidence while helping to get Canada's resources to market.



Canada's upstream oil and natural gas industry takes pride in meeting some of the world's highest environmental standards, and employs more than half a million Canadians. Industry is proud of its role in economic reconciliation, with more than \$3.3 billion in procurement from Indigenous-owned businesses in 2017. Canada should be the supplier of choice in a world that needs energy to grow the global middle class. The Canadian oil and natural gas sector presents a significant opportunity that provides broad benefits to Canadians. **Under Bill C-69 these benefits are at risk.**

The Senate of Canada is currently debating Bill C-69. In its current form, the Bill will diminish the global competitiveness of Canada's oil and natural gas industry and be a significant barrier to future investment, putting Canadian jobs at risk. It will make an already complex system more complicated, with added uncertainty for the project review and EA processes. Project reviews that are subject to multiple appeals and litigation have become the norm.

**The Canadian government needs to pause and review Bill C-69 to get it right before passing it into legislation.**

CAPP has prepared a full analysis of the challenges in Bill C-69 and has proposed solutions to improve the regulatory framework that provides absolute clarity, certainty and shorter timelines to address these challenges. All stakeholders must be equipped to understand what is required to make Bill C-69 what it is intended to be – a solution to the uncertainty that exists in Canada's current project review system.



GLOBAL ENERGY  
DEMAND WILL  
GROW BY 30%  
BY 2040.

Canada should be the supplier of choice in a world that needs energy to grow the global middle class.



## SUMMARY OF SPECIFIC CONCERNS AND SUGGESTED IMPROVEMENTS

### ISSUANCE OF APPROVALS AND THE PATH TO CONSTRUCTION

Bill C-69 increases complexity and will encourage further multiple litigations on project decisions. As written, it will continue the long, drawn-out, uncertain regulatory and judicial processes that have faced projects like the Trans Mountain Expansion Project (“TMEP”). These complex and expensive processes have made significant drains on proponents, communities and governments, and created deep division amongst Canadians. Bill C-69 creates even greater regulatory uncertainty and litigation risk, both of which will result in decreased investor confidence. In addition, areas of public policy debate have been further entrenched into project review on existing areas such as climate and new ones such as the intersection of sex and gender with other identity factors.

#### RECOMMENDATION 1

Factors relevant to project review and material to decision-making must be defined with certainty early in the process and trust needs to be placed in the expert staff of the agency and regulator to make evidence-based decisions. Political interference must be restricted. Public policy debates need to be firmly removed from project assessments and adjudications and put where they belong in strategic assessments or policy forums.



### PUBLIC PARTICIPATION

Public participation must be meaningful. There is concern that the voices of local communities will be drowned out by distant commentators. Lacking the discretion to make determinations about how different groups will participate in the process, any slight differentiation between parties will make processes vulnerable to legal challenge.

#### RECOMMENDATION 2

The assessment process itself needs to be clearly defined as creating means to ensure meaningful participation. Review panels need to have the discretion to hear from those directly affected by a project and to consider the information, expertise and opinions of other knowledgeable persons as they see fit.



In its current form, the Bill will diminish the global competitiveness of Canada's oil and natural gas industry.

### TIMELINE CERTAINTY

There are numerous provisions in the Act that create potential for delay and that allow the Governor in Council to extend timelines without providing justification. There is no hard time cap for the overall process.

#### RECOMMENDATION 3

Improve predictability of timelines including an overall maximum. Encourage discipline from all parties by requiring publication of reasons for extensions.

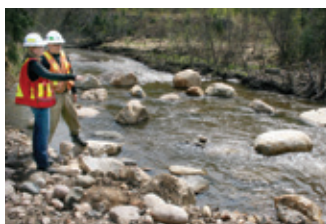


### PROJECT PLANNING CERTAINTY

As currently worded, the proposed Act prohibits a proponent from doing any act or thing in connection with a designated project. Currently, this is so broadly drafted that it would preclude any activity including those that would generate positive benefits to Indigenous or local communities, making the routine planning and preparation work to develop a project proposal subject to penalties.

