



*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)

## **Council Meeting - April 12, 2011**

Tuesday, April 12, 2011

Start time 10:00 AM

Council Room

### **AGENDA**

1. **CALL TO ORDER**
2. **MINUTES**
  - 2.1 **REGULAR MEETING - MARCH 8, 2011 (2011/03/08)**
3. **BANK RECONCILIATION**
4. **ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA**
5. **BUSINESS ARISING FROM MINUTES**
  - 5.1 **ROAD DATA AGREEMENT**
  - 5.2 **BYLAW NO. 1564 - LEASE LOT 28ER, BLOCK 2, PLAN 8023220**
6. **DELEGATION**
  - 6.1 **10:30 A.M. - MARGO FAUCHON, COMMUNITY GARDENS**
  - 6.2 **11:00 - 12:00 - AAMD&C MEMBER VISIT**
  - 6.3 **1:30 P.M. - PRESENTATION OF AUDITED FINANCIAL STATEMENTS**
  - 6.4 **2:15 P.M. - PUBLIC HEARING - BYLAW NO. 1567 - AMEND LAND USE BYLAW - SECTION 2.3**
  - 6.5 **2:30 P.M. - PUBLIC HEARING - BYLAW NO. 1569 - REZONE PNE 1-58-10-W4**
7. **NEW BUSINESS**
  - 7.1 **FUNDING REQUEST - ASHMONT SECONDARY BOY'S BASKETBALL TEAM**
  - 7.2 **FUNDING REQUEST - ST. PAUL MIDGET "A" CANADIENS HOCKEY TEAM**
  - 7.3 **FUNDING REQUEST - ELK POINT HISTORICAL SOCIETY**
  - 7.4 **FUNDING REQUEST - ENBRIDGE RIDE TO CONQUER CANCER**
  - 7.5 **TRANSPORTATION GRANT - MALLAIG & DISTRICT SENIOR CITIZENS CLUB**
  - 7.6 **REQUEST FOR SPONSORSHIP - RIVERLAND CHALLENGE**
  - 7.7 **MALLAIG & DISTRICT MUSEUM**
  - 7.8 **REQUEST FOR PROCEEDS FROM RODEO SUPPER**
  - 7.9 **NORTHERN 7 FOSTER CARE ANNUAL CONFERENCE**
  - 7.10 **WESTERN CANADIAN WALLEYE TRAIL**

|      |   |       |
|------|---|-------|
| 7.11 | NE ALBERTA RETIRED TEACHERS' ASSOCIATION  |       |
| 7.12 | PROPOSED POLICY REGARDING DEVELOPMENT OF COUNTY OWNED STRUCTURES WITH NO PERMIT | skitz |
| 7.13 | SURVEY RESULTS FOR REEVE-AT-LARGE REMUNERATION                                  |       |
| 7.14 | 2011 MUNICIPAL OPERATING AND CAPITAL BUDGET                                     |       |
| 7.15 | BYLAW NO. 1571 - 2011 MILL RATE BYLAW   |       |
| 7.16 | 2011 STRATEGIC PLAN UPDATE - 1ST QUARTER  |       |
| 7.17 | CEMETERY COMMITTEE  |       |
| 7.18 | PARKS COMMITTEE MEETING MARCH   |       |
| 7.19 | REGIONAL WATER COMMISSION   | skitz |
| 7.20 | BYLAW NO. 1572 - AMEND INTERMUNICIPAL DEVELOPMENT PLAN                          |       |
| 7.21 | ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION - AUDITOR COURSE                |       |
| 7.22 | ECONOMIC DEVELOPERS ALBERTA 2011 ANNUAL CONFERENCE & AGM                        |       |
| 7.23 | AOPA FOCUS GROUP  |       |
| 7.24 | RUSA EXECUTIVE MEETINGS   |       |
| 7.25 | EOEP - SUSTAINABILITY - LEADING YOUR COMMUNITY TO A SUSTAINABLE FUTURE COURSE   |       |
| 7.26 | 2011 AARFP CONFERENCE AND TRADE SHOW  |       |
| 7.27 | NORTH SASKATCHEWAN WATERSHED ALLIANCE REGIONAL FORUM                            |       |
| 7.28 | EMPLOYMENT STANDARDS CODE SEMINAR   |       |
| 7.29 | EDA SPECIALIZED COURSES FOR ELECTED OFFICIALS                                   |       |
| 7.30 | COLD LAKE OIL SANDS AREA CRISP COMMUNITY ADVISORY GROUP                         |       |
| 7.31 | LICA ANNUAL GENERAL MEETING   |       |
| 7.32 | REQUEST TO CANCEL PENALTY ON PROPERTY TAXES                                     |       |
| 7.33 | ROAD CONSTRUCTION EASEMENTS   |       |
| 7.34 | 2011 ROAD CONSTRUCTION EASEMENTS  |       |
| 7.35 | PROVINCE REQUEST FOR ROAD CLOSURE - PLAN 2457EU                                 |       |
| 7.36 | ATCO TRANSMISSION LINE FOR ST. PAUL   |       |
| 7.37 | IN CAMERA DISCUSSIONS   |       |
| 7.38 | BYLAW NO. 1573 - LEASE LOT 28ER, BLOCK 2, PLAN 8023220                          |       |
| 7.39 | EOEP - LAND USE DEVELOPMENT APPROVAL COURSE - MAY 13                            |       |
| 7.40 | ALBERTA'S LAKELAND - REQUEST FOR PAYROLL CONTRACT                               |       |
| 7.41 | EQUIPMENT FOR SALE BY TENDER  |       |
| 7.42 | ST. VINCENT SPEED CHANGE  |       |
| 7.43 | SPRAY TRUCK   |       |
| 7.44 | DRAFT LETTER BY COUNCILLOR FODNESS  |       |
| 7.45 | PUBLIC HEARING  |       |
| 7.46 | HIGHWAY 28/63 WATER COMMISSION  |       |

- 7.47 **CAO REPORT**
- 7.48 **ROAD CONSTRUCTION PRIORITIES**
- 8. **CORRESPONDENCE**
  - 8.1 **UKRAINIAN GREEK CATHOLIC CHURCH**
  - 8.2 **AAMD&C STANDING ISSUES COMMITTEES**
  - 8.3 **2010 ASHMONT FIRE DEPARTMENT ANNUAL REPORT**
- 9. **REPORTS**
- 10. **UPCOMING MEETINGS**
  - 10.1 **UPCOMING MEETINGS**
  - 10.2 **APRIL 26 @ 10:00 A.M. - PUBLIC WORKS**
  - 10.3 **MAY 10 @ 1:30 P.M. - PUBLIC AUCTION OF LANDS (DURING REGULAR COUNCIL MEETING)**
- 11. **FINANCIAL**
  - 11.1 **BUDGET TO ACTUAL**
  - 11.2 **LISTING OF ACCOUNTS PAYABLE**
  - 11.3 **COUNCIL FEES**
- 12. **ADJOURNMENT**
- 13. **MINUTES APPROVAL**
- 14. **MINUTES APPROVAL**
- 15. **MINUTES APPROVAL**

## 2 Minutes

2.1            REGULAR MEETING - MARCH 8, 2011 (2011/03/08)



## Regular Meeting - March 8, 2011

Start time : 10:00 AM

### MINUTES

#### CALL TO ORDER

The 591st meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:08 a.m. at the County Office in St. Paul, there being present the following:

Reeve Steve Upham

Councillor Glen Ockerman Division 1

Councillor Dwight Dach Division 2

Councillor Cliff Martin Division 3

Councillor Maxine Fodness Division 4

Councillor Frank Sloan Division 5

Councillor Alphonse Corbiere Division 6

Sheila Kitiz CAO

Tim Mahdiuk Assistant CAO

Phyllis Corbiere Executive Assistant

Leo deMoissac Public Works Superintendent

Shauna Burke St. Paul Journal

Tim Bannan St. Paul Journal

3 Members of the Public

#### MINUTES

##### **Resolution #CM20110308.1001**

( Moved By: Councillor Glen Ockerman )

Motion to approve the minutes for the Regular Council Meeting of February 8, 2011 as amended:

Resolution #CM20110208.1033 - ~~Tuesday~~ Friday, March 18, 2011 at 10:00 a.m.

**CARRIED**

#### ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA

The following additions were made to the agenda:

New Business:

7.24 Melnychuk Road

7.25 Annual Great Strides Walk for Cystic Fyrosis

7.26 Alberta Capital Finance Authority - ACFA - Appoint Designate

Reports

9.1 CAO Report

##### **Resolution #CM20110308.1002**

( Moved By: Councillor Cliff Martin )

To adopt the agenda for the Regular Meeting of Council for March 8, 2011 with the above noted additions.

**CARRIED**

#### FCM ANNUAL CONFERENCE AND MUNICIPAL EXPO

##### **Resolution #CM20110308.1003**

( Moved By: Councillor Maxine Fodness )

Motion to authorize Reeve Upham and Councillor Dach to attend the FCM Conference from June 2 to 6, 2011 in Halifax.

**CARRIED**

|  |   |
|--|---|
| <b>ROAD DATA<br/>AGREEMENT</b>   | <p><b>Resolution #CM20110308.1004</b><br/> (Moved By: Councillor Maxine Fodness )<br/> Council discussed the proposed agreement with Roadata for the new permit issuing system known as TRAVIS MJ. Roadata would be the agent looking after the permits at no cost to the County and would also field requests for permits.<br/> Motion to table the agreement with Roadata for more information.</p> <p><b>CARRIED</b></p>   |
| <b>ST. PAUL TOWN<br/>AND COUNTY FIRE<br/>SERVICES<br/>AGREEMENT</b>                      | <p><b>Resolution #CM20110308.1005</b><br/> (Moved By: Councillor Cliff Martin )<br/> Motion to approve the Joint Fire Services Agreement as per the recommendations of the St. Paul Fire Committee</p> <p><b>CARRIED</b></p>  |
| <b>WASTE<br/>RECYCLING<br/>AGREEMENT WITH<br/>TOWN OF ST.<br/>PAUL</b>                   | <p><b>Resolution #CM20110308.1006</b><br/> (Moved By: Councillor Alphonse Corbiere )<br/> Motion to table the St. Paul Town and County Fire Services Agreement for additional information on monitoring and data collection.</p> <p><b>CARRIED</b></p>  |
| <b>SENIOR<br/>TRANSPORTATION<br/>GRANT</b>   | <p><b>Resolution #CM20110308.1007</b><br/> (Moved By: Councillor Glen Ockerman )<br/> Motion to approve a \$1,000 transportation grant for the M.D. of St. Paul Foundation for 2011.</p> <p><b>CARRIED</b></p>  |
| <b>REQUEST FOR<br/>FUNDING FOR<br/>PROVINCIAL<br/>HOCKEY<br/>CHAMPIONSHIPS</b>           | <p><b>Resolution #CM20110308.1008</b><br/> (Moved By: Councillor Alphonse Corbiere )<br/> Motion to ratify a \$500 grant for the Mallaig Midgets and for the St. Paul Pee Wee A Canadiens to help offset the costs of attending Provincial Hockey Tournaments, as per policy ADM-51.</p> <p><b>CARRIED</b></p>  |
| <b>10:30 A.M.<br/>DELEGATION -<br/>ROBERT<br/>TOMLINSON</b>                              | <p>Robert Tomlinson was admitted to the Council Room at 10:31 a.m. to present a list of concerns he has regarding the destruction of documents, retirement of Mr. Bergheim, burying permits, unanswered concerns, level 4 transfer stations, bin sites notification and the Foisy Community Waste Facility. After Mr. Tomlinson presented his concerns to Council he requested that Council address them and that his letter be filed with the minutes as part of the public record.<br/> At 10:40 a.m., Mr. Tomlinson returned to the gallery as an observer.</p> <p><b>Resolution #CM20110308.1009</b><br/> (Moved By: Councillor Maxine Fodness )<br/> Motion to include Mr. Tomlinson's presentation with these minutes as part of the public record.</p> <p><b>CARRIED</b></p> |
| <b>ST. PAUL<br/>DISTRICT 4-H<br/>COUNCIL -<br/>REQUEST TO<br/>HOST BEEF ON A<br/>BUN</b> | <p><b>Resolution #CM20110308.1010</b><br/> (Moved By: Councillor Maxine Fodness )<br/> Motion to support the St. Paul District 4-H by providing a beef on a bun supper for the Annual Show and Sale on June 6, 2011.</p> <p><b>CARRIED</b></p>  |
| <b>VILLAGE OF<br/>GLENDON - 10TH<br/>ANNUAL PYROGY<br/>BONSPIEL</b>                      | <p><b>Resolution #CM20110308.1011</b><br/> (Moved By: Councillor Glen Ockerman )<br/> Motion to sponsor two teams for the 10th Annual Pyrogy Bonspiel on March 19, 2011 in Glendon at \$60 per team.</p> <p><b>CARRIED</b></p>  |
| <b>2011 EMERGENCY<br/>SERVICES GOLF<br/>TOURNAMENT</b>                                   | <p><b>Resolution #CM20110308.1012</b><br/> (Moved By: Councillor Alphonse Corbiere )<br/> Motion to sponsor 1 team of 5 at \$80 per golfer and make a cash</p>  |

donation of \$500 to become a Silver sponsor for the 2011 Emergency Services Golf Tournament on June 2, 2011.

**CARRIED**

**JUBILEE  
INSURANCE  
SEMINAR**

**Resolution #CM20110308.1013**

( Moved By: Councillor Cliff Martin )

Motion to ratify Tim Mahdiuk's attendance at a Jubilee Insurance Seminar on March 4, 2011 in Leduc.

**CARRIED**

**MODEL PROCESS  
FOR SUBDIVISION  
APPROVAL AND  
PRIVATE SEWAGE  
TRAINING  
SESSION**

**Resolution #CM20110308.1014**

( Moved By: Councillor Frank Sloan )

Motion to approve Crystal St. Arnault , Councillor D. Dach and Councillor M. Fodness to attend a training session on the Model Process for Subdivision Approval and Private Sewage on Wednesday, March 9, 2011 in Kitscoty.

**CARRIED**

**ALBERTA WATER  
WASTEWATER  
OPERATOR  
SEMINAR**

**Resolution #CM20110308.1015**

( Moved By: Councillor Alphonse Corbiere )

Motion to approve Danny Weinmeier to attend the Alberta Water and Wastewater Operators Training Seminar from March 14 to 18, 2011 in Banff.

**CARRIED**

**MEETING WITH  
ALBERTA  
TRANSPORTATION  
DURING AAMD&C  
CONVENTION**

**Resolution #CM20110308.1016**

( Moved By: Councillor Glen Ockerman )

Motion that administration set up a meeting with Alberta Transportation during the AAMD&C Spring Convention to discuss the following items:

- The County will be submitting a Resource Road Grant Application for the Northern Valley Road in 2012
- Speed Limits in Hamlet of St. Vincent and Ashmont
- Snow removal on Secondary Highways - winging snow from shoulder of highways

**CARRIED**

**11:00 A.M.  
DELEGATION -  
NORTH  
SASKATCHEWAN  
WATERSHED  
ALLIANCE**

Dave Trew, Executive Director of the North Saskatchewan Watershed Alliance was admitted to the Council Room at 11:00 a.m. to give a presentation on the Development of an Integrated Watershed Management Plan for the North Saskatchewan River Watershed in Alberta. Mr. Trew then requested that Council review the companion workbook and provide advice and feedback.

**INFORMATION**

**11:30 A.M.  
DELEGATION -  
RCMP ANNUAL  
VISIT**

S/Sgt Bob Batchelor, Inspector Brian Sutherland, Superintendent Dave Mitchell and S/Sgt. Brian Quist were admitted to the Council Room for their annual visit. The main discussion centered around policing at the lakes and the importance of the RCMP presence in these areas.

**RECESS FOR  
LUNCH**

The meeting recessed for lunch and reconvened at 1:10 p.m. with all members present,

**BANK  
RECONCILIATION**

**Resolution #CM20110308.1017**

( Moved By: Councillor Alphonse Corbiere )

Motion to adopt the Bank Reconciliation for the month of February, 2011.

**CARRIED**

**1:15 P.M. PUBLIC  
HEARING - BYLAW  
NO. 1564**

**Resolution #CM20110308.1018**

( Moved By: Councillor Cliff Martin )

Motion to recess the Council Meeting and proceed to the Public Hearing.

**CARRIED**

The Public Hearing was called to order by Reeve, Steve Upham on Tuesday, March 8, 2011 at 1:14 p.m. at the County Office in St. Paul to

discuss Bylaw No. 1564.

The following Council members were present: Reeve S. Upham, Councillor G. Ockerman, Councillor D. Dach, Deputy Reeve C. Martin, Councillor M. Fodness, Councillor F. Sloan and Councillor A. Corbiere.

Krystle Fodoretz, Planning and Development Officer, informed Council that the purpose of Bylaw No. 1564 is to authorize a lease for Lot 28ER, Block 2, Plan 8023220.

Randy Scott, nephew of the current lessee, requested clarification on the bylaw as it pertains to motorized vehicles, as the Scott family currently parks RVs on the property. Mr. Scott then informed Council that the only thing they have done on the property is cut the grass.

Krystle Fedoretz read a letter from Janet and Gordon Scott, Lessees, speaking in favor of the Bylaw. Mr. and Mrs. Scott are requesting that Council allow them to continue using the property as they have in the past and continue to park their RV on the property. Mr. & Mrs. Scott's letter is attached to and forms part of these minutes.

Jack Dickson spoke on behalf of the Ashmont Beach Co. Ltd, who was the owner of the property in question in 1959. Mr. Dickson stated that he has no objection to Gordon Scott leasing the property, but he is opposed to allowing the property to be used for anything other than what an Environmental Reserve is intended for. Mr. Dickson's presentation is attached to and forms part of these minutes.

Tammi Boggis, adjacent landowner, spoke against the proposed Bylaw and requested clarification on who will carry the liability insurance on the property if the Scott family continues to lease it. Mrs. Boggis informed Council that she purchased her property because it was adjacent to an Environmental Reserve which is intended to remain in its natural state.

Susan Clennell read a letter in opposition to the Bylaw authorizing Mr. & Mrs. Scott to lease the Environmental Reserve. Mrs. Clennell stated that leasing the environmental reserve will set a precedent for other environmental reserve properties within the County. Mrs. Clennell feels that it should be left in the state that it was intended for. Ms. Clennell's submission is attached to and forms part of these minutes.

Leo Matthieson spoke against Bylaw No. 1564, which would authorize a lease for the property in question. He requested why and when the environmental reserve property became available to lease. He feels that if Council agrees to lease this property to the Scotts, it could open the door for a number of other situations throughout the County. Mr. Matthiessen would like to see more information about the environmental reserves, their purpose and what activity is allowed on them. Mr. Matthiessen's letter is attached to and forms part of these minutes.

**Resolution #CM20110308.1019**

( Moved By: Councillor Frank Sloan )

Motion to adjourn the Public Hearing.

Time: 2:14 p.m.

**CARRIED**

**Resolution #CM20110308.1020**

( Moved By: Councillor Alphonse Corbiere )

Motion to call the meeting back to order.

Time: 2:15 p.m.

**CARRIED**

Councillor F. Sloan left the meeting at 2:16 p.m.

**ELECTED**

**Resolution #CM20110308.1021**

( Moved By: Councillor Maxine Fodness )

|   |   |                            |
|---|---|----------------------------|
| <b>OFFICIALS<br/>EDUCATION<br/>PROGRAM</b>  | Motion to authorize any councillors who wish to take the Negotiation Skills Course on March 21st or the Regional Partnership and Collaboration Course on March 30th offered through the Elected Officials Education Program.  | <b>CARRIED</b>             |
| <b>ALBERTA<br/>ASSESSORS'<br/>ASSOCIATION<br/>ANNUAL<br/>CONFERENCE</b>             | <b>Resolution #CM20110308.1022</b><br>( Moved By: Councillor Alphonse Corbiere )<br>Motion to approve Glenn Zayac and Marion Yacyshyn to attend the 2011 Alberta Assessors' Association 51st Annual Conference in Red Deer from April 4-8, 2011.  | <b>CARRIED</b>             |
| <b>COMMUNITY<br/>PLANNING<br/>ASSOCIATION OF<br/>ALBERTA<br/>CONFERENCE</b>         | <b>Resolution #CM20110308.1023</b><br>( Moved By: Councillor Cliff Martin )<br>Motion to approve Dennis Bergheim, Krystle Fedoretz, Crystal St. Arnault and any members of Council who so wish, to attend the Community Planning Association of Alberta Conference from April 4 to 6, 2011 in Red Deer.   | <b>CARRIED</b>             |
| <b>SMOKY LAKE<br/>COUNTY 50TH<br/>ANNIVERSARY<br/>CELEBRATION</b>                   | <b>Resolution #CM20110308.1024</b><br>( Moved By: Councillor Glen Ockerman )<br>Motion that the County of St. Paul present Smoky Lake County with a plaque commemorating their 50th Anniversary.  | <b>CARRIED</b>             |
|   | Councillor F. Sloan entered the meeting at 2:18 p.m.  |                            |
| <b>BYLAW NO. 1567 -<br/>AMEND LAND USE<br/>BYLAW - SECTION<br/>2.3</b>              | <b>Resolution #CM20110308.1025</b><br>( Moved By: Councillor Cliff Martin )<br>Motion to give first reading to Bylaw No. 1567 as it relates to amending Section 2.3 of Land Use Bylaw No. 1486 to include the following:<br><br>(14) Waste storage sites operated by the County of St. Paul No. 19. Waste storage sites consist of fencing surrounding waste receptacles. Waste storage sites may also contain a concrete base for receptacle placement. Notification of construction must be provided to the Development Authority prior to commencement of construction.<br><br>(15) The construction of any structure or thing by the County of St. Paul No. 19. Notification must be provided to the Development Authority prior to the commencement of construction. | <b>CARRIED</b>             |
| <b>BYLAW NO. 1568 -<br/>FEE SCHEDULE<br/>FOR RECORDS<br/>AND DATA<br/>RETRIEVAL</b> | <b>Resolution #CM20110308.1026</b><br>( Moved By: Councillor Glen Ockerman )<br>Motion to give first reading to Bylaw No. 1568, which is a bylaw to establish a fee schedule for records and data retrieval.  | <b>CARRIED</b>             |
|   | <b>Resolution #CM20110308.1027</b><br>( Moved By: Councillor Alphonse Corbiere )<br>Motion to give second reading to Bylaw No. 1568.  | <b>CARRIED</b>             |
|   | <b>Resolution #CM20110308.1028</b><br>( Moved By: Councillor Maxine Fodness )<br>Motion to present Bylaw No. 1568 at this meeting for third and final reading.  | <b>CARRIED UNANIMOUSLY</b> |
|   | <b>Resolution #CM20110308.1029</b><br>( Moved By: Councillor Cliff Martin )<br>Motion to give third and final reading to Bylaw No. 1568.  | <b>CARRIED</b>             |
| <b>BYLAW NO. 1569 -</b>   | <b>Resolution #CM20110308.1030</b>  |                            |

REZONE PNE  
1-58-10-W4

BYLAW NO. 1570 -  
REZONE PSE  
17-58-9-W4

ROAD  
CONSTRUCTION  
EASEMENTS

( Moved By: Councillor Frank Sloan )  
Motion to give first reading to Bylaw No. 1569, which is a bylaw to amend the Land Use Bylaw as it relates to rezoning PNE 1-58-10-W4 from Urban Expansion to Country Residential 2.

Resolution #CM20110308.1031  
( Moved By: Councillor Maxine Fodness )  
Motion to give first reading to Bylaw No. 1570 which is a bylaw to amend the Land Use Bylaw as it relates to rezoning PSE 17-58-9-W4 from IDP - Urban Reserve to Country Residential.

Resolution #CM20110308.1032  
( Moved By: Councillor Frank Sloan )

CARRIED

CARRIED

Project 2BF76029, Part of Rge Rd 64 between Twp Rd 560 & 562 - 1/2 Mile

NE 05-56-6-W4

NE 05-56-6-W4

W 1/2 NW 04-56-06-W4

W 1/2 NW 04-56-06-W4

Calvin Kozicky \*

Calvin Kozicky

Sheldon Gregory Lovell \*

Sheldon Gregory Lovell \*

Project 2C112, Rge Rd 71 between Twp Rds 560 & 562 - 2 Miles

West side of NW 01-56-07-W4

West side of SW 01-56-07-W4

East side of NE 02-56-07-W4

East side of SE 02-56-07-W4

East side of SE 11-56-07-W4

West side of PNW 12-56-07-W4

West side of NW 12-56-07-W4

West side of SW 12-56-07-W4

Alex Yaceyko

James, Blair & Shannon Capjack

Peter Lecopoy & Larry Lecopoy

Edward & Joanne Bsepalko

Bernard & Mary Zarowny

Wilhem & Mary Epp

Peter & Christine Wellsman

302016 Alberta Ltd; Rose Short

Project 2C111, Twp Rd 564 between Rge Rds 73 & 72 - 1 Mile

NE 22-56-07-W4

NW 22-56-07-W4

SE 27-56-07-W4

SW 27-56-07-W4

Cory D. Greenawalt

Orest Boyko

Emjay Enterprises Inc.

Orest Boyko

Project 3C112, Rg Rd 82 from Hwy 29 to Twp Td 583 - 1.5 Miles

NE 10-58-08-W4

NW 11-58-08-W4

PSW 14-58-08-W4

PSW 14-58-08-W4

PSW 14-58-08-W4

NW 14-58-08-W4

PNE 15-58-08-W4

PSE 15-58-08-W4

Robert Reszel

Charles Lamontagne

Cody & Jennifer Kurek

Kelvin & Barbara Sibley

Cody & Jennifer Kurek

Cody & Jennifer Kurek

Rick & April Garska

Dr. Alois Kainz

Project 5BF70667, Part Twp Rd 594 between Rge Rds 92 & 93 - 1/2 Mile

SE 17-58-09-W4

NE 22-59-09-W4

SE 27-59-09-W4

Alan & Patricia Pederson

Cornelius, Anne & Peter VandenBurg \*

Alan & Patricia Pederson \*

Project 4C111, Twp Rd 584 between Rge Rd 102 & 100 - 2 Miles  
Rge Rd 100 south of Twp Rd 584 - 1/2 Mile

|                      |                            |
|----------------------|----------------------------|
| NW 19-58-09-W4       | Noella Gabrieau            |
| NW 23-58-10-W4       | Alcide & Suzanne Hurtubise |
| NE 23-58-10-W4       | Alcide & Suzanne Hurtubise |
| W 1/2 NE 24-58-10-W4 | Bryan & Joanne Muchka      |
| E 1/2 NE 24-58-10-W4 | Bryan & Joanne Muchka      |
| PNW 24-58-10-W4      | Denis Devlin               |
| SE 25-58-10-W4       | Dennis Garneau             |
| PSE 25-58-10-W4      | Charles Lafrance           |
| PSE 25-58-10-W4      | David & Erin Golden        |
| PSE 25-58-10-W4      | Dennis Garneau             |
| SW 25-58-10-W4       | Edward & Louise Belland    |
| SE 26-28-10-W4       | Alcide & Suzanne Hurtubise |
| SW 26-58-10-W4       | Alcide & Suzanne Hurtubise |

Project 6C111, Twp Rd 624 from Rge Rds 104 to 110 - 2.5 Miles

|                |                             |
|----------------|-----------------------------|
| NE 20-62-10-W4 | Fernand & Josee-Anne Elsen  |
| SE 29-62-10-W4 | Wesley Lyttle               |
| SW 29-62-10-W4 | Beaver Valley Grazing Assn. |
| NW 29-62-10-W4 | Beaver Valley Grazing Assn. |
| NW 30-62-10-W4 | Beaver Valley Grazing Assn. |
| NE 30-62-10-W4 | Beaver Valley Grazing Assn. |
| SW 31-62-10-W4 | Tony & James Dechaine       |
| SE 31-62-10-W4 | Tony & James Dechaine       |

Project 6C112, Part of Twp Rd 624 between Rge Rds 110 & 112 - 1 Mile

|                |                                 |
|----------------|---------------------------------|
| NW 23-62-11-W4 | George Anderson & Linda Chorney |
| NW 24-62-11-W4 | Garner Arthur & Carol Gibbs     |
| SW 25-62-11-W4 | Victor Kruesel                  |
| SE 26-62-11-W4 | Garner Arthur & Carol Gibbs     |

\* Indicates Purchase of Land

Motion to approve the easements for road construction purposes.

**CARRIED**

**FIRE COMMITTEES**

**Resolution #CM20110308.1033**

( Moved By: Councillor Maxine Fodness )

Motion to establish a new committee - the Ashmont/Mallaig Fire Protection Committee and appoint Councillor A. Corbiere, Councillor F. Sloan and Reeve S. Upham to the Committee.

**CARRIED**

**Resolution #CM20110308.1034**

( Moved By: Councillor Glen Ockerman )

Motion to appoint Councillor C. Martin and Councillor M. Fodness to the St. Paul Joint Fire Protection Committee to correspond with the requirements of the St. Paul Town and County Fire Services Agreement.

**CARRIED**

**FCSS RESERVE**

**Resolution #CM20110308.1035**

( Moved By: Councillor Cliff Martin )

That Council approve the transfer of \$5,608.00 to a restricted FCSS reserve account at the end of December, 2010 to be used to fund the 2011 FCSS budget.

**CARRIED**

**NSWA 2010-2011**

**Resolution #CM20110308.1036**

**FUNDING  
REQUEST**

( Moved By: Councillor Frank Sloan )

Motion to support the North Saskatchewan Water Shed Alliance's operations for the 2011 calendar year at a rate of \$0.50 per capita.

**CARRIED**

**PROVINCIAL  
COLLEGE OF  
PHYSICIANS AND  
SURGEONS**

**Resolution #CM20110308.1037**

( Moved By: Councillor Maxine Fodness )

Motion to table the request from Honorable Brian Storseth that Council write a letter of concern to the Provincial College of Physicians and Surgeons regarding changing the standards for qualifying South African Doctors, until the committee meets with the College of Physician & Surgeons and Honorable Brian Storseth.

**CARRIED**

**MARCH PUBLIC  
WORKS MEETING**

**Resolution #CM20110308.1038**

( Moved By: Councillor Alphonse Corbiere )

Motion to reschedule to March 18 Public Works meeting from 10:00 a.m. to 9:00 a.m.

**CARRIED**

**PROPOSED ROAD  
CONSTRUCTION -  
ERNIE  
MELNYCHUK**

Reeve Upham read a letter dated March 7, 2011 from Ernie Melnychuk expressing his opposition to the construction of a road between SW 13-60-12-W4 and NW 12-60-12-W4.

**Resolution #CM20110308.1039**

( Moved By: Councillor Maxine Fodness )

Motion to file the letter as information.

**CARRIED**

**Resolution #CM20110308.1040**

( Moved By: Councillor Cliff Martin )

Motion that administration send a letter to Mr. Melnychuk advising him that the proposed road construction between SW 13-60-12-W4 and NW 12-60-12-W4 is in the County's 3 year strategic plan and also advising him of the process of approving road construction and obtaining the necessary easements.

**CARRIED**

**ANNUAL GREAT  
STRIDES WALK  
FOR CYSTIC  
FIBROSIS**

**Resolution #CM20110308.1041**

Motion by Councillor G. Ockerman to approve a donation of \$1,500 for the Cystic Fibrosis Walk.

Councillor C. Martin made a friendly amendment to amend the motion to a donation of \$1,000.

**CARRIED**

**ALBERTA  
CAPITAL FINANCE  
AUTHORITY -  
ACFA - APPOINT  
DESIGNATE**

**Resolution #CM20110308.1042**

( Moved By: Councillor Maxine Fodness )

Motion "That George Huybregts, or designee, be appointed to represent and vote the shares of the County of St. Paul at the Annual General Meeting of the Alberta Capital Finance Authority to be held on April 7, 2011 in Edmonton".

**CARRIED**

**ST. PAUL JUNIOR  
CURLING  
BONSPIEL**

**Resolution #CM20110308.1043**

( Moved By: Councillor Frank Sloan )

Motion to file the letter thanking Council for their donation to the St. Paul Junior Curling Bonspiel as information.

**CARRIED**

**CAO REPORT**

**Resolution #CM20110308.1044**

( Moved By: Councillor Alphonse Corbiere )

Sheila reviewed her Report with Council. Motion to approve the report as presented.

**CARRIED**

**Resolution #CM20110308.1045**

( Moved By: Councillor Dwight Dach )

Motion to appoint Councillor G. Ockerman to the sub-committee of the Heavy Oil Committee that will be meeting with the MLAs.

CARRIED

**BUDGET MEETING**      **Resolution #CM20110308.1046**  
( Moved By: Councillor Frank Sloan )  
Motion that the Budget meeting scheduled for March 10, 2011 at 10:00 a.m. be held in camera, as per the FOIP Act.

CARRIED

Councillor A. Corbiere left the meeting at 3:34 p.m.

**COUNCIL FEES**      **Resolution #CM20110308.1047**  
( Moved By: Councillor Maxine Fodness )  
Motion to approve the Council Fees for the Month of February, 2011.

CARRIED

**UPCOMING MEETINGS**      Upcoming Meetings  
- ATCO Electric Transmission Projects in Central East Alberta - March 16 at 4:00 p.m.  
- Public Works - March 18 at 9:00 a.m.  
- AAMD&C Spring Convention - March 21 to 23, 2011  
- AEMA Council - March 24 at 10:00 a.m.

INFORMATION

Councillor A. Cobiere entered the meeting at 3:38 p.m.

**BUDGET TO ACTUAL**      Budget to actual for the period ending December 31, 2010 was presented to Council.

INFORMATION

**LISTING OF ACCOUNTS PAYABLE INVOICES**      The following lists of Accounts Payable for the month of February, 2011 were presented to Council:

| <u>Batch</u> | <u>Cheque Nos.</u> | <u>Batch Amount</u> |
|--------------|--------------------|---------------------|
| 14998        | 11669-11730        | \$145,568.49        |
| 15025        | 11731-11796        | \$304,410.83        |
| 15045        | 11797-11833        | \$259,656.42        |

INFORMATION

**ADJOURNMENT**      Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 3:41 p.m.

These minutes approved this 12th day of April, 2011.

(Original Signed by Reeve S. Upham)

---

Reeve

(Original Signed by CAO S. Kitz)

---

Chief Administrative Officer

**ATTACHMENT - PRESENTATION BY ROB TOMLINSON**      Attached is the letter read aloud to Council by Mr. Tomlinson: (See resolution CM20110308.1009)

**Introduction:**  
These are Items I feel Council must be aware of and, I believe once Council is aware of the legitimate issues they will make the necessary adjustments. Topics of grave concern are.

- Destruction of documents
- Retirement of Mr. Bergheim
- Burning permits
- Unanswered concerns
- Level 4 transfer stations
- Bin sites Notification
- Foisy Community Waste Facility

The legitimate concerns I will be raising all have paper work if, Council

feels they need to review, In saying that the information is all within the County system.

- Destruction of documents,

I spoke with Councilor Fodness in regards to this problem. I expressed my concerns and wanted a brief explanation as to how this came to be. I also requested Administration staff for their explanation and if they could restore the file. To date no reply. Why?

- Retirement of Mr. Bergheim; his retirement in August for one day as a County employee was for what reason? I do understand he was re-appointed at his current position. The motion states position/one. Since his retirement he has acquired these positions;
- Director of Environmental and Emergency Services
- Planning and Development manager.
- Subdivision Authority: As planning and development manager that makes him, his own boss. How does that make him accountable?
- Director of Agriculture.
- Agriculture Fieldman: This again makes him his own boss. Another part of this concern how did Mr. Bergheim become Agri Fieldman, he retired !
- Weed inspector With this appointed position by Council comes countless hours in the fields inspecting weeds. Generally this position is filled with a summer student. Council appointed Mr. Bergheim as weed inspector, my question to Council is the Director of Agriculture going to ask the Agri. Fieldman to hire someone to be weed inspector? This is an appointed position by Council to Mr. Bergheim, and one would think he would fulfill his obligations.
- Pest Control Officer; again comes with countless hours in the field, a concern I have is with beaver and beaver dam control. Is the pest control officer trained with explosives. Did council appoint someone qualified and is the task performed by the pest control officer? With that said, how are the explosives stored?
- Technical Advisor for both the Town of Elk Point protection committee and Area Fire Protection Management Committee:
- Economic Development Planning Manager: I can only imagine what that means., Could Mr Bergheim be the one Council and the CAO turns to for economic advise.
- Evergreen Regional Landfill Manager; Which includes all Classes of landfills, compost facilities and transfer station within both the County of Smoky Lake ,it's Villages,Town of Smoky Lake, Town of St.Paul, the County of St Paul and it's Villages.
- County Waste Authority of the past/ present.
- Fire Guardian
- 
- A current concern is the ad in the news paper for burning at local transfer stations/regional landfill under the care of both the Landfill Manager and the Fire Guardian. Did the Landfill Manager ask the Fire Guardian for the burning permit? The ad concerns me in many ways first the Standards for Landfills in Alberta 4.7 (b) At least 7 days prior to the date of burning the person responsible for the landfill shall notify all of the following: (i) the local authorities; (ii) all adjacent land owners;and (iii) the local department. Mr. Bergheim ought to be aware of the Landfill Standards, he should also be aware of what's required as fire guardian. The key concern is this a conflict of interest? I do not believe it is right to have a burning

notice in the local paper that's for yearly coverage. It would be nice to have comfort in asking the County's Director of Environmental Services point of view in this case. Council should conciliate with this person for clarification.