#### RECOMMENDATION 4

Clearly link the prohibited pre-approval actions of proponents to real changes to the environment more in line with similar prohibitions in other legislation.



### DECISION MAKING / PUBLIC INTEREST

When making public interest decisions on designated projects, there is no express requirement for decision makers to consider the economic benefits of projects. Jobs, economics and infrastructure development are positive legacies that should be included in public interest deliberations. In addition, the Act gives complete discretion to the Minister regarding whether or not to designate a project for assessment, as well as granting them the power to refuse to undertake an assessment at all. This sort of political uncertainty is not acceptable.

#### RECOMMENDATION 5

Restrict the broad discretionary powers granted to the Minister. Make explicit in the Act that decision makers must specifically consider the economic and social effects, including benefits, of projects.

## INVOLVEMENT OF LIFE CYCLE REGULATORS IN REVIEW PANELS

Offshore projects on Canada's East Coast are specifically required to undergo panel review assessments regardless of scope or scale. Where an impact assessment includes activities regulated by a life cycle regulator and is referred to a review panel, the panel chairperson may not be a member of the life cycle regulator nor may members of the life cycle regulator make up a majority of the review panel. In short, life cycle regulators are, by design, denigrated despite their expertise and experience.

### RECOMMENDATION 6

Remove the requirements that marginalize the involvement and use of the expertise of regulators. Allow flexibility for the best placed candidates to comprise and/or chair review panels. Allow flexibility to scale assessment reviews to project complexity and scope.



## NAVIGABLE WATERS

The Navigation Protection Act has been broadened to address all changes to water flows and water levels.

### RECOMMENDATION 7

Focus the consideration and associated approval conditions allowed under this Act to proponent-induced impacts, not the remedy of natural flow conditions or cumulative impacts over which proponents may have no control.



The oil and natural gas industry with its high environmental standards is important to Canada. It contributed:

- **\$109 BILLION** in direct real GDP in 2017 (6.25 per cent of Canada's total);
- **\$12 BILLION** in average annual revenue to governments between 2014 and 2016;
- **\$3.3 BILLION** was invested in 399 Indigenous businesses in 65 communities in 2015 and 2016;
- **533,000** direct and indirect jobs in 2017 (includes the range of 200,000 in the service sector.)

## Phyllis Corbiere

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**From:** Sheila Kitz  
**Sent:** Wednesday, October 31, 2018 11:58 AM  
**To:** Phyllis Corbiere  
**Subject:** Fwd: For Consideration: Bill C-69 Impact Assessment Act

We should add to the agenda

Sent from my iPhone

Begin forwarded message:

**From:** Carrie Baumgardner <[Carrie.Baumgardner@cnrl.com](mailto:Carrie.Baumgardner@cnrl.com)>  
**Date:** October 31, 2018 at 10:33:51 AM MDT  
**To:** 'Steve Upham' <[SUpham@county.stpaul.ab.ca](mailto:SUpham@county.stpaul.ab.ca)>, 'Sheila Kitz' <[skitz@county.stpaul.ab.ca](mailto:skitz@county.stpaul.ab.ca)>  
**Subject:** For Consideration: Bill C-69 Impact Assessment Act

Hello Mayor, Council, and CAO,

As a community who relies heavily on the energy sector as one of the key drivers of your local economy, we want to bring to your attention concerns the oil and natural gas sector has regarding Bill C-69 *Impact Assessment Act*.

The proposed changes to the National Energy Board Act and the Canadian Environmental Assessment Act contained in Bill C-69 will make the regulatory process more complicated, time consuming, legally vulnerable and, ultimately, erode public and investor confidence. Bill C-69, in its current form, will have significant negative effects on industry, communities, and families across the country, creating a significant barrier to future investment and putting jobs at risk.

In order to make investment decisions that create jobs and prosperity for all Canadians, businesses and investors require a federal regulatory process that reviews oil and natural gas projects in a clear, efficient, and timely manner.