- The land location for the regional landfill is incorrect in the news paper as well. County residences are aware of the importance of there legal land location. That was made very clear by County Staff with the Elective Reeve petition. It was important for the petition and should be as important for the County Fire Guardian to get it right.
- With Mr. Bergheim's retirement it's not hard to see an issue or two. How did Council come to agree to Mr. Bergheims current positions.
- With all that has been said there are still outstanding concerns. At an Oct. Council meeting the concerns of the local Community Waste Facility is still out standing, the item of concern is 5 (e) of that meeting. The community waste facilities have no notifications filed with AENV which has been identified by AENV as a requirement. This has been a hard fought battle for myself for no reason, at the end of the day AENV has stated to both Ms. Kitz and myself on October 29, 2010 what's required and when. The e-mail states - As a general policy ,only sites which have been issued a Development Permit requires a notification filed with Alberta Environment. On Dec. 23 AENV clarified the Notification requirements once again and this was also sent to Ms. kitz. Again this concern remains outstanding, Development permits have been issued for this sites. So why is their no Notification?
- Level 4 Transfer station. An agreement the Minister of Environment and Evergreen that grant funds obtain were to construct Level 4 transfer stations. Have the Level 4 transfer stations been constructed and where? It is also known the bids for the transfer stations came in as what was described as project over cost, so the County constructed the transfer station for a said cost of 330,000 reported by Mr. Bergheim at a Lac La Biche meeting last week. My question is, what was the value of those bids and can Council provide them?
- A concern I have with future cost of waste disposal for the County. When will it be to costly for us to haul to Evergreen? The cost should be assessed in dollars and cents and environmental cost as well. I fell strongly the Annual Reports must be understood by Council and I would like council to commit to this request.
- I would like Council to address these concerns in due coarse and include this document with the minutes of todays meeting.

Rob Tomlison

## 5 Business Arising from Minutes

- 5.1 ROAD DATA AGREEMENT
- 5.2 BYLAW NO. 1564 - LEASE LOT 28ER, BLOCK 2,  
PLAN 8023220



*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

### 5.1 ROAD DATA AGREEMENT

#20110330008

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

At the last meeting, Council tabled the Agreement between the County and Road Data Services Ltd. for more information.

If the County signs the agreement with Road Data Services, they will act on behalf of the County and will be the primary contact for all issues and data relating to:

- GIS Map Data
- Roadway validation and configuration data
- Roadway ownership data
- Permit Approval conditions, rules and validation
- All types of roadway restrictions
- All TRAVIS MJ related entries, rules, restrictions, conditions and data
- All concerns from industry or agents related to the approval process

#### Recommendation

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Motion that the County enter into the Agreement Road Data Services Ltd. for the transition into TRAVIS MJ and the ongoing services after implementation.

#### Additional Information

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**Originated By :** Idemoissac



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## Issue Summary Report

**5.2 BYLAW NO. 1564 - LEASE LOT 28ER, BLOCK 2, PLAN 8023220 #20110405001**

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### Background

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Further to the Public Hearing at the March Council Meeting, Krystle Fedoretz, Planning Officer, put together the attached document with historical information relating to Lot 28ER, Block 2, Plan 8023220 located within SE 25-59-11-W4.

### Recommendation

---

Council to decided if they will proceed with second and third reading on Bylaw No. 1564.

### Additional Information

---

**Originated By :** kfedoretz

**Lot 28ER, Block 2, Plan 8023220 Located within SE 25-59-11-W4M**

**Historical Information From Land File**

This parcel was originally part of the road plan registered as 2289KS. The Ashmont Beach Company has sent a letter, as per instructions from the surveyor, to the County stating that they had no objection with reverting the area south of the new road to Ron Scott and consolidating it with the rest of his quarter located on the N.E. 26-59-11-4.

A subdivision was made in **1961** by Ron Scott and registered as Plan 3063MC – located in the NE 26-59-11-4.

Then the parcel located in the SE 35-59-11-4 was subdivided in **1980** as Plan 8023220 by the Ashmont Beach Company and the above parcel was included in this subdivision and described as Lot 28ER

It seems that road plan 2289KS was never cancelled.

In June of **1990** a letter was received by the Attorney General and a letter from the Minister of Transportation was then received in July of **1990** stating that this parcel was due to be owned by Mr. Ron Scott back in **1961**.

In October **1990** the Minister of Municipal Affairs sent a letter to the County stating that he believed that Mr. Scott should be the legal owner of the land in question ER lot.

In November of **1991** a letter was received from Municipal Affairs Planning Dept stating that Mr. Scott has no legitimate ownership of the property.

In March Of 1992 the County received another letter from Municipal Affairs Planning Dept outlining some lease agreement options the County could follow to lease the property to Mr. Scott with some provisions that could include “lease transferable and limited to existing owner or heirs”. The County would have to advertise this lease agreement since it was on an Environment Reserve lot.

The minutes for **1992** do not show a motion made to set out such lease agreement with Mr. Scott.

Council did approve a standard one year lease agreement with Mr. Scott in June of **1993** and continued to lease this lot till **2001**.

When Mr. Scott passed away in May of **2001**, his son Randy Scott sent a letter to Council to have the lease changed into his name. Council approved this request in November of **2001**. The lease for **2002** was changed into Randy Scott’s name.

## Appendix 1 for 5.2: Additional Information on Lot 28Er, Block 2, Plan 8023220

In January of **2003**, Randy Scott asked that the lease be changed into the name of Gordon Scott. The lease was approved by Council in March of **2003** in Gordon Scott's Name. Gordon Scott has leased the property from **2003** to **2010**.

### Information Provided By Tami Boggiss

When NE-26-59-11-4 (Adjacent to Lot 28ER) was sold by Ronald Scott in 1961, the titles stated the north boundary and the easterly limit of this lot as Road Plan 2289KS and not Lot 28 ER. This has remained case to this day, the certificate of title states the north boundary and easterly limit of this lot as Road Plan 2289KS and not Lot 28 ER.

### Information Provided By Betty Andrichuk

Betty Andrichuk stated on March 17, 2011 during a telephone conversation with the Planning and Development Officer that if the wording of the proposed Bylaw remains the same and does not allow for motorized vehicle access, the family is no longer interested in leasing it. The family is hoping to be able to use it as a private lake lot.

## 6 Delegation

- 6.1 10:30 A.M. - MARGO FAUCHON, COMMUNITY GARDENS
- 6.2 11:00 - 12:00 - AAMD&C MEMBER VISIT
- 6.3 1:30 P.M. - PRESENTATION OF AUDITED FINANCIAL STATEMENTS
- 6.4 2:15 P.M. - PUBLIC HEARING - BYLAW NO. 1567 - AMEND LAND USE BYLAW - SECTION 2.3
- 6.5 2:30 P.M. - PUBLIC HEARING - BYLAW NO. 1569 - REZONE PNE 1-58-10-W4



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

### 6.1 10:30 A.M. - MARGO FAUCHON, COMMUNITY GARDENS

#20110330003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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The St. Paul Community Gardens would like to hire a coordinator who will be responsible for the upkeep and maintenance of Servus (Town and County Sites) and Heritage Homes Garden Sites and ensures the rules; regulations and guidelines are respected by the gardeners. The Community Garden Coordinator works to develop self-reliance among the community gardens located in and around St. Paul and assists with the development of new sites

Margo Fauchon, with the Community Gardens will be in to request that Council consider a contribution of \$3,000.00 to cover 50% of the cost for the Community Garden Coordinator position. They will also be submitting a request for the other 50% to the Town of St. Paul.

A job description for the Community Gardner is attached.

#### Additional Information

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**Originated By** : skitz

## Appendix 1 for 6.1: Letter from St. Paul Community Gardens



March 9<sup>th</sup>, 2011

Reeve and Councilors  
5015 -49 Avenue  
St. Paul, AB  
T0A 3A4

Attention: Sheila Kitz, CAO

Re: Funding Request

Please accept this letter of request for funding as presented by the Community Garden Society of St. Paul.

We recently submitted a grant application to the CIP (Community Initiative Project) for funding for equipment and operating costs as endorsed by the Honourable MLA Ray Danyluk.

As of March 8<sup>th</sup>, we were advised that our grant application does not cover any operating costs.

Unfortunately, this information affects our project plans for the 2011 and 2012 season as we were hoping to hire a Garden Coordinator to carry out some of the duties that are necessary for the operation of the program.

Due to the timeliness of the information, we have missed the deadline to apply for STEP funding to assist with the cost.

As it stands, we currently have volunteers that contribute a minimum of 500 hours each year to fulfill the project plans.

We ask that the County of St. Paul consider a contribution of \$3,000.00 to cover 50% of the cost for the Community Garden Coordinator position (see attached details).

We are in the process of forwarding a request to the Town of St. Paul for the remaining 50%.

Thank you for considering this request and we look forward to your response.

Sincerely,

Margo Fauchon  
Community Garden Society of St. Paul, Board member

### **Community Garden Society of St. Paul**

#### **Community Garden Coordinator**

##### **Job overview**

This individual is responsible for the upkeep and maintenance of Servus (Town and County Sites) and Heritage Homes Garden Sites and ensures the rules; regulations and guidelines are respected by the gardeners. The Community Garden Coordinator works to develop self-reliance among the community gardens located in and around St. Paul and assists with the development of new sites.

##### **Responsibilities:**

###### **The Garden Coordinator will:**

- Ensure the garden rules, regulations and guidelines are respected by gardeners and volunteers.
- Supervise planting, maintenance and clean up of the garden sites.
- Assist with upkeep and maintenance of gardening equipment.
- Maintain outbuildings, outdoor signs, tools and equipment.
- Assist with registration and receipting for plot rentals.
- Assist with organization of workshops and special events.

###### **Assist gardeners in:**

- Planting, maintenance, harvesting of the community component of the garden
- Respond to the questions and concerns of the gardeners and volunteers
- Liaise between committee and gardeners
- Provide horticulture information
- 

###### **Record and regularly report to the Board:**

- A garden progress report
- Special activities
- Challenges and successes

## Appendix 2 for 6.1: Community Gardner Job Description Proposal

Support events that will network and build relationships with other organizations, communities, and media, and other individuals that can offer support to the garden.

The Coordinator reports directly to the Community Garden Society of St. Paul

Wage \$18.00 per hour x 21 hours a week for 16 weeks (May – August) = \$6048.00

No benefits.



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## Issue Summary Report

### 6.2 11:00 - 12:00 - AAMD&C MEMBER VISIT

#20110330004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Bob Barss, President, Gerald Rhodes, Executive Director and Soren Odegard, District 5 Director have requested a meeting with Council for the regular visit. The AAMD&C tries to visit each member on a three year rotation. The meetings are generally a 1-hour round-table discussion with no formal agenda.

Cafe Orleans has been booked for lunch.

#### Additional Information

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**Originated By** : pcorbiere

**Reference** :



*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

### 6.3 1:30 P.M. - PRESENTATION OF AUDITED FINANCIAL STATEMENTS

#20110330005

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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Richard Jean, Auditor, will be in to present the County's financial statements for the period ending December 31, 2010.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

**6.4 2:15 P.M. - PUBLIC HEARING - BYLAW NO. 1567 - AMEND LAND  
USE BYLAW - SECTION 2.3** #20110330006

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### Background

---

A public hearing will be held to discuss Bylaw No. 1567, which is a bylaw to Amend Section 2.3 of the the Land Use Bylaw as it relates to Development Not Requiring a Development Permit. The proposed bylaw has been advertised.

### Recommendation

---

After the public hearing, Council will decide whether or not to proceed with second and third reading.

### Additional Information

---

**Originated By** : pcorbiere

**NOTICE  
COUNTY OF ST. PAUL NO. 19  
Proposed Amendment to Land Use Bylaw**

Notice is hereby given that the Council of the County of St. Paul No. 19 is considering **Bylaw No. 1567**, which is a Bylaw to amend Land Use Bylaw No. 1486. The following change is being proposed:

2.3 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT is amended to include the following:

- (14) Waste storage sites operated by the County of St. Paul No. 19. Waste storage sites consist of fencing surrounding waste receptacles. Waste storage sites may also contain a concrete base for receptacle placement. Notification of construction must be provided to the Development Authority prior to commencement of construction.
- (15) The construction of any structure or thing by the County of St. Paul No. 19. Notification must be provided to the Development Authority prior to the commencement of construction.

A Public Hearing will be held on Tuesday, **April 12, 2011 at 2:15 p.m.** or as soon thereafter as can possibly be arranged, at the County Office in St. Paul.

For further information, contact the County Office at 645-3301.

Krystle Fedoretz, Planning & Development  
County of St. Paul No. 19  
5015 - 49 Avenue, St. Paul, AB., T0A 3A4

\*\*\*\*\*

Advertise in the St. Paul Journal and Elk Point Review the weeks of March 22 & 29.



*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

**6.5 2:30 P.M. - PUBLIC HEARING - BYLAW NO. 1569 - REZONE PNE 1-58-10-W4** **#20110330007**

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### Background

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A public hearing will be held to discuss Bylaw No. 1569, which is a bylaw to Amend the Land use Bylaw as it relates to rezoning PNE 1-58-10-W4 from Urban Expansion to Country Residential. The landowner wishes to subdivide the 8 acre parcel into 2-4 acre lots for country residential purposes.

The proposed bylaw has been advertised and the adjacent landowners have been notified.

### Recommendation

---

After the public hearing, Council will decide whether or not to proceed with second and third readings.

### Additional Information

---

**Originated By :** pcorbiere

BY-LAW NO. 1569

A By-law of the County of St. Paul No. 19 in the Province of Alberta to amend the Land Use Bylaw No. 1486.

**WHEREAS**, it is deemed expedient to amend the Land Use Bylaw of the County of St. Paul No. 19 as set out in the Municipal Government Act, 2000 as amended.

**NOW, THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, 2000, as amended, and by virtue of all other powers it enabling, the Council of the County of St. Paul No. 19, hereby assembled, enacts as follows:

1. Bylaw No. 1486, Land Use District Map is hereby amended as follows:

FROM: Urban Expansion to Country Residential 2

FOR: PNE 01-58-10-W4th (area highlighted in red)



Read a first time in Council this 8<sup>th</sup> day of March, A.D. 2011.

Advertised the 22<sup>nd</sup> day of March, A.D. 2011, and the 29<sup>th</sup> day of March, A.D. 2011 in the Paul Journal.

Read a second time in Council this      day of      , A.D. 2011.

Read a third time in Council this      day of      , A.D. 2011 and duly passed this day of      , A.D. 2011.

Reeve

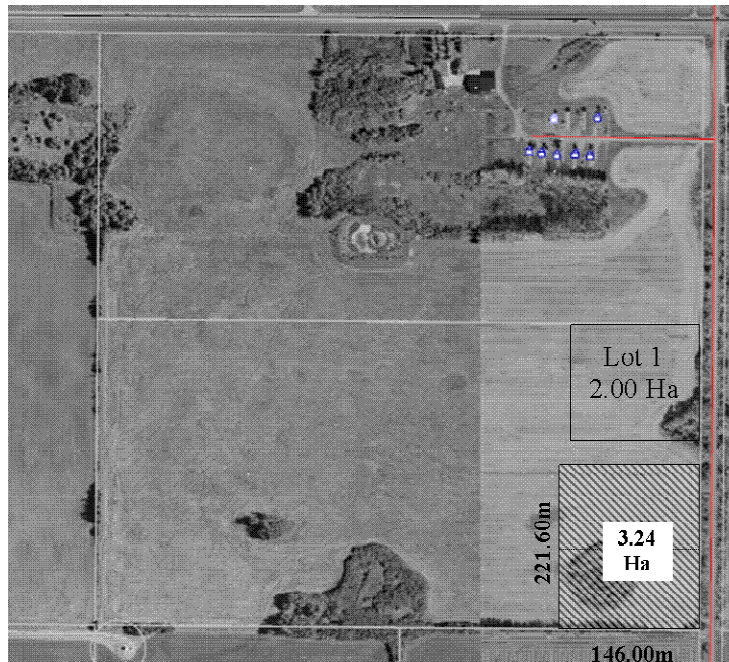
Chief Administrative Officer

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

Notice is hereby given that the Council of the County of St. Paul No. 19 is considering a bylaw to amend Land Use Bylaw No. 1486, as it relates to the zoning of the following land:

**Part NE 1-58-10-W4th (8 acres – 3.24 ha)**

Proposed rezoning from Urban Expansion to Country Residential 2



A Public Hearing will be held on Tuesday, April 12, 2011 at 2:30 p.m. or as soon thereafter as can possibly be arranged, at the County Office in St. Paul.

Copies of the Bylaw and Plan may be inspected during normal office hours at the County Office.

For further information, contact the County Office at 645-3301.

Krystle Fedoretz, Planning & Development Officer  
County of St. Paul No. 19  
5015 - 49 Avenue, St. Paul, AB., T0A 3A4

\*\*\*\*\*

Advertise in the St. Paul Journal the weeks of March 22<sup>nd</sup> and 29<sup>th</sup>.

## 7 New Business

- 7.1 FUNDING REQUEST - ASHMONT SECONDARY BOY'S BASKETBALL TEAM
- 7.2 FUNDING REQUEST - ST. PAUL MIDGET "A" CANADIENS HOCKEY TEAM
- 7.3 FUNDING REQUEST - ELK POINT HISTORICAL SOCIETY
- 7.4 FUNDING REQUEST - ENBRIDGE RIDE TO CONQUER CANCER
- 7.5 TRANSPORTATION GRANT - MALLAIG & DISTRICT SENIOR CITIZENS CLUB
- 7.6 REQUEST FOR SPONSORSHIP - RIVERLAND CHALLENGE
- 7.7 MALLAIG & DISTRICT MUSEUM
- 7.8 REQUEST FOR PROCEEDS FROM RODEO SUPPER
- 7.9 NORTHERN 7 FOSTER CARE ANNUAL CONFERENCE
- 7.10 WESTERN CANADIAN WALLEYE TRAIL
- 7.11 NE ALBERTA RETIRED TEACHERS' ASSOCIATION
- 7.12 PROPOSED POLICY REGARDING DEVELOPMENT OF COUNTY OWNED STRUCTURES WITH NO PERMIT
- 7.13 SURVEY RESULTS FOR REEVE-AT-LARGE REMUNERATION
- 7.14 2011 MUNICIPAL OPERATING AND CAPITAL BUDGET
- 7.15 BYLAW NO. 1571 - 2011 MILL RATE BYLAW
- 7.16 2011 STRATEGIC PLAN UPDATE - 1ST QUARTER
- 7.17 CEMETERY COMMITTEE
- 7.18 PARKS COMMITTEE MEETING MARCH
- 7.19 REGIONAL WATER COMMISSION
- 7.20 BYLAW NO. 1572 - AMEND INTERMUNICIPAL DEVELOPMENT PLAN

- 7.21 ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION - AUDITOR COURSE
- 7.22 ECONOMIC DEVELOPERS ALBERTA 2011 ANNUAL CONFERENCE & AGM
- 7.23 AOPA FOCUS GROUP
- 7.24 RUSA EXECUTIVE MEETINGS
- 7.25 EOEP - SUSTAINABILITY - LEADING YOUR COMMUNITY TO A SUSTAINABLE FUTURE COURSE
- 7.26 2011 AARFP CONFERENCE AND TRADE SHOW
- 7.27 NORTH SASKATCHEWAN WATERSHED ALLIANCE REGIONAL FORUM
- 7.28 EMPLOYMENT STANDARDS CODE SEMINAR
- 7.29 EDA SPECIALIZED COURSES FOR ELECTED OFFICIALS
- 7.30 COLD LAKE OIL SANDS AREA CRISP COMMUNITY ADVISORY GROUP
- 7.31 LICA ANNUAL GENERAL MEETING
- 7.32 REQUEST TO CANCEL PENALTY ON PROPERTY TAXES
- 7.33 ROAD CONSTRUCTION EASEMENTS
- 7.34 2011 ROAD CONSTRUCTION EASEMENTS
- 7.35 PROVINCE REQUEST FOR ROAD CLOSURE - PLAN 2457EU
- 7.36 ATCO TRANSMISSION LINE FOR ST. PAUL
- 7.37 IN CAMERA DISCUSSIONS
- 7.38 BYLAW NO. 1573 - LEASE LOT 28ER, BLOCK 2, PLAN 8023220
- 7.39 EOEP - LAND USE DEVELOPMENT APPROVAL COURSE - MAY 13
- 7.40 ALBERTA'S LAKELAND - REQUEST FOR PAYROLL CONTRACT
- 7.41 EQUIPMENT FOR SALE BY TENDER
- 7.42 ST. VINCENT SPEED CHANGE

- 7.43 SPRAY TRUCK
- 7.44 DRAFT LETTER BY COUNCILLOR FODNESS
- 7.45 PUBLIC HEARING
- 7.46 HIGHWAY 28/63 WATER COMMISSION
- 7.47 CAO REPORT
- 7.48 ROAD CONSTRUCTION PRIORITIES



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

### 7.1 FUNDING REQUEST - ASHMONT SECONDARY BOY'S BASKETBALL TEAM

#20110331001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Ashmont Senior High School Boy's Basketball team won their Zone which qualified them to participate in the Provincial Tournament which was held March 17 to 19, 2011 in Calgary.

They are requesting financial assistance to help cover their travel costs.

#### Recommendation

---

Motion to approve a \$500 grant for the Ashmont Senior High Boys Basketball team to help offset travel costs, as per policy ADM-51.

#### Additional Information

---

**Originated By :** pcorbiere



**ASHMONT SECONDARY SCHOOL**  
**DIVERSIFIED IN CULTURE**  
**UNITED IN EDUCATION**

March 16<sup>th</sup>, 2011

To: County Council

I am very pleased to inform you that our High School Senior Boy's basketball team won Zones on Saturday March 12<sup>th</sup>, 2011. As a result, they have qualified for basketball Provincials being held in Calgary, Alberta on March 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 2011. We are very proud of our students and coaches to persevere and qualify for this grand sporting event.

The costs involved with transportation, accommodations, food and release time are very large. Therefore, we are applying for a \$500.00 grant provided through the county, to help offset these incurred costs.

We are very excited to be participating in Provincial High School Basketball and would genuinely appreciate any support provided.

Sincerely,



Ken Gerlinsky,

Principal, Ashmont Secondary



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

## Issue Summary Report

### 7.2 FUNDING REQUEST - ST. PAUL MIDGET "A" CANADIENS HOCKEY TEAM

#20110405002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The St. Paul Midget "A" Canadiens competed at the Provincial "B" Midget championship in Hanna on from March 25-27, 2011.

They are requesting a grant to help offset their travel expenses.

#### Recommendation

---

Approve a \$500 grant for the Midget "A" Canadiens Hockey team to assist with travel expenses to attend the Provincial Championship in Hanna, as per policy ADM-51.

#### Additional Information

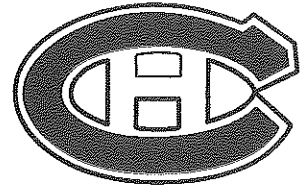
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**Originated By :** pcorbiere



**St. Paul & District  
MINOR HOCKEY**

Box 2003  
St. Paul, AB T0A 3A0



March 8, 2011

Dear County of St Paul Council

**RE:Request for Sponsorship Funding for Provincial Playoffs**

The St. Paul and District Minor Hockey Association has two teams that have made it to Hockey Alberta's Provincial Playoffs;

Midget A team competing for the Provincial B Midget championship in Hanna March 25 – 27, 2011, and

Pee Wee A team competing for the Provincial B Pee Wee championship in Drumheller March 25 – 27, 2011.

These provincial tournaments are a great opportunity to promote the St. Paul region, as was seen with our association hosting last year's Atom B Provincial tournament. The St. Paul Atom A team won that Provincial Champion. The atmosphere of that event from both the parents and volunteers of the St Paul and District Minor Hockey Association and the community left such a huge impact on Hockey Alberta that our association and the St Paul region are being featured in this year's Hockey Alberta Provincial Hockey Program (circulation will be throughout the province). This year the St Paul region has the opportunity to win two Provincial Championships.

St. Paul and District Minor Hockey Association is providing some funding towards the team's expenses for these playoffs. We would like to know if Council would like to contribute to the expense as well. Any funding would be greatly appreciated.

Please feel free to contact me at 780-614-1439 if you require any additional information.

Regards,

  
Calvin Bessalko  
President  
St. Paul and District Minor Hockey Association



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

## Issue Summary Report

### 7.3 FUNDING REQUEST - ELK POINT HISTORICAL SOCIETY

#20110331005

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Elk Point Historical Society has received a matching grant of \$1,200 from Alberta Community Development for a permanent sign for the deck overlooking the North Saskatchewan River. This sign would state the importance of the crossing to the Elk Point area.

Two signs will cost approximately \$1,760 for materials and artwork and \$440 for installation. The society would like to make 2 signs, one for immediate use and the other for when it has to be replaced.

The Elk Point Historical Society has committed at least \$400, and they are requesting a donation of \$400 from both the County and the Town of Elk Point to fund the balance.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

Originated By : pcorbiere

## Appendix 1 for 7.3: Elk Point Historical Society

March 29, 2010

County of St Paul  
5015-49Ave.  
St. Paul, Alberta

Dear Councillors,

A few years ago the Town of Elk Point and the County of St Paul collaborated on a new river viewing deck overlooking the North Saskatchewan River. This successful project was nearing completion when the Elk Point Historical Society was approached to provide some signage about the importance of this crossing to the area. Time was short and no source of funding was immediately available so we constructed a temporary sign for the official opening ceremony.

We have now convinced Alberta Community Development to grant us \$1200.00 to help put in place a permanent sign. This sum must be matched. Working with a local signage firm we can put in place two plastic laminated signs (12" by 144") that are fairly durable for about \$1759.78 for the materials and artwork, and \$ 440.00 for installation. These signs would include 2pc of Dibond for backing and Graphics with gloss Lamination and a Clear Lexan cover. We are trying to determine durability of this sign and determine if we can cut the size of the sign so we can make two copies, one for immediate use and another for when the time comes for replacement.

We are basing the project cost on the money we are able to raise. We would like to ask the town and the county for a donation of \$400 to the project. This would bring our external resources to \$2000.00. The Elk Point Historical Society is committed to putting in at least \$400, and providing project supervision and follow up reporting. We will also pay for any cost over runs we have in this signage project.

We will be updating our information for the bridge signage in April and hope to complete the sign in May. Please let us know if you have any information or resources that would help complete the project. I can be contacted at 780 724 2061 or [marvinbjo@gmail.com](mailto:marvinbjo@gmail.com). Thank you for your consideration of this community project.

Sincerely yours,

Marvin Bjornstad

Treasurer, Elk Point Historical Society



*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

### 7.4 FUNDING REQUEST - ENBRIDGE RIDE TO CONQUER CANCER #20110331003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Natasha Chapdelaine and Sherri Gerlinsky will be participating in the Enbridge Ride to Conquer Cancer on June 25 & 26, 2011. In order to participate in the race, they must raise \$5,000 in sponsorship. All money raised goes to the Alberta Cancer Foundation. They are requesting if Council will provide sponsorship for this ride.

#### Recommendation

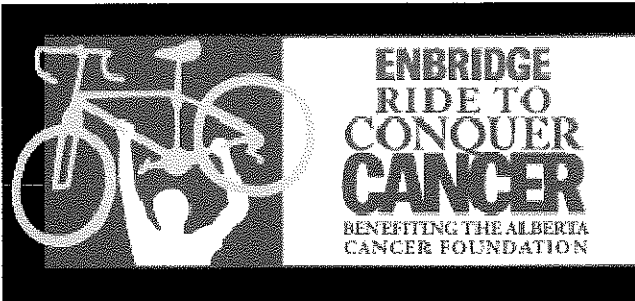
---

As per Council's wishes.

#### Additional Information

---

Originated By : pcorbiere



March 16, 2011

Dear Reeve and Council,

An estimated 173,800 new cases of cancer and 76,200 deaths from cancer will occur in Canada in 2010. On average, 3,340 Canadians will be diagnosed with cancer every week and 1,470 Canadians will die of cancer every week. It is important to note that approximately 12% of new cancer cases and 5% of cancer deaths will occur in people under the age of 50, in their most productive years for employment and raising families.

The Enbridge Ride to Conquer Cancer benefiting the Alberta Cancer Foundation is a unique, two-day cycling event to take place on June 25-26, 2011. For the past three years I have worked as a registered nurse at St. Paul hospital. During this time I have seen the struggles that patients and their families go through when a loved one is diagnosed with cancer. It is incredibly difficult to take at times and this made me want to make a difference. Both my mom and I have signed up as a mother daughter team and will be doing this ride together. We have spent many summers cycling together and we feel that the Ride to Conquer Cancer is our chance to do what we love and help make a difference. It will be a great challenge having to ride 100 kilometers one day and then getting up the next day to do it all over again. To me this is the least I can do to give my support to those diagnosed with cancer. The ride will be a struggle, but not compared to fighting cancer.

Together as a team my mom and I must raise \$5000 in order to participate in the ride. We are asking for your support towards this cause. A cheque can be made out to "The Enbridge Ride to Conquer Cancer". The money we raise for the Alberta Cancer Foundation through The Ride will directly support patients and families at the Tom Baker Cancer Centre in Calgary, the Cross Cancer Institute in Edmonton and 15 cancer centres throughout Alberta. Thank you for taking the time to read my letter and considering donating to the Ride To Conquer Cancer! Your donation will accelerate the conquest of cancer.

Sincerely,

Natasha Chapdelaine & Sherri Gerlinsky

Box 1593, St. Paul AB, T0A 3A0

(780)614-1063



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

### 7.5 TRANSPORTATION GRANT - MALLAIG & DISTRICT SENIOR CITIZENS CLUB

#20110331002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Mallaig & District Senior Citizens Club is requesting a transportation grant for 2011.

They used their 2010 grant to travel to Elk Point to attend the Dinner Theatre, to Edmonton to a Casino and for dining and shopping at West Edmonton Mall and to Paradise Hill and St. Walburg in Saskatchewan.

#### Recommendation

---

Motion to approve a \$1,000 transportation grant for 2011.

#### Additional Information

---

**Originated By :** pcorbiere

**MALLAIG & DISTRICT SENIOR CITIZENS CLUB**  
**Box 136**  
**Mallaig, AB T0A 3B0**

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

Dear Ladies and Gentlemen;

This letter is an application for a Travel Grant. We have been informed that we should make this application if we used the funds we had received for traveling. In the past year, 2010, we used the funds for 3 bus trips, one to Elk Point for the Dinner Theatre in March. Later in the Spring, we traveled to Edmonton, where the Seniors took in the Casino at West Edmonton Mall and dined and shopped. In September of 2010 we took a bus trip to Paradise Hill and St. Walburg in Saskatchewan. We have also rented a bus this year for the Dinner Theatre in Elk Point and hope to rent a bus for some more trips. Usually 30 to 40 people (seniors) from our area take part. We are hopeful that you would be able to supply us with a Travel Grant again, as we have no funding left in our Travel account, in fact our general account had to be used for the Dinner Theatre.

We respectfully present this letter in hopes that you will continue with the Travel Grant.

Sincerely  
Noma Gardipee

Secretary



*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

### 7.6 REQUEST FOR SPONSORSHIP - RIVERLAND CHALLENGE

#20110408001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Attached is a letter from the Riverland Challenge Planning Committee requesting sponsorship for the 4th Annual Riverland Challenge at Fort George and Buckingham House.

In the past, Council provided a \$500 grant for the Riverland Challenge.

#### Recommendation

---

Motion to approve a \$500 grant for the Riverland Challenge Planning Committee.

#### Additional Information

---

**Originated By** : pcorbiere

**Reference** :

## Appendix 1 for 7.6: Letter - Riverland Challenge

Riverland Challenge Planning Committee

Box 785, Elk Point, Ab, T0A 1A0

April 8, 2011

County of St. Paul #19

5015 49 Avenue St. Paul , Ab, T0A 1A0

To County Council,

On May 29<sup>th</sup> bold voyageurs will tackle the fourth annual Riverland Challenge at Fort George and Buckingham House Provincial Historic Site. Participants will test their limits in a triathlon consisting of a 10 km canoe trip, a 3 km run (or hike) and a 15 km bike trip. The Challenge kicks off at 10:30am at the Elk Point River Park. County folk not participating are welcome to join in much of the festivities of the day, from pancake breakfast at the Elk Point River Park to historic games at Fort George Buckingham House Historic Site.

We respectfully ask the County of St. Paul to once again support this event at the sponsorship level of \$500.00. These sponsorship dollars are crucial to providing the quality community event that the citizens of the County of St. Paul look forward to every year.

We thank you for your consideration and look forward to hearing back from you.

Sincerely,

Valerie Lazicki

Riverland Challenge Planning Committee Chair

Box 785, Elk Point, T0A 1A0

(780)724-4552



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.7 MALLAIG & DISTRICT MUSEUM

#20110331004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Mallaig Fire Department has retired a 1977-78 fire truck, which was acquired through the efforts of the Mallaig Community. The Mallaig Museum, on behalf of community members, is now requesting that the fire truck be donated to the museum to become part of their history collection.

Dennis Bergheim will be in to speak with Council about this request.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** dbergheim

Wilbert E. Kelley  
President, Mallaig and District Museum  
Box 85  
Mallaig, AB  
T0A 2K0

March 9, 2011

Denis Bergheim  
County of St. Paul #19  
St. Paul, Alberta  
T0A 3A4

Dear Denis,

Re: Mallaig Fire Truck 78-77 - *you*

The Mallaig and District Museum is continually looking for additions to our collection which reflects our history. One such item we would like to add to our history collection is the fire truck presently out of use.

The fire truck which is now retired from service was originally acquired by Mallaig through considerable effort by members of the community. Members of the community have approached me and asked that we put it in our museum since it forms a part of our history. With the addition of our new shed we have the ability to house it and preserve its condition.

We respectfully ask that the fire truck be given to the Mallaig and District Museum and become a part of our history collection.

Thank you for your consideration of the above request.

Sincerely,



Wilbert E. Kelley



*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

### 7.8 REQUEST FOR PROCEEDS FROM RODEO SUPPER

#20110405003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

We have received requests from the Sunshine Quilts and the Ashmont Moms and Tots for the proceeds from the 2011 Rodeo Supper.

The letters of request are attached along with the policy for distributing funds from the Rodeo Supper.

#### Alternatives

---

Listed below are the groups who received in the funds for the past 3 years:

- 2008 - Ashmont Moms and Tots
- 2009 - St. Paul Navy League
- 2010 - Mallaig Legion

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** pcorbiere

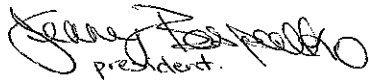
**Reference :**

Dear St. Paul County Council

The Ashmont Moms & Tot's Program has been operating since March 2005. During this time we have done numerous family activities. Our Program consists of parent education, nutritious snacks, crafts & fun time, field trips, parental support as well as volunteering for various organizations and within our community. We currently have 15 to 20 families coming to our program weekly. Throughout the years our program has continued to expand. Our program is free to all families and their children, which gives equal opportunity to all.

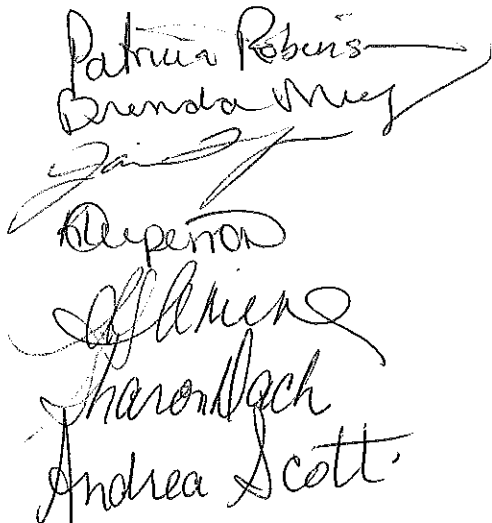
Parent Link originally provided the seed funding to get the program started, the Ashmont Agricultural Society donates the room and all other funds are raised through our own fund raising efforts. It is with this information that we request your consideration of awarding us the opportunity to be the fund raiser recipient for the 2011 Beef on a Bun at the St. Paul Rodeo Supper. Thanking you in advance.

Sincerely,



Jane Rosendo  
president.

Ashmont Moms & Tot's Participants



Patricia Robins  
Brenda May  
Jane  
Deborah  
Officer  
Therese  
Andrea Scott

SUNSHINE QUILTS  
C/O Lena Ayotte, President  
4125 – 48 Avenue  
St. Paul AB T0A 3A2  
Telephone (780) 645-2820

March 23, 2011

County Council  
5015 – 49 Avenue  
St. Paul AB T0A 3A4

Re: County of St. Paul  
2011 Rodeo Toonie Supper

The Sunshine Quilts is a group of ladies from St. Paul and area who make and distribute quilts to chronically ill adults and children in our community.

All of the time and labor needed to make these quilts is volunteered by our members. We do, however, depend on the generosity of others to cover the cost of the fabric and supplies necessary to produce the quilts.

Therefore, would you kindly consider our group to be the recipient of the proceeds from the County of St. Paul 2011 Rodeo Toonie Supper.

Thank you

SUNSHINE QUILTS



Lena Ayotte, President

## COUNTY OF ST. PAUL #19

**Policy Number**

**ADM-46**

**Title**

**Rodeo Supper Funds**

**Page 1 of 1**

**Date Approved**

**October 2008**

### **Policy**

Policy for allocation of Rodeo Supper funds generated every year at the St. Paul Rodeo

- Funds can only be applied for by any community group once every three years.
- Applications will only be considered after January 1<sup>st</sup> and before August 1<sup>st</sup> of the year for which the funds will be allocated.
- How the funds will be allocated, and whether allocated wholly or in part will be at the discretion of Council.

|                            | <b>Date</b>               |
|----------------------------|---------------------------|
| <b>Approved by Council</b> | <b>September 14, 2010</b> |
| <b>Amended</b>             |                           |
| <b>Amended</b>             |                           |



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

### 7.9 NORTHERN 7 FOSTER CARE ANNUAL CONFERENCE

#20110406005

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Northern 7 Regional Foster Care Society is a non-profit association dedicated to supporting foster, adopt and kinship families who care for a number of Alberta's children.

The Northern 7 Regional Foster Care Society and Children's Authorities in Region 7 will be hosting their annual training weekend for caregivers in St. Albert from April 29 to May 1 and they are looking for support by way of a cash donation to help with conference expenses or a silent auction item.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By** : skitz

**From:** Sheila Kitz  
**Sent:** Monday, March 28, 2011 2:47 PM  
**To:** Phyllis Corbiere  
**Subject:** FW: Northern 7 Foster Care Annual Conference

For April 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:** [secretary@northern7.com](mailto:secretary@northern7.com) [mailto:[secretary@northern7.com](mailto:secretary@northern7.com)]

**Sent:** March-27-11 3:21 PM

**To:** City of Cold Lake; City of St. Albert; Municipality of Jasper; Athabasca County; Barrhead County; Bonnyville; Lac La Biche County; Lac Ste Anne County; Lesser Slave Lake; Mr. Dareld Cholak; Mr. Robert Brochu; Sheila Kitz; Mr. Charles Navratil; Yellowhead County; Town of Athabasca; Town of Barrhead; Mr. Ernie; Mr. Greg Pasychny; Mr. Glenn Taylor; Ms. Karen St. Martin; Town of Slave Lake; Town of St. Paul; Town of Westlock; Town of Whitecourt

**Subject:** Northern 7 Foster Care Annual Conference

Dear Sir or Madam:

This letter is to introduce you to the Northern 7 Regional foster Care Society. Our region stretches from Jasper to Cold Lake and from Slave Lake to north of Edmonton. We are a non-profit association which is dedicated to supporting foster, adopt and kinship families who care for a number of Alberta's children.

Each year, together with Children's Authorities in Region 7, we host an annual training weekend. This weekend provides caregivers the opportunity to build on their existing knowledge, enhance skills and network with others so they might better meet the various needs of the children who have been placed with them.

Our 2011 conference will be held in St. Albert April 29, 30, and May 1. We respectfully request your support. While the department of Children's Services covers many of the costs, i.e.: instructors, rooms and travel expenses, our foster parents are responsible for meals, coffee breaks, entertainment, etc., which can add up to several thousand dollars. Your contribution can help in a variety of ways:

1. Make a cash donation toward conference expenses.
2. Supply items for our silent auction.

All donations will be acknowledged in our newsletter "In the Loop". A tax receipt for the value of your

donation can be issued if requested. We ask that you provide us with your mailing address, contact name and or your business card. Cheques can be made payable:

Northern 7 Foster Care Society (charities number AGLC ID #607405)  
Patricia Mensink – Regional Fundraising Chair  
Site 21 Box 11 RR 1 Gunn, Alberta T0E 1A0

Thank you in advance for your support and interest in the lives of Alberta's children. For more information regarding our society, sponsoring our conference or any other inquiries, please feel free to contact myself @ 780-967-3399 / Trevor DaFoe @ 780-576-2455 / Debbie Levey @ 780-674-8343

Regards,

Patricia Mensink  
Northern 7 - 2011 Fundraising Chairperson



*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

### 7.10 WESTERN CANADIAN WALLEYE TRAIL

#20110404002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Western Canadian Walleye Trail is a group founded in St. Paul to support people with a desire to fish. They publish a newsletter, maintain a website, support and help delivery a youth camp, and indicate they have a strong voice in Alberta Fisheries. They are looking for sponsorship towards their 2011 expenses. Their letter of request is attached.

Their website is located at: <http://walleyetrail.ca>

#### Recommendation

---

As per Council's wishes

#### Additional Information

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**Originated By** : skitz

## Appendix 1 for 7.10: Western Canadian Walleye Trail Letter



*March 8, 2011*

*County of St. Paul #19  
5015-49 Ave.  
St. Paul, Alberta T0A 3A4*

*Dear To Whom it may Concern;*

*My name is Terrance Yuschyshyn and I am the president of the Western Canadian Walleye Trail which was founded to support people who have a desire to fish. Our organization deliver a new letter, maintains a website, support and help delivery a successful youth camp, and has a strong voice in Alberta Fisheries*

*Your generous contribution would help make our vision a reality by helping the WCWT to grow and expand and keeps sport –fishing competitive fishing events alive for all generation to enjoy. Our goal is to increase our membership, maintain a strong voice in the Alberta Fisheries, and education all ages in catch and release.*

*In return for your valuable sponsorship, WCWT will advertise your organization. A list of sponsors will be put on our website and in the newsletter that is distributed at each event.*

*We would greatly appreciate sponsorship to \$500.00 or we would appreciate any support that you can give toward the 2011 year. If you would like to make a contribution for 2011 year, please fill the sponsor sheet attached with this letter, and returned it by May 30, 2011 along with your donation to the Western Canadian Walleye Trail.*

*As we continue to grow, please know that partnership with our sponsor are vital to the success of the Western Canadian Walleye Trail. We really appreciate you for considering this proposal. You can contact me at 780 614 0132 or mail us on [mikie1@telus.net](mailto:mikie1@telus.net) to know more about the event or our organization.*

*Respectfully,*

*Terrance Yuschyshyn  
President of Western Canadian Walleye Trail*

---

*The Western Canadian Walleye Trail  
4501-40A Street  
St. Paul Alberta, T0A 3A2*

## Appendix 1 for 7.10: Western Canadian Walleye Trail Letter



Company Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Attached Business Card or Company Logo

Donation:

Mail to Western Canadian Walleye Trail  
4501-40A Street  
St. Paul, Alberta T0A 3A2

---

*The Western Canadian Walleye Trail*  
4501-40A Street  
St. Paul Alberta, T0A 3A2



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## Issue Summary Report

### 7.11 NE ALBERTA RETIRED TEACHERS' ASSOCIATION

#20110405005

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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The North East Alberta Retired Teachers' Association (NEARTA) branch of the ARTA will be hosting the annual ARTA Memorial Golf Tournament and they are looking for support. Attached is a letter outlining the suggestions for methods of support.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

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**Originated By :** pcorbiere

**Reference :**

March 8, 2011

Sheila Kitz  
Administrator  
County of St. Paul  
St. Paul, Alberta

Dear Ms' Kitz

On June 15<sup>th</sup>, 2011, at the St. Paul Golf Club in St. Paul, Alberta, the North East Alberta Retired Teachers' Association (NEARTA) branch of ARTA will be hosting the Annual ARTA Memorial Golf Tournament.

On behalf of ARTA and the host branch we are asking for your organization's support for this event which this year will be honoring the memory of Gisele and Bob Kleinmann, two retired teaching colleagues and friends who died tragically in a motor vehicle accident near Fort McMurray on December 22<sup>nd</sup>, 2010.

There are many ways that you are able to support the hosts of this year's event. The suggestions we offer are as follows:

- sponsor a hole-in-one cash prize (sponsordhip costs \$150.00 @ hole);
- sponsor a regular hole prize;
- purchase any number of participant entry certificates @\$70 each;
- provide gift bag items for 72 golfers;
- or provide merchandise for a team of four;
- or in any way that is customary for your organization in dealing with such requests.

The host committee asks that the attached form be returned in the envelope provided at your earliest convenience.

We wish to remind you that participants from sponsors organization are more than welcome to come and enjoy 18-holes of golf with shared power-cart and supper.

Should you have questions about this matter, please contact us at the following address:

ARTA Memorial Golf Tournament  
4334 - 49 Avenue, St. Paul, AB. T0A 3A3

or by e-mail at: [hawkowl4@telus.net](mailto:hawkowl4@telus.net) or by phone at 780-645-3409.

Your attention and support of this event is greatly appreciated.

NEARTA Host Committee  
per: Paul Boisvert, Golf Tournament Coordinator



*1 attachment*



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

## Issue Summary Report

### 7.12 PROPOSED POLICY REGARDING DEVELOPMENT OF COUNTY OWNED STRUCTURES WITH NO PERMIT #20110408002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

With the proposed change to the Land Use Bylaw 1567 that will no longer require the County to apply for a development permit, it becomes necessary to provide residents who are or could be directly affected by the proposed development with notification and a means of comment or appeal of the development. Administration is presenting a draft policy for Council to consider. We would like to refer this draft policy to the Policy Committee for further discussion.

#### Recommendation

---

That the policy "Development of County Owned Structures Not Requiring a Permit" be referred to the Policy Committee.

#### Additional Information

---

**Originated By** : skitz

### Development of County Owned Structures Not Requiring a Permit

Where a permit is not required for the development of a County of St. Paul No. 19 owned structure, administration shall follow this policy.

The Development Authority shall notify all adjacent landowners by letter mail within 800m of the property line of the proposed development.

If the development will be occurring in a subdivision, all landowners within the subdivision shall be notified by letter mail in addition to the 800m notification boundary.

All above notifications shall include a site map as well as a description of the proposed development.

Landowners will be given 14 days to comment/appeal the proposed development. Appeals must be accompanied by a \$200.00 deposit (refundable if successful). Appeals will be heard by County Council during a regularly scheduled Council meeting.



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## Issue Summary Report

### 7.13 SURVEY RESULTS FOR REEVE-AT-LARGE REMUNERATION #20110407004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

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Attached is information from other municipalities pertaining to remuneration for Reeve at large.

#### **Recommendation**

---

Motion to refer reeve at large remuneration to the Policy Committee.

#### **Additional Information**

---

**Originated By :** skitz

# Appendix 1 for 7.13: Remuneration Survey

| <b>Councillor/Reeve Remuneration</b> |                               |               |                   |  |  |                |                         |
|--------------------------------------|-------------------------------|---------------|-------------------|--|--|----------------|-------------------------|
|                                      | <u>Base Supervision/Month</u> |               |                   | <u>Ribbon Cutting/Grand Opening/Grad &amp; <b>presents</b> Speech</u>  | <u>Attends meetings as ex officio, does (s)he claim?</u>   | <u>Policy?</u> |                         |
|                                      | <u>Reeve</u>                  | <u>Deputy</u> | <u>Councillor</u> |  |  |                |                         |
| Lac La Biche Cnty                    | \$3,091.00                    | \$2,236.42    | \$2,031.42        | Included in the Honorarium   | Attends external committee meeting-covered under honorarium. Meeting falls under per diem - they would be paid | Yes            |                         |
| MD Lesser Slave River                | \$1,075.00                    |               | \$425.00          | charges \$215 (daily meeting rate). Paid if included on time sheet-variesg in policy)  | Normally does not attend as ex officio, but if he does, he claims  | Yes            |                         |
| County of Warner                     | \$750.00                      | \$500.00      | \$500.00          | If approved by council, \$206-full day; \$124-half day; \$62-quarter day (applies to all council)                              | Charges per diem rate  |                | Home office/supervision |
| Parkland County                      | \$4,833.25                    | \$3,750.08    | \$3,174.83        | Included in the Honorarium, But events outside municipality if invited to give verbal presentation, then per diem claimed diem | Rarely attends as ex officio, but if he does, then claims per diem   | Yes            |                         |
| Red Deer County                      | \$6,708.33                    | \$4,708.00    | \$4,708.00        | Covers all duties except special committees/boards outside county boundaires, then claim per diem                              |  | Yes            |                         |
| Strathcona County                    | \$9,203.00                    | \$5,119.00    | \$5,119.00        | Regional Charitable event or not profit fundraiser-charge to Public relations budget   |  | Yes            |                         |
| Breazeau County                      | \$264.00                      | \$51.00       |                   | Reeve  | Councillor   |                |                         |
|                                      |                               |               |                   | up to 4 hours - \$167  | up to 4 hours - 137  |                |                         |

## Appendix 1 for 7.13: Remuneration Survey

|  |  |  |  |                                |                                |  |  |
|--|--|--|--|--------------------------------|--------------------------------|--|--|
|  |  |  |  | 4-8 hours - \$274              | 4-8 hours - \$218              |  |  |
|  |  |  |  | Over 8 hours (one mtg) - \$386 | Over 8 hours (one mtg) - \$345 |  |  |



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## Issue Summary Report

### 7.14 2011 MUNICIPAL OPERATING AND CAPITAL BUDGET

#20110406009

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Council and Administration spent two days in budget deliberations. Based on the results of those meetings, Administration is requesting approval of the 2011 Operating and Capital Budget as attached. A detailed budget will be available for download on the County's website following the Council meeting.

Section 242(1) of the M.G.A. states that a council must adopt an operating budget for each calendar year.

#### Recommendation

---

That the 2011 Municipal Operation and Municipal Capital Budget be approved as follows:

|                              |              |
|------------------------------|--------------|
| Operating & Capital Revenues | \$29,091,763 |
| Operating Expense            | \$17,950,053 |
| General Revenue for Capital  | \$11,134,302 |
| Surplus                      | \$ 7,408     |

#### Additional Information

---

**Originated By :** skitz

Appendix 1 for 7.14: Budget Summary

| <b>2011 Municipal Budget</b>         |                               |                               |   |
|--------------------------------------|-------------------------------|-------------------------------|---|
|                                      | 2011 Budget                   |                               | 2010 Budget   |
|                                      | <u><b>Revenues</b></u>        | <u><b>Expenditures</b></u>    |   |
|                                      |                               |                               | <u><b>Revenues</b></u> <u><b>Expenditures</b></u>           |
| <b>Taxes *</b>                       | \$16,769,617.17               | \$3,551,794.82                | 16,645,907.57      3,642,063.00                             |
| <b>Tax related revenue</b>           | \$121,000.00                  |                               | 144,120.00  |
| <b>Legislative</b>                   |                               | \$481,613.00                  | 450,067.00  |
| <b>Administrative</b>                | \$350,753.00                  | \$2,488,534.76                | 330,728.00      2,388,158.15                                |
| <b>Fire Protection</b>               | \$167,771.00                  | \$556,280.56                  | 165,000.00      360,000.00                                  |
| <b>Protective Services</b>           |                               | \$0.00                        | 0   |
| <b>Ambulance</b>                     | \$37,500.00                   | \$47,500.00                   | 37,500.00      37,500                                       |
| <b>Transportation</b>                | \$5,041,603.00                | 10,218,343.00                 | 7,030,995.00      8,091,134.00                              |
| <b>Airport</b>                       |                               | \$15,000.00                   | 15,000.00   |
| <b>Water</b>                         | \$4,951,723.00                | \$382,425.85                  | 96,000.00      216,117.00                                   |
| <b>Sewer</b>                         | \$33,000.00                   | \$104,219.65                  | 33,000.00      85,666.00                                    |
| <b>Enviromental Health</b>           | \$458,500.00                  | \$1,216,811.89                | 385,180.00      1,083,833.00                                |
| <b>FCSS</b>                          | \$196,472.00                  | \$249,093.00                  | 188,864.00      244,085.00                                  |
| <b>ASB</b>                           | \$176,500.00                  | \$544,898.39                  | 178,135.00      484,119.22                                  |
| <b>Land &amp; Devel Surplus</b>      | \$252,250.00                  | \$374,413.00                  | 354,350.00      314,600.00                                  |
| <b>Recreation</b>                    | \$423,062.00                  | \$855,720.45                  | 806,027.00      778,810.00                                  |
| <b>Library</b>                       | \$112,012.00                  | \$177,812.38                  | 133,995.00      154,598.00                                  |
| <b>Back Out of Amortization</b>      |                               | -\$3,314,407.93               |   |
| <b>Back Out of Capital Disposals</b> |                               |                               |   |
| <b>Capital Expenditures</b>          |                               | \$11,134,302.00               | 10,058,065.00   |
|                                      | <u><b>\$29,091,763.17</b></u> | <u><b>\$29,084,354.82</b></u> | <u><b>\$26,529,801.58</b></u> <u><b>\$28,403,815.38</b></u> |
|                                      | \$7,408.35                    |                               | -\$1,874,013.80   |



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## Issue Summary Report

### 7.15 BYLAW NO. 1571 - 2011 MILL RATE BYLAW

#20110406012

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Bylaw No. 1571 is being presented to Council to approve the Mill Rates for the 2011 taxation year.

Section 187 of the M.G.A. states that all Bylaws must have 3 distinct and separate readings.

#### **Recommendation**

---

Motion to give 1st reading to Bylaw No. 1517.

Motion to give 2nd reading to Bylaw No. 1517.

Motion to present Bylaw No. 1517 at this meeting for 3rd reading.

Motion to give 3rd reading to Bylaw No. 1517.

#### **Additional Information**

---

**Originated By** : skitz

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1571

A By-law of the County of St. Paul No. 19 in the Province of Alberta to impose several rates of taxation for all purposes as indicated below for the year 2011.

**WHEREAS** the following requisitions were received for the purpose indicated;

**AND WHEREAS** the assessed values are shown on the Tax Roll of the County of St. Paul No. 19;

**AND WHEREAS** the rates shown hereinafter set out are deemed necessary to provide the amounts of the said requisitions;

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

**THAT** the County Administrator be, and is hereby authorized to levy taxes on the assessed value of all lands, improvements and property set out in the Assessment Roll and situated within the respective districts within the boundaries of the County of St. Paul No. 19 for the purpose indicated:

|                                | <u>Mill Rate</u> | <u>Assessed Value</u> | <u>Requisition Amount</u> |
|--------------------------------|------------------|-----------------------|---------------------------|
| Alberta School Foundation Fund |                  |                       |                           |
| Residential & Farmland         | 2.1896           | 679,822,990.00        | 1,488,540                 |
| Non-Residential                | 3.9410           | 424,530,780.00        | 1,673,076                 |
| Waste Management               | 0.7500           | 1,258,639,950.00      | 943,980                   |
| Municipal Purposes             |                  |                       |                           |
| Residential                    | 3.6500           | 604,969,400.00        | 2,208,138                 |
| Farmland                       | 12.0500          | 74,853,590.00         | 901,986                   |
| Machinery & Equipment          | 15.8463          | 153,504,860.00        | 2,432,484                 |
| Non-Residential                | 15.8463          | 424,530,780.00        | 6,727,242                 |
| Seniors Contained Unit         | 3.6500           | 781,320.00            | 2,852                     |
| MD Foundation                  | 0.3111           | 1,257,858,630.00      | 391,320                   |
|                                |                  |                       | 16,769,618                |

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

Read a first time in Council this 12<sup>th</sup> day of April, A.D. 2011.

Read a second time in Council this 12<sup>th</sup> day of April, A.D. 2011.

Read a third time in Council this 12<sup>th</sup> day of April, A.D. 2011.

Reeve

Chief Administrative Officer



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## Issue Summary Report

### 7.16 2011 STRATEGIC PLAN UPDATE - 1ST QUARTER

#20110406011

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Attached is a copy of the 2011 Strategic Plan which has been updated for the 1st quarter.

#### **Recommendation**

---

Motion to accept the 1st Quarter of the Strategic Plan as information.

#### **Additional Information**

---

**Originated By** : skitz

**Reference** :

## **County of St. Paul Strategic Business Plan – 2011**

### **Sustainable Priorities**

**The County of St. Paul believes that to be a sustainable community we must:**

- Preserve the rural character of the County through the conservation of the quantity and quality of the agricultural land, maintaining the beauty and accessibility of the lakes, and good partnerships with urban neighbors
- Encourage environmentally sound and sensitive development of recreation, residential, lake-oriented residential and the overall County
- Allow development in such a manner as to limit the removal of higher capability agricultural land, not put undue pressure on the natural environment or the provision of services, not cause unacceptable adverse effects on the agricultural economy and community
- Utilize natural resources to promote economic diversification which is compatible with the rural environment and environmentally sound, so that all residents may enjoy optimum working and living standards
- Continue to support and promote sustainable and enhanced agricultural research, activities and practices to achieve the rational diversification and intensification of agricultural activities and a profitable and sustainable future for producers
- Seek inter-municipal plans and cooperative service agreements such that they continue to support better relationships among rural and urban residents, better services and efficiency of services
- Encourage the development and expansion of institutional facilities to meet the educational, social, religious and cultural needs of residents
- Ensure the provision of essential services such as emergency services, health services, education and gathering places for social and religious activities, to support the renewal and enhancement of vital components of rural lifestyle and quality of life
- Support the continued, orderly growth of the incorporated urban centers so they can continue to provide a range of commercial, industrial, residential and institutional services to the wider community
- Minimize the negative impact on the land by encouraging good stewardship of the land
- Minimize conflicts between agricultural and non-agricultural land users

## Goal 1 – Governance

**Goal 1. Council uses a “rural filter” in making all decisions and models transparent, participatory and inclusive leadership**

| Lead/Actions  | Target/Date                                     | Quarterly Report  |
|---|---|---|
| 1.1 Reeve/CAO – Ensure Co. of St. Paul perspective is communicated to North Saskatchewan River Basin Land Use Framework | Unknown at this point                           | <p>Quarter 1, 2010– Councillor Ockerman’s name has been sent in to the Land Use Secretariat as an interested party to sit on the RAC for the North Saskatchewan River Basin, however no indication has been received regarding the appointment of this RAC.</p> <p>Quarter 1 2011 – Glen Ockerman’s name has been submitted to AAMDC as they are providing recommendations to the province for municipal representation on the RAC.</p>   |
| 1.2 Reeve/CAO – Move forward with Regional Water Commission   | <p>Jun 30 2010</p> <p>Revised Date-Mar 2011</p> | <p>Quarter 1, 2010 - A Regional Partnership Initiative Grant has been applied for (and approved) that will help fund the services of John Van Doesburg and his work to organize the Regional Water Commission for the County of St. Paul and the Town of Elk Point. Also a grant application has been submitted to Alberta Transportation under the Water for Life Program to fund the Regional Water Line from Ashmont to Lottie Lake as well as the plant upgrade required at Ashmont for this increase in capacity.</p> <p>Quarter 2, 2010 - The Regional Partnership Initiative Grant has been approved and work is commencing on the Commission documents. The June 15, 2010 meeting was cancelled due to the Town of St. Paul being unable to attend. Indications from Alberta Transportation is that no funding will be available in the current fiscal year, however there may be dollars to work on some engineering aspects. Need to reset the Target Date for this item to year-end.</p> <p>Quarter 3, 2010 – The Regional Water Committee is currently working on the Business Plan that will accompany our application to become a Commission. Draft document was discussed by the committee in September. Committee decided to hold a meeting in November for all Councillors</p> |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

|   |  |  |
|---|--|--|
|   |  | <p>from the three municipalities to have an update on the project – scheduled for November 4, 2010.</p> <p>Quarter 1 2011 – <b>The Committee decided to split the St. Paul/Elk Point water line from the Ashmont/Lottie Lake line. The consultants have separated the Business Plans. The Ashmont/Lottie Lake project has been approved by Alberta Transportation with a grant of over 4 Million. The County will now need to coordinate this project and make decisions on future utility costs.</b></p>  |
| 1.3 Reeve/Sheila – Develop a vision statement   | <p>Jun 2010</p> <p><b>Revised date -1<sup>st</sup> quarter 2011</b></p>        | <p>Quarter 2 2010 - No work to date has been done regarding this item – need to amend target date to September 2010</p> <p>Quarter 3 2010– No work to date has been done regarding this item – need to amend target date to December 2010</p> <p>Quarter 1 2011 – <b>No statement has been brought forward to Council for consideration yet. Expect this will be done in the 2<sup>nd</sup> quarter of 2011.</b></p>   |
| 1.4 Council/Sheila – Work together with the Town of St. Paul and the doctors at Medical Clinic to determine course of action/funding for new Medical Clinic and budget for municipal contribution | <p>March 2010</p> <p><b>Revised Date – June 2011</b></p>                       | <p>Quarter 1 2010- The Medical Clinic Committee has worked to form the Community Health Care Development Corporation – including Elected Officials, Doctors, and Members at Large. This group has been reviewing proposals from developers for the construction of a new Professional Health Centre.</p> <p>Quarter 2 2010– a site for the new medical clinic has been chosen, the committee is working on the funding for the building.</p> <p>Quarter 3 2010– no new information or progress made in this quarter. Still waiting to hear from the Province regarding potential funding.</p> <p><i>-meeting scheduled for December 21, 2010 with Infrastructure.</i></p> <p>Quarter 1, 2011 – <b>The Province of Alberta has provided support for the project of 2.5 Million. The committee is still working to get funding from the Federal Government for this project.</b></p> |
| 1.5 Council/Sheila – Portage College Residence – consider support for and provide budget dollars  | <p>March 2010</p> <p><b>2011 Budget-\$50,000</b></p> <p><b>MSI Capital</b></p> | <p>Quarter 1 2010- Council has resolved to support Portage College Residence Project for a total of \$250,000 - \$50,000/year for 5 years commencing 2010. This amount is</p>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

|  |   |  |
|--|---|--|
|  |   | <p>included in 2010 budget.<br/> <b>Quarter 2 2010– Invoice has been received and payment to be made for the 2010 portion of the support. – Construction of the Residence has commenced.</b><br/> <b>COMPLETE for 2010</b><br/> <b>Quarter 1, 2011 – unfortunately the Portage College Residence has burned down during construction. Council has allocated the required contribution of \$50,000 in the 2011 budget</b></p> |
| 1.6 Council – adopt Council policies regarding Role of Council, Role of Council Members, Council Committees, Policy Making, Delegation of Authority  | <p>Feb 2011<br/> <b>Revise to Quarter 2</b></p> | <p><b>Quarter 1, 2011 – a Policy Committee meeting has been scheduled in April to discuss these policies.</b></p>  |
| <p>1.7 Council/Administration – draft policies on:</p> <ul style="list-style-type: none"> <li>- Road Building</li> <li>- Dust Controls</li> <li>- Gravel Sales</li> <li>- Mulching policy</li> <li>- Approaches - upgrades</li> <li>- Signs/Pathways/Approaches in Subdivisions</li> <li>- Blocked Roadways</li> </ul> | <p>Mar 2011<br/> <b>Revise to Quarter 2</b></p> | <p><b>Quarter 1, 2011 – a Policy Committee meeting has been scheduled in April to discuss these policies.</b></p>  |
| <p>1.8 Council/Sheila – draft new bylaws:</p> <ul style="list-style-type: none"> <li>- Environmental Bylaw - with bylaw enforcement???</li> <li>- Speed limits through subdivisions</li> <li>- amendment to Tax Penalty Bylaw</li> <li>-</li> <li>-</li> </ul>   | <p>Mar 2011</p>                                 | <p><b>Quarter 1, 2011 – Council did not approve amendment to the Tax Penalty Bylaw. Not other bylaws have been presented to Council at this time.</b></p>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

|   |  |   |
|---|--|---|
| <p>1.9 Council/Sheila – Increase Citizen Engagement through----satisfaction survey, participation in strategic planning (facilitated workshop), annual report</p> <ul style="list-style-type: none"> <li>• Web Page Survey – monthly questions??</li> <li>• Survey with Tax Notice</li> <li>• 2012 Strategic Planning</li> <li>• Annual Report</li> </ul> | <p>Each month</p> <p>May 2011<br/>Fall 2011<br/>April 2011</p> |   |
| <p>1.10 Council – ensure council members have the opportunity to take part in municipal education, training or development - EOEP</p>   | <p>Ongoing</p>   | <p><b>Quarter 1, 2011 – courses attended:</b></p> <ul style="list-style-type: none"> <li>• <b>Emerging Trends – All Council</b></li> <li>• <b>ASB Provincial Conference – All Council</b></li> <li>• <b>Northern Lights Library System Board Orientation – D. Dach, M. Fodness</b></li> <li>• <b>Trails of 1885 Input conference – D. Dach</b></li> <li>• <b>AAMDC Spring Convention – All Council (except G. Ockerman)</b></li> <li>• <b>Growing Rural Tourism Conference – D. Dach</b></li> <li>• <b>Reynolds Mirth Richards Farmer Law Seminar – All Council (except G. Ockerman)</b></li> <li>• <b>Model Process for Subdivision Approval &amp; Private Sewage Training – D. Dach, M. Fodness</b></li> <li>• <b>EOEP, Regional Partnerships &amp; Collaboration – D. Dach</b></li> <li>• <b>Federation of Canadian Municipalities Conference – D. Dach, S. Upham</b></li> </ul> |
| <p>1.11 Council/Admin – ensure that council and the Management team have the opportunity to have a planning retreat that is not open to the public (following public consultation – item 1.9) to set strategic direction for the upcoming year.</p>   | <p>Nov/Dec 2011</p>  |   |

## Goal 2 – Administration

**Goal 2: Excellence in services provided by Administration is premised on ensuring Council is well-informed, strengthening ties with community partners, building effective working relationships with government, promoting the rural character of St. Paul County and building corporate capacity.**

| Actions/Lead   | Target/Date   | Quarterly Report   |
|--|---|--|
| 2.1 Sheila/Phyllis – Review bylaws ensure that in-force bylaws are put on website and organized in electronic directory  | Sept 2011   | Quarter 1 –<br>Quarter 2 –<br>Quarter 3 –  |
| 2.2 Tim/Phyllis – Implement alternative software that is better streamlined with existing software for creation of Council agendas, minutes, tracks action items, good calendar and can serve more groups – Call to Order software by Bellamy Software | <b>2010 estimate \$14,000</b><br><br><b>Received revised quote for the program of \$19,000 + \$4,000 annual maintenance.</b><br><br><b>Jan 2011</b> | Quarter 1 2010 – Waiting to meet with Bellamy.<br>Quarter 2 2010– Still waiting for coordination between Phyllis and Bellamy to view program<br>Quarter 3 2010– No progress made. Tim has been in touch with the Regional School Board who also has interest in this program to have a joint information session with Bellamy – he is also going to discuss with the Town of St. Paul who is now running the Bellamy Program. <i>Nov 24 – Defer to 1<sup>st</sup> quarter of 2011</i><br>Quarter 1 2011 – <b>the Call to Order software has been purchased and implemented by Administration staff. Council is being trained in its use. There are currently connection issues for the software from home that are being rectified by the IT vendor.</b> |
| 2.3 Sheila - Research avenues to assist with increasing by-law enforcement, especially around lakes See – bylaws under governance???   |   |  |
| 2.4 Building upgrades:<br>Tim -Admin Bldg – Replace exterior doors, replace lighting in lower level – to T8's, staff office chairs, Council chairs   | Annual Budget<br>\$150,000 for building maintenance<br><br>Commence May 2011  | <b>Quarter 1 2011 – Building upgrades have been identified in the 2011 budget</b>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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| Leo/Ken -Public Works Bldg – Security System to encompass access to property and within building, replace lights in service bays, replace XX number of overhead doors and come up with a replacement plan for all overhead doors, sprinkler system installation – per insurance company, wash bay | following budget  |  |
| 2.5 Tim – review extended Health Care/Benefit package   | Jan 2010<br><b>Revised date 1<sup>st</sup> quarter 2011</b> | <b>Quarter 1 2010- AUMA has been approached for proposals to upgrade our benefit package, however they have not been able to provide the information we have requested – defer resolution of this item to the 2<sup>nd</sup> quarter.</b><br><b>Quarter 2 2010– Still no response from AUMA – defer to 3<sup>rd</sup> quarter – implementation defer to 2011.</b><br><b>Quarter 3 2010– Nothing new to report – unable to get information from AUMA regarding Benefit Package. – defer to 4<sup>th</sup> quarter</b><br><b><i>Still trying to get quote from AUMA, Tim to get quote from Alberta Blue Cross as well. Would defer any change to 2011.</i></b><br><b>Quarter 1, 2011 – received quotes from the two companies.</b><br><b>Have not presented any changes to Council at this time.</b> |
| 2.6 Tim/Sheila – Address Janitorial Services for both Administration and Public Works buildings   | January 2011  | <b>Complete.</b>   |
| 2.7 Sheila – ensure that County staff have opportunities for professional development – as determined by Council's budget – through performance appraisals.   | Ongoing   | <b>Quarter 1 2011 approvals:</b> <ul style="list-style-type: none"> <li><b>Emerging Trends Municipal Law Seminar – S. Kitz, D. Bergheim, L. deMoissac</b></li> <li><b>ASB Provincial Conference – D. Bergheim, J. Robinson, S. Kitz</b></li> <li><b>Construction Expo – L. deMoissac, B. Kinjerski</b></li> <li><b>Michelin Safety Training &amp; Tour – K. Warholik</b></li> <li><b>AAMDC Spring Convention – S. Kitz, T. Mahdiuk, K. Warholik</b></li> <li><b>Municipal Administration Leadership Workshop – s.</b></li> </ul>   |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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|  |             | <b>Kitz</b> <ul style="list-style-type: none"> <li>• Reynolds Mirth Richards Farmer Law Seminar – S. Kitz, D. Bergheim, L. deMoissac, K. Fedoretz</li> <li>• Jubilee Insurance – T. Mahdiuk</li> <li>• Model Process for Subdivision Approval &amp; Private Sewage Training – C. St. Arnault</li> <li>• Alberta Water Wastewater Operator Seminar – D. Weinmeier</li> <li>• Alberta Assessors Assoc. Annual Conference – G. Zayac, M. Yacyshyn</li> <li>• Community Planning Assoc of AB – D. Bergheim, K. Fedoretz, C. St. Arnault</li> </ul> |
| 2.8 Sheila/Managers – establish standards for delivery of service – ie snow removal, gravelling, utilities, rural addressing signs etc   | Jun 2011    |  |
| 2.9 Sheila – maintain a working relationship with the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay CAO's and other staff<br>- CAO Meetings                                  | Quarterly   |  |
| 2.10 Sheila/Managers/Staff – explore the opportunities to participate in the Municipal Affairs Internship program for either Administration or Planning  | Summer 2011 |  |
| 2.11 Sheila/Admin Staff – develop procedure manual for Administrative Procedures.<br>Tim – Payroll<br>Phyllis – Cash Receipts<br>Darlene – AP<br>Darlene – Gravel<br>Darlene – Tangible Capital Assets | Sept 2011   |  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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| Crystal – Utilities<br>Crystal – Development processes<br>Betty – AR<br>Linda/Carolyn – Taxes<br>Paulette – Website<br>Paulette – FOIP Requests<br>Paulette – Records Retention<br>Tammy/Jan – FCSS processes |  |  |
|---|--|--|

### Goal 3 – Assessment

**Goal 3: Assessment meets “best practice” standards, ensuring fair taxation for residents and businesses.**

| Actions/Lead   | Target/Date                    | Quarterly Report  |
|--|--------------------------------|---|
| 3.1 Glenn - Complete farm polygons in GIS asap – This process started in 2010 and will be complete by spring of 2011 | Budget 2011<br><b>\$33,000</b> | <b>Quarter 1 2010 - Have negotiated that Accurate Assessment will commence work on the Farm Polygons in 2010 and bill the County over a three year period for the work. \$33,000/year.</b><br><b>Quarter 2 2010- The Statement of Work for this project has been signed and the project has commenced.</b><br><b>Quarter 3 2010– The project is 13% complete at the end of September.</b><br><i>Project is in progress – will be complete before spring 2011 – payment to be in 2011, 2012.</i><br><b>Quarter 1 2011 – Have included the required payment in the 2011 budget. Project is still ongoing.</b> |
| 3.2 Glenn/Linda – revise Tax/Assessment notices as per Municipal Affairs for the 2011 Tax Season                     | January 2011                   | <b>Complete</b>   |

#### Goal 4 – Economic Development

**Goal 4. Economic development that is environmentally sound, focuses on sustaining agriculture, enhancing rural-based oil and gas utilization or is compatible with rural lifestyle, is encouraged**

| Actions/Lead  | Target/Date    | Quarterly Report  |
|---|----------------|---|
| 4.1 Sheila - Research avenues for undertaking active economic development and present plan to Council |                |   |
| Identify Economic Development activities.   | March 2011     | <b>Quarter 1 –<br/>Quarter 2 –<br/>Quarter 3 2010– Have met with the Regional Economic Development Officers with HUB several times – the County will be hosting a workshop in October to provide input on the mechanics of the Regional Economic Development Engagement Framework. Defer outcome to Dec 2010 and 2011 Strategic Plan.</b> |
| Plan for further Economic Development   | September 2011 |   |