The Canadian government must pause and review Bill C-69 to get it right before passing it into legislation. By working collaboratively with the communities that will be most directly impacted by the Bill as well as the oil and natural gas industry and other stakeholders, the government can make the Bill what Canada needs it to be – a framework for an efficient process that maintains high environmental standards and in which Canadians and investors can be confident.

Across the country, Canadians who are concerned with the Bill in its current form are speaking up – including a [resolution unanimously \(100% approval\) passed by the Canadian Chamber of Commerce](#) to suspend and clarify Bill C-69 (see resolution 01.). **As an important stakeholder, your voice is also needed.** We ask that you consider sending a letter to: Prime Minister Justin Trudeau; Minister of Environment and Climate Change Catherine McKenna; and Chair of the Standing Senate Committee on Energy, the Environment and Natural Resources Senator Rosa Galvez, encouraging better consideration of industry and stakeholder concerns and urging the



government to pause and review Bill C-69 to get it right before passing it into legislation. A copy of CAPP's industry concerns and suggested amendments to Bill C-69 [are available here](#) and can be included in your letter.

Additionally, Energy Citizens has initiated a letter writing campaign to ask members of the Canadian Senate to slow down on Bill C-69 to ensure we get this right. The letter can be [found and signed here](#).

Thank you for your support.

**Carrie Baumgardner | Stakeholder Relations Advisor | Heavy Oil Operations**  
Canadian Natural Resources Limited | 5201 – 44<sup>th</sup> Street, Bonnyville, AB T9N 2H4  
w: 780.826.6569 | c: 780.201.3617 | [carrie.baumgardner@cnrl.com](mailto:carrie.baumgardner@cnrl.com)

*This email is confidential and is intended for the above-named recipient(s) only. If you are not the intended recipient, please notify Canadian Natural Resources Limited by telephone or return email immediately and delete this email from your system without making a copy. Any unauthorized use or disclosure of this email is prohibited.*



## Issue Summary Report

### 8.26. Bill C-69 Impact Assessment

#20181108003

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Carrie Baumgardner, Stakeholder Relations Advisor, Heavy Oil Operations with CNRL, has expressed the following concerns which the oil and natural gas sector has regarding Bill C-69 Impact Assessment Act.

- The proposed changes to the National Energy Board Act and the Canadian Environmental Assessment Act contained in Bill C-69 will make the regulatory process more complicated, time consuming, legally vulnerable and, ultimately, erode public and investor confidence. Bill C-69, in its current form, will have significant negative effects on industry, communities, and families across the country, creating a significant barrier to future investment and putting jobs at risk.

They believe that in order to make investment decisions that create jobs and prosperity for all Canadians, businesses and investors require a federal regulatory process that reviews oil and natural gas projects in a clear, efficient, and timely manner. They want the Canadian government to pause and review Bill C-69 to get it right before passing it into legislation. Across the country, Canadians who are concerned with the Bill in its current form are speaking up – including a [resolution unanimously \(100% approval\) passed by the Canadian Chamber of Commerce](#) to suspend and clarify Bill C-69 (see resolution 01.).

They are asking that the County consider sending a letter to: Prime Minister Justin Trudeau; Minister of Environment and Climate Change Catherine McKenna; and Chair of the Standing Senate Committee on Energy, the Environment and Natural Resources Senator Rosa Galvez, encouraging better consideration of industry and stakeholder concerns and urging the government to pause and review Bill C-69 to get it right before passing it into legislation. A copy of CAPP's industry concerns and suggested amendments to Bill C-69 are attached.

Energy Citizens has initiated a letter writing campaign to ask members of the Canadian Senate to slow down on Bill C-69. The letter can be viewed at [www.energycitizens.ca](http://www.energycitizens.ca).

#### Recommendation

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Administration is recommending to send a letter encouraging better consideration of industry and stakeholder concerns and urging the government to pause and review Bill C-69 before passing it into legislation.