#### Goal 5 – Fire/Disaster Services

**Goal 5: Fire and Disaster services increase safety for residents and respond to rural living as effectively as possible**

| Actions/Lead  | Target/Date                                 | Quarterly Report  |
|---|---|---|
| 5.1 Dennis/Bryan – Develop a plan for emergency generators                              | County Cost \$30-40,000                     | <b>Quarter 1 2010 – Not done yet.<br/>Quarter 2 2010– Talked to SPERD about wiring schools in Ashmont and Mallaig. Ok to do so. Will look at a need for 1 or 2 generators.<br/>Quarter 3 2010– No new development – Review in the 4<sup>th</sup> quarter.</b> |
| CIP/CFEP applications for generator/wiring of buildings through Ashmont Fire Department |   | <b><i>Defer to 2011 strategic plan</i></b>  |
| 5.2 Terry – Budget for purchase new Rescue Truck for St. Paul.                          | <b>\$75,000-\$100,000</b><br>County portion | <b>Quarter 1 2010– Council has resolved to support the Rescue Truck for St. Paul in the amount of \$75,000 to be funded from</b>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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| <p>Total cost = \$330,000<br/>Split Town/County/JEPP/CIP<br/>Grant/Lakeland Safety Service</p>   | <p>Defer MSI grant to 2011<br/>as County pmt will not<br/>be required till 2011</p> | <p><b>MSI Capital.</b><br/><b>Quarter 2 2010- Funds in place at end of quarter = County \$75,000</b><br/><b>Town \$75,000 – CIP Lakeland Safety \$75,000 – JEPP \$40,000 – Lakeland Safety \$18,000. Spec. has been sent out to 4 possible builders for RFP. Closing July 6<sup>th</sup>. (Extension may be granted to July 16<sup>th</sup>)</b><br/><b>Quarter 3 2010– Council has approved additional expenditure for the Rescue Truck based on the quotes received and the shortfall that will be shared by the Town of St. Paul and the County. Additional expenditure approved is \$16,000 – total County contribution will equal \$91,000.</b><br/><b><i>-truck has been ordered, however will not have any expenses in 2010 – will defer payments to 2011 – budget MSI monies to be set up as deferred revenue.</i></b></p> |
| <p>5.3 Terry - Develop a plan for firefighting water supply</p> <p>Consideration for Tank Loading facilities – to be coordinated with ASB requirements.</p>  | <p>3<sup>rd</sup> quarter 2010<br/><b>Defer to 2011</b></p>                         | <p><b><i>Terry has been working on this project, but does not have complete – he has identified issues for tank filling in some areas that the County may need to address in 2011 budget.</i></b><br/><b>Quarter 1, 2011 – additional water storage that would increase water supply for firefighting is included in the Ashmont/Lottie Lake Business Plan in future years. Tank Loading facilities are being explored, but not included in the 2011 budget.</b></p>   |
| <p>5.4 Sheila - Make GIS system available for emergency services as soon as rural addressing program is finished</p> <p>(delayed this to 2011 due to decision to change 911 Dispatch – transition to take place January 15, 2011 – should be able to provide to emergency services in January)</p> | <p>Feb 2010<br/><b>Revised Date Jan 2011</b></p>                                    | <p><b>Quarter 1 2010- Rural addressing program is still incomplete at this time. Awaiting some final signs to be delivered and installed. Expect completion of sign installation in Quarter 2 – will access to emergency services once the 911 update has been completed.</b><br/><b>Quarter 2 2010- Rural addressing numbers have been incorporated into the GIS system. Numbers should be uploaded to the 911 system by the end of July 2010. Final signs are being installed.</b><br/><b>Quarter 3 2010– Final signs have been ordered and will be installed by mid-October – this includes halls, cemeteries, and churches as per Council resolution. County staff has been working to assist Telus with matching Rural Addresses</b></p>  |

|   |   |   |
|---|---|---|
|   |   | <p>to land phone lines. This will be sent to Telus by October 8, 2010. Telus will require 2 weeks to format in their system. 911/Address information will be sent to Bonnyville 911 Dispatch to be ready for our implementation with them. This information will not be sent to Strathcona 911 as we will be terminating our agreement with them. <i>Staff has finished going through the list matching addresses to phone lines and Telus has received the corrected version.</i></p> <p>Quarter 1 2011 – have explored ideas for getting this information to Emergency Services. Have set up a meeting for May 25, 2011 with GIS provider to look at options to have this data available, current, and on a system that will ensure the integrity of the data for liability purposes.</p>   |
| 5.5 Terry/Dennis – Transition to the 911 dispatch services from the MD of Bonnyville. | <p>January 15, 2011</p> <p>\$3.30/capita budget</p> | <p>Quarter 1 2010- \$37,000 has been identified in the 2010 capital budget for upgraded 911 communications. The study has been completed and in a nutshell cost may be as high as \$60,000 for four Fire departments. Still working on what the ongoing costs will amount to (SuperNet charges) ( March 17, 2010 ) TS</p> <p>Quarter 2 2010- No change at this time. Uncertainty of provincial EMS dispatching centers has muddled the waters.</p> <p>Quarter 3 2010– Delegations from the County of St. Paul, Town of St. Paul and Town of Elk Point went to the MD of Bonnyville 911 Dispatch to have a presentation on what they could offer the Region for 911 Dispatch Services. Based on that meeting and requirements for equipment upgrade if we stayed with Strathcona 911, Council decided to give notice to Strathcona and enter into an agreement with Bonnyville 911 in 2011.</p> <p>Agreement has been signed with a tentative change over date of January 27, 2011.</p> <p>Complete. Per capita amount included in 2011 budget</p> |
| 5.6 Sheila – Explore implementing a Regional Emergency Management Agency              | <p>Mar 2010</p> <p>Revise date Dec 2011</p>         | <p>Quarter 1 2010 - no action taken on this item – deferred to 2<sup>nd</sup> Quarter.</p> <p>Quarter 2 2010- no action taken on this item – the province is setting new standards for Regional Agencies – will ensure</p>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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|  |   | any action by County will meet the new requirements.<br><b>Quarter 3 2010– no action on this item – currently AEMA does not have a district officer for this region, making it difficult to coordinate the different stakeholders. Defer to 2011 Strategic Plan.</b>  |
| 5.7 Dennis/Terry – Develop a capital plan for fire services<br>New Fire Hall – Ashmont<br>New Fire Hall – Mallaig<br><br>Rescue Boat – Ashmont??<br>Breathing Compressor – St. Paul – fund 50% | Expected budget required<br>\$700,000<br>\$700,000<br>Commence plans in 2011 to evaluate site and study infrastructure<br>2011 budget \$30,000<br>\$7,500 – 2011??<br>\$9,000 (cost \$18,000) | <b>Quarter 1 2011 – have had several preliminary meetings to tour existing fire halls at Ashmont and Mallaig and to determine needs/desires of volunteer fire fighters. Have toured the Glendon Fire Hall as an example of a small rural fire hall. Will be setting up tours at New Sarepta and Thorsby to see their fire halls. Have set aside capital dollars in the 2011 budget that will assist in acquiring land, and planning of new buildings.</b> |
| 5.9 Sheila/Dennis – Review and update Fire Services Agreement with Town of St. Paul  | Mar 2011  | <b>Complete</b>   |
| 5.10 Dennis/Terry/Bryan – Mock Disaster – test of Emergency Response Plan  | Oct 2011  |   |
| 5.11 Alberta Emergency Management Agency – Council orientation regarding Emergency Management  | Jan/Feb 2011  | <b>Complete</b>   |
| 5.12 Sheila/Dennis/Terry – Negotiate Fire Services Agreement with Summer Village of Horseshoe Bay – change from current Mutual Aide Agreement  | Mar 2011  | <b>Quarter 1, 2011 – no action taken on this item yet.</b>  |

### Goal 6 – Public Works/Transportation

| <b>Goal 6: Services provided by Public Works minimize negative impact on agricultural land and, in a safe and cost-effective manner, enhance quality of life for residents.</b>   |  |  |
|---|--|--|
| <b>Actions/Lead</b>   | <b>Target/Date</b>                               | <b>Quarterly Report</b>  |
| <p>6.1 Sheila – Review Blackberry phones – coverage area</p> <p>Bluetooth for all staff required to carry cell phone – due to new Provincial Legislation.</p>   | <p>Jan 2011</p> <p>Jun 2011</p>                  | <p>Quarter 1 2010 – No action taken on this item – defer to 2<sup>nd</sup> Quarter</p> <p>Quarter 2 2010– List of staff who currently have county mike cell phone/email has been made. Sheila to negotiate with Telus on switch to Blackberry – quarter 3.</p> <p>Quarter 3 2010– Switch to blackberry phones have been made.</p> <p><b>COMPLETE</b></p> <p>Quarter 1 2011 – have identified that blackberry phones have issues with coverage area. May be eligible for an update later in the summer.</p> |
| 6.3 Bryan – Update safety program with items identified in 2010 Safety Audit  | Mar 2011   |  |
| <p>6.4 Sheila GIS system – updated Ortho Photos – (2/3 of price due to other municipalities in area doing photos as well)</p> <p>GIS Support, AIMS install (Agricultural Infestation Management System), ePad integration, Cadastral updates (increase to monthly as quarterly not timely enough for Planning and Development and Taxation staff), start of AVL, Annual Maintenance</p> | <p>Oct 2011 \$50,000</p> <p>Budget \$100,000</p> | <p>Quarter 1 2011 – have included these items in the 2011 budget.</p>  |
| 6.5 Bryan – Identify needs and develop a plan to install defibrillators   | April 2011                                       | Quarter 1 2011 – have included 2 defibrillators in 2011 budget for Admin and PW Buildings  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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| throughout the County – defibrillators for Administration and Public Works Buildings. |              |  |
| Staff Orientation on defibrillator use  | January 2011 |  |

| <b>Strategy 6.5 – Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads</b> |                    |                         |
|---|--------------------|-------------------------|
| <b>Actions/Lead</b>   | <b>Target/Date</b> | <b>Quarterly Report</b> |
| 6.5a Leo - Construction schedule 2011 - 2013 (attached)   |                    | <b>Quarter 1 –</b>      |
| 6.5b Leo - Gravel schedule 2011(attached)   |                    | <b>Quarter 1 -</b>      |
| 6.5c Leo - Road oiling schedule 2011 - 2013 (attached)  |                    | <b>Quarter 1 -</b>      |
| 6.5d Leo - Bridge file schedule 2011 - 2013 (attached)  |                    | <b>Quarter 1 -</b>      |

| <b>Strategy 6.6 - Public works equipment is maintained and upgraded on a regular basis</b>   |                               |                         |
|--|-------------------------------|-------------------------|
| <b>Actions/Lead</b>  | <b>Target/Date</b>            | <b>Quarterly Report</b> |
| 6.6a Leo - Develop a capital replacement plan for public works equipment (attached)  | Jan 2011                      | <b>Quarter 1 –</b>      |
| 6.6b Leo - Equipment replacement schedule 2011-13 (attached)   |                               |                         |
| 6.6c Leo - Capital equipment schedule 2011 (attached)  |                               |                         |
| 6.6d Leo/Ken – Plan/Installation of Welcome signs – may need to allocate easement \$\$ where highway ROW is too narrow for Alberta Transportation to approve | Oct 2011<br>Budget \$5,000??? |                         |

## Goal 7 - Utilities

| <b>Goal 7: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services</b>   |                    |  |
|--|--------------------|--|
| <b>Actions/Lead for 200</b>  | <b>Target/Date</b> | <b>Quarterly Report</b>  |
| 7.1 Danny - Resolve water meter reading issues – 50% issues remaining  | Dec 2011           | Quarter 1 –  |
| 7.2 Sheila/Bryan - Upgrade Lottie Lake or Ashmont water plants - or construct water line from Ashmont to Lottie Lake   | Oct 2011           | <p>Quarter 1 2010- Grant has been applied for from Alberta Transportation – no information received at this time.</p> <p>Quarter 2 2010- Same information as last quarter.</p> <p>Quarter 3 2010– Still waiting for response from Alberta Transportation on Water for Life grant application for Regional line from Ashmont to Lottie Lake.</p> <p><i>Project has been accepted and waiting for funding.</i></p> <p>Quarter 1 2011 – <b>project has been accepted working with consultant to plan project implementation.</b></p>  |
| 7.3 Bryan/Danny – Research and develop a capital replacement plan for water distribution lines – Have engineering firm do an evaluation of the water/sewer lines in Ashmont and Lottie Lake – in order to provide a replacement plan | \$70-75,000        | <p>Quarter 1 2011 – <b>deferred to 2012 in Ashmont/Lottie Lake Business Plan.</b></p>  |
| 7.4 Sheila – Develop a plan for Bayview Beach water distribution system  | Sep 2011           | <p>Quarter 2 2010– A preliminary quote was obtained from Associated Engineering regarding the cost of putting in water distribution line into the Bayview Beach subdivision. The Reeve, Councillor Sloan, S. Kit, and B. Bepalko attended a public meeting at the subdivision at the end of June to provide lot owners with the projected costs on a per lot basis or frontage basis if the project were to proceed and funded by a Local Improvement Tax. No further action will be done unless there is contact from the lot owners indicating they are interested in proceeding based on the information provided.</p> <p>Quarter 3 2010 – Scope of project has changed to look at a water distribution line in a phased in approach. Phase one</p> |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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|   |  | <p>will look at provision of water service to 54 lots. Estimated costs have been reviewed by the Water Committee and the community leaders are reviewing options with the residents in the area.</p> <p><i>Community leaders are exploring other options for water line installation.</i></p> <p><b>Quarter 1, 2011 – no further development at this time.</b></p> |
| <p>7.5 Mallaig Raw Water Line installation – complete with new pumps for well</p> <p>Application under Water/Wastewater Program</p> | <p>Budget \$250,000 (75% covered by AT)</p> <p>Spring 2011</p> | <p><b>Quarter 1 2011 – budget includes this water line.</b></p> <p><b>Administration has been in contact with AT to update them on the scope of the project in order for project to be approved under Water/Wastewater Program 2011/12 Fiscal year.</b></p>  |
| 7.6 Backup pump/generator combo for water plants  | Getting budget numbers   |  |
| 7.7 Fire Hydrant upgrade for Mallaig for fire tanker water fill   | Budget \$1,000 - 2011  |  |
| 7.8 Mallaig Sewer Lift station upgrade  | Budget \$65-70,000   | <b>Quarter 1 2011 – included in 2011 budget.</b>   |

### Goal 8 – Waste Management

| <b>Goal 8: Waste management enhances and encourages “best practices” in waste disposal</b>           |  |  |
|--|--|--|
| <b>Actions/Lead for 200</b>  | <b>Target/Date</b>   | <b>Quarterly Report</b>  |
| 8.1 Dennis/Sheila – Recycling Program at St. Paul Transfer Station – meeting on Dec 13               | <p>Total expense \$115,000 – County share 13% \$14,950</p> <p>Jan 2011</p> | <p><b>Quarter 1 2011 – Recycling Agreement has been developed between the Town and County, however there are still a couple of items that need resolving. Will be brought back to the May 2011 Council meeting for approval.</b></p> |
| 8.2 Dennis – Construct containment areas for 2 community bins – in 2011 and 3 community bins in 2012 | <p>Oct 2011</p> <p>\$30,000?</p>   | <b>Quarter 1 -</b>   |

## Goal 9 – FCSS

**Goal 9: FCSS services conserve and enhance the rural lifestyle of residents.**

| Actions/Lead   | Target/Date | Quarterly Report  |
|--|-------------|---|
| 9.1 Tammy - complete social services portion of Emergency Preparedness Plan                  |             | <p><b>Quarter 1 2010-</b>An attempt was made to meet with the current contact, North East Alberta District Field Officer, Bill Boswick. He is currently away and possibly will not be returning to work. We are currently waiting to get direction from this department as to who will be able to provide us with information that is relevant to our area so that the County of St. Paul FCSS department can proceed to get a clearer understanding of the responsibilities in regards to Disaster Social Services.</p> <p><b>Quarter 2 2010–</b> Have completed a DSS - 72 hour ..... are you prepared pamphlet and enclosed this with the 2010 tax notices as well as the County website.</p> <p><b>Quarter 3 2010-</b> DSS, The North East District Field Officer position has not yet being filled as of yet due to the Provincial hiring freeze. However, the recruiting process is in process, the position will be an open completion in the near future.</p> |
| 9.2 Tammy – FCSS Events  |             |   |
| Farm Safety Camp   | Sept 2011?  |   |
| Christmas Gala   | Dec 2011    |   |
| 9.4 Sheila/Council – explore joint FCSS program with urban neighbours through application of | Jun 2011    |   |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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| Regional Collaboration grant?? |  |  |
|--------------------------------|--|--|

### Goal 10 – Agriculture

**Goal 10: Agricultural services are designed to assist the continuation and enhancement of agricultural activities.**

| Actions/Lead  | Target/Date          | Quarterly Report  |
|---|----------------------|---|
| 10.1 Jeremy/Dennis - Continue to support portion of ASB 5 year plan focused on agriculture viability (\$150,000+ grant per year)  | Entering year 4 of 5 | <b>Quarter 1 – Money was applied for and accepted.<br/>Quarter 2 – Funding received.<br/>COMPLETE</b> |
| 10.2 Jeremy/Dennis – AESA Programming – refer residents to Provincial Extension person. Continue to support AESA environmental type programs – ie Grazing workshops, water well workshops |                      |   |
| 10.3 Jeremy/Dennis - Continue to support agricultural research and development through LARA   | <b>\$40,000</b>      | <b>Quarter 1 –</b>  |
| 10.4 Jeremy/Dennis - Continue to support good stewardship of the land through ASB budget devoted to services  |                      | <b>On going</b>   |
| 10.5 Jeremy/Dennis - Continue to work with the Seed Cleaning Plant to support the services and value added opportunities available to the residents of the County of St. Paul             | Ongoing              | <b>On going</b>   |
| 10.6 Jeremy – Ensure population of  | Oct 2011             | <b>Quarter 1 -</b>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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| ASB spraying/mowing/mulching data as it is done   |             |  |
| 10.7 Jeremy – Explore options for urban weed control with the Town of St. Paul and the Town of Elk Point – shared position – negotiate agreement with the Towns | Spring 2011 |  |
| 10.8 Capital Equipment List – 2011 – 2013 attached  |             |  |

### Goal 11 – Planning & Development

| <b>Goal 11: Development is environmentally sound and sensitive</b>   |   |   |
|--|---|---|
| <b>Actions/Lead</b>  | <b>Target/Date</b>                                      | <b>Quarterly Report</b>   |
| <p>11.2 Sheila - Update IDP with Town of St. Paul –</p> <p>Joint Public Hearing with Town of St. Paul</p> <p>2<sup>nd</sup> &amp; 3<sup>rd</sup> readings of Bylaw</p> | <p>Begin Jan 2010</p> <p>Jan 2011</p> <p>March 2011</p> | <p><b>Quarter 1 2010 – Meetings regarding IDP amendment have taken place.</b></p> <p><b>Quarter 2 2010- Proposed changes to the IDP have been sent to the Town of St. Paul and the Planner for consideration in the amendments.</b></p> <p><b>Quarter 3 2010– An information and public consultation meeting was held regarding the IDP September 7, 2010. The IDP Committee reviewed the concerns and information brought out at this meeting and have agreed on some changes to the document. Should be able to give 1<sup>st</sup> reading to an amended IDP document at the Oct Council Meeting. Waiting to hear back from Focus – if document is what was agreed to will bring to Dec 14 Council meeting for 1<sup>st</sup> reading.</b></p> <p><b>Quarter 1 2011 – Public meeting was held in January and IDP passed 2<sup>nd</sup> and 3<sup>rd</sup> readings.</b></p> <p><b>COMPLETE</b></p> |
| 11.3 Krystle/Crystal – Implement ePad GIS software   | 1 <sup>st</sup> quarter 2011                            | <p><b>Quarter 1 2010 - Development software has been identified in the budget.</b></p> <p><b>Quarter 2 2010- no action taken – waiting for the</b></p>  |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

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|  |  | <p>commencement of new staff prior to purchase and training. Defer to 3<sup>rd</sup> quarter.</p> <p>Quarter 3 2010– Planning and Development Staff will be attending a session regarding the ePad software at the end of September. Expect implementation of the program prior to December 31, 2010. Program will be installed prior to yearend – training to take place in 2011.</p> <p><b>Quarter 1 2011 - Installed and being utilized.</b></p> |
| 11.7 Dennis/Krystle/PW - Establish Engineering Servicing Standards for municipality  | \$50,000 – Jun 2011  |   |
| Dennis/Krystle – Complete update of Land Use Bylaw and Municipal Development Plan  | \$25,000 – Commence 2011   | <b>Quarter 1 2011 – RFP completed</b>   |
| Krystle – Geomedia License and training – will assist her in processing subdivision application and reduce costs for residents | \$15,000 (use 2010 \$9,000 carryover to help fund this) (this is included in GIS budget above. |   |
| Sheila/Dennis/Krystle – Commence IDP discussions with Town of Elk Point  | Jan 2011   | <p><b>Quarter 1 2011 – application was made under the Regional Collaboration Grant to assist with this project. The project was estimated at \$61,900. We were successful in getting \$35,600 funding from Municipal Affairs for the project. Will be sending out RFP for consultant to work on IDP in April 2011.</b></p>  |

| <b>Strategy 11.8 – Develop Area Structure Plans for all lakes to ensure they are protected</b>          |  |  |
|---|--|--|
| <b>Actions/Lead</b>   | <b>Target/Date</b>   | <b>Quarterly Report</b>  |
| <p>11.8a Sheila - Complete ASP for Lac Sante</p> <p>Garner Lake ASP<br/>Public Hearing<br/>Approval</p> | <p>March 2010-Lac Sante</p> <p>Spring 2011<br/>Summer 2011</p> | <p><b>Quarter 1 2010– Public Hearing for Lac Sante ASP was held. Quarter 2 2010– Council is weighing the options for allowing further development. No decision made yet for Lac Sante. Garner Lake meetings held in June and scheduled for July. Anticipate that Public Meeting will be held in August 2010 at Garner Lake.</b></p> <p><b>Quarter 3 2010– Lac Sante ASP has received 3<sup>rd</sup> Reading.</b></p> |

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

|   |              |  |
|---|--------------|--|
| Commence ASP on other lake – maybe Floating Stone or Lower Therien (Crestview)?? ( would like to defer to later in term as we would like to focus on LUB/MDP in 2011) | 2012 or 2013 | The Garner Lake ASP meeting was cancelled and has not yet been re-scheduled.<br><i>Garner Lake meeting scheduled for December 9, 2010.</i> |
|---|--------------|--|

### Goal 12 - Recreation

**Goal 12: Recreation opportunities are available to the public through the County of St. Paul or partnerships**

| Actions/Lead for 200  | Target/Date                        | Quarterly Report  |
|---|------------------------------------|---|
| 12.1 Ken/Danny - Expand Stoney Lake Campsite. To be done with County equipment & personnel  | Commence 2010<br><br>Complete 2011 | Quarter 1 –<br>Quarter 2 2010– <b>Surveyed and fenced.</b><br><b>Quarter 3 2010– In the mapping stage. Equipment will work there when available.</b><br><b><i>Defer to 2011</i></b><br><b>Quarter 1 2011 – identified county work to upgrade campsite in 2011 budget.</b> |
| 12.2 Ken/Danny - Upgrade equipment for maintaining campsites<br>Mini Golf?<br>Playground equip – Floating Stone – btwn Loop B & C | \$25,000 - 2012                    |   |
| 12.3 Sheila/Tim – Negotiate 3 year Recreation Agreement with the Town of St. Paul   | Sept 2011                          |   |

### Goal 13 – Library

**Goal13: Public libraries conserve and enhance the rural lifestyle of residents by providing easy access to information, reading and educational materials**

## Appendix 1 for 7.16: 1st Quarter Strategic Plan

| Actions/Lead  | Target/Date  | Quarterly Report                                   |
|---|--|--|
| 13:1 Council - Continue to support Northern Lights Library system | Budget for 2011<br>Request <b>\$25,656</b><br><b>(\$4.33/capital 5925 pop)</b> | <b>Quarter 1 2011 – identified in 2011 budget.</b> |
| 13:2 Council - Continue to support County Library Board           | Budget <b>\$30,000</b> for 2011  | <b>Quarter 1 2011 – identified in 2011 budget.</b> |



*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

### 7.17 CEMETERY COMMITTEE

#20110405012

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Cemetery Committee has expressed that it would be valuable to have someone that has knowledge of the area cemeteries to sit on the committee as a member at large. John Yewchin was contacted previously but was too busy to consider being a member. He has now retired and has indicated that he would be willing to sit as a member of this committee. His many years in the Funeral Home business has given him the opportunity to be at these cemeteries and understand the challenges that this committee may need to be addressing.

#### Recommendation

---

That Council approved John Yewchin as a member at large for the Cemetery Committee.

#### Additional Information

---

**Originated By :** skitz

**Reference :**



## Issue Summary Report

### 7.18 PARKS COMMITTEE MEETING MARCH

#20110404004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Parks Committee held a meeting on March 11, 2011 to discuss the 2010 parks season and take a look ahead at the upcoming 2011 season. At that meeting the following items were approved by the committee for presentation to Council:

- Building of 10 Picnic tables for Stoney Lake and Floatingstone. New ones required at Stoney Lake to accommodate bookings for the year, Floatingstone tables - some need replacing.
- Increase rates for the 2011 Camping season as follows:  
Non-powered sites \$15.00/night  
Powered sites \$20.00/night  
All sites at Westcove increase by \$5/night (due to increase attraction of Spray Park)  
Day Use at Westcove - \$2/person (other parks \$2/person over age of 12)

#### Recommendation

---

That Council approve the building of 10 picnic tables for the Recreation Department.

That Council approved the following rates as recommended by the Parks Committee:

- Non-powered sites \$15.00/night
- Powered sites \$20.00/night
- All sites at Westcove increase by \$5/night (due to increase attraction of Spray Park)
- Day Use at Westcove - \$2/person (other parks \$2/person over age of 12)

#### Additional Information

---

**Originated By :** skitz



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## Issue Summary Report

### 7.19 REGIONAL WATER COMMISSION

#20110408003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The County has been working with the Town of Elk Point and the Town of St. Paul regarding the issue of a Regional Water line from St. Paul to Elk Point. In 2010 the County applied for a Regional Partnership Grant on behalf of the three municipalities to work on the formation of a Regional Water Commission. C & J Vanco has been the consultant hired to work on the required documents for the formation of this commission. As per the discussions at the committee level this Commission will be made up of 3 members from the County of St. Paul, 3 members from the Town of Elk Point, and 1 non-voting member from the Town of St. Paul. In order to move ahead with the formation of the Commission, Council needs to approve the following:

1. Membership in the Commission
2. The attached Business Plan
3. The Proposed rate structure (Section 6 of the Business Plan)
4. Bylaw #1 - which will be adopted by the newly formed Commission
5. Names of Directors for the County

#### Recommendation

---

That the Council approve the membership in the Elk Point/St. Paul Regional Water Commission.

That Council approve the attached Business Plan for the Elk Point/St. Paul Regional Water System.

That Council approve the proposed rate structure set out in Section 6 of the attached Business Plan.

That Council approve in principle Bylaw #1 in the attached Business Plan that will be adopted by the Elk Point/St. Paul Regional Water Commission.

That Council appoint 3 members as Directors to the Elk Point/St. Paul Regional Water Commission.

#### Additional Information

---

**Originated By :** skitz

**Reference :**

# Elk Point / St. Paul Regional Water System Business Plan

---

Draft 4.3 – April 4, 2011  
With Revisions arising from Alberta Municipal Affairs Review  
Presented to Member Municipalities for Approval

## **Member Municipalities**

Town of Elk Point  
County of St. Paul No. 19

## Table of Contents

|   |    |
|---|----|
| Executive Summary .....   | 5  |
| 1. Introduction .....   | 9  |
| 1.1 Definitions .....   | 9  |
| 1.2 Project Background .....  | 9  |
| 1.2.1 Water Needs and Existing Water Supply Facilities .....                                      | 9  |
| 1.2.2 Regional Approach and Development of the Elk Point / St. Paul Regional<br>Water System..... | 10 |
| 1.3 Business Plan Objectives and Scope .....  | 11 |
| 1.4 Previously Completed Studies, Plans and Reports .....   | 11 |
| 2. System Description.....  | 13 |
| 2.1 Communities Served and Overview of System .....   | 13 |
| 2.2 Population Projections .....  | 14 |
| 2.3 Projected Treated Water Volumes .....   | 15 |
| 2.4 System Description.....   | 17 |
| 2.4.1 Water Licenses .....  | 17 |
| 2.4.2 Projected Raw Water Volumes .....   | 17 |
| 2.4.3 Water Supply System .....   | 18 |
| 2.4.4 Development of the System .....   | 20 |
| 3. Governance and Management .....  | 21 |
| 3.1 Operation and Business Entity .....   | 21 |
| 3.2 Organization of the Commission and Governing Board .....                                      | 21 |
| 3.3 Management.....   | 21 |
| 3.4 Organization Chart .....  | 22 |
| 3.5 Allocation of System Capacity and Costs .....   | 23 |
| 3.6 Membership Agreements .....   | 23 |
| 3.7 Water Supply Agreement.....   | 24 |
| 3.8 Town of St. Paul.....   | 25 |
| 3.9 Withdrawal of Members from the Commission and Disestablishment of the<br>Commission .....     | 25 |
| 3.10 Disposition of Assets.....   | 26 |
| 4. Project Capital Costs and Funding .....  | 27 |
| 4.1 Capital Costs .....   | 27 |
| 4.2 Capital Financing.....  | 27 |
| 4.2.1 Government Grant Funding.....   | 27 |
| 4.2.2 Direct Contributions by Members.....  | 28 |
| 4.2.3 Debenture .....   | 28 |
| 4.2.4 Debt Limit.....   | 30 |
| 5. System Operation.....  | 32 |
| 5.1 Management and Administration.....  | 32 |
| 5.2 Operations.....   | 32 |

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

---

|       |  |    |
|-------|--|----|
| 5.3   | Financial Management.....  | 33 |
| 5.3.1 | Financial Plans and Budgets .....  | 33 |
| 5.3.2 | Financial Reports .....  | 34 |
| 5.3.3 | Cash Management and Authorization of Expenditures .....                                    | 34 |
| 5.3.4 | Operating Line of Credit and Interim Capital Borrowing.....                                | 35 |
| 5.4   | Insurance and Risk Management.....   | 35 |
| 5.5   | Business Plan Review .....   | 36 |
| 5.6   | Policy Development .....   | 36 |
| 6.    | Operating Costs and Revenue .....  | 38 |
| 6.1   | Governance and Administrative Operations .....   | 38 |
| 6.2   | System Operations .....  | 39 |
| 6.3   | Rates and Charges.....   | 41 |
| 6.3.1 | Principles Governing the Establishment of Long Term Rates .....                            | 41 |
| 6.3.2 | Calculation of Rates.....  | 42 |
| 6.3.3 | Minimum Volume Charges .....   | 44 |
| 6.3.4 | Rate Comparisons.....  | 44 |
| 6.4   | Financial Summary .....  | 45 |
| 7.    | Risks and Barriers.....  | 48 |
| 8.    | Due Diligence.....   | 49 |
|       | Appendix A Elk Point / St. Paul Regional Water Commission Regulation (Likely Wording)..... | 50 |
|       | Appendix B Elk Point / St. Paul Regional Water Commission Bylaws (Drafts) .....            | 52 |
|       | Bylaw No. 1 .....  | 52 |
|       | Bylaw No. 2 .....  | 54 |
|       | Appendix C – Water Supply Agreement Template (Draft) .....                                 | 65 |

### List of Tables

|             |   |
|-------------|---|
| Table 2.1 – | Projected Population by Member  |
| Table 2.2 – | Projected Average Daily Treated Water Demands   |
| Table 2.3 – | Annual Treated Water Volume Based on Average Daily Consumption                        |
| Table 2.4 – | Maximum Daily Volume  |
| Table 2.5 – | Total Daily and Yearly Raw Water Requirements   |
| Table 3.1 – | Allocated of System Capacity  |
| Table 4.1 – | Projected Capital Expenditure and Financing   |
| Table 4.2 – | Debenture Borrowing Details   |
| Table 4.3 – | Debt Limit Extension  |
| Table 6.1 – | Governance and Administrative Operations  |
| Table 6.2 – | Projected Water Supply Operations Expenditures and Revenue<br>to be Raised from Rates |
| Table 6.3 – | Rate Calculation for Water Services   |
| Table 6.4 – | Summary of Income Statement Items   |
| Table 6.5 – | Summary of Balance Sheet Items  |
| Table 6.6 – | Summary of Contributions and Charges by Member  |

*The Tables in this Plan are created using an interlinked spreadsheet. The amounts highlighted in yellow indicate those values that are variables within the spreadsheet. Those values not highlighted are created by calculation and formulae. As such, some columns of numbers because of rounding, may not add up exactly.*

### List of Figures

|              |                     |
|--------------|---------------------|
| Figure 2.1 – | System Service Area |
|--------------|---------------------|

## Executive Summary

### Background

The Town of Elk Point (Elk Point) and the County of St. Paul No. 19 (County) propose to join together through the creation of the Elk Point / St. Paul Regional Water Commission (Commission), to develop a regional system (System) that will meet the long term drinking water needs of Elk Point and the South east sector of the County. Currently Elk Point is faced with significant costs for the immediate expansion and substantial upgrading of its water treatment facilities to meet present quality standards. The County has no existing water supply or distribution systems within this area of the County to serve potential development. The Municipalities have concluded that a cooperative, regional approach would be best address these supply issues and have prepared a Business Plan which will set out the System to be developed, the manner in which it would be operated, the expected capital costs and funding and the projected operating costs and rates needed to raise the required revenue.

### Elk Point / St. Paul Regional Water System

The System, to be developed with major funding from the Government of Alberta through the Water for Life program, would provide for the estimated 25 year water requirements of Elk Point. The System would also make available up to 20% of the projected Town water volumes for development within the County in the vicinity of the transmission line. The System capacity would allow for a 1.5% average annual growth in the Town and up to 360 litres per person per day. Treated water would be purchased from the Town of St. Paul and conveyed by a 23 km transmission line to Elk Point.

As part of the development of the System, the Town of St. Paul's Water Treatment Plant (St. Paul WTP) would be upgraded in order to be able to supply the long term needs of the System. The Commission would obtain a license to divert raw water from the North Saskatchewan River for treatment through the St. Paul WTP. Elk Point would be able to discontinue operation of its existing water treatment facilities.

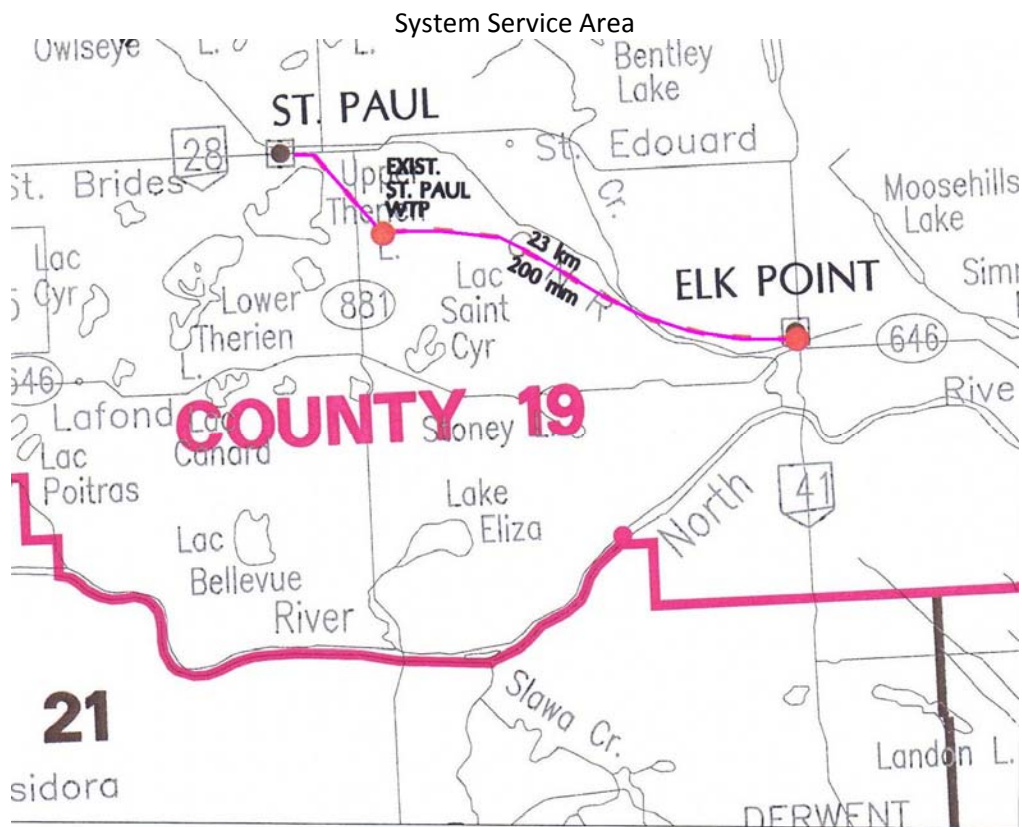
Elk Point would continue to be responsible to operate its water distribution system while the County would be responsible to develop or regulate the development of any new distribution system that might be constructed within the County

### Timing of Development

Subject to funding and regulatory approval, the following components of the System would begin constructed in 2011 with the:

1. construction of the pipeline completed this year for the commencement of operation January 1, 2012.
2. the upgrading of the St. Paul WTP would be completed during 2012.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011



#### Capital Costs and Financing

The estimated capital cost of upgrading the St. Paul WTP, and constructing the pipeline to Elk Point is 11.4 Million. If approved, Provincial Funding would provide 10.7 Million through the Water for Life Program, about 94% of the total cost.

The Commission would fund the remaining \$730,000 through long term borrowing by way of a 25 year fixed debenture. This Plan is calculated using an interest rate of 5% though at present, the market rate is lower than that. Approval of the Minister of Municipal Affairs for the extension of debt limits for the Commission would be required.

Details of capital costs and financing are set out in the table following.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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**Elk Point / St. Paul Regional Water System  
Projected Capital Expenditures and Financing  
By Component**

**Capital Costs**

|  |                     |
|--|---------------------|
| Upgrade to St. Paul WTP                | \$4,100,000         |
| St Paul to Elk Point Transmission Line | \$7,300,000         |
| <b>Total Capital Cost</b>              | <b>\$11,400,000</b> |

**Capital Funding****Water for Life Grant Program**

|                                    |              |
|------------------------------------|--------------|
| Eligible Costs - Treatment         | \$4,100,000  |
| Share - Treatment                  | 100.00%      |
| Eligible Costs - Transmission Line | \$7,300,000  |
| Share - Transmission               | 90.00%       |
| Calculated Grant                   | \$10,670,000 |

|                    |           |
|--------------------|-----------|
| Commission Funding | \$730,000 |
|--------------------|-----------|

|                                |                     |
|--------------------------------|---------------------|
| <b>Total Capital Financing</b> | <b>\$11,400,000</b> |
|--------------------------------|---------------------|

**System Operating Costs and Revenues**

The Business Plan projects the operating costs and revenue requirements for a five year period, 2012 to 2016, with 2012 being the first year of operation of the System. The operating costs are made up of 5 primary components:

- Governance and Administration Costs: associated with the Board of Directors, the services of a Chief Administrative Officer and the general administration of the Commission. This cost, about \$27,000 in 2012, would be split equally among the two Members.
- Debt Repayment Costs: the annual principal and interest payments for the capital borrowing for the System development. The borrowing would be drawn in two parts, one in 2011 and the other in 2012. The annual payments would begin in 2012 at about \$47,000 rising to \$52,000 in 2013. These annual costs would be attributed proportionally to each Member based on its respective share of the 25 year System capacity of the System. The Members would pay these amounts to the Commission directly.
- Water Supply Costs: associated with the purchase of treated water from the Town of St. Paul. The purchase rate for this water has not been finalized with the Town and for the purposes of the Plan an estimate of \$0.80 per cubic meter (m<sup>3</sup>) is used with an escalation of rate provided in subsequent years. Dependent on actual volume purchased, the estimated cost of this would be \$170,000 in the initial year rising to nearly \$225,000 by year 2016.
- Water Transmission Costs: associated with the operation of the transmission line to Elk Point. Annual cost is about \$45,000 annually. These operating costs, rising annually with increasing volumes and inflation, and would be recovered through water rates.
- Transfer to Reserves: funds transferred to operating reserves for emergency response and rate stabilization and to capital reserves for future capital replacement and upgrading. Over the 5 year

## Appendix 1 for 7.19: Business Plan

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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period, about \$215,000 is proposed to be transferred to these reserves from revenue associated with water rates.

#### Rates

As a general principle, rates for the supply of water services would be charged to the Members at a uniform rate per cubic meter (m3) on actual volume of water delivered to the Member. However, to ensure that the Commission is able to meet its fixed costs in years where water consumption is significantly lower than forecast, Members would be charged for a minimum of 90% of the volume estimated for that year.

The projected rate and its components for the years 2012 to 2016 are:

|                    | 2012          | 2013          | 2014          | 2015          | 2016          |
|--------------------|---------------|---------------|---------------|---------------|---------------|
| Purchase of Water  | \$0.80        | \$0.85        | \$0.90        | \$0.92        | \$0.94        |
| Operations         | \$0.20        | \$0.20        | \$0.20        | \$0.20        | \$0.20        |
| Capital Reserves   | \$0.00        | \$0.00        | \$0.00        | \$0.11        | \$0.10        |
| Operating Reserves | \$0.16        | \$0.21        | \$0.20        | \$0.09        | \$0.08        |
| Surplus            | \$0.14        | \$0.04        | \$0.05        | \$0.04        | \$0.03        |
| <b>Total Rate</b>  | <b>\$1.30</b> | <b>\$1.30</b> | <b>\$1.35</b> | <b>\$1.35</b> | <b>\$1.35</b> |

## 1. Introduction

### 1.1 Definitions

In this Plan:

- i) “Board” is the Board of the Commission constituted under the bylaws of the Commission,
- ii) “Elk Point” means the Town of Elk Point,
- iii) “Commission” means the proposed Elk Point / St. Paul Regional Water Commission,
- iv) “County” means the County of St. Paul No. 19,
- v) “Director(s)” means the representative or representatives of the Members duly appointed to the Board,
- vi) “Member” means one of Elk Point or the County in the context of membership of the Commission,
- vii) “Members” means Elk Point and the County collectively in the context of membership of the Commission,
- viii) “Municipality or Municipalities” means Elk Point or the County individually or collectively,
- ix) “Plan” means Elk Point / St. Paul Regional Water System Business Plan,
- x) “System” means the Elk Point / St. Paul Regional Water System,
- xi) “St. Paul” means the Town of St. Paul, and
- xii) “St Paul WTP” means the Town of St. Paul Water Treatment Plant.

### 1.2 Project Background

#### 1.2.1 Water Needs and Existing Water Supply Facilities

Recognizing their common needs to provide for the long term water supply for their respective communities, the Municipalities have commissioned a series of engineering studies to examine the options of continued separate approaches and a regional solution. St. Paul has joined the Municipalities in examining the role that the St. Paul WTP might play in providing for the regional supply of water.

#### Town of Elk Point

Elk Point currently operates a water treatment facility which draws water from the North Saskatchewan River to meet its municipal water needs.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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1. The capacity of the present raw water storage is at the point of being unable to supply the current water demands of the Municipality and certainly has no ability to provide for the long term growth of the community. As well, these ponds are subject to algae blooms in the late summer. For continued use as a long term raw water supply, this storage capacity would have to be nearly doubled from the present 160,000 cubic meters (m<sup>3</sup>) to 267,000 m<sup>3</sup>.
2. The existing Elk Point WTP is a Class 2 plant constructed in 1987 with the most recent upgrades in 2002. With a design capacity of 4,497 m<sup>3</sup> per day, the plant has a hydraulic capacity to meet the long term needs of Elk Point. However, TTHM (Total Trihalomethane) levels above Health Canada guidelines have been detected. To continue to be used for long term supply for the Municipality, the Elk Point WTP would require the addition of pre-treatment processes for TTHM, future filtration upgrades based on turbidity evaluation and the renewal of aging pumps and other equipment.
3. If Elk Point is to retain its own stand-alone water supply system, a permanent raw water intake and pumping facility should be developed in the North Saskatchewan River. With the potential for year round operation, this could relieve the need for raw water storage expansion.

#### County of St. Paul No. 19

The County currently does not operate any water supply or distribution systems in the St. Paul / Elk Point area. As well, there are not any water cooperatives in operation in this sector of the County. While there are currently no specific residential, agricultural or industrial developments that have water supply issues, it is anticipated that some future rural developments would be interested in an external water supply if such a supply system were available in the region.

#### **1.2.2 Regional Approach and Development of the Elk Point / St. Paul Regional Water System**

Neither Alberta Environment nor Alberta Transportation support the upgrading of stand alone water treatment facilities when there is the opportunity to develop a single regional supply hub. Advantages of a single regional supply facility include:

- a. Gaining of economies of scale in lowering per unit treatment costs generally and in consideration of higher levels of treatment,
- b. Better opportunity to attract, retain and develop expertise in operations staff, and

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- c. Fewer treatment facilities to upgrade that meet both present standards and future changes, future changes in environmental standards and public health and safety requirements.

Based on the provincial government requirements, the capital funding programs available and the evaluation of the existing facilities and alternative solutions provided by the Municipalities' engineering consultant, the Municipalities have concluded that a regional approach would be the most advantageous in meeting present day water quality standards and long term water supply needs of Elk Point and the rural areas of the County between St. Paul and Elk Point. The Municipalities will together move forward with the planning and development of a regional water supply and transmission system to be known as the Elk Point / St. Paul Regional Water System (the System) in cooperation with St. Paul, which would provide: water by way of an upgraded St. Paul WTP to the System.

### 1.3 Business Plan Objectives and Scope

This Plan is intended to set out how the development of the project will be implemented, how the System will be managed and operated and the expected revenues, expenditures and rates.

Specifically, the Plan will:

- a. Identify the expected volumes of treated water to be required by the Municipalities over the next 25 years,
- b. Describe how the System is to be developed, the areas to be served and the stages in which it would be constructed,
- c. Describe the governance and administration of the Commission and the responsibilities of the Members,
- d. Set out the expected capital costs and financing of the System construction,
- e. Set out the expected operating costs of the System for the years 2011 – 2015, and
- f. Project the rates to be charged for water services and the contributions required of the Members.

### 1.4 Previously Completed Studies, Plans and Reports

Studies, plans and reports considered in preparation of this Plan include:

## Appendix 1 for 7.19: Business Plan

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- a. St. Paul Regional Water Feasibility Study (Associated Engineering – May 2009),  
and
- b. Cost Update for Lottie Lake Upgrading (Associated Engineering – November  
9, 2009)
- c. Raw Water Infrastructure and WTP Capacity Assessment Update – (Associated  
Engineering - April 21, 2010)

## **2. System Description**

### **2.1 Communities Served and Overview of System**

The System will provide water services to the following municipalities:

- a. Elk Point, and
- b. Within the County between Elk Point and St. Paul.

The System service area is identified in Figure 2.1.

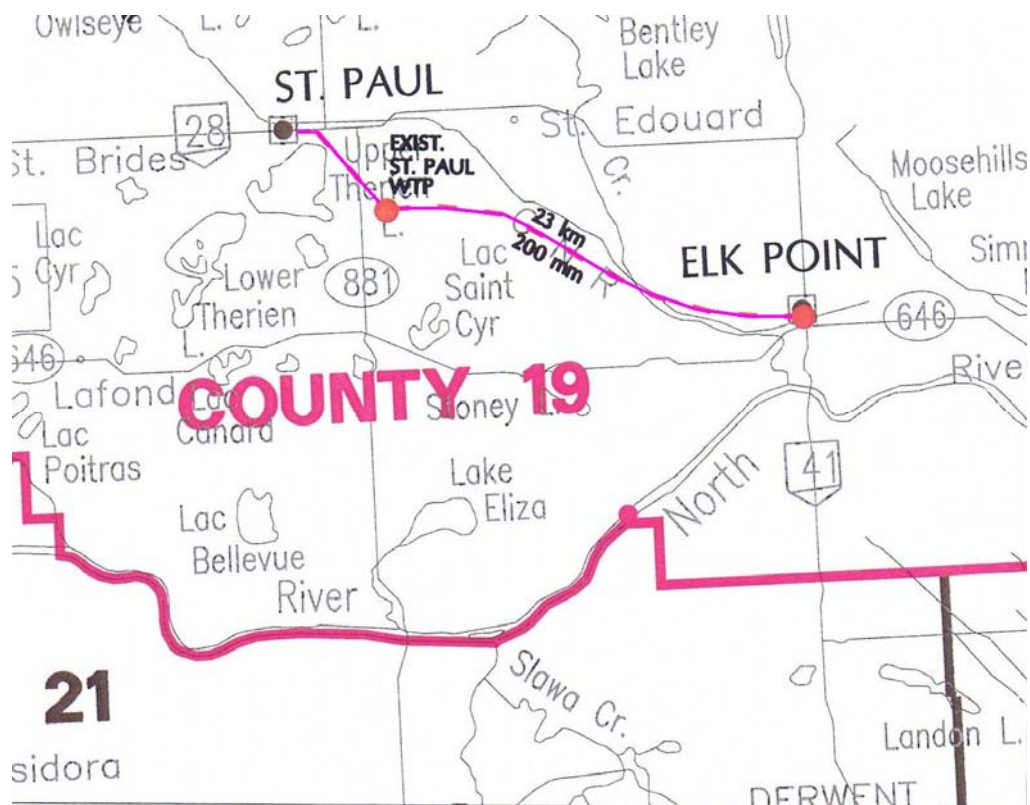
A water transmission pipe line east and south from St. Paul will:

- a. Provide long term potable water supply for Elk Point, replacing the existing water treatment facilities there, and
- b. Be available to supply new rural water distribution systems and major customers within the County in an area in the vicinity of the transmission pipeline alignment.

The St. Paul WTP will be upgraded as necessary to supply the System and St. Paul will enter into a long term supply agreement with the Commission.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Figure 2.1  
System Service Area**



## 2.2 Population Projections

The projected population over the ensuing 25 year time frame for each of the Municipalities is set out in Table 2.1. The population projection for Elk Point is based on an expected overall annual growth rate of 1.5%, increasing the population by two thirds from the present estimated 1,605 to a projected 2,300 in year 2036. The current provisions of the Water for Life funding program of the Government of Alberta allow rural municipalities up to 20% of the capacity allotted for urban municipalities and registered hamlets. At this point the Commission contemplates a system in which all the costs are fully eligible for this funding. As such, allocation would be available to service an estimated population of 466 in the County.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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**Table 2.1  
Elk Point / St. Paul Regional Water System  
Projected Population by Member  
2011 - 2036**

|                    | Annual Growth % | Population   |              |              |              |              |              |
|--------------------|-----------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                    |                 | 2011         | 2016         | 2021         | 2026         | 2031         | 2036         |
| Town of Elk Point  | 1.5%            | 1,605        | 1,729        | 1,862        | 2,006        | 2,161        | 2,328        |
| County of St. Paul | *               | 321          | 346          | 372          | 401          | 432          | 466          |
|                    |                 | <b>1,926</b> | <b>2,075</b> | <b>2,235</b> | <b>2,408</b> | <b>2,594</b> | <b>2,794</b> |

\* at 20% of Elk Point

## 2.3 Projected Treated Water Volumes

The projected daily and yearly volumes of treated water required by the population identified above are set out in Tables 2.2 and 2.3. Over the 25 year design life of the System, the expected water demands, based on a typical average daily use of 360 litres per person per day (lcpd), are projected to increase from the current 210,000 m<sup>3</sup> per year to just over 365,000 m<sup>3</sup> per year.

**Table 2.2  
Elk Point / St. Paul Regional Water System  
Projected Average Daily Treated Water Demands  
2011 - 2036**

|                            | AADD Per Capita Litres/day | M3 / Day   |            |            |            |            |              |
|----------------------------|----------------------------|------------|------------|------------|------------|------------|--------------|
|                            |                            | 2011       | 2016       | 2021       | 2026       | 2031       | 2036         |
| Town of Elk Point          | 360                        | 578        | 622        | 670        | 722        | 778        | 838          |
| County of St. Paul         | 360                        | 116        | 124        | 134        | 144        | 156        | 168          |
| <b>Total Daily Volume</b>  |                            | <b>693</b> | <b>747</b> | <b>805</b> | <b>867</b> | <b>934</b> | <b>1,006</b> |
| Average Rate litres/second |                            | 8.0        | 8.6        | 9.3        | 10.0       | 10.8       | 11.6         |

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Table 2.3  
Elk Point / St. Paul Regional Water System  
Annual Treated Water Volume Based on Average Daily Consumption  
2011 - 2036**

|                               | m3/Year        |                |                |                |                |                |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                               | 2011           | 2016           | 2021           | 2026           | 2031           | 2036           |
| Town of Elk Point             | 210,868        | 227,165        | 244,721        | 263,634        | 284,009        | 305,958        |
| County of St. Paul            | 42,174         | 45,433         | 48,944         | 52,727         | 56,802         | 61,192         |
| <b>Total Annual Flow (m3)</b> | <b>253,042</b> | <b>272,598</b> | <b>293,666</b> | <b>316,361</b> | <b>340,811</b> | <b>367,150</b> |

While the average per capita water consumption of 360 lcpd is used throughout the 25 year forecast period, it is expected that the average annual daily demand will decrease over time with tighter distribution systems, more efficient fixtures and general awareness and conservation stewardship among the populations. Conservation and stewardship policies and initiatives of the System which are reflective of the Alberta Environment Conservation Policy will encourage users to individually reduce long term water usage.

The maximum day demands for treated water are set out in Table 2.4 and are based on a peaking factor 2 times. In year 2036, the peak daily demand to be supplied by the System is about 2,000 m3/day. The components of the System will be constructed to meet or exceed these peak capacities.

**Table 2.4  
Elk Point / St. Paul Regional Water System  
Maximum Daily Volume  
2011 - 2036**

|                            |                        | m3/day       |              |              |              |              |              |
|----------------------------|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                            | Peak Day Demand Factor | 2011         | 2016         | 2021         | 2026         | 2031         | 2036         |
| Town of Elk Point          | 2                      | 1,155        | 1,245        | 1,341        | 1,445        | 1,556        | 1,676        |
| County of St. Paul         | 2                      | 231          | 249          | 268          | 289          | 311          | 335          |
| <b>Total Daily Volume</b>  |                        | <b>1,387</b> | <b>1,494</b> | <b>1,609</b> | <b>1,733</b> | <b>1,867</b> | <b>2,012</b> |
| Average Rate litres/second |                        | 16.0         | 17.3         | 18.6         | 20.1         | 21.6         | 23.3         |

## 2.4 System Description

The regional supply system required to provide the 25 year volume of water to the communities and areas identified is set out following. The description of the engineering works is based on preliminary engineering study. The refinement of the concepts and specification of materials would be determined during the detailed engineering design stage.

### 2.4.1 Water Licenses

The following water licenses are currently held by the Members:

| Approval Holder | Approval No. | Priority     | Source                   | Annual Gross Diversion m3   | Rate of Diversion m3/day |
|-----------------|--------------|--------------|--------------------------|-----------------------------|--------------------------|
| Elk Point       | 18857        | Jan 18, 1993 | North Saskatchewan River | 466 acre/feet<br>575,000 m3 | 833 igpm                 |

For the System, the Commission would make application for a new water diversion license in the name of the Commission and with the point of withdrawal to coincide with the point of withdrawal of the St Paul WTP. The existing Elk Point License would be retained to extent allowed by Alberta Environment to provide for recreation uses in the community.

### 2.4.2 Projected Raw Water Volumes

The water treatment process typically results in a 10% loss of water as wastewater and facility service. Table 2.5 sets out the raw water needs to meet the treated water volumes required.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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**Table 2.5  
Elk Point / St. Paul Regional Water System  
Total Daily and Yearly Raw Water Requirements  
2011 - 2036**

|                                 | 2011    | 2016    | 2021    | 2026    | 2031    | 2036    |
|---------------------------------|---------|---------|---------|---------|---------|---------|
| Waste Factor                    | 10%     | 10%     | 10%     | 10%     | 10%     | 10%     |
| Average Daily Requirement in m3 | 763     | 822     | 885     | 953     | 1,027   | 1,106   |
| Maximum Day Requirement in m3   | 1,525   | 1,643   | 1,770   | 1,907   | 2,054   | 2,213   |
| Yearly Requirement in m3        | 278,346 | 299,858 | 323,032 | 347,997 | 374,892 | 403,865 |
| Yearly Requirement Acre/feet    | 226     | 243     | 262     | 282     | 304     | 327     |

### 2.4.3 Water Supply System

#### Water Supply

Treated water will be supplied to the System under a long term agreement from the St. Paul WTP, which will continue to be owned and operated by St. Paul. The St. Paul WTP will be upgraded as part of the development of the System and the Town will continue to upgrade and expand the capacity of the Plant to the meet the needs of the System. The licensed volumes of raw water would be available to the St. Paul WTP for treatment and would be drawn through the existing St. Paul WTP raw water facilities on Lac St. Cyr. St. Paul, under an agreement with Alberta Environment will operate the raw pumping facilities which move water from the North Saskatchewan River to Lac St. Cyr.

Upgrading to the St. Paul WTP will include:

- a. Installation of a third Dissolved Air Floatation Treatment (DAF) Train
- b. Upgrade of necessary pumping capacity
- c. Installation of new GAC filter

The existing Elk Point water treatment plant and raw water supply facilities would no longer be required for the purposes of supplying potable water for Elk Point and will not be utilized to supply the System. Elk Point would be responsible to decommission and reclaim those components of the existing:

- a. water treatment plant facilities that would not be required by the System or by Elk Point for its own water distribution system use, and
- b. raw water supply facilities that would not be required in conjunction with recreation uses in the community.

#### Treated Water Transmission

Treated water would be conveyed from the St. Paul WTP or from a point on the water distribution system of St. Paul, such location to be determined at the time of detailed engineering design, to Elk Point by way of a 200 mm internal diameter PVC transmission line, approximately 23 km in length. Because of the elevation difference between the St. Paul WTP and Elk Point, the transmission line may effectively operate by gravity flow. The alignment of the pipeline would follow for the most part the right of way of the former CN railway from St. Paul to Elk Point. The trustee of this right of way, Municorp, has confirmed that the right of way would be available for this pipeline installation. The pipeline will discharge into the existing clear well reservoir at the Elk Point water treatment facility.

#### Distribution Systems

Elk Point will continue to be responsible for the operation and continued development of the water distribution system within Elk Point. The County will be responsible to undertake or regulate the development of rural water distribution systems.

A number of points will be provided along the transmission line to facilitate connection for future rural water distribution systems that may be developed. These connections will require that the water supplied from the System will be discharged into a reservoir developed as part of the rural distribution system where additional pumps would subsequently move water through the rural distributions systems. Connection of individual service lines directly to the transmission line will not be permitted.

#### Treated Water Storage

The accepted standard for treated water storage capacity for systems supplied by a regional source is one day peak demand plus fire flow demand. For Elk Point, the desired long term storage capacity would be 2,201 m<sup>3</sup>, the sum of one day peak demand in 2036 of 1,676 m<sup>3</sup> and fire flow allowance of 525 m<sup>3</sup>. Existing storage in Elk Point consists of a 613 m<sup>3</sup> clear well at the existing Elk Point WTP and an 840 m<sup>3</sup> reservoir in the northern sector of the Town for a total of 1,453m<sup>3</sup>.

The provision of adequate treated water storage, its funding and operation are the responsibilities of the respective Members. Elk Point should add an additional 750 m<sup>3</sup> of treated water storage to the clear well reservoir to provide for the one day peak demand and fire flow allowance. The System, as part of the construction of the transmission line, will assist Elk Point in optimizing the effectiveness of the existing treated water storage facilities.

Treated water storage for any new County distribution systems would be provided as part of the development of the distribution system.

#### Bulk Water Stations

The existing bulk water station in Elk Point would continue to provide truck filling facilities to supply the bulk water needs of Elk Point and the south east region of the County. The facility would be owned and operated by Elk Point.

#### **2.4.4 Development of the System**

The development of the System is anticipated to be constructed in a single stage given that:

- a. the System comprises a single pipeline with Elk Point, as the largest user, at the end of the pipeline, and
- b. St. Paul would require that the St. Paul WTP upgrading be undertaken at the beginning of System operation.

Construction of the pipeline, optimization of treated water storage in Elk Point and St. Paul WTP upgrades would commence during the 2011 with water begin available to Elk Point through the pipeline beginning January 1, 2012. Completion of the WTP upgrades and any treated water storage improvements in Elk Point would conclude during 2012.

### 3. Governance and Management

#### 3.1 Operation and Business Entity

Of the various governance options examined, the Municipalities have chosen to seek formation of a regional services commission under the provisions of the *Municipal Government Act*. The Municipalities request the Government of Alberta to create the Elk Point / St. Paul Regional Water Commission (“EPSPRWC” or “Commission”) and be authorized “to provide a water supply system.” (See Appendix A for likely Order in Council)

At some point in the future, the Commission may consider including the Ashmont Regional Water System, presently under development by the County in the north west sector of the County, as part of the System under Commission jurisdiction.

#### 3.2 Organization of the Commission and Governing Board

The appointment of the Board and the selection of Chair would be established by Commission Bylaw No. 1, to be adopted by the Board and submitted for approval of the Minister of Municipal Affairs (draft in Appendix B). The organization of the Commission and provisions relating to major aspects of the management and operation of the Commission would be set out in Commission Bylaw No. 2, to be adopted by the Commission Board (draft in Appendix B).

A six member Board would consist of three members of municipal council appointed by each of the two member municipalities. The Board would be “responsible for the management and conduct of the affairs of the Commission.” A Chair and Vice Chair will be selected annually by the Board from among its members. Because of the role of the St. Paul in supplying treated water to the System, St. Paul is entitled to appoint a non-voting representative to the Board.

By Bylaw, the Board would be required to hold, at minimum, two meetings per year. During construction and initial operational stages of the System, the Board would meet more often as may be required.

#### 3.3 Management

To oversee, coordinate and direct capital construction of the stages of the System, a Project Manager will be engaged. The Project Manager will direct the Consulting

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

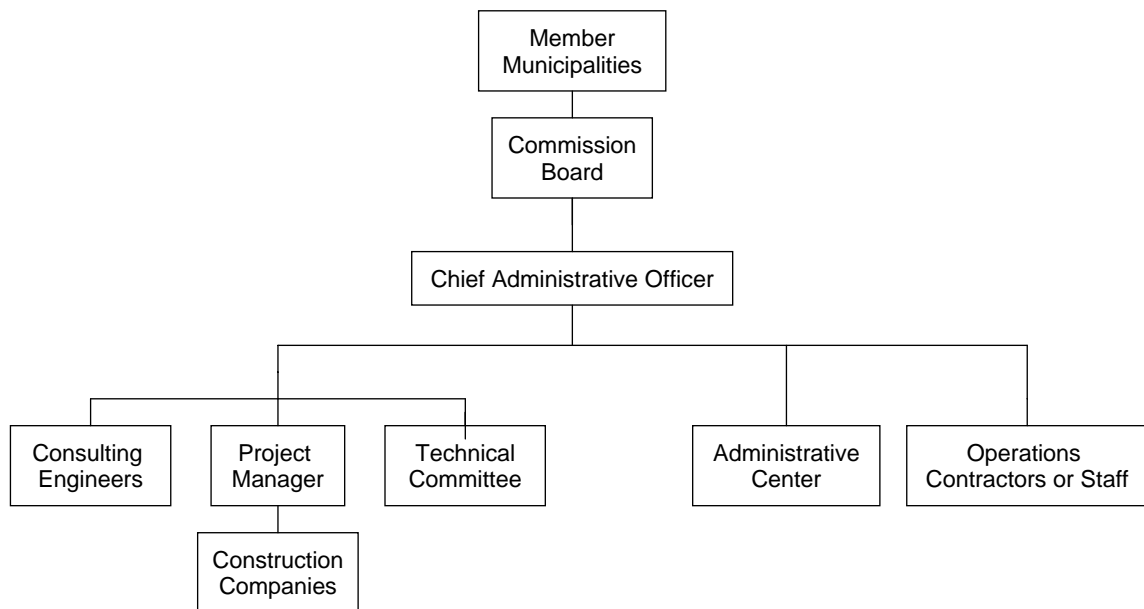
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Engineers engaged by the Board and any Project / Construction Manager or Managers that may be required. The Project Manager will also chair a technical committee of representatives from each of the Members and St. Paul. The committee will provide input and advice on the design and construction of the System, as well as provide liaison between the System and water facilities and staff of each of the Members and the St. Paul WTP.

The Commission will require the services of a Chief Administrative Officer (CAO) of the Commission, the position of which is provided under Bylaw No. 2, to act as the ongoing “*administrative head of the Commission.*” The CAO will direct operational employees or contractors and the administrative center for the System. The Commission will engage the County on a contractual basis to provide the services of the CAO.

### 3.4 Organization Chart

**Figure 3.1  
St. Paul Regional Water Commission  
Organizational Chart**



### 3.5 Allocation of System Capacity and Costs

Each Member agrees that:

1. The system capacity is allocated to the Members is based on the 25 year treated water design capacity of the System and is set out in Table 3.1,
2. Governance and Administrative Costs will be split equally between the Members.
3. The net capital costs of the System will be allocated between the Members as set out in Table 3.1.
4. The annual operating costs will be recovered through uniform rates calculated for each sub system on actual volume of water delivered.
5. The Members agree that should this uniform rate, because of less than expected water volumes, fail to generate sufficient revenue to meet the total annual costs of a particular sub-system in a year, the shortfall of revenue, if it can not otherwise be met from financial reserves or accumulated surplus, would be recovered in subsequent years by an increase in uniform rates.

**Table 3.1**  
**Elk Point / St. Paul Regional Water System**  
**Allocation of System Capacity Based on**  
**25 Year Design Treated Water Volume**

|                    |   | Volume<br>2036 | %      |
|--------------------|---|----------------|--------|
| Town of Elk Point  |   | 305,958        | 83.3%  |
| County of St. Paul | * | 61,192         | 16.7%  |
|                    |   | 367,150        | 100.0% |

\* at 20% of Elk Point

### 3.6 Membership Agreements

Each Member will be required to enter into a Membership Agreement with the Commission which will, among other things, set out the:

- a. Obligations of the Member for payment for:

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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- i. Water services,
  - ii. Direct payment of annual debt payments, and
  - iii. Direct payment of an equal share of Commission Board and Administration Costs.
- b. Provisions for termination of Membership or windup of the Commission,
- c. Particular arrangements, obligations or provisions that may be particular to the Member,
- d. Provisions for suspension and shutdown of the Members Connection, and
- e. Process for Dispute Resolution.

### **3.7 Water Supply Agreement**

Each Member requiring water services from the System will be required to enter into a Water Supply Agreement with the Commission which will, among other things, set out the:

- a. Financial obligations of the Member for payment for:
  - i. Water services on a volume basis,
  - ii. Minimum annual charges required, if any,
  - iii. Subsequent recovery of revenue shortfall for previous years, and
  - iv. Special Services required by the Member, if any.
- b. Particular arrangements, obligations or provisions with respect to the supply of services that may be particular to the Member,
- c. Annual Quantities to be delivered to Member in each year.
- d. Obligations for Minimum Annual Volumes,
- e. Allowable Daily Volume and Maximum Rate of Delivery of water to the Member,

- f. Obligations of the Member with respect to connection with the System, environmental compliance and indemnification, and
- g. Process for Dispute Resolution.

A draft template of the Water Supply Agreement is set out in Appendix C.

### **3.8 Town of St. Paul**

The Commission will enter into a 25 year term agreement with the Town, on terms and conditions mutually beneficial to the Commission and to the Town, for the supply of treated water to the Commission for the System. Among other things, the Agreement will include:

- a. The provision of treated water for normal domestic and municipal purposes,
- b. A process of setting quantities of water to be supplied each year to the Commission,
- c. A maximum daily quantity that shall be supplied to the Commission,
- d. A process to establish rates for treated water services, such rate to be common for both the System and the Town,
- e. A process to adjust revenues and rates for variances between projected annual volumes and actual annual volumes and return excess revenues or recover insufficient revenues (“true up”),
- f. Provisions to address emergency suspension of water services or temporary reductions in volume of water available,
- g. A Joint Steering Committee of representatives of the Commission and the City to ensure strategic planning, consultation and communication, and
- h. Processes for Dispute Resolution.

### **3.9 Withdrawal of Members from the Commission and Disestablishment of the Commission**

1. Subject to the approval of the Minister of Municipal Affairs, a Member may withdraw from the Commission upon five years written notice. As a regional services commission requires two Members, the withdrawal of either Member would lead to the disestablishment of the Commission in which case the assets of System would accrue to the remaining Member.
2. The withdrawing Member may sell the equity contributed by the withdrawing Member during that Member's term of membership of the Commission to the remaining Member of the Commission for such compensation and on such terms as the two parties may agree. However, the remaining Member shall not be obligated to purchase the withdrawing Member's proportionate share of the system. The remaining Member shall not utilize the capacity of the system related to the withdrawing Member's equity or utilize the withdrawing Member's water volume allocation without fair compensation.
3. The withdrawing Member shall still be responsible for any respective proportion of outstanding debt principle for which the withdrawing Member is responsible and the withdrawing Member shall either pay the outstanding principle and any accrued interest to the remaining Member or agree to continue to pay the respective share of the annual payments on the debt. Any proceeds to the withdrawing Member from the sale of capacity under clause 1) shall be firstly applied to outstanding debt principle of the withdrawing Member.

### **3.10 Disposition of Assets**

The Commission Board may dispose of assets of the Commission provided that:

- a. Grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings, equipment or inventory to be sold is repaid or retired,
- b. The sale would not have a significant adverse effect on the services the Commission provides,
- c. The sale will be properly reflected in the rates subsequently charged to the customers of the Commission, and
- d. Approval of the Minister is obtained for any disposition that has been funded by the Government of Alberta.

## 4. Project Capital Costs and Funding

### 4.1 Capital Costs

The projected capital costs and financing for the System's development in 2011 - 20123, based on the opinion of probable costs provided by the Commission's engineering consultant, Associated Engineering, are set on Table 4.1.

**Table 4.1**  
**Elk Point / St. Paul Regional Water System**  
**Projected Capital Expenditures and Financing**  
**By Component**

#### Capital Costs

|  |                     |
|--|---------------------|
| Upgrade to St. Paul WTP                | \$4,100,000         |
| St Paul to Elk Point Transmission Line | \$7,300,000         |
| <b>Total Capital Cost</b>              | <b>\$11,400,000</b> |

#### Capital Funding

##### **Water for Life Grant Program**

|                                    |                     |
|------------------------------------|---------------------|
| Eligible Costs - Treatment         | \$4,100,000         |
| Share - Treatment                  | 100.00%             |
| Eligible Costs - Transmission Line | \$7,300,000         |
| Share - Transmission               | 90.00%              |
| <b>Calculated Grant</b>            | <b>\$10,670,000</b> |

|                                |                     |
|--------------------------------|---------------------|
| <b>Commission Funding</b>      | <b>\$730,000</b>    |
| <b>Total Capital Financing</b> | <b>\$11,400,000</b> |

### 4.2 Capital Financing

The capital financing is set out in Table 4.1 and the sources of capital financing include, government grant funding, direct contributions by Members, if any, and debt financing by the Commission.

#### **4.2.1 Government Grant Funding**

The major share of government funding identified for financing the System's development is through the Government of Alberta Water for Life program. (WFL) Funding under this program would provide 100% for water treatment plant upgrades serving regional systems and 90% funding for regional water transmission lines. Total

funding from the WFL program, if approved, would total \$10,670,000 or some 94% of the total project costs.

#### **4.2.2 Direct Contributions by Members**

As general principles:

- a. If a Member requires the capacity of portions of the System to be increased beyond what would be normally attributable to the Member under common factors of growth and water demands, then the Member would be responsible to pay directly to the Commission at the time of construction, the difference in actual cost between providing for the normally attributed capacity and the actual capacity required, or
- b. If all or part of the capacity of the System, which is to be attributed to a Member, be ineligible for grant funding, then the Member would be responsible to pay directly to the Commission at the time of construction, the difference in actual cost between providing for the capacity eligible for funding and the actual capacity required.

##### **4.2.2.(a) Capacity Allocation to Rural Municipalities Under the Water for Life Program**

The conditions of the Water for Life funding currently in place, limits the proportion of the capacity of a regional water system that can be attributed to the rural municipalities to 20%. For the System, the capacity available for the County considered eligible under Water for Life funding will be 20% of that allocated for Elk Point.

Should the County seek to increase capacity available for water services beyond that presently provided under eligible funding, the County will contribute 100% of the costs incurred in providing this additional or oversize capacity.

#### **4.2.3 Debenture**

The Commission will fund the net project costs (after the deduction of grant funding) with debenture borrowing from the Alberta Capital Financing Authority or long term borrowing from other sources if financially more favorable. The amortization term of the borrowing will be 25 years in reflection of the design life of the transmission lines.

For the purposes of the Plan, the interest costs are calculated at 5%. The rate paid would be that in effect at the time of borrowing. The 25 year debenture rate from Alberta Capital Finance Authority at mid January 2011 was 4.303%.

Borrowing to fund the System Construction is expected to be taken in two draws, the first in the latter part of 2011 and the second drawn in the first half of 2012, with payments beginning latter 2012. The debenture repayment costs will be payable semi annually. Payments for the first draw would commence in the first half of 2012 with the borrowing for the second drawn beginning in second half of 2012.

Because the County will not be drawing its 20% share of the System allocation for some number of years, the debenture payments allocated to the Members would be paid directly by the Members rather than included in rates.

The details of the debenture borrowing are set out in Table 4.2 following.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Table 4.2  
Elk Point / St. Paul Regional Water System  
Debenture Borrowing Details**

**Debenture**

|                                |                    |
|--------------------------------|--------------------|
| Total Principal to be Borrowed | \$730,000          |
| Total Interest                 | \$556,919          |
| Total to Repay                 | <u>\$1,286,919</u> |

**Borrowing Timing**

|                  | 2011             | 2012             | 2013       | Total            |
|------------------|------------------|------------------|------------|------------------|
| Debenture Draw 1 | \$600,000        |                  |            | \$600,000        |
| Debenture Draw 2 |                  | \$130,000        |            | \$130,000        |
|                  |                  |                  |            | \$0              |
| Balance          | <u>\$600,000</u> | <u>\$130,000</u> | <u>\$0</u> | <u>\$730,000</u> |

**Debenture Debt Principal Owning**

|                | 2011      | 2012      | 2013      | 2014      | 2015      | 2016      |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Debt Principal | \$600,000 | \$716,203 | \$700,340 | \$683,675 | \$666,166 | \$657,082 |

**Annual Borrowing Costs**

25 year Amortization, Semi-Annual Payments

|                                      |            |          |
|--------------------------------------|------------|----------|
| Current Alberta Capital Finance Rate | 4.303%     |          |
| Rate for Calculations                | 5.0%       | Interest |
| Annual Payment Factor                | 0.07051612 |          |

|                         | 2011       | 2012            | 2013            | 2014            | 2015            | 2016            |
|-------------------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Annual Payment - Draw 1 |            | \$42,310        | \$42,310        | \$42,310        | \$42,310        | \$42,310        |
| Annual Payment - Draw 2 |            | \$4,584         | \$9,167         | \$9,167         | \$9,167         | \$9,167         |
| Total Annual Payment    | <u>\$0</u> | <u>\$46,893</u> | <u>\$51,477</u> | <u>\$51,477</u> | <u>\$51,477</u> | <u>\$51,477</u> |

**Direct Contribution by Members**

|                    |                 |                 |                 |                 |                 |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Town of Elk Point  | \$39,078        | \$42,897        | \$42,897        | \$42,897        | \$42,897        |
| County of St. Paul | \$7,816         | \$8,579         | \$8,579         | \$8,579         | \$8,579         |
| Total County       | <u>\$46,893</u> | <u>\$51,477</u> | <u>\$51,477</u> | <u>\$51,477</u> | <u>\$51,477</u> |

**4.2.4 Debt Limit**

Under the *Regional Services Commission Debt Limit Regulation* AR 76/2000, there are two limitations to the amount of debt, operating and capital that a commission can carry to develop the public utility:

- a. Total debt cannot exceed two times the annual revenue, and

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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- b. Total debt servicing cost (principal and interest payments) cannot exceed 35% of the annual revenue.

If the borrowing required exceeds the debt limit of the Regulation, the Minister of Municipal Affairs, upon presentation of an acceptable business plan, may authorize an extension of the debt limit.

As set out in Table 4.3 below, the total projected debenture borrowing needed to finance the Commission's share of the capital cost of the two stages is about \$730,000 Million. A further \$250,000 authorization for an operating line of credit is planned (Section 5.3.4) for a total borrowing of up to \$980,000. At this amount, the total debt would be 2.7 times the projected 2013 revenue. With the 25 year amortization period, the annual debt servicing costs are 14% of revenue, under the 35% limit for debt servicing costs. The annual debenture payments will be funded by direct contribution by the Members.

Upon its creation, the Commission will seek a debt limit extension to ~~\$1.25~~ \$1 Million. However should unforeseen project capital costs require the Commission to borrow funds beyond this limit, the Commission will seek to increase the debt limit accordingly.

**Table 4.3  
Elk Point / St. Paul Regional Water System  
Debt Limit Extension**

|  |                           |
|--|---------------------------|
| Total Project Costs  | \$11,400,000              |
| Proposed Borrowing   | \$730,000                 |
| Operating Line of Credit                                     | <u>\$250,000</u>          |
| Total Borrowing  | \$980,000                 |
| Debt Limit at 2 times annual revenue in 2013                 | \$723,210                 |
| Debt as a factor of Annual Revenue in 2013                   | 2.7                       |
| Annual Debt Payments in 2013                                 | \$51,477                  |
| Annual Debt Servicing Limit at 35% of annual revenue in 2013 | \$126,562                 |
| Annual Payments as % of Annual Revenue in 2013               | 14%                       |
| Debt Limit Extension Requested                               | <u><b>\$1,000,000</b></u> |

## 5. System Operation

The operation of the System will evolve as the various phases are completed. The Commission Board will continue to examine the best alternatives for management, administration and system operations.

### 5.1 Management and Administration

At present, the duties attributable to the CAO are handled by County. The County provides administrative space and administrative and financial services. Upon provincial authority to form a regional services commission, expected in mid 2011, the Commission will engage Elk Point to provide management and administrative services for the System and to fulfill the duties of the CAO until December 31, 2016.

The firm C & J Van Co Services has been engaged as the Project Manager.

### 5.2 Operations

The Commission will be responsible to put in place arrangements for the operation of the System. Major aspects of such operational responsibility shall include, but not be limited to:

- a. Operation, maintenance and repair of transmission pipelines, metering facilities, control systems and related facilities and lands for the System
- b. Such monitoring and testing of the:
  - i. Quality of treated water that may be necessary to ensure compliance with Provincial health requirements, and
  - ii. Quantity of treated water delivered to the Members and Customers that may be necessary to ensure compliance with connection agreements.
- c. Coordination of System operations with the water distribution systems of the Members,
- d. Inspection of rights of way associated with the System and supervision of any activities on these lands that are relevant to or have the potential to affect the System, and

- e. Management of any operations center that may be required.

The Commission will engage Elk Point to undertake on a contractual basis the operation of the System.

### **5.3 Financial Management**

The Commission will set in place policies and procedures which ensure the proper management of the financial affairs of the Commission and System. The CAO will ensure that detailed records and books of account are kept and maintained in accordance with generally accepted accounting principles and meet the requirements of the provisions of Bylaw No. 2, *the Municipal Government Act* and any other relevant legislation.