#### Additional Information

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**Originated By :** pcorbiere



**County of St Paul No 19**  
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4  
[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 9.1. CNRL Proposed Primary Recovery Scheme

#20181107006

**Meeting :** November 13, 2018 Council Meeting

**Meeting Date :** 2018/11/13 10:00

**Meeting Type :** Council Meeting

#### Background

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Attached is an email from a resident at Laurier Lake expressing their concerns regarding CNRL proposed Primary Recovery Scheme Amendment No. 9415 in sections 14, 23, 26 and 35 in Twp 56 Rge 4, W4M.

#### Recommendation

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Administration is recommending to file the letter from the Laurier Lake Residents as information.

#### Additional Information

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**Originated By :** pcorbiere



## Phyllis Corbiere

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**From:** Sheila Kitz  
**Sent:** Wednesday, November 07, 2018 11:57 PM  
**To:** Phyllis Corbiere  
**Subject:** Fwd: CNRL proposed Primary Recovery Scheme Amendment No. 9415 in sections 14, 23, 26 and 35 in TWP 56 RGE 4 W4M.  
**Attachments:** CNRL application response .docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** Robert Stachniak <[robertstachniak@hotmail.com](mailto:robertstachniak@hotmail.com)>  
**Date:** November 2, 2018 at 3:04:49 PM MDT  
**To:** cathy stachniak <[csusans@telus.net](mailto:csusans@telus.net)>, Sheila Kitz <[skitz@county.stpaul.ab.ca](mailto:skitz@county.stpaul.ab.ca)>, Malcolm Convey <[malcolm.convey@yahoo.ca](mailto:malcolm.convey@yahoo.ca)>  
**Subject:** Fw: CNRL proposed Primary Recovery Scheme Amendment No. 9415 in sections 14, 23, 26 and 35 in TWP 56 RGE 4 W4M.

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Malcolm:

I have emailed 13 government types this email the past 3 days including: Rachael Notley, Shannon Phillips, Richard Starke, David Hanson, Joe Ceci, Sarah Hoffman, Brian Mason, Trevor Horne, Margaret McCuaig-Boyd, Margaret Stevens, Jason Kenny, Robert Wadsworth, and John Huffman. I have received 4 replies saying they'll follow-up. I sent this email to some Lake people as well. I hope to go to Heinsbourg on the 7th because I got the same email from Huffman as you did.

**Subject:** CNRL proposed Primary Recovery Scheme Amendment No. 9415 in sections 14, 23, 26 and 35 in TWP 56 RGE 4 W4M.

I, along with several others from the area, submitted objections to this activity in 2013. I received a response from Salim Jagridhar, who was then Applications Coordinator assigning the number 28165 to my file. I wish to once again raise my objections.

The area residents of Blue Bird Beach, Gregor Beach, Vermilion Beach, Ernie's Beach, Wenzel-Waterton Subdivision, Forest Lawn Estates and Bottling Subdivision still need your help to voice out concerns with CNRL and the people who allowed PRSA No. 9415 to proceed in the first place.

The issues have not changed. However, the price of oil has dropped. So, do we need to take the oil out of the ground before a pipeline to a reasonable market is built?

We also continue to have environmental concerns. For over 50 years, our family has enjoyed the beauty of the rolling parkland hills and lakes of Whitney Lakes Provincial Parks. If this project goes ahead, we will be faced with the scabs of black oil tanks and the roar and smell of large trucks carrying the oil out of the area, using the roads that our children frequently ride their bikes on and residents frequently walk or run along. The project has the potential to impact the quality of the water and wildlife in our lakes and streams. We need better assurance that none of that will happen.



Do not get me wrong. I understand that Alberta needs its oil. But does it need this development in this area now?

Please find attached, a response to CNRL's application to drill for oil in the Whitney Lakes Provincial Park area near Elk Point Alberta. This document was created and provided to concerned residents around Whitney Lake Provincial Park May 2013, for the purpose of reinforcing our concerns.

Please raise these objections in the Alberta Legislature or in various meetings and with other colleagues whenever you can.

Thank you.

Robert Stachniak

4 Linkside Way, Spruce Grove AB and Cabin owner, Laurier Lake