The Commission has established in Bylaw No. 2, the principle of full annual cost recovery in setting rates and charges for services provided by the System and will make its financial decisions based on accomplishing this objective over a three year time frame. This is reflective of Section 602.21(1) of the *Municipal Government Act* which provides that “*If the total revenues and transfers of a commission over a 3-year period are less than the total expenditures and transfers of the commission for the same period, the operating budget for the commission for the year following the 3-year period must include an expenditure to cover the deficiency.*”

#### **5.3.1 Financial Plans and Budgets**

The Commission’s financial year is the calendar year. In accordance with requirements of Bylaw No. 2, a Financial Plan for the next three years will be prepared in the fall of each year. Included in this plan will be the operating and capital budgets for the next ensuing year. Initially, the timing of the preparation and adoption of this Financial Plan and budgets may be varied as necessary during the capital construction and initial startup phases of the System.

As provided under Section 602.2(1) of the *Municipal Government Act* and in Bylaw No.2, the Financial Plan and budgets will set out the:

- a. Estimated expenditures for:
  - i. Operation of the Commission Board and administration,
  - ii. Operation of the System,
  - iii. Capital development of the System,

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- iv. Repayment of debt obligations,
  - v. A return on equity or, if necessary, amounts for depreciation or depletion,
  - vi. Any other non cash expenditures, and
  - vii. Any amount needed to recover any deficiency.
- b. Estimated amount and sources of revenue required to meet or exceed the estimated expenditures,
  - c. Rates and fees to be charged to Members and customers of the System,
  - d. Expected magnitude and timing of the contributions required of the Members, and
  - e. Rates of remuneration and expenses to be provided to the Directors of the Board.

#### **5.3.2 Financial Reports**

The CAO will prepare for the Commission Board quarterly financial reports for operations which will set out details of budgeted revenue estimates and expenditure appropriations, actual revenues and expenditures to date and in the case of the third quarter report, estimated final revenues and expenditures.

The CAO will prepare for the Commission Board ongoing financial reports for capital project activities which will set out details of authorized capital expenditure appropriations and expected capital financing, actual expenditures and financing to date and the estimated final expenditures and financing.

Bylaw No. 2 provides for the appointment of an auditor and the presentation of an audited financial statement at the Commission's Annual meeting to be held no later than April 30<sup>th</sup> of each year. The audited financial statements will be distributed to each Member within thirty (30) days of the Board's approval.

#### **5.3.3 Cash Management and Authorization of Expenditures**

The CAO will establish and maintain such accounts with a financial institution or institutions authorized by the Board that may be necessary to handle the financial transactions of the Commission related to capital construction and operation.

The Board will authorize such:

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- a. Interim and long term borrowing as may be required to meet the capital construction expenditures of the System, and
- b. Interim borrowing as may be required to meet the operating expenditures of the System.

The CAO will manage the flow of cash to ensure that sufficient funds are in place in a timely fashion to meet the financial obligations of the Commission and that surplus cash is invested appropriately.

The Commission will require two signatures to make, sign, draw, accept, negotiate, endorse, execute and deliver any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money or other instruments, whether negotiable or not, on behalf of the Commission. One signature must be that of the Chair, or in the Chair's absence, the Vice-Chair and the second signature shall be the CAO or, in CAO's absence, any other person authorized by the CAO.

#### **5.3.4 Operating Line of Credit and Interim Capital Borrowing**

The Commission will seek to arrange with the Commission's financial agency, an ongoing operating line of credit in the amount of up to \$250,000 to ensure adequate cash flow for operating purposes.

During the construction time frame 2010 to 2015, the Commission will seek to arrange with the Commission's financial agency, the ability to draw on a short term basis, interim capital borrowing necessary to meet capital expenditure obligations. With the timing of advances of grant funds and the receipt of the Commission's debenture borrowing funds, it is not expected to have to incur significant interim borrowing.

#### **5.4 Insurance and Risk Management**

The Commission will put in place sufficient types and levels of insurance coverage to ensure that the Commission corporately, as well as its Directors, Officers and staff are adequately protected, including, but not limited to:

- a. General Umbrella Liability Insurance,
- b. Liability Insurance for Directors, Officers and staff,
- c. Environmental Impairment Insurance,
- d. Property and Fire Insurance,

- e. Stationary Machinery, Equipment and Boiler Insurance,
- f. Vehicle and mobile Machinery and Equipment Insurance, and
- g. Business Continuation Insurance.

The insurance coverage shall be sufficient in terms and quantity to hold harmless and otherwise indemnify the Members for any liability that might be incurred in relation to any activities on Commission property or actions by the Commission for which the Commission or other third party is solely responsible.

The Commission has already put in place the Liability Insurance for Directors and Officers of the Commission through Jubilee Insurance, a service provided through the Alberta Association of Municipal Districts and Counties of which the Commission is an associate member. The Commission will add insurance coverage progressively as the System components are constructed and activated.

The Commission will require of any contractor, agent or third party undertaking activities on Commission facilities or acting on behalf of the Commission to have sufficient liability and builders' insurance coverage to protect the interests of the Commission. The Commission will also require that such contractors, agents or third parties have in place, where it is appropriate to do so, such financial security and guarantees to ensure that any works or activities undertaken may be completed at no additional cost to the Commission.

### **5.5 Business Plan Review**

The Commission will review the provisions of this Plan each year as part of the cycle for preparing the financial plans and annual budget for the Commission. The Commission will undertake a more extensive, full review of the Plan:

- a. In the year following the year in which local elections are held, beginning in 2014, or
- b. More frequently if the Commission determines a need to do so.

### **5.6 Policy Development**

The Board will undertake, on an ongoing basis, the development and adoption of policies that may be necessary or appropriate to guide and govern the:

- a. Decision making of the Board, and

- b. The actions of the CAO in the administration, operation and capital development of the System.

In addition to those policy areas already addressed in this Plan, the Board will consider in the ensuing year, policies for:

- a. The crossing of the System right of way and Commission lands by other infrastructure,
- b. Freedom of Information and Protection of Privacy, and
- c. The connection of customers to the System.
- d. Water Conservation and Stewardship

## **6. Operating Costs and Revenue**

### **6.1 Governance and Administrative Operations**

The projected expenditures for the annual operation of the Board and Commission Administration for the five year period 2012 to 2013<sup>6</sup> are set in Table 6.1.

Directors will be paid remuneration for attending meetings and time incurred in the service of the Commission by their respective Municipalities. Initially it is expected that the Commission would 4 times per year with this requirement dropping of to 2 meetings per year by 2016. An additional honorarium would be provided for the Chair of the Board and an allowance will be provided for out of pocket expenses incurred by Directors on Commission business.

The general administrative services expenditures reflect the assumption by Elk Point of the CAO position, primary administrative services and accounting/audit services.

The net cost of governance and general administration costs will be recovered equally from the Members.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Table 6.1  
Elk Point / St. Paul Regional Water System  
Governance and Administrative Operations  
Projected Expenditures and Member Allocations  
Years 2012 - 2016**

|                            | 2012     | 2013     | 2014     | 2015     | 2016     |          |
|----------------------------|----------|----------|----------|----------|----------|----------|
| Cost Escalation Factor     |          | 2.0%     | 2.0%     | 2.0%     | 2.0%     |          |
| Board Expenditure          |          |          |          |          |          |          |
| Board Honorariums          | \$8,100  | \$8,232  | \$7,430  | \$7,549  | \$6,696  |          |
| Board Expenses             | \$2,500  | \$2,550  | \$2,601  | \$2,653  | \$2,706  |          |
|                            | \$10,600 | \$10,782 | \$10,031 | \$10,202 | \$9,402  |          |
| Administration             |          |          |          |          |          |          |
| CAO Contract               | \$6,000  | \$6,120  | \$6,242  | \$6,367  | \$6,495  |          |
| Membership Fees            | \$1,000  | \$1,020  | \$1,040  | \$1,061  | \$1,082  |          |
| Postage & Courier          | \$500    | \$510    | \$520    | \$531    | \$541    |          |
| Telephone / Communications | \$600    | \$612    | \$624    | \$637    | \$649    |          |
| Professional Services      | \$2,500  | \$2,550  | \$2,601  | \$2,653  | \$2,706  |          |
| Insurance                  | \$3,000  | \$3,060  | \$3,121  | \$3,184  | \$3,247  |          |
| Goods & Supplies           | \$3,000  | \$3,060  | \$3,121  | \$3,184  | \$3,247  |          |
|                            | \$16,600 | \$16,932 | \$17,271 | \$17,616 | \$17,968 |          |
| Total Expense              | \$27,200 | \$27,714 | \$27,302 | \$27,818 | \$27,370 |          |
| Allocation Among Members   | %        |          |          |          |          |          |
| County of St. Paul         | 50%      | \$13,600 | \$13,857 | \$13,651 | \$13,909 | \$13,685 |
| Town of Elk Point          | 50%      | \$13,600 | \$13,857 | \$13,651 | \$13,909 | \$13,685 |

## 6.2 System Operations

The projected expenditures for the annual operation of the System for the five year period 2012 to 2016 are set out in Table 6.2. The operational budget is based on assumption that the System will become operational by January 1, 2012 and operated by contract with Elk Point.

### 6.2.1 Projected Operating Expenditures and Required Revenues

The O & M expenditures for the System are based on the following assumptions and estimations:

- a. Purchase of water from the St. Paul at an initial estimated rate of \$.80 per m<sup>3</sup> rising to \$.90 per m<sup>3</sup> by 2014 and then increasing by inflation thereafter. St. Paul has not confirmed this purchase price. Volumes purchased will reflect only the volumes for Elk Point for the first 2 years.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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Beginning in 2014, new customers of the County are forecast to become connected representing 15% of the County allocation with continuing increases of draws for 2015 and 2016.

- b. Personnel required for day to day operations would be provided under an Operations Services Contract,
- c. An allowance for Professional Services is included for engineering, technical and other such services, and
- d. Annual diversion of operating funds into Rate Stabilization, Emergency Response and O & M cash reserves. The amounts diverted annually will be re-assessed in 2014 and may be adjusted once the actual water volumes and operating expenses are better known through experience.

#### **6.2.2 Capital Development**

As the facilities will be newly constructed and because the County will be only drawing a small portion of the County's allocation in the initial 5 years, only a small amount of funds will be diverted to capital reserves in the years 2015 and 2016. It remains the objective of the Members to raise rates over time to recover the annual depreciation cost of the System.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Table 6.2  
Elk Point / St. Paul Regional Water System  
Projected System Operations Expenditures and Revenue to be Raised from Rates  
Years 2012 - 2016**

|  | 2012             | 2013             | 2014             | 2015             | 2016             |
|--|------------------|------------------|------------------|------------------|------------------|
| Inflationary / Growth Cost Allowance               |                  | 2.0%             | 2.0%             | 2.0%             | 2.0%             |
| Initial Months in Operation                        | 12               |                  |                  |                  |                  |
| <b>Purchase of Treated Water from St. Paul WTP</b> |                  |                  |                  |                  |                  |
| Volume (Table 6.3)                                 | 214,031          | 217,242          | 227,115          | 232,760          | 238,523          |
| Price / m3   | \$0.80           | \$0.85           | \$0.90           | \$0.92           | \$0.94           |
| Purchase Cost                                      | \$171,225        | \$184,656        | \$204,404        | \$213,674        | \$223,344        |
| <b>Operations and Maintenance</b>                  |                  |                  |                  |                  |                  |
| Maintenance Contract                               | \$20,000         | \$20,400         | \$20,808         | \$21,224         | \$21,649         |
| SCADA  | \$3,000          | \$3,060          | \$3,121          | \$3,184          | \$3,247          |
| Repairs and Line Maintenance                       | \$10,000         | \$10,200         | \$10,404         | \$10,612         | \$10,824         |
| Small Tools and Equipment                          | \$5,000          | \$5,100          | \$5,202          | \$5,306          | \$5,412          |
| Engineering / Professional Services                | \$5,000          | \$5,100          | \$5,202          | \$5,306          | \$5,412          |
|  | \$ 43,000        | \$ 43,860        | \$ 44,737        | \$ 45,632        | \$ 46,545        |
| <b>Capital Development</b>                         |                  |                  |                  |                  |                  |
| Debt Payment                                       | \$0              | \$0              | \$0              | \$0              | \$0              |
| To Capital Reserves                                |                  | \$0              | \$0              | \$25,000         | \$25,000         |
|  | \$0              | \$0              | \$0              | \$25,000         | \$25,000         |
| <b>Transfer to Operating Reserves</b>              |                  |                  |                  |                  |                  |
| Rate Stabilization Reserve                         | \$15,000         | \$25,000         | \$25,000         | \$0              | \$0              |
| Emergency Response, O & M Reserve                  | \$20,000         | \$20,000         | \$20,000         | \$20,000         | \$20,000         |
|  | \$35,000         | \$45,000         | \$45,000         | \$20,000         | \$20,000         |
| <b>Total Expenditures</b>                          | <b>\$249,225</b> | <b>\$273,516</b> | <b>\$294,141</b> | <b>\$304,306</b> | <b>\$314,888</b> |

## 6.3 Rates and Charges

### 6.3.1 Principles Governing the Establishment of Long Term Rates

Section 11 of Bylaw No. 2 provides that the Commission will establish such rates and charges for the System on a full cost recovery basis. The adoption of these rates and fees are required by a bylaw of the Commission Board.

The Commission will use a “postage stamp” approach in determining the rate for water services for the System with all Members being charged uniform rates per cubic meter for operation, maintenance, transmission, and treatment. This approach achieves:

- a. Equity – Uniform rates provide the same operation, maintenance, transmission, and treatment rates per volume for each municipality regardless of their distance from the water treatment plant,
- b. Simplicity – Easy to understand and to apply for the Committee, the simplicity of a postage stamp rate is one of its chief advantages,
- c. Revenue Stability – The stability of revenues provide a stable financial base for the Committee which allows for a constant approach to long term planning, and
- d. Conservation – A postage stamp rate structure will provide incentives for Members to reduce water demands and to conserve valuable water resources.

#### **6.3.2 Calculation of Rates**

The calculation of rates is set out in Table 6.3. The rate for at least the initial five years will be recover the costs of water purchase, System operation, diversions to operating reserves and to an accumulation of surplus for financial liquidity. This rate is set at \$1.30 per m<sup>3</sup> for the years 2012 and 2013, with an increase to \$1.35 for the years 2014 – 2016.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Table 6.3  
Elk Point / St. Paul Regional Water System  
Rate Calculation for Water Services  
Years 2012 - 2016**

|                                      | 2012                | 2013                | 2014                | 2015                | 2016                |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Estimated Volume</b>              |                     |                     |                     |                     |                     |
| Elk Point                            | 214,031             | 217,242             | 220,500             | 223,808             | 227,165             |
| County of St. Paul                   | -                   | -                   | 6,615               | 8,952               | 11,358              |
| <b>Total</b>                         | <b>214,031</b>      | <b>217,242</b>      | <b>227,115</b>      | <b>232,760</b>      | <b>238,523</b>      |
| <b>Cost to be Raised (Table 6.2)</b> |                     |                     |                     |                     |                     |
| Purchase of Water                    | \$171,225           | \$184,656           | \$204,404           | \$213,674           | \$223,344           |
| Operation                            | \$43,000            | \$43,860            | \$44,737            | \$45,632            | \$46,545            |
| Capital Reserves                     | \$0                 | \$0                 | \$0                 | \$25,000            | \$25,000            |
| Operating Reserves                   | \$35,000            | \$45,000            | \$45,000            | \$20,000            | \$20,000            |
| <b>Total</b>                         | <b>\$249,225</b>    | <b>\$273,516</b>    | <b>\$294,141</b>    | <b>\$304,306</b>    | <b>\$314,888</b>    |
| Rate / m3 Required                   | \$1.16              | \$1.26              | \$1.30              | \$1.31              | \$1.32              |
| Rate / m3 Established                | \$1.30              | \$1.30              | \$1.35              | \$1.35              | \$1.35              |
| <b>Rate Components</b>               |                     |                     |                     |                     |                     |
| Purchase of Water                    | \$0.80              | \$0.85              | \$0.90              | \$0.92              | \$0.94              |
| Operations                           | \$0.20              | \$0.20              | \$0.20              | \$0.20              | \$0.20              |
| Capital Reserves                     | \$0.00              | \$0.00              | \$0.00              | \$0.11              | \$0.10              |
| Operating Reserves                   | \$0.16              | \$0.21              | \$0.20              | \$0.09              | \$0.08              |
| Surplus                              | \$0.14              | \$0.04              | \$0.05              | \$0.04              | \$0.03              |
| <b>Total Rate</b>                    | <b>\$1.30</b>       | <b>\$1.30</b>       | <b>\$1.35</b>       | <b>\$1.35</b>       | <b>\$1.35</b>       |
| <b>Revenue From Rates</b>            |                     |                     |                     |                     |                     |
| Elk Point                            | \$278,240.74        | \$282,414.35        | \$297,675.59        | \$302,140.72        | \$306,672.83        |
| County of St. Paul                   | \$0.00              | \$0.00              | \$8,930.27          | \$12,085.63         | \$15,333.64         |
| <b>Total</b>                         | <b>\$278,240.74</b> | <b>\$282,414.35</b> | <b>\$306,605.86</b> | <b>\$314,226.35</b> | <b>\$322,006.47</b> |

#### **6.3.3 Minimum Volume Charges**

The rate set out sub-section 6.3.2 is calculated assuming a certain volume of water annually from the Members. Members, however, will be charged on the actual volume of water delivered to the System. To ensure that the Commission is able to meet fixed costs for operation of the System, Members will be required in advance of each year to estimate the anticipated volume of water for the ensuing year. A Member will be charged for either the actual volume of water or 90% of the estimated volume whichever is higher.

#### **6.3.4 Rate Comparisons**

The comparison of rates among municipal and regional water services is to be approached with caution, given that the circumstances and context of each system can be quite different from one another. The conclusion that the cost of the service is reasonable and sustainable will often be based on the availability of alternatives. Each of the Municipalities must secure a long term source of quality water to ensure their respective viability and in some cases their very existence. The collective cost of each Municipality addressing this need on its own is prohibitively expensive. Financially the municipalities have no other option but to develop a common water supply and transmission system, as such, are to be prepared to accept the costs accordingly.

As well, in comparing rates a common basis of comparison is required. Some systems recover all costs of the system including, governance, administration, operations, debt payments and transfers to reserves in per unit rates. In others, some of these components are paid for directly by the Members. Such is the case with the System where governance and administration and debt payments are paid directly by the Members. If these costs were included in the unit rates, the System rate for 2012 would be \$1.80. This per m<sup>3</sup> rate would compare to the known or expected rates of the following regional water supply systems in Alberta:

- a. Mountain View - \$1.20 presently, rising to \$1.37 in 2012,
- b. Westlock - \$1.25,
- c. Shirley McLellan - \$ 1.80,
- d. North Red Deer - \$1.92,
- e. Highway 12/21 - \$2.26,
- f. Kneehill - \$3.10, and
- g. Highway 14 - \$3.76

**Elk Point / St. Paul Regional Water System**  
**Business Plan – Draft 4.3, April 4, 2011**

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## 6.4 Financial Summary

A summary of the Income Statement and selected Balance Sheet items are set out in Tables 6.4 and 6.5 respectively. The initial valuations for the assets constructed by the Commission are the estimated capital costs. Depreciation is calculated on a 25 year straight-line basis. Table 6.6 identifies the contributions of each Member.

**Table 6.4**  
**Elk Point / St. Paul Regional Water System**  
**Summary of Income Statement Items**  
**Years 2012 - 2016**

|                                | 2012             | 2013             | 2014             | 2015             | 2016             |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Revenue</b>                 |                  |                  |                  |                  |                  |
| Rates (From Table 6.3)         | \$278,241        | \$282,414        | \$306,606        | \$314,226        | \$322,006        |
| Contribution from Members      |                  |                  |                  |                  |                  |
| Governance and Administration  | \$27,200         | \$27,714         | \$27,302         | \$27,818         | \$27,370         |
| Debenture Debt                 | \$46,893         | \$51,477         | \$51,477         | \$51,477         | \$51,477         |
| <b>Total Revenue</b>           | <b>\$352,334</b> | <b>\$361,605</b> | <b>\$385,385</b> | <b>\$393,521</b> | <b>\$400,853</b> |
| <b>Expenditure</b>             |                  |                  |                  |                  |                  |
| Governance and Administration  | \$27,200         | \$27,714         | \$27,302         | \$27,818         | \$27,370         |
| Purchase of Water              | \$171,225        | \$184,656        | \$204,404        | \$213,674        | \$223,344        |
| Operations and Maintenance     | \$43,000         | \$43,860         | \$44,737         | \$45,632         | \$46,545         |
| Capital Reserves               | \$0              | \$0              | \$0              | \$25,000         | \$25,000         |
| Transfer to Operating Reserves | \$35,000         | \$45,000         | \$45,000         | \$20,000         | \$20,000         |
| Debt Payments                  | \$46,893         | \$51,477         | \$51,477         | \$51,477         | \$51,477         |
| <b>Total Expenditure</b>       | <b>\$323,318</b> | <b>\$352,706</b> | <b>\$372,920</b> | <b>\$383,601</b> | <b>\$393,735</b> |
| <br>Surplus (Deficit)          | <br>\$29,016     | <br>\$8,899      | <br>\$12,465     | <br>\$9,920      | <br>\$7,118      |

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

**Table 6.5  
Elk Point / St. Paul Regional Water System  
Summary of Selected Balance Sheet Items  
Years 2012 - 2016**

|   | 2012               | 2013               | 2014               | 2015               | 2016               |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b><u>Capital Assets</u></b>                        |                    |                    |                    |                    |                    |
| Treated Water Transmission Line                     | \$7,300,000        | \$7,008,000        | \$6,716,000        | \$6,424,000        | \$6,132,000        |
| Total Capital Assets                                | <u>\$7,300,000</u> | <u>\$7,008,000</u> | <u>\$6,716,000</u> | <u>\$6,424,000</u> | <u>\$6,132,000</u> |
| <b><u>Liabilities</u></b>                           |                    |                    |                    |                    |                    |
| <b>Long Term Debt</b>                               | \$716,203          | \$700,340          | \$683,675          | \$666,166          | \$657,082          |
| <b><u>Operating Reserves</u></b>                    |                    |                    |                    |                    |                    |
| <b><u>Rate Stabilization Reserve</u></b>            |                    |                    |                    |                    |                    |
| Opening Balance                                     | \$0                | \$15,000           | \$40,000           | \$65,000           | \$65,000           |
| Additions   | \$15,000           | \$25,000           | \$25,000           | \$0                | \$0                |
| (Withdrawals)                                       |                    |                    |                    |                    |                    |
| Closing Balance                                     | <u>\$15,000</u>    | <u>\$40,000</u>    | <u>\$65,000</u>    | <u>\$65,000</u>    | <u>\$65,000</u>    |
| <b><u>Emergency Response, O &amp; M Reserve</u></b> |                    |                    |                    |                    |                    |
| Opening Balance                                     | \$0                | \$20,000           | \$40,000           | \$60,000           | \$80,000           |
| Additions   | \$20,000           | \$20,000           | \$20,000           | \$20,000           | \$20,000           |
| (Withdrawals)                                       |                    |                    |                    |                    |                    |
| Closing Balance                                     | <u>\$20,000</u>    | <u>\$40,000</u>    | <u>\$60,000</u>    | <u>\$80,000</u>    | <u>\$100,000</u>   |
| <b><u>Capital Reserve</u></b>                       |                    |                    |                    |                    |                    |
| Opening Balance                                     | \$0                | \$0                | \$0                | \$0                | \$25,000           |
| Additions   | \$0                | \$0                | \$0                | \$25,000           | \$25,000           |
| (Withdrawals)                                       |                    |                    |                    |                    |                    |
| Closing Balance                                     | <u>\$0</u>         | <u>\$0</u>         | <u>\$0</u>         | <u>\$25,000</u>    | <u>\$50,000</u>    |
| <b><u>Accumulated Surplus</u></b>                   |                    |                    |                    |                    |                    |
| Opening Balance                                     | \$0                | \$29,016           | \$37,914           | \$50,379           | \$60,300           |
| Annual Surplus/(Deficit)                            | <u>\$29,016</u>    | <u>\$8,899</u>     | <u>\$12,465</u>    | <u>\$9,920</u>     | <u>\$7,118</u>     |
| Closing Balance                                     | <u>\$29,016</u>    | <u>\$37,914</u>    | <u>\$50,379</u>    | <u>\$60,300</u>    | <u>\$67,418</u>    |

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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**Table 6.6  
Elk Point / St. Paul Regional Water System  
Summary of Contributions and Charges by Member  
Years 2012 - 2016**

|  | 2012                   | 2013                   | 2014                   | 2015                   | 2016                   |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Town of Elk Point</b>               |                        |                        |                        |                        |                        |
| Share of Governance and Administration | \$13,600               | \$13,857               | \$13,651               | \$13,909               | \$13,685               |
| Share of Debenture Debt Payments       | \$39,078               | \$42,897               | \$42,897               | \$42,897               | \$42,897               |
| Estimated Charges for Water Services   | \$278,241              | \$282,414              | \$297,676              | \$302,141              | \$306,673              |
|  | <u>\$330,918</u>       | <u>\$339,169</u>       | <u>\$354,224</u>       | <u>\$358,947</u>       | <u>\$363,255</u>       |
| <b>County of St. Paul</b>              |                        |                        |                        |                        |                        |
| Share of Governance and Administration | \$13,600               | \$13,857               | \$13,651               | \$13,909               | \$13,685               |
| Share of Debenture Debt Payments       | \$7,816                | \$8,579                | \$8,579                | \$8,579                | \$8,579                |
| Estimated Charges for Water Services   | \$0                    | \$0                    | \$8,930                | \$12,086               | \$15,334               |
| Total Revenue from Members             | <u><b>\$21,416</b></u> | <u><b>\$22,436</b></u> | <u><b>\$31,161</b></u> | <u><b>\$34,574</b></u> | <u><b>\$37,598</b></u> |

## 7. Risks and Barriers

To meet the needs of the urban and rural communities for a long term assured supply of safe water, the Municipalities contemplate the staged development through the auspices of a regional services commission of the complete System, as expressed through this Plan. The project would be eligible to be considered anticipated under the Alberta Water for Life program and significant funding is anticipated under this program.

If a delay is experienced in receiving grant funding (or a similar magnitude of alternative funding from provincial or federal government sources) for the development of the System, Elk Point would need to continue to use its existing facilities. However for Elk Point, the existing raw water storage is near to becoming insufficient to meet current demands and a combination of events could lead to raw water shortages. Treated water would have to be hauled by truck from the St. Paul WTP at significant cost. Any investment in existing facilities needed to bridge the time gap in funding would most be lost investment and would need to be borne fully by Elk Point. As well a delay in the project would delay the availability of water for County development in the St. Paul – Elk Point corridor.

If major grant funding is not received, then the System as envisioned would be financially impossible for the Municipalities to consider. Elk Point would need to move ahead with upgrading its own facility which would be counter to the aims of Alberta Environment and Alberta Transportation and which would severely impact Elk Point financially.

## 8. Due Diligence

The Member municipalities have demonstrated due diligence in regards to their approach to this project and the decisions that have been made. The Members have:

- a. Commissioned the preparation of detailed engineering studies and carefully considered the information presented,
- b. Considered the options of including other municipalities in a regional approach,
- c. Worked closely with:
  - i. Alberta Environment to plan a system that would meet the environmental objectives of the Members and the Province of Alberta, and
  - ii. Alberta Transportation to plan a system that would meet the objectives of the Water for Life Program and secure funding under that program.
- d. Engaged a team of consultants well experienced in the design and construction of water systems and the development and operation of regional services commissions:
  - i. Associated Engineering, and
  - ii. C & J Vanco with principal John Van Doesburg.

This due diligence is further reflected in the scope and detail of this Plan which:

- a. Sets out clearly the need and viability of this project, and
- b. Will form a sound basis upon which this important regional service will proceed.

**Appendix A**  
**Elk Point / St. Paul Regional Water Commission Regulation**  
**(Likely Wording)**

**ALBERTA REGULATION XX/2010**

**Municipal Government Act**

**ELK POINT / ST. PAUL REGIONAL WATER  
COMMISSION REGULATION**

*Table of Contents*

- 1 Establishment
- 2 Members
- 3 Services
- 4 Operating deficits
- 5 Sale of property
- 6 Profit and surpluses
- 7 Approval

**Establishment**

- 1** A regional services commission known as the Elk Point / St. Paul Regional Water Commission is established.

**Members**

- 2** The following municipalities are members of the Commission:
- (a) Town of Elk Point;
  - (b) County of St. Paul No. 19

**Services**

- 3** The Commission is authorized to provide a water supply system.

**Operating deficits**

- 4** The Commission may not assume operating deficits that are shown on the books of any of the member municipalities.

**Sale of property**

- 5(1)** The Commission may not, without the approval of the Minister, sell any of its land, buildings, equipment or inventory whose purchase has been funded wholly or partly by grants from the Government of Alberta.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- (2) The Minister may not approve a sale under subsection (1) unless the Minister is satisfied
- (a) as to the repayment of the grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings, equipment or inventory to be sold,
  - (b) that the sale would not have a significant adverse effect on the services the Commission provides, and
  - (c) that the sale will be properly reflected in the rates subsequently charged to the customers of the Commission.

#### **Profit and surpluses**

- 6** Unless otherwise approved by the Minister, the Commission may not
- (a) operate for the purposes of making a profit, or
  - (b) distribute any of its surpluses to its member municipalities.

#### **Approval**

- 7** The Minister may make an approval under section 5 or 6 subject to any terms or conditions the Minister considers appropriate.

**Appendix B**  
**Elk Point / St. Paul Regional Water Commission**  
**Bylaws (Drafts)**

Bylaw No. 1

**Being a By-Law of the Elk Point / St. Paul Regional Water Commission in the Province of Alberta (Commission) respecting the appointment of a Board of Directors and Chairperson,**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26; the Board of the Commission must pass a Bylaw respecting the appointment of its Directors and the designation of its Chair, and

**WHEREAS** such Bylaw requires does not come into effect until the approved by the Minister of Municipal Affairs.

**NOW THEREFORE** the Board enacts the following:

**1. DEFINITIONS**

- 1.1 “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2 “Board” means the Board of Directors of the Commission;
- 1.3 “Chair” means the Chairperson of the Board;
- 1.4 “Commission” means the Elk Point / St. Paul Regional Water Commission;
- 1.5 “Director(s)” means the representative of a Member to the Board (the representatives of the Members to the Board) appointed in accordance with this Bylaw;
- 1.6 “Member(s)” means that Member (or those Members of the Commission) set out in the Regulation;
- 1.7 “Regulation” means *Alberta Regulation AR* \_\_\_\_\_;

**2. BOARD OF DIRECTORS**

- 2.1 The Board shall consist of six (6) Directors and composed of three (3) Directors representing each Member as appointed by the municipal council of the Member from among the Member’s elected officials;
- 2.2 A Member may revoke its appointment of a Director and may appoint a replacement Director.

Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011

---

- 2.3 An alternate Director, as appointed by a Member, is entitled to act in the place of the Director in respect of who he is named as alternate when the original Director is absent or not able to attend a meeting of the Board.
- 2.4 When an alternate Director acts in place for a Director, the alternate Director is a member of the Board for all purposes.
- 2.5 The Directors shall elect, from amongst their number, the Chair and the Vice-Chair at the first Regular Meeting of the Board in November of each year.
- 2.6 The term of office of the Chair and Vice Chairman is one year.

3. **AMENDMENTS**

- 3.1 In accordance to section 191 (2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a majority of the Directors and approved by the Minister of Municipal Affairs.
- 3.2 Written notice of a proposed amendment to this Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager

Approved by the Minister of Municipal Affairs this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Minister of Municipal Affairs

## Elk Point / St. Paul Regional Water Commission

### Bylaw No. 2

**Being a By-Law of the Elk Point / St. Paul Regional Water Commission in the Province of Alberta (Commission) respecting the Operation of the Commission and Provision of Services.**

**WHEREAS** appointment of the Board of Directors and the selection of Chair and Vice Chair of the Board has been established under Bylaw No. 1, and

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, the Board of the Commission may pass Bylaws

1. respecting the provision of the commission's services;
2. governing the administration of the commission.

**NOW THEREFORE** the Board enacts the following:

#### 1. DEFINITIONS

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2 "Annual Meeting" means the Meeting of the Board and the Members to be held on a date and at a location to be determined by the Board in accordance with this Bylaw;
- 1.3 "Auditor" means the auditor of the Commission appointed by the Board pursuant to Section 9 hereof;
- 1.4 "Board" means the Board of Directors of the Commission;
- 1.5 "Budget" means the capital budget and the operating budget required by the Act;
- 1.6 "Chair" means the chairperson of the Board, selected in accordance with Bylaw No. 1;
- 1.7 "Commission" means the Elk Point / St. Paul Regional Water Commission established under the Regulation;
- 1.8 "Director" means the representative of a Member on the Board appointed in accordance with Bylaw No. 1;
- 1.9 "Financial Plan" means the financial plan for the Commission for the forthcoming three (3) financial years, as it exists from year to year;

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- 1.10 "Manager" means the person appointed by the Board as Manager in accordance with this Bylaw;
- 1.11 "Member(s)" means the member(s) set out in the Regulation;
- 1.12 "Regulation" means *Alberta Regulation AR* \_\_\_\_\_;
- 1.13 "Regular Meeting" means the meetings of the Board to be held each year on dates and at locations to be determined by resolution of the Board pursuant to Section 6.1 hereof;
- 1.14 "System" means the water treatment plant, pipelines, reservoirs, pump stations and control systems operated by the Commission for the purpose of providing water to the members and customers of the Commission.
- 1.15 "Special Meeting" means a meeting of the Board called in accordance with Section 6.2 of this Bylaw;
- 1.16 "Water Services" means all treated water services provided by the Commission; and
- 1.17 All other words in this Bylaw are as defined or used in the Act or the Regulation.

## 2. OBJECTS

- 2.1 The object of the Commission is to operate a water supply system to provide wholesale treated water services to its Members;

## 3. MANAGEMENT

- 3.1 The management of this Commission shall be vested in the Board.

## 4. BOARD OF DIRECTORS

- 4.1 In addition to those Directors appointed in accordance with Bylaw No. 1, the Town of St. Paul, given its role in the supply of treated water to the System is entitled to appoint a non-voting representative to the Board of Directors to represent the interests of the Town of St. Paul.
- 4.2 The proceedings of the Board shall be conducted in accordance with the Act and this Bylaw.
- 4.3 The Board shall be responsible for the management and conduct of the affairs of the Commission, which responsibility shall include, but not be limited to, the following:

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

---

- (a) to approve the Financial Plan for the forthcoming three (3) years and the Budget for the forthcoming year;
  - (b) to maintain the operations of the Commission in a manner which benefits the Members; and
  - (c) to cause the minute books and financial records of the Commission to be maintained and to make the same available to the Members.
- 4.4 The Directors shall receive for attending any Board meeting or for carrying out any Director's responsibilities, meeting fees and expenses including travel expenses as permitted by the rates and fees set out the Financial Plan and Budget.

**5. OFFICERS**

- 5.1 The Chair shall preside over each Regular Meeting, Special Meeting and the Annual Meeting and of any meetings of any committee of the Commission.
- 5.2 The Chair shall appoint all officials and committees as directed by the Board.
- 5.3 The Chair shall be an ex-officio member of all committees.
- 5.4 The Chair shall vote on all matters before the Board.
- 5.5 The Chair shall perform all other and such other duties as are usually performed by the Chair.
- 5.6 The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- 5.7 In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.
- 5.8 During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Board for that purpose shall exercise the duties and powers of the Chair.
- 5.9 The Board in its discretion may appoint other Officers from time to time.
- 5.10 In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

**6. MEETINGS OF THE BOARD OF DIRECTORS**

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- 6.1 The Board, by resolution, may establish the date and number of Regular Meetings held during a year, however, there shall be not less than two (2) Regular Meetings per year.
  - 6.2 The Chair:
    - (a) may call a Special Meeting at the discretion of the Chair; and
    - (b) shall call a Special Meeting upon receipt of written request by at least Three (3) Directors.
  - 6.3 Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone or by facsimile transmission or any electronic medium not less than forty-eight (48) hours before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if:
    - (a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or
    - (b) All the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.
  - 6.4 A Director may participate in a Board meeting or at a meeting of a committee of the Board by means of telephone conference or other electronic communications medium that permits each of the Directors to hear each of the other Directors and to be heard by each of the other Directors.
  - 6.5 The Chair shall establish the agenda for any meeting of the Board. Directors shall be entitled to add items to the proposed agenda by submitting a written request to the Manager at least twenty-four (24) hours before the meeting.
  - 6.6 The Board shall adopt the agenda at the beginning of the meeting and may, upon agreement of a majority of those Directors present at the meeting add or delete items from the agenda.
  - 6.7 Any matter properly placed before a meeting of the Board shall be decided by a majority of the votes cast by the Directors present at the relevant Board Meeting.
  - 6.8 A quorum of the Board shall be a majority of the Directors with a minimum of one Director present from each member of the Commission.
7. ANNUAL MEETINGS
- 7.1 The Board shall call an Annual Meeting which shall be held no later than April 30<sup>th</sup> of each year.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- 7.2 Written notice of the Annual Meeting shall be provided to each Member by mail postmarked not less than thirty (30) days prior to the date of the Annual Meeting.
- 7.3 At the Annual Meeting, the Auditor shall present the audited financial statements of the Commission and the Chair shall report on the activities of the past year of the Board and the future plans of the Commission.

#### 8. MANAGER

- 8.1 The Manager shall act as the administrative head of the Commission and the without limiting the foregoing, the Manager shall:
  - (a) ensure that the policies and programs of the Commission are implemented;
  - (b) advise and inform the Board on the operations and affairs of the Commission;
  - (c) maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;
  - (d) perform the duties and exercise the powers assigned to the Manager in this Bylaw
  - (e) perform the duties and exercise the powers required of the Manager in the Act or any other applicable legislation;
  - (f) cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;
  - (g) cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Commission;
  - (h) cause to be rendered to the Board at Regular Meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;
  - (i) cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;
  - (j) cause all notices to be given to Members and to Directors required by this Bylaw;
  - (k) cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered up when required by the Act

Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011

---

or when authorized by the Board to such person as may be named by the Board; and

- (l) shall carry out any lawful direction of the Board from time to time.

8.2 The Board may select as Manager:

- (a) an individual that is an employee of the Commission;
- (b) an individual, municipality, or firm engaged on a contractual basis;

on such terms and conditions as may be acceptable to the Board.

8.3 Any one of the Chair or Vice-Chair, together with the Manager are authorized to execute and deliver any cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission.

8.4 The Board may, from time to time, appoint an acting manager who shall be authorized, in the absence the Manager, to perform such duties of the Manager as the Board may prescribe.

8.5 Members shall have the right to inspect and may obtain extracts or copies of all books and records of the Commission.

9. AUDITOR

9.1 The Board shall appoint an Auditor who shall report to the Board on the annual financial statement of the Commission and on the financial procedures and activities of the Commission.

9.2 The Board shall appoint the Auditor at the first meeting of the Board following the Annual Meeting for the ensuing year.

10. VOLUME OF WATER SUPPLIED

10.1 The Commission shall undertake to provide capacity within the system to supply the volume of water annually requested by each member, ultimately providing the following the 25-Year projected consumption volumes in cubic meters per year:

|                           |               |
|---------------------------|---------------|
| Town of Elk Point         | 305,958       |
| County of St. Paul No. 19 | <u>61,192</u> |
|                           | 367,150       |

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

---

- 10.2 The Commission may at its discretion, provide to Members volumes of water exceeding these allocations.
  - 10.3 Members shall provide the Commission in the fall of each year, a request for water for the next ensuing year, based on a reasonable estimate of the volume of water expected to be required to meet the needs of the Member's customers in that next year, together with a forecast of volumes anticipated to be required by the member for the second through fifth ensuing years.
  - 10.4 Where the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available capacity proportionately based on the previous year's volumes, until such time as the Commission is able to fully supply the volume required.
11. FINANCIAL
- 11.1 The financial year of the Commission shall be the calendar year.
  - 11.2 Without limiting the requirements for the Budget pursuant to the Act, the Board in fall of each year will prepare the Financial Plan for the forthcoming three (3) financial years and Budget for the next financial year which will set out the:
    - (a) expected consumption requirements of the Members;
    - (b) estimate expenditures for the:
      - (i) operations of the Board and Manager;
      - (ii) operations of the system;
      - (iii) purchase of water;
      - (iv) repayment of debt obligations;
      - (v) non cash expenditures; and
      - (vi) return on equity and investments;
    - (c) estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission;
    - (d) second and third year projections of operating expenditure, revenue requirements and rate trends;
    - (e) capital projects planned and expected to completed in the forthcoming financial year and the second and third financial years of the Financial Plan;
    - (f) estimated costs and sources of revenue for each year of the Financial Plan;

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- (g) rates of remuneration and expenses to be provided to the Directors.
- 11.3 Subject to and in accordance with the Act and the Budget, the Commission may:
  - (a) accumulate operating surplus funds to an amount up to but not exceeding 50% of the annual operating expenditures in any year; and
  - (b) accumulate capital reserve funds to an amount up to but not exceeding the total expected capital expenditures in the three years of the Financial Plan and Budget.
- 11.4 Each Director shall be entitled to vote on the Budget and on the Financial Plan
- 11.5 Upon receipt of authorization from the Board to distribute the proposed Budget and Financial Plan, the Manager shall distribute to each Member a complete copy of the proposed Budget and Financial Plan for the relevant financial year.
- 11.6 Any Member may submit comments and questions to the Board in writing in relation to the Budget and the Financial Plan within thirty (30) days immediately following the date of distribution of the Budget and the Financial Plan.
- 11.7 After the thirtieth (30th) day immediately following the date of distribution of the Budget and the Financial Plan, the Directors shall finalize and approve the Budget and the Financial Plan for the relevant financial year. For the purposes of this paragraph, approval of the Budget and the Financial Plan shall require a majority of those votes cast to be in favour
- 11.8 If the Budget and Financial Plan are not both approved by majority vote as aforesaid, the Manager shall, as soon as reasonably practicable thereafter, deliver to each Member a revised Budget and Financial Plan for approval in accordance with this paragraph and such process shall continue until the Budget and the Financial Plan for the relevant financial year have both been approved.
- 11.9 Subject to the Act, the Manager may, during any financial year, present to the Members amendments to the Budget and the Financial Plan for the then current financial year. Any amendments to the Budget and the Financial Plan shall be made in accordance with the procedure for approval of the Budget and the Financial Plan set forth in paragraphs 11.5, 11.6 and 11.7, herein.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

---

- 11.10 The Commission shall set out in the annual Budget and Financial Plan, the rate to be charged by the Commission for providing Water Services to the Members and customers and such rates and fees shall be adopted by the Commission by Bylaw.
  - 11.11 The estimated costs of the system shall be determined on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Board, such approach being commonly referred to as the “utility rate model” and shall include full recovery of the annual costs of the Commission for those cost components set out in clauses 11.2 and 11.3.
  - 11.12 The rate for water services to Members shall be a common rate, calculated by dividing the estimated costs of the system determined under clause 11.11, by the total volume of water requested under Clause 10.3 by the Members and anticipated to be sold to customers.
  - 11.13 For those Members purchasing water from the Commission, the Members shall pay to the Commission the product of the actual volume of water purchased by the Member in a year times the rate set out in clause 11.10. Notwithstanding the actual volume of water purchased, the Member shall be responsible for a minimum payment to the Commission of 90% of the volume requested by the Member under Clause 10.3 times the rate set out in clause 11.10.
12. CUSTOMERS AND RESTRICTIONS IN USE OF WATER
- 12.1 The Commission shall not sell Water Services to a Member and a Member shall not resell Water Services to any customer for the purpose of the supply of Water Services for water flood injection into any geological subsurface structure or formation for oil and gas recovery.
  - 12.2 The Commission may terminate the supply of water services to any Member for failure to pay for water services received from the Commission.
  - 12.3 Water Services provided by the Commission will be sold at a uniform rate to each Member. The Commission shall be entitled to terminate supply of water services to a Member if the Commission determines that the Member is selling water under the Commission's uniform rate.
13. CHANGE IN MEMBERSHIP
- 13.1 The Board may agree to the addition of a municipality as a Member of the Commission if sufficient capacity for the supply of water can be made available.

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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- 13.2 A new Member shall be required to pay an amount to be calculated at the time of application.
- 13.3 Any contribution received by the Commission under Clause 13.2 shall inure to the benefit of the existing Members in the proportion to the contribution of the existing members to the Commission from the date of inception of the Commission to the date of entry of any new member.
- 13.4 A Member may withdraw from membership of the Commission upon five (5) years notice. The withdrawing Member may sell the equity contributed by the Member during the Member's term of membership of the Commission to any other Member of the Commission for such compensation and on such terms as the parties may agree subject to the approval of the Board. However, the Commission or any Member shall not be obligated to purchase the withdrawing Member's proportionate share of the system. The Commission shall not utilize the capacity of the system related to the withdrawing Member's equity or utilize the withdrawing Member's water volume allocation without fair compensation.
- 13.5 The withdrawing Member shall still be responsible for any respective proportion of outstanding debt principle for which the Member is responsible and the Member shall either pay the outstanding principle and any accrued interest to the Commission or agree to continue to pay the respective share of the annual payments on the debt. Any proceeds to the Member from the sale of capacity under clause 1) shall be firstly applied to outstanding debt principle of the Member.
- 13.6 Notwithstanding Section 13.4, if there are only two Members of the Commission, the withdrawal of either Member would lead to the disestablishment of the Commission in which case the assets of System would accrue to the remaining Member.
- 13.7 In the case of disestablishment, the withdrawing Member may sell the equity contributed by the withdrawing Member during that Member's term of membership of the Commission to the remaining Member for such compensation and on such terms as the two parties may agree. However, the remaining Member shall not be obligated to purchase the withdrawing Member's proportionate share of the system. The remaining Member shall not utilize the capacity of the system related to the withdrawing Member's equity or utilize the withdrawing Member's water volume allocation without fair compensation.
- 13.8 The withdrawing Member shall still be responsible for any respective proportion of outstanding debt principle for which the withdrawing Member is responsible and the withdrawing Member shall either pay the outstanding principle and any accrued interest to the remaining Member or agree to continue to pay the respective share of the annual payments on the debt. Any proceeds to the withdrawing Member from the sale of capacity under

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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clause 1) shall be firstly applied to outstanding debt principle of the withdrawing Member.

- 13.9 The addition of any new Member or the withdrawal of any Member shall be subject to the approval of the Government of Alberta.

14. AMENDMENTS

- 14.1 An amendment to this Bylaw may be passed by the Board by a majority of the Directors of the Board.

- 14.2 Written notice of a proposed amendment to the Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager

## Appendix C – Water Supply Agreement Template (Draft)

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THIS AGREEMENT made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

### WATER SUPPLY AGREEMENT

Elk Point / St. Paul Regional Water Commission  
(the "Commission")

- and -

(the "Member")

#### Introduction:

**WHEREAS** the Member desires to enter into an agreement with the Commission for the supply of water from the Elk Point / St. Paul Regional Water System (System) to the Member to provide water services to its customers;

**AND WHEREAS** the Member wishes to purchase Water from the Commission and the Commission wishes to sell and deliver Water to the Member;

**AND WHEREAS** the Member and the Commission recognize that conservation of water resources is an important goal;

**IN CONSIDERATION** of the mutual and other promises described in this Agreement, the Commission and the Member covenant and agree as follows:

#### 1. Definitions

In this Agreement, each of the following words shall have the meaning for that word described below unless expressly stated otherwise:

- (a) **Agreed Variance** means the standard for accuracy for the Meter being tested as specified in the latest edition of the American Water Works Association 700 Series Standards;
- (b) **Agreement** means this Water Supply Agreement including the Introduction clauses, all attached Schedules and all documents produced or delivered according to the terms of this Agreement;
- (c) **Annual Quantity** means for each calendar year the quantity of Water for that year determined according to the provisions of attached Schedule "C";
- (d) **Best Efforts** means, in relation to the performance of an obligation, efforts that are

### Elk Point / St. Paul Regional Water System

#### Business Plan – Draft 4.3, April 4, 2011

---

sensible and practical, and involve the exercise of reasoned and sound judgment having regard to all of the relevant circumstances;

- (e) **Bylaws** mean the Bylaws of the Commission that together set out the establishment and operation of the Commission.
- (f) **Commission** means the Elk Point / St. Paul Regional Water Commission as established by Alberta Regulation AR \_\_\_\_\_
- (g) **Cross Connection** means any physical connection to the System or to the Member's Distribution System by which Water may become contaminated;
- (h) **Delivery Pressures** means for each calendar year the Minimum Pressure and the Normal Pressure Range for that year;
- (i) **Effective Date** means the date of this Agreement;
- (j) **Equipment** means all necessary valves, pressure and flow controls, associated equipment and pipes required within a Meter Chamber, except the Meter;
- (k) **Maximum Daily Quantity** means for each day during a calendar year, the maximum quantity of Water for that day determined according to the provisions of the attached Schedule "C";
- (l) **Members** mean those Members of the Commission.
- (m) **Members's Boundaries** means [either]
  - (i) the legal municipal boundary of the Member [in the case of Elk Point]  
[or]
  - (ii) the boundary of a specified area of the County as shown in the attached Schedule "B";
- (n) **Meter** means the consumption measuring device owned by the Commission which is located in a Meter Chamber;
- (o) **Meter Chamber** means the physical structure which houses the Equipment and the Meter at which the Commission measures the quantity of Water delivered to the Member,
- (p) **Minimum Pressure** means for each calendar year, the minimum pressure for delivery of Water at the Point of Delivery for that year determined according to the provisions of the attached Schedule "D";
- (q) **M<sup>3</sup>** means cubic meters;
- (r) **Normal Pressure Range** means for each calendar year, the normal pressure range for delivery of Water at the Point of Delivery for that year determined according to the provisions of the attached Schedule "D";
- (s) **Points of Delivery** means the places described in the attached Schedule "B" where

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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Water is sold and delivered to the Member by the Commission;

- (t) **Rate** means the price for Water established from time to time by the Commission according to the provisions of the attached Schedule "E";
- (u) **Schedules** means those Schedules attached hereto which form part of this Agreement including:
  - (i) Schedule "A" - The Member's Boundaries
  - (ii) Schedule "B" - Points of Delivery and Meter Chambers
  - (iii) Schedule "C" - Annual Quantity and Maximum Daily Quantity
  - (iv) Schedule "D" - Delivery Pressures
  - (v) Schedule "E" - Calculation of Rate and Minimum Payment
  - (vi) Schedule "F" - Dispute Resolution Process
- (v) **System** means the Elk Point / St. Paul Regional Water System operated by the Commission for the supply of Water
- (w) **Water** means treated water which is safe for human consumption
- (x) **Watermain** means a water pipe line under pressure used to supply or deliver Water.

**2. Supply and Use of Water**

- (a) The Commission agrees to sell and deliver Water to the Member according to the terms of this Agreement.
- (b) The Member agrees to buy and accept delivery of Water from the Commission according to the terms of this Agreement.
- (c) The Member, during the term of this Agreement, shall obtain all of its water requirements from the Commission.
- (d) Subject to Sub-Clause (e) following, the Member may use or resell any or all of the Water delivered by the Commission to the Member for users and customers located:
  - (i) within the Member Boundaries; and
  - (ii) outside of the Member's Boundaries that have been authorized by the Commission to receive Water from the Member.
- (e) The Commission shall not sell Water Services to the Member and a Member shall not resell Water Services to any customer for injection into any geological subsurface structure or formation.
- (f) The Member and the Commission shall not allow or permit any Cross Connections.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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**3. Points of Delivery and Metering of Water**

- (a) The Commission shall determine the Point or Points of Delivery that the Commission requires to deliver Water from the System to the Member. The location of each Point of Delivery shall be described in Schedule "D".
- (b) The Member may require additional Points of Delivery beyond those required and provided by the Commission and, where authorized by the Commission at the request of the Member, Schedule D of this Agreement shall be amended to identify the additional Point of Delivery.
- (c) Each Point of Delivery will require a Meter Chamber through which the delivery of Water to the Member is controlled and measured.
- (d) For each Point of Delivery required by the Commission, the Commission at its sole expense shall be responsible for the construction, operation and upgrading of the Meter Chamber. The Commission shall retain ownership of the Meter Chamber and shall keep safe, maintain, repair and replace such Meter Chamber.
- (e) For each additional Point of Delivery required by the Member, the Member at its sole expense shall be responsible for the construction, operation and upgrading of the Meter Chamber except the Meter. With the exception of the Meter, the Member shall retain ownership of the Meter Chamber and shall keep safe, maintain, repair and replace such Meter Chamber.
- (f) The Commission shall provide, care for, maintain, repair and replace the Meters.
- (g) Once a year, the Commission may test a Meter for accuracy. The Commission shall pay for such tests and shall provide the results of the test to the Member.
- (h) Upon written request of the Member, the Commission shall test for accuracy any meter at the Points of Delivery to the Member. If the test indicates that the accuracy of a Meter exceeds the Agreed Variance, the Commission shall pay for the test. If the test does not indicate that the accuracy of a Meter exceeds the Agreed Variance, the Member shall pay for the test.
- (i) If at any time a Meter Chamber or a Meter is out of service or is being repaired so that the measurement of the volume of Water being delivered is not being recorded accurately within the Agreed Variance, or if a test determines that a Meter is not registering accurately within the Agreed Variance, the Meter Chamber or Meter shall be repaired or adjusted as soon as practical. The measurement shall be corrected for a period definitely known or agreed upon, or if not known or agreed upon, for one-half of the period since the last Meter test, and the measurements shall be determined or adjusted, as the case may be, to correct for the degree of inaccuracy using the best available data in the following priority:
  - (i) by using any check measuring equipment if installed and if accurately registering within the Agreed Variance;
  - (ii) by correcting the error, if the percentage of the error is ascertainable by calibration, test or mathematical calculation; or
  - (iii) by estimating the volume based upon deliveries under similar conditions

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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during a period of time when the Meter Chamber and Meter were working accurately.

- (j) The Member shall allow the Commission reasonable access to all Meter Chambers at reasonable times for the purposes of performing its obligations to care for, maintain, repair, replace and test the Meters.

#### **4. Volume and Pressure**

- (a) The Commission and Member shall determine an Annual Quantity of Water estimated to be required by the Member in accordance with Schedule C.
- (b) The Member shall be entitled to the Annual Quantity determined and the Commission shall undertake to provide the Water within the System to supply the Annual Quantity. In fulfilling this obligation, the Commission shall use Best Efforts to:
  - (i) make Water available to the Member each year as required by the Member to a maximum amount equal to the Annual Quantity for that year;
  - (ii) subject to clause (c) following, make Water available to the Member each day as required by the Member up to a maximum amount equal to the Maximum Daily Quantity for that day;
  - (iii) deliver Water to the Points of Delivery at all times during each year at a pressure equal to at least the Minimum Pressure for that year, and for the majority of the time during such year at a pressure falling within the Normal Pressure Range for that year; and
  - (iv) avoid situations where it is unable to supply to the Member the quantity of Water required by the Member.
- (c) The Member and the Commission shall work cooperatively and each of them shall use Best Efforts to manage and control the peak hour rates of draw so as to optimize the operation of the System while providing Water to the Member under this Agreement.
- (d) Provided there is sufficient quantity of Water available from the System and provided the Commission's ability to meet its obligations to other Members and customers is not jeopardized, the Commission shall use Best Efforts to provide additional quantities of Water above the Annual Quantity if required by the Member.
- (e) Where the availability of raw water or the capacity of the System is insufficient to deliver the Annual Quantity, the Members shall be allocated a proportion of the total available System volume based on a ratio of the Member's previous year's actual volume to the total previous year volume of all Members and customers, until such time as the Commission is able to fully supply the volume required.

#### **5. Purchase of Water and Determination of Rates**

- (a) The Member shall purchase and pay for all Water measured by the Commission at the Points of Delivery.
- (b) The Member shall purchase and pay for all Water at the Rate established by the

### Elk Point / St. Paul Regional Water System Business Plan – Draft 4.3, April 4, 2011

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Commission and in effect from time to time in accordance with the attached Schedule “E”.

- (c) The Member shall pay for Water by way of monthly payments based upon billings prepared by the Commission. The Commission shall provide to the Member monthly billings setting out the actual volume of Water purchased from the Commission, the applicable Rate and amount payable to the Commission at least thirty (30) days in advance of the due date for payment. If the Member fails to pay by the due date, then the Member must pay the late payment charge specified in the monthly billing.
- (d) Notwithstanding paragraph 5(a), should the actual volume of water delivered to the Member by the Commission for a calendar year be less than 90% of the Annual Quantity for that year, the amount that the Member payable to the Commission under paragraph 5(b) shall be 90% of the Annual Quantity times the Rate, with such adjustment to be made on the final monthly billing issued under paragraph 5(d).
- (e) Annually, by October 31<sup>st</sup>, the Commission shall forward to the Member, the rate to be charged for water supplied by the Commission under this Agreement to become effective on January 1<sup>st</sup> of the following year.
- (f) The rate to be charged shall be calculated in accordance with the provisions of Schedule “E” of this Agreement.
- (g) The Member shall provide the Commission with such information as the Commission may reasonably request from time to time in respect of the Member's actual consumption of water.

#### **6. Repairs, Maintenance and Replacements**

- (a) The Commission may interrupt or curtail Water service for period of time as it may reasonably require for the purpose of effecting any repairs, maintenance, replacement, upgrading or other work related to the System providing service under this Agreement provided that:
  - (i) the Commission has given the Member at least forty-eight (48) hours prior notice or, in the event of unforeseen circumstances, the Commission gives notice of such interruption or curtailment as soon as is reasonably possibly possible; and
  - (ii) the Commission acts reasonably in using Best Efforts to restore services as soon as reasonably possible.
- (b) The Commission shall use Best Efforts to coordinate the repairs, maintenance, replacement, upgrading and other work referred to in sub clause (a), above, with the Member so as to minimize to the extent reasonable the inconvenience to the Member of interruptions and curtailments.
- (c) During periods of interruption or curtailment provided for in sub clause (a), above, the Commission may reduce the level, quality or quantity of service provided to the Member under this Agreement, provided that the Commission shall treat all of its customers affected by the interruption or curtailment, including the Member, fairly, equitably, and without preference, consistent with any operating constraints then in effect. The Commission and the Member shall use Best Efforts to keep each other apprised of and up-to-date in respect of the relevant circumstances during each

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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interruption or curtailment.

**7. General Terms**

- (a) This Agreement may not be assigned without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- (b) This Agreement is for the benefit of and binds the Commission and the Member and their respective successors and permitted assigns.
- (c) Any term of this Agreement which is determined to be void, unenforceable or illegal shall be severed from this Agreement. The remaining terms shall be effective and enforceable.
- (d) The headings are for reference only and shall not be used to interpret or construe this Agreement.
- (e) Time is of the essence for every part of this Agreement.
- (f) The Member and the Commission are individually responsible for obtaining, at their sole expense, all necessary consents, approvals or orders from any level of government, board, tribunal, or other regulatory authority which is or are required in order for each of them to enter into this Agreement or to perform and satisfy their respective obligations described herein. The Member and the Commission shall cooperate with each other and shall provide reasonable assistance to each other, when requested.
- (g) Any notice, consent or communication required by this Agreement must be in writing and shall be delivered by hand or by courier to the following addresses or shall be telecopied (faxed) to the following telecopier (fax) numbers, as the case may be:

- (i) To the Commission:

Elk Point / St. Paul Regional Water Commission  
Attention: Commission Manager  
Office Address: PO Box 448  
Elk Point, AB T0A 1A0  
Telecopier (Fax) No.: (780) 724-2762

- (ii) To the [Member] :

Attention: Chief Administrative Officer  
  
Telecopier (Fax) No:

- (h) This Agreement shall be governed by and construed according to the laws in force in the Province of Alberta and Bylaws of the Commission.
- (i) All changes of gender and number shall be made where required.
- (j) The term of this Agreement is Thirty (30) years commencing from the Effective Date. This Agreement may only be renewed by further written agreement between the

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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parties.

- (k) This Agreement is the only agreement between the parties in relation to the subject matter hereof, and supercedes and replaces all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the subject matter hereof. This Agreement may only be amended or modified by a further written agreement of the parties.

**8. Force Majeure**

- (a) The Commission shall not be liable for any failure of or delay in performance of its obligations hereunder or be deemed to be in breach of this Agreement if such failure or delay arise from “force majeure”.
- (b) For the purposes of this Agreement, “force majeure” shall mean any cause not reasonably within the Commission’s control and shall include, without limitation, acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, storms, floods, high waters, washouts, inclement weather, orders or acts of evil or military authorities, civil disturbances, or any other causes, whether of the kind herein enumerated or otherwise, not within the reasonable control of the Commission and which, by the exercise of due diligence, the Commission is unable to overcome, provided that lack of funds shall not be a cause beyond control.
- (c) The Commission shall give the Member prompt notice of such circumstances and shall take all reasonable steps to remove such disability. The Commission shall not be entitled to the benefit of this force majeure clause to the extent the failure to provide Water was caused by the Commission having failed to remedy the force majeure condition where it was reasonably able to do so and to resume the supply of water with reasonable dispatch.
- (d) The Commission may impose reasonable restrictions on the delivery of Water, provided that the Commission shall treat all of its customers affected by the force majeure, including the Member, fairly, equitably and without preference, consistent with any operating constraints then in effect.
- (e) The parties agree that the settlement of strikes, lockouts, and other industrial disturbances shall be entirely within the discretion of the particular party involved therein and such party may make settlement thereof in such time and on such terms and conditions as it may deem to be advisable and no delay in making such settlement shall deprive such party of the benefits of this section.
- (f) A force majeure event shall merely suspend contractual obligations, and not bring this Agreement or any portion thereof to an end.

**9. Liability, Damages and Mutual Indemnity**

- (a) Unless the cause is proven to be due directly to the negligence of the Commission, its employee’s or agents, the Commission shall have no liability to the Member whatsoever for any damage, loss, cost or expense resulting from, arising out of or associated with:

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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- (i) a break of any Watermain, service pipe or collapse of any ditch or trench.
  - (ii) the interference or suspension of the supply of Water due to maintenance work to, repair work to or replacement work for the Commission's water system or an emergency situation regarding any part of the Commission's water system, and
  - (iii) any accident to or failure of any part of the Commission's water system;
- (b) Notwithstanding any other provision of this Agreement, neither the Member nor the Commission shall be liable to the other for:
  - (i) any losses or costs arising from third party claims or causes of action, including claims or causes of action of the other's customers; or
  - (ii) any indirect, consequential or punitive damages, including loss of profits or revenues or other similar damages.
- (c) Each party (the "indemnifying party") agrees to indemnify and save harmless the other party (the "indemnified party"), its agents and employees from and against any and all damage, injury, loss, costs, causes of action, including legal costs on solicitor and own client basis, and claims suffered or incurred by the indemnified party, its agents or employees which are in any way connected with the performance or nonperformance of this Agreement and which are caused either directly or indirectly or contributed to in whole or in part by any act or failure to act of the indemnifying party, its agents and employees, in respect of which indemnifying party, its agents or employees is liable or otherwise responsible in law, provided that such indemnity shall be limited to an amount in proportion to which the indemnifying party, its agents and employees are at fault or otherwise held responsible in law.

**10. Arbitration and Remedies**

- (a) If a dispute arises between the Member and the Commission regarding the interpretation, application, operation or breach of this Agreement or any part of it the dispute must be submitted to the dispute resolution process described in the attached Schedule "F" before either party may take any other action or step or pursue any available remedy in relation to the dispute regardless of whether such action, steps or remedy involves the courts, the Alberta Utilities Commission or any successor tribunal or entity, provided however that either party may file a complaint or other document required to be filed with the courts, Board or any successor tribunal or entity and take any other action or step prior to submitting any dispute to the dispute resolution process if such filing, action or step is necessary to preserve its right to pursue the dispute in the event that the dispute resolution process is unsuccessful in resolving the dispute.

Notwithstanding that the dispute resolution process is involved, the parties shall continue to perform their obligations described in this Agreement until such time as the dispute resolution process is complete.

- (b) Subject to Sub-clause (a), above, if a party breaches this Agreement, then the other party shall have all available legal, equitable and other remedies.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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In witness whereof the parties have signed this Agreement to be effective from and after the Effective Date notwithstanding the actual date(s) of execution.

**ELK POINT / ST. PAUL REGIONAL WATER  
COMMISSION**

**Per:** \_\_\_\_\_

**Per:** \_\_\_\_\_

**[MEMBER]**

**Per:** \_\_\_\_\_

**Per:** \_\_\_\_\_

**SCHEDULE “A”**

**The Member’s Boundaries**

***To be set. In the case of an urban municipality the Member’s Boundaries for the purposes of this Agreement shall be the established corporate boundaries of the Member as may be adjusted from time to time. In the case of a rural municipality a description or map of the service area will be included.***

**SCHEDULE “B”**

**Points of Delivery and Meter Chambers**

***Map and Diagrams of Points of Delivery and Meter Chamber Locations to be included***

Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011

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**SCHEDULE “C”**

**PART I - Annual Quantity**

1. The Annual Quantity of Water for a calendar year shall be determined or re-determined, as the case may be, as follows:
  - (a) Prior to October 31<sup>st</sup> in each year of this Agreement, the Member shall provide to the Commission:
    - (i) a request for water for the next calendar year which the Member proposes as the Annual Quantity of Water, together with a forecast of volumes anticipated to be required for the second through fifth ensuing calendar years (the “forecast”); and
    - (ii) engineering and other information supporting the forecast, including without restriction information regarding the Member’s forecast population, business and industrial growth.
  - (b) If the Commission does not agree that the quantity requested by the Member as the Annual Quantity of Water or any other forecasted volumes are reasonable, the Member and the Commission shall work together in good faith to reach agreement on the Annual Quantity of Water or other forecasted volumes.
2. For greater certainty, each of the Commission and the Member shall act reasonably in preparing and reviewing each forecast, and in all discussions and negotiations in relation to each forecast and the establishment of an Annual Quantity of Water. The Member shall use best efforts in the preparation of each forecast to ensure to the extent reasonably possible that it is not over-estimating or otherwise inflating its Water needs. The Commission shall exercise sound engineering judgement and, where appropriate, consult with the Member when reviewing the technical aspects of the Member’s forecast.

**PART 2 - Maximum Daily Quantity**

The Maximum Daily Quantity for each day shall be equal to the quantity (expressed in M<sup>3</sup>) determined as follows:

$$\text{Maximum Daily Quantity} = \text{____} \text{AQ} / 365$$

Where AQ equals the Annual Quantity for the calendar year in which that day falls.

**SCHEDULE “D”**

**Delivery Pressures**

*To be determined when technical aspects of pipeline operation is determined.*

Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011

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**SCHEDULE “E”**

**Calculation of Rate and Minimum Payment**

1. **Determination of Rate**

The rate to the Member shall be a rate common to all Members and shall be calculated by dividing the estimated annual costs of the System by the total volume of water requested by the Members.

The estimated annual costs of the System shall be calculated on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities and may include:

- (i) operations of the Board and Manager;
- (ii) operations of the System including those costs related to the operation of the raw water supply facilities, treatment plant, transmission pipeline system and meter chambers;
- (iii) purchase of water from an outside source, if any;
- (iv) repayment of debt obligations;
- (v) non cash expenditures; and
- (vi) return on equity and investments;
- (vii) allocations for present or future capital expenditures
- (viii) prior year's or years' operating deficit

Principles and practices to be applied to determine Rates may be changed from time to time by way of negotiated agreement between the Members or as a result of a decision or order of the Alberta Utilities Commission, or a successor tribunal or authority.

2. **Minimum Payment to the Commission**

Under this agreement the Member shall pay to the Commission the product of the actual volume of water purchased by the Member in a year times the rate set out by the Commission. Notwithstanding this, where the actual volume of water purchased is less than 90% of the Annual Quantity, the Member shall be responsible for a minimum payment to the Commission of 90% of the Annual Quantity times the rate set by the Commission.

**Elk Point / St. Paul Regional Water System  
Business Plan – Draft 4.3, April 4, 2011**

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**SCHEDULE “F”**

**Dispute Resolution Process**

The Member and the Commission acknowledge that in any business relationship a difference of opinion or interpretation or a divergence of interest may arise. The Member and the Commission are committed to resolving any disputes in a non-adversarial, informal, and cost efficient manner. Therefore the Member and the Commission agree as follows:

1. The Member and the Commission shall attempt to resolve any dispute through direct negotiation.
2. Failing successful negotiation they shall resort to mediation as follows:
  - (a) Either party may by written notice to the other, request that the parties select a mediator. The parties shall endeavor to select a mediator agreeable to both from a list of suitable mediators maintained by the Alberta Arbitration and Mediation Society.
  - (b) Within 7 days of the Mediator's selection, the Mediator shall designate a time for a meeting among the Mediator and a representative of each of the Member and the Commission. Each representative must have authority to agree to a resolution of the dispute.
  - (c) Subject to paragraph 10(b) of the Agreement, for a 45 day period of time from the written notice requesting the selection of a mediator, neither the Member nor the Commission shall take any action or step or pursue any available remedy other than to use its Best Efforts to participate in the mediation process.
  - (d) The cost and expense of the Mediator and the mediation process shall be paid for equally by the Member and the Commission.
  - (e) The mediation process, including all discussions, proposals and written materials made or prepared, shall be strictly confidential and cannot be used or referred to in any subsequent action, step or proceedings.
  - (f) The Mediator cannot be called by either party as a witness in any subsequent action, step or proceeding.
3. Notwithstanding Clause 2 (c), either party may take such legal or regulatory action as may be necessary to preserve the right to any legal or regulatory remedy should a resolution of the dispute under the process in Section 2 of this Schedule be unsuccessful.



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

### 7.20 BYLAW NO. 1572 - AMEND INTERMUNICIPAL DEVELOPMENT PLAN

#20110408004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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Bylaw No. 1572, which is a Bylaw to Amend the Inter Municipal Development Plan as it relates to rezoning PSE 17-58-9-W4 from Urban Reserve to Country Residential is being presented to Council for 1st Reading.

After 1st reading the Bylaw must be advertised and according to Section 606 of the M.G.A. and a public hearing held according to Section 230 of the M.G.A.

The Public Hearing for Bylaw No. 1572 will be held in conjunction with the public hearing for Bylaw No. 1570 which is the corresponding bylaw to amend the zoning in the Land Use Bylaw.

#### Recommendation

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Give 1st reading to Bylaw No. 1572 which is a bylaw to amend the InterMunicipal Development Plan as it relates to rezoning PSE 17-58-9-W4 from IDP - Urban Reserve to Country Residential.

#### Additional Information

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**Originated By :** kfedoretz

**Reference :**

Appendix 1 for 7.20: Bylaw No. 1572 - Amend IDP

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1572

A By-law of the County of St. Paul No. 19 in the Province of Alberta for the purpose of amending the County of St. Paul Intermunicipal Development Plan.

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, as amended authorized two or more municipalities to adopt an Intermunicipal Development Plan; and

**WHEREAS**, the Council of the County of St. Paul deems it desirable to amend the Intermunicipal Development Plan of the County of St. Paul No. 19.

**WHEREAS** the Municipal Government Act, R.S.A. 2000, as amended ("the Act") allows Municipal Council to amend the Intermunicipal Development Plan;

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

1. The Intermunicipal Development Plan of the County of St. Paul No. 19, Bylaw No. 1563, is hereby amended as follows:

Rezone PSE 17-58-9-W4 from Urban Reserve to Country Residential

See Map Attached.

Read a first time in Council this 12<sup>th</sup> day of April, A.D. 2011.

Advertised the            day of            , A.D. 2011, and the            day of            , A.D. 2011 in the Paul Journal.

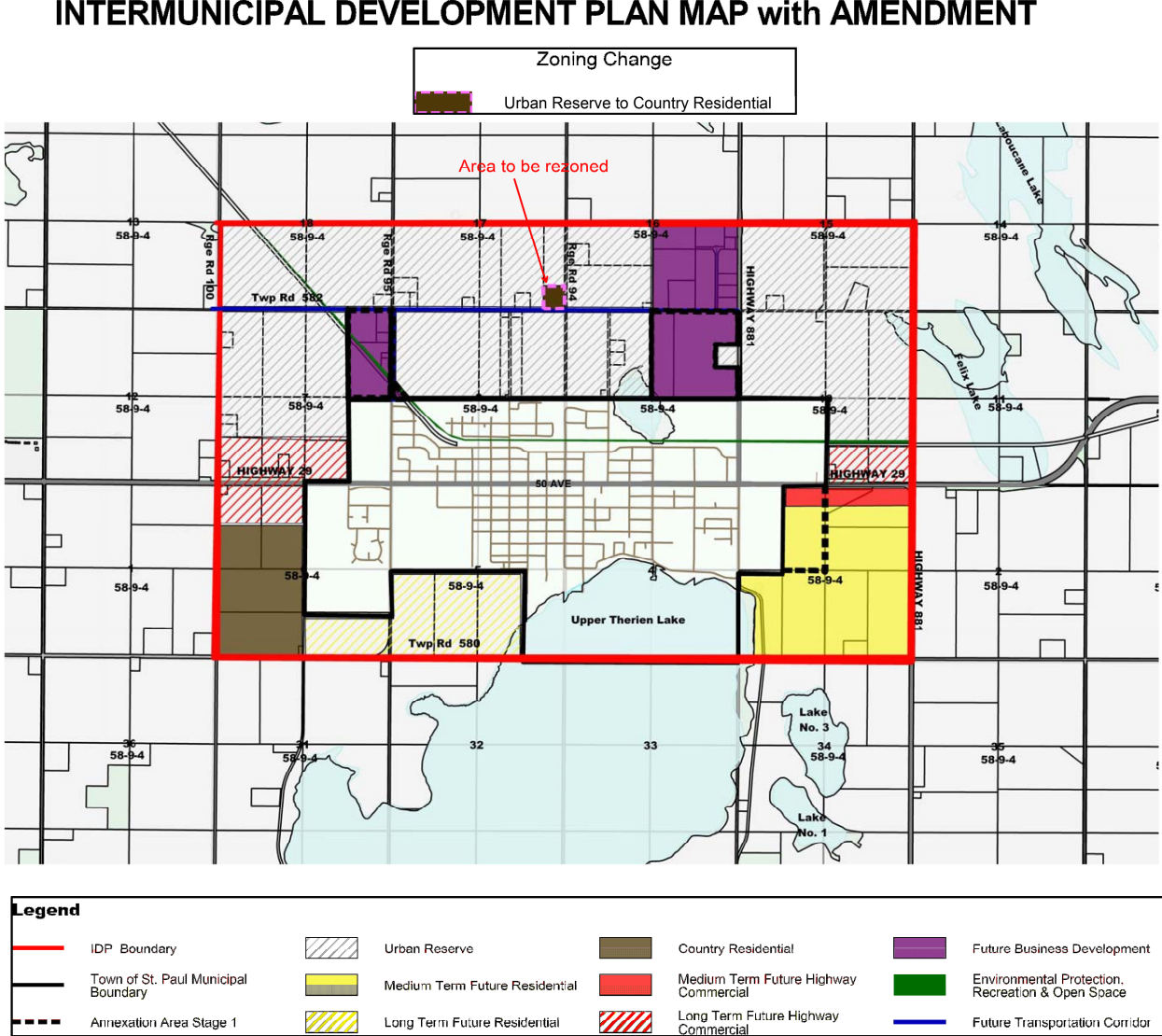
Read a second time in Council this            day of            , A.D. 2011.

Read a third time in Council this            day of            , A.D. 2011 and duly passed this day of            , A.D. 2011.

\_\_\_\_\_  
Reeve

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

INTERMUNICIPAL DEVELOPMENT PLAN MAP with AMENDMENT





*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

### 7.21 ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION - AUDITOR COURSE

#20110405008

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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Steven Jeffrey attended the Alberta Municipal Health and Safety Association Auditor Course from March 21-24, 2011 in Sherwood Park. Steven will be designated as a Safety Auditor to assist Bryan Bepalko with internal and external audits.

#### Recommendation

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Motion to ratify Steven Jeffery's attendance at the AMHSA Auditor Course in Sherwood Park from March 21-24, 2011.

#### Additional Information

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**Originated By :** pcorbiere



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

### 7.22 ECONOMIC DEVELOPERS ALBERTA 2011 ANNUAL CONFERENCE & AGM

#20110405006

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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The EDA 2011 Annual Professional Conference and AGM was held from April 6 to 8. Councillor Dach attended the conference.

#### Recommendation

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Motion to ratify Councillor Dach's attendance at the EDA 2011 Annual Conference and AGM from April 6-8, 2011 in Kananaskis.

#### Additional Information

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**Originated By :** pcorbiere

**Reference :**



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

### 7.23 AOPA FOCUS GROUP

#20110405013

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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**Alberta Agriculture and Rural Development** would like input on the impact of the Agriculture Operations Practices Act (AOPA). ARD is responsible for the maintenance, review, and updates required to ensure that AOPA is meeting its objectives and intent. This is an opportunity to provide comments on the effectiveness and efficiency of the AOPA and its execution

To assist in this review an independent 3<sup>rd</sup> party, Reframe Leadership, has been hired to gather opinions on the impact of AOPA. Reframe Leadership is holding a series of meetings in order to gather your input on the Agriculture Operations Practices Act (AOPA).

#### Recommendation

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Ratify Councillor Martin and Reeve Upham's attendance at the Focus Group session on April 8 in Leduc.

#### Additional Information

---

**Originated By :** pcorbiere



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

## Issue Summary Report

### 7.24 RUSA EXECUTIVE MEETINGS

#20110405010

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

The RUSA Executive meetings were held April 7 & 8, 2011 in Red Deer.

#### **Recommendation**

---

Motion to ratify Bryan Bespalko's attendance at the RUSA Executive meetings in Red Deer on April 7 & 8, 2011.

#### **Additional Information**

---

**Originated By** : pcorbiere

**Reference** :



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## Issue Summary Report

### 7.25 EOEP - SUSTAINABILITY - LEADING YOUR COMMUNITY TO A SUSTAINABLE FUTURE COURSE

#20110401001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Elected Officials Education Program is offering a course entitled Sustainability - Leading your Community to a Sustainable Future. This one day course will be held on April 15, 2011 in High River. The cost of the course is \$350.

*Sustainability* explores the challenges facing municipalities in developing sustainable communities. This intensive, one-day course will show how to facilitate community-based change through sustainable development.

You will explore:

- the components of sustainability;
- how healthy communities incorporate physical, financial, human, cultural, social and political capital into models of community sustainability;
- ways to invigorate your local economy into a financially viable, environmentally-sound and socially-responsible model;
- how to develop a future vision for your community based on the different components of sustainability, including economic, social, cultural, environmental and governance;
- ways to align existing and future plans with sustainability principles;
- methods for engaging your community in a dialogue that will lead to a sustainable future.

We checked with the EOEP and this course will not be offered in Edmonton until November, 2013.

Councillor Dach would like to attend this course.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 7.26 2011 AARFP CONFERENCE AND TRADE SHOW

#20110405011

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Alberta Association of Recreation Facility Personnel (AARFP) is a provincial organization dedicated to providing excellence in training and professional development for individuals involved in the operation of recreation facilities.

AARFP is a member drive organization managed by a Board of Directors who represent the membership on recreation industry issues. They will be holding their annual conference April 17 to 20, 2011 in Lloydminster.

The schedule for the conference can be viewed at [www.aarfp.com](http://www.aarfp.com). Registration for the Conference is \$138.60 for the one day.

#### Recommendation

---

Motion to approve Danny Weinmeier and Ken Warholik to attend the 2011 AARFP Conference and Trade Show on Monday in Lloydminster.

#### Additional Information

---

**Originated By :** pcorbiere



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

## Issue Summary Report

### 7.27 NORTH SASKATCHEWAN WATERSHED ALLIANCE REGIONAL FORUM #20110405014

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Executive Summary

---

The North Saskatchewan Watershed Alliance is scheduling another round of watershed forums.

The Downstream Watershed Forum will be held at the St. Paul Legion from 12:00 - 4:00 p.m. on April 18. The goals of the forum are to present detailed IWMP recommendations as contained in Discussion Paper and Workbook, encourage groups and individuals to complete the workbook by April 29th and to receive feedback and direction from the participants.

#### Recommendation

---

Approve Councillor Dach and Councillor Martin to attend the forum.

#### Additional Information

---

Originated By : pcorbiere



# North Saskatchewan Watershed Alliance

9504 – 49th Street, Edmonton, Alberta T6B 2M9

Phone: 780-442-6363 Fax: 780-495-0610

[water@nswa.ab.ca](mailto:water@nswa.ab.ca)

<http://www.nswa.ab.ca>

March 16, 2011

We are pleased to send you this update on the planning activities of the North Saskatchewan Watershed Alliance (NSWA) and to invite your continued participation in our watershed planning work.

As you are aware, the NSWA was appointed by Alberta Environment in 2005 to become the Watershed Planning and Advisory Council for the North Saskatchewan River basin, under the terms and concepts embodied in *Water for Life: Alberta's Strategy for Sustainability*. The NSWA is mandated to serve as a multi-stakeholder watershed planning partnership and is incorporated as a non-profit society in Alberta.

The NSWA has now reached a major milestone in its planning process by releasing a document entitled: *"Discussion Paper for the Development of an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River Watershed in Alberta"*. It summarizes the planning process over the last five years, the current legislative and policy context, the results of technical studies and conditions across the watershed. The Paper presents draft recommendations in the form of five goals, 20 watershed management directions and 61 specific actions on a wide range of water, land and development issues. The recommendations incorporate stakeholder interests expressed to date and the document also presents an implementation strategy.

The NSWA has embarked on a comprehensive public consultation and stakeholder engagement program to seek input on these draft recommendations. To that end, the NSWA has produced an IWMP Workbook as a survey questionnaire. It forms the core of this consultation process and gives all parties an opportunity to share their views and help shape the final recommendations.

We are seeking your review of the draft recommendations and ask that you, as an organization or as an individual, complete and return the attached Workbook by April 29, 2011. It can be completed on-line at [www.nswa.ab.ca](http://www.nswa.ab.ca) or mailed back to us as hardcopy. Should any of you require a hard copy via regular mail, please contact Melissa Logan at 780-495-0641 or email [melissa.logan@edmonton.ca](mailto:melissa.logan@edmonton.ca).

To further assist in the review process, the NSWA is scheduling another round of watershed forums for mid-April, 2011.

**We are pleased to invite you to you to attend the Downstream Watershed Forum which will be held at the St. Paul Legion, 4925 51 Avenue, St. Paul, on April 18, 2011 (12:00 to 4:00 pm).**

This is an opportunity for stakeholders from different sectors to discuss the draft IWMP recommendations, and to identify priority actions for implementation. Our goal is to support an ongoing dialogue with community leaders from all sectors to develop sustainable water resources management and watershed stewardship practices in this river basin. We hope you will join us in these important discussions.

## Appendix 1 for 7.27: NSWA Regional Forum

Lunch will be provided at this forum; please RSVP to Melissa Logan at [melissa.logan@edmonton.ca](mailto:melissa.logan@edmonton.ca) by April 12, 2011. If there are any questions or concerns please feel free to contact Mr. David Trew, Executive Director (Phone: 780-496-3474 or email: [david.trew@edmonton.ca](mailto:david.trew@edmonton.ca)) or Melissa Logan.

Thank you for your consideration, and we look forward to seeing you on April 18<sup>th</sup>.

Dr. Les Gammie  
President  
North Saskatchewan Watershed Alliance Society



# North Saskatchewan Watershed Alliance

www.nswa.ab.ca

## NSWA WATERSHED REGIONAL FORUMS

DOWNSTREAM REGION

ST. PAUL LEGION

4925 – 51 AVE, ST. PAUL

MONDAY APRIL 18, 2011

### AGENDA

#### Goals:

- Present detailed IWMP recommendations as contained in Discussion Paper and Workbook
- Encourage individuals and organizations to complete Workbook by April 29, 2011
- Receive feedback and direction from participants

| TIME     | TOPIC  | SPEAKER        |
|----------|--|----------------|
| 12:00 pm | Arrive, sign up and lunch  |                |
| 1:15     | Introductions and welcome  | Dr. Les Gammie |
| 1:20     | Overview of IWMP process to date   | David Trew     |
| 1:45     | Overview of Discussion Paper and Workbook recommendations  | Tom Cottrell   |
| 2:15     | Coffee Break   |                |
| 2:30 pm  | Question and answer period between NSWA expert panel and Forum participants regarding IWMP recommendations   |                |
|          | Panel Members:   |                |
|          | <ul style="list-style-type: none"><li>• Dr Les Gammie - Drinking Water Chemistry and Treatment</li><li>• Gordon Thompson, P. Eng. - Wastewater Engineering</li><li>• Tom Cottrell, M. Sc. - Resource Planning</li><li>• Ed Hoyes, M. Eng., - Provincial and Federal Legislation</li><li>• David Trew, P. Biol. - Limnology (Water quality)</li></ul> |                |
| 4:00 pm  | Wrap up  |                |

**Thank you for your participation!**



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## Issue Summary Report

### 7.28 EMPLOYMENT STANDARDS CODE SEMINAR

#20110405007

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

A one-day seminar on Employment Standards Code will be held on April 28 in Edmonton. Registration is \$459.

The agenda for the seminar is attached.

#### **Recommendation**

---

Motion to approve Tim Mahdiuk to attend the one-day Employment Standards Code seminar in Edmonton on April 28th.

#### **Additional Information**

---

**Originated By :** pcorbiere

**Reference :**

# Employment Standards Code

Edmonton, AB April 28, 2011

Share this:

## Register Today For This Exciting Event.

Registration: \$459 [Register Now](#)  
Registration + CD: \$558 [Register Now](#)  
**Best Value!**

## Can't Attend this Seminar?

CD/Manual Package Only: \$489 [Register Now](#)

**Bring a Colleague for only \$309.00**

[BENEFITS](#) [AGENDA](#) [FACULTY](#) [CREDIT](#)

Seminar ID: 386909

## Agenda

8:30 am – 9:00 am **Registration**

9:00 am – 10:00 am **Contractors vs. Employees**

- How This Distinction Affects Employers
- The Legal Test
- Incorporation
- Contractual Terms to Consider

— Daniel R. Bokenfohr

10:00 am – 11:00 am **Employment Policies That Work**

- Drafting Tips
- Employee Engagement
- Get the Code to Work for You
- Implementation

— Liza J. Wold

11:00 am – 11:15 am **Break**

11:15 am – 12:15 pm **Temporary Layoffs**

— F. Albert X. Lavergne

### Supervisory, Management and Confidential Exclusions

12:15 pm – 1:15 pm **Lunch (On Your Own)**

1:15 pm – 2:15 pm **Jurisdiction, Statutory Minimums, and How Alberta's Privacy Legislation Impacts the ESC**

— Terri Susan Zurbrigg

- What Issues Can Be Resolved by an ESC Complaint, and Which Issues Fall Outside Its Jurisdiction?
- What Do Sections 3 and 4 of the ESC Mean for You and Your Organization?
- ESC and Privacy Issues Including: Data Retention and Destruction, and What Information Can and Cannot Be Disclosed Upon Termination

2:15 pm – 2:30 pm **Break**

2:30 pm – 3:30 pm **Employment Standards for Young Workers**

— Heather D. André

- Compliance With the Alberta Employment Standards Code
- Director Approved Jobs for Adolescents
- Restriction on the Conditions of Young Workers' Employment

3:30 pm – 4:30 pm **Termination**

— Kirsten M.L. Hayne

- Probation
- Entitlement to Notice and Termination Pay
- Termination by an Employee
- Layoff and Recall

## Frequently Asked Questions

[Register Now](#)



## Purchase Products from this Seminar

CD & Manual \$489.00

[Add to Cart](#)

Manual \$159.00

[Add to Cart](#)

These items will ship 4-6 weeks after the seminar.



## Printable Brochure

[Adobe PDF](#)

[Text Only](#)

[FAQ](#)



Edmonton Hotel and Convention Centre  
4520 76th Avenue  
Edmonton, AB T6B0A5  
(780) 468-5400

9:00 a.m. to 4:30 p.m.



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## Issue Summary Report

### 7.29 EDA SPECIALIZED COURSES FOR ELECTED OFFICIALS

#20110405009

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The EDA is offering a course for elected officials on strategies, tools, resources and experiences to help communities survive, thrive and grow. Topics to be covered include:

- The Role and Function of Community Economic Development
- Issues and best practice examples
- How to manage the process
- How to create effective outcomes for your community

This one-day course will be held May 3, 2011 in Lac La Biche.

Councillor Dach would like to attend this course.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By** : pcorbiere

**Reference** :

**OTHER COURSES OFFERED:**

Establishing a Foundation  
in Economic Development

Business Retention & Expansion

Business & Investment Attraction

Opportunity Identification

Project Management in Economic  
Development

The Site Selection Process

Supporting Agriculture through  
Community Economic Development

**ECONOMIC DEVELOPMENT  
FOR  
ELECTED OFFICIALS**

*For more information or to book  
your course now, contact:*

**Economic Developers Alberta**  
**Phone: 1-866-671-8182**  
**[www.edaalberta.ca](http://www.edaalberta.ca)**



**When it comes to economic development  
– are you really in the loop?**

**Economic development is an essential,  
complex, competitive field.**

**It encompasses processes, policies  
and projects that community leaders  
need to know about to improve the  
economic, political and social  
well-being of their residents.**

**It also requires strong leadership and  
community engagement.**

**Elected officials have an  
important role to play.**

EDA's **Economic Development for Elected Official's** course provides you with strategies, tools, resources and experiences to help your community survive, thrive and grow. You will learn about:

***1. The Role and Function of Community  
Economic Development (CED):***

- What is CED? How does it work?
- Who practices CED and how does it affect elected officials?
- How should you budget and monitor the economic development function?
- What is the relationship between municipal planning and economic development?

***2. Issues and best practice examples in:***

- Business investment, retention, expansion and attraction
- Tourism development and planning
- Industrial development and planning
- Understanding the role of public/private partnerships
- Opportunities for technology led development

***3. How to manage the process:***

- Working with your economic development staff
- Bringing the whole community to the table
- Developing and running effective community boards/committees
- Getting the right information at the right time, and getting a second opinion
- Obtaining funding for projects, plans and infrastructure
- Liability concerns and issues

***4. How to create effective outcomes for  
your community:***

- Ethical considerations in economic development decision-making. When economic interests compete with social good
- Measuring community value of the work done by your economic development staff

**Elected Officials + Economic Development Training = Success**



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## Issue Summary Report

### 7.30 COLD LAKE OIL SANDS AREA CRISP COMMUNITY ADVISORY GROUP #20110407001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Reeve Upham has been invited to participate in the Cold Lake Oil Sands Area CRISP Community Advisory Group. The kick-off meeting will be held in Cold Lake on May 3 and lunch will be provided. This advisory group is municipally funded and there will be 5 or 6 meetings a year.

#### Recommendation

---

Motion to approve Reeve Upham to participate in the Cold Lake Oil Sands Area CRISP Community Advisory Group.

#### Additional Information

---

**Originated By :** skitz

**Reference :**



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## Issue Summary Report

### 7.31 LICA ANNUAL GENERAL MEETING

#20110407002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Attached is an invitation for Reeve and Council to the LICA Annual General Meeting on Wednesday May 4, 2011.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** pcorbiere

**Reference :**



Box 8237  
5107W – 50th Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll Free: 1-877-737-2182  
E-Mail: [lica2@lica.ca](mailto:lica2@lica.ca)  
Website: <http://www.lica.ca>  
Phone: (780) 812-2182

April 4, 2011

Reeve Robert Bouchard  
County of St. Paul  
5015 49 Ave  
St. Paul, AB T0A 3A4

Dear Reeve Bouchard & Members of Council:

**RE: LICA ANNUAL GENERAL MEETING – MAY 4, 2011**

Attached is an invitation for the Lakeland Industry & Community Association (LICA) Annual General Meeting which will be held on **Wednesday, May 4, 2011**. We would be delighted if you could join us!

You will see from the invitation that we are starting at 5:00 p.m. with a Meet and Greet, followed by Dinner at 5:30 p.m., and our guest speaker **Dr. Eddy Isaacs, CEO of Alberta Innovates Energy & Environment Solutions**, at 6:30 p.m. The Business Agenda will commence at 7:30 p.m., and will include the election of three Community Directors and two Alternate Community Directors.

We would welcome your attendance, or that of your representative, for any or all of the evening. Memberships are available that evening, or in advance through our office, however, you do not have to be a member to join us. If you join through our office prior to May 4<sup>th</sup> your name will be entered to win a prize in our "New Membership" draw.

We look forward to seeing you on May 4<sup>th</sup>.

Yours truly,

A handwritten signature in blue ink, appearing to read "Charmaine", with a horizontal line underneath.

Charmaine Code  
EXECUTIVE MANAGER  
Attach. (1)

*Lakeland Industry & Community Association is proud to have our Airshed Zone and the Beaver River Watershed Alliance as independent standing Committees.*



## *LAKELAND INDUSTRY & COMMUNITY ASSOCIATION*

*We are pleased to invite you to our*

# **ANNUAL GENERAL MEETING**

*Wednesday, May 4, 2011*

*Seniors Drop In Centre  
4813 - 47<sup>th</sup> Avenue, Bonnyville*

### *Evening Agenda:*

*5:00 p.m. Meet & Greet*

*5:30 p.m. Dinner*

*6:30 p.m. Guest Speaker*

**Dr. Eddy Isaacs, CEO**

**Alberta Innovates—Energy Environment Solutions**  
**“Positioning Alberta for the Future in Energy and Environment”**

*7:30 p.m. Annual General Meeting*

### *Including Election of:*

*Three Directors (Community) & Two Alternate Directors (Community)  
to LICA's Board of Directors*

**LICA is also inviting applications for Community Committee members for:**  
Education and Information Committee, Governance Committee, Airshed Zone, and  
Beaver River Watershed Alliance.

**PARTICIPANTS MUST HOLD A MEMBERSHIP TO VOTE AT THE MEETING.**  
**APPLY FOR YOUR NO CHARGE MEMBERSHIP (WIN A PRIZE) NOW OR AT THE MEETING.**

**Email: [lica2@lica.ca](mailto:lica2@lica.ca)**

**Website: [www.lica.ca](http://www.lica.ca)**

**Phone: 780.812.2182 or toll free: 1.877.737.2182**

**Office: 5107W—50 Street, Bonnyville**

*LICA is proud to have our Airshed Zone and the Beaver River Watershed  
Alliance as independent standing committees.*



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## Issue Summary Report

### 7.32 REQUEST TO CANCEL PENALTY ON PROPERTY TAXES

#20110406001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Attached is a letter from the owner of NW 30-61-11-W4 requesting that Council cancel the penalties of \$116.88 on his property taxes as he paid his taxes the day after the penalties were applied.

Section 347 of the M.G.A. allows Council to cancel or refund all or part of a tax.

#### **Recommendation**

---

As per Council's wishes.

#### **Additional Information**

---

**Originated By :** pcorbiere

**Reference :**



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## Issue Summary Report

### 7.33 ROAD CONSTRUCTION EASEMENTS

#20110406002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Listed below are easements with various landowners required to purchase the necessary property to register roads that were built some time ago but not registered (some in the 1960s). This is a ongoing project which resulted from Staff comparing the road plans with the County map. In doing so, they discovered that some roads were not registered at all and in some instances they were registered at the incorrect locations.

|  |                |
|--|----------------|
| John & Connie Mahon                              | NE 23-55-9-W4  |
| Alice Miller                                     | NE 7-56-6-W4   |
| Lucien & Roxanne Hoffman                         | SE 18-56-6-W4  |
| Donna Lynne Dahmer                               | SE 10-56-7-W4  |
| Robert & Shawna Nichols, Exec. for Brent Nichols | SW 11-56-7-W4  |
| Victor Labant                                    | SE 20-59-10-W4 |
| Victor Labant                                    | NE 20-59-10-W4 |
| Victor Labant                                    | SW 21-59-10-W4 |
| Milton & Christine Lilje                         | SE 29-59-10-W4 |
| David, Myrtle, Peter & Michael Weinmeier         | SE 33-59-10-W4 |
| North East Muni-Corr Ltd.                        | SE 33-59-10-W4 |

#### Recommendation

---

Approve the following easements to purchase the property required to correctly register the existing roads. The total amount paid to all landowners will be \$2,646.54.

|  |                |
|--|----------------|
| John & Connie Mahon                              | NE 23-55-9-W4  |
| Alice Miller                                     | NE 7-56-6-W4   |
| Lucien & Roxanne Hoffman                         | SE 18-56-6-W4  |
| Donna Lynne Dahmer                               | SE 10-56-7-W4  |
| Robert & Shawna Nichols, Exec. for Brent Nichols | SW 11-56-7-W4  |
| Victor Labant                                    | SE 20-59-10-W4 |
| Victor Labant                                    | NE 20-59-10-W4 |
| Victor Labant                                    | SW 21-59-10-W4 |
| Milton & Christine Lilje                         | SE 29-59-10-W4 |
| David, Myrtle, Peter & Michael Weinmeier         | SE 33-59-10-W4 |

## **Additional Information**

---

**Originated By** : pcorbiere



## Issue Summary Report

### 7.34 2011 ROAD CONSTRUCTION EASEMENTS

#20110406006

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Executive Summary

---

Easements for road construction purposes. Backsloping and County to fence or pay compensation for fencing.

Project , Rg Rd 43 from Twp Rd 570 to Twp Rd 574 - 4 Miles

|                            |                             |
|----------------------------|-----------------------------|
| NW 34-56-4-W4              | Fred Bristow (Lessee)       |
| SW 3-57-4-W4               | Reed Allan Nichols (Lessee) |
| NW 3-57-4-W4               | Reed Allan Nichols          |
| NE 4-57-4-W4               | Ralph Jurak                 |
| East side of NE 9-57-4-W4  | Stewart & Beverly Peterson  |
| NE 9-57-4-W4               | Connie Thomson              |
| NW 10-57-4-W4              | Connie Thomson              |
| SW 10-57-4-W4              | Connie Thomson              |
| West side of NW 15-57-4-W4 | Stewart & Beverly Peterson  |
| West side of SW 15-57-5-W4 | Connie Thomson              |
| East side of NE 16-57-4-W4 | Stewart & Beverly Peterson  |
| East side of SE 16-57-4-W4 | Stewart & Beverly Peterson  |
| East side of SE 21-57-4-W4 | Stewart Peterson            |
| East side of NE 21-57-4-W4 | Darrell Younghans           |
| West side of NW 22-57-4-W4 | Connie Thomson              |
| SW 22-57-4-W4              | Trevor & Mildred Dunham     |

#### Recommendation

---

Motion to approve the following easements for road construction purposes:

Project , Rg Rd 43 from Twp Rd 570 to Twp Rd 574 - 4 Miles

|                           |                             |
|---------------------------|-----------------------------|
| NW 34-56-4-W4             | Fred Bristow (Lessee)       |
| SW 3-57-4-W4              | Reed Allan Nichols (Lessee) |
| NW 3-57-4-W4              | Reed Allan Nichols          |
| NE 4-57-4-W4              | Ralph Jurak                 |
| East side of NE 9-57-4-W4 | Stewart & Beverly Peterson  |

|                            |                            |
|----------------------------|----------------------------|
| NE 9-57-4-W4               | Connie Thomson             |
| NW 10-57-4-W4              | Connie Thomson             |
| SW 10-57-4-W4              | Connie Thomson             |
| West side of NW 15-57-4-W4 | Stewart & Beverly Peterson |
| West side of SW 15-57-5-W4 | Connie Thomson             |
| East side of NE 16-57-4-W4 | Stewart & Beverly Peterson |
| East side of SE 16-57-4-W4 | Stewart & Beverly Peterson |
| East side of SE 21-57-4-W4 | Stewart Peterson           |
| East side of NE 21-57-4-W4 | Darrell Younghans          |
| West side of NW 22-57-4-W4 | Connie Thomson             |
| SW 22-57-4-W4              | Trevor & Mildred Dunham    |

## Additional Information

---

**Originated By** : Idemoissac



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## Issue Summary Report

### 7.35 PROVINCE REQUEST FOR ROAD CLOSURE - PLAN 2457EU #20110404001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Attached is a letter from the Government of Alberta, Culture and Community Spirit requesting the County to close an undeveloped road plan 2457EU that is located at/near the Frog Lake Historic Site in LSD 15-10-56-3-W4.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

#### Recommendation

---

That Road Plan 2457EU be closed from its terminus in the northeast corner of Legal Subdivision 15 to its intersection with Legal Subdivision 11, Section 10, Township 56, Range 3, West of the 4th Meridian as per the Province's request.

#### Additional Information

---

**Originated By :** skitz

**Government of Alberta**  
Culture and Community Spirit

Heritage Division  
Old St. Stephen's College  
8820 – 112 Street  
Edmonton, Alberta T6G 2P8  
Canada  
Telephone: 780-431-2300  
[www.culture.alberta.ca](http://www.culture.alberta.ca)

March 11, 2011

Linda Meger, Taxation & Assessment Technician  
County of St. Paul  
5015 - 49 Ave.  
St Paul, AB T0A 3A4

Dear Ms. Meger:

As you may know, the Frog Lake Historic Site has been designated as both a Provincial Historic Resource and a National Historic Site for its association with the 1885 North-West Rebellion. My staff has informed me that an undeveloped road plan cuts through the heart of the site. This road plan may contain sub-surface archaeological resources. It is also situated on land we would like to use for a forthcoming display. In order to protect all the archaeological remains still extant at the site and to install interpretive panels exploring this highly significant historic place, I request that the County of St. Paul agree to close this road allowance and consent to its amalgamation into the adjoining two parcels, both owned by the Government of Alberta and administered by the Ministry of Culture and Community Spirit.

Please find enclosed an aerial image of the site, located in Legal Subdivision 15, Section 10, Township 56, Range 3, West of the 4<sup>th</sup> Meridian. The relevant road plan is registered at Alberta Land Titles as Plan 2457EU. I would request that the road allowance be closed from its terminus in the northeast corner of Legal Subdivision 15 to its intersection with Legal Subdivision 11, Section 10, Township 56, Range 3, West of the 4<sup>th</sup> Meridian. This area is indicated by blue lines in the enclosed image.

Should you have any questions, please contact Matthew Wangler, Manager of Alberta's Historic Places Research and Designation Program, at 780-438-8503 or [Matthew.Wangler@gov.ab.ca](mailto:Matthew.Wangler@gov.ab.ca).

Thank you for your consideration in this matter.

Sincerely,



David Link  
Assistant Deputy Minister  
Heritage Division

Enclosure

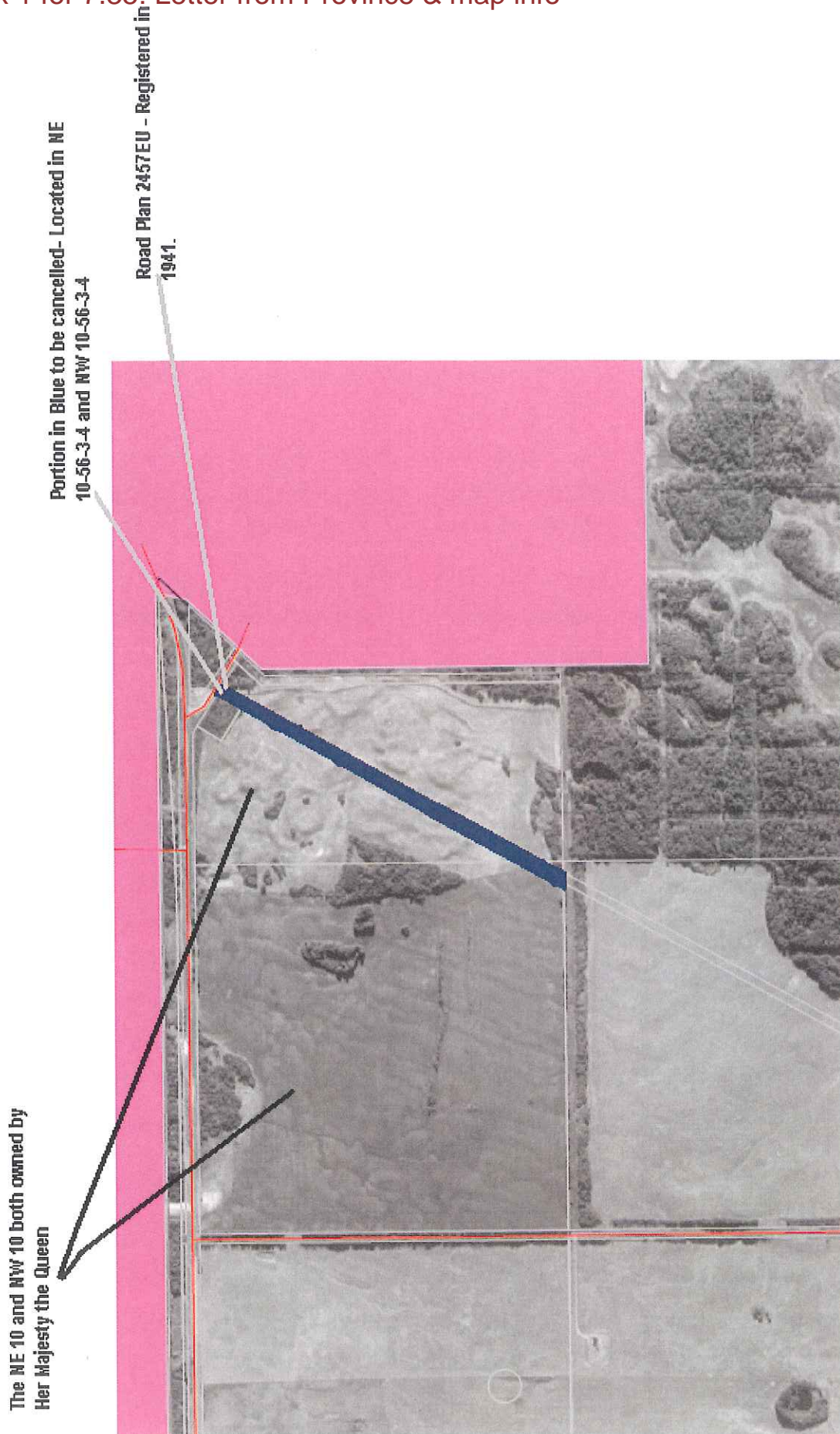
cc: Matthew Wangler  
Melissa Austin

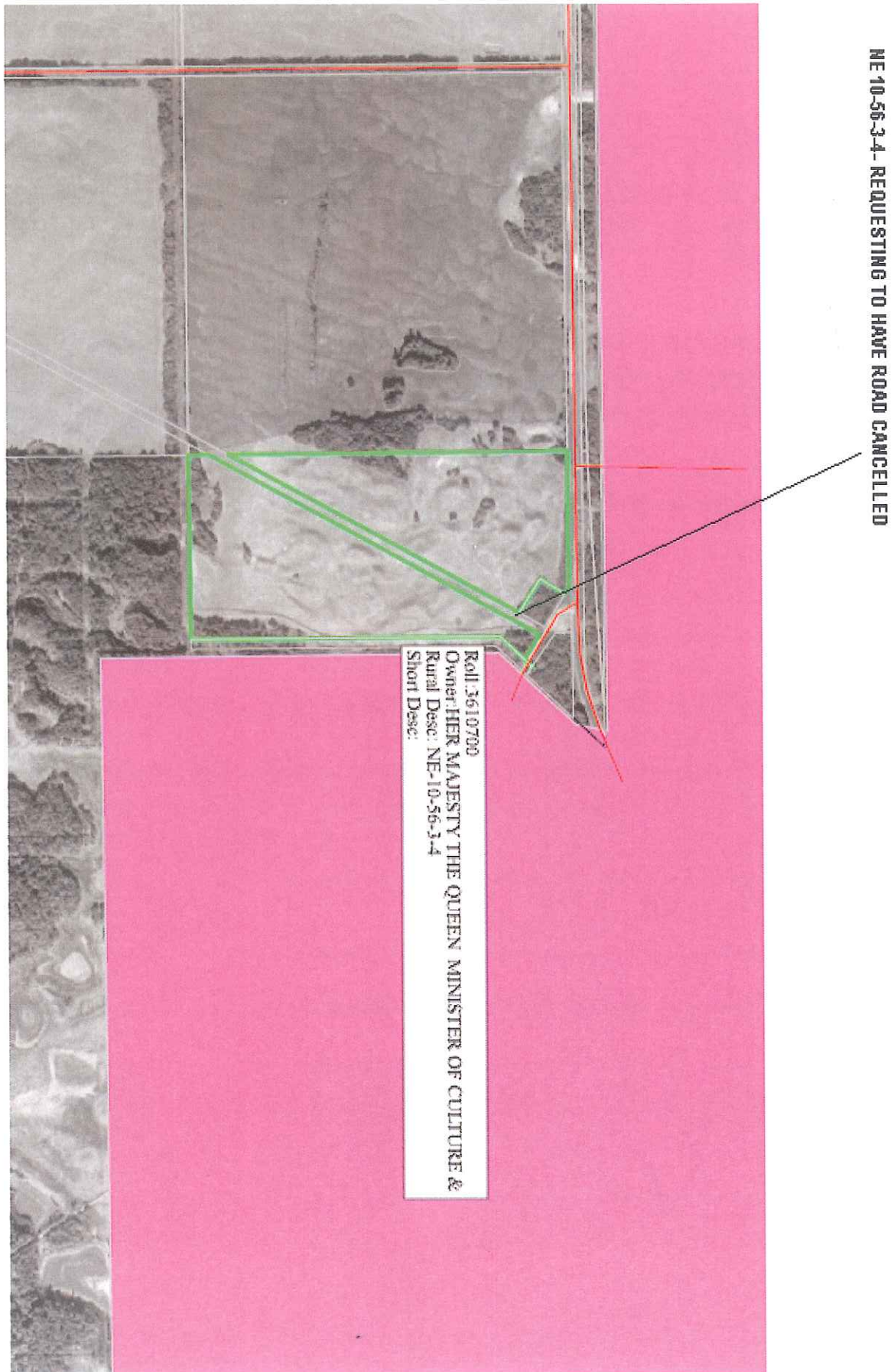


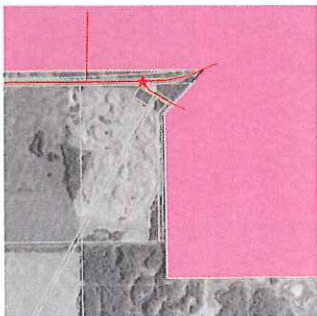
Freedom To Create. Spirit To Achieve.



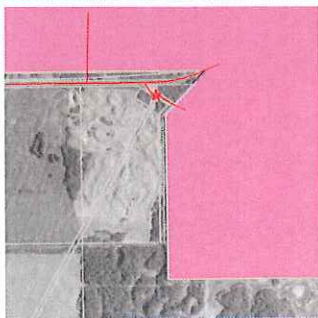




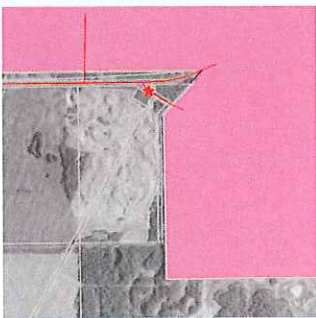




Road Name : TWP RD 562  
Latitude : 53.8314226  
Longitude : -110.359513933  
In the vicinity of Rural Legal : NE-10-56-3-4  
Date: 8/5/2010



Road Name : TWP RD 561A  
Latitude : 53.830865067  
Longitude : -110.358546433  
In the vicinity of Rural Legal : NE-10-56-3-4  
Date: 8/5/2010



Road Name : TWP RD 561A  
Latitude : 53.831025858  
Longitude : -110.358950533  
In the vicinity of Rural Legal : NE-10-56-3-4  
Date: 8/5/2010



APRIL 12, 2011

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Statutes of Alberta, 2000, c. M-26, as amended.

**WHEREAS**, the land hereafter described is no longer required for public travel.

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

The following Road Plan affecting the following quarter section:

***Road Plan 2457EU in LSD 15-10-56-3-W4***

Cancelled portions to be consolidated with respective title.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION



*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

### 7.36 ATCO TRANSMISSION LINE FOR ST. PAUL

#20110406010

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

On March 16, 2011 representatives from ATCO met with some of the members of County Council to discuss the proposed Transmission line in the St. Paul area. They outlined the project and the method they were using to make decisions on where the line should be constructed. At this meeting Council brought forward points that they felt were important to the County regarding the construction of this line. I have drafted our concerns into a letter and present this letter to Council for comment and revisions if necessary.

#### Recommendation

---

That Council send the letter (with amendments if necessary) to ATCO outlining the County of St. Paul's concerns regarding the proposed St. Paul Transmission Line.

#### Additional Information

---

**Originated By :** skitz

**Reference :**

Shawn Hipkiss  
Environmental/Right-of-Way Planner  
ATCO Electric  
10035 – 105 Street  
Edmonton, AB T5J 2V6

Dear Mr. Kipkiss

**Re: St. Paul Transmission Project**

Thank you for attending a meeting at our Council Chambers on March 16, 2011. It was nice to have the opportunity to hear about the project outside of an open house. Based on the discussion that we had at that meeting, County Council would like to bring to your attention some of our concerns regarding your decisions and process around the building of this Transmission Line in the St. Paul area.

First we would like to ensure that we have continued opportunity to participate in your consultation process as you progress in this project. As well we would hope that in future meetings that you may have someone from your land department available to answer some of our questions pertaining to compensation for landowners etc.

Second we have some concerns regarding the actual construction phase of this project. We would like to ensure that the County's policy regarding Washing of Equipment is followed. Please find a copy of that policy attached to this letter for your information. In addition, we have a concern regarding who's responsibility it is to ensure that there is weed control in your Right-of-Way and would like to have this clarified. In regards to pole placement, we would like to see that they are placed on private property as much as possible to limit the effect to the County's Right-of-Way where poles run along our municipal road allowances. Also where the transmission line runs along a municipal road, consideration from ATCO to ensure that if the County does not already have a 30 meter Right-of-Way, ATCO will purchase ensuring that the poles are well off the municipal road if road upgrade is required in the future. As well the County is concerned as to the height of lines that would cross a municipal road. We want to ensure that this height is appropriate so as to not restrict the movement of heavy farm and other types of equipment down that stretch of road.

Finally, the County would like to ensure that once a route is chosen that we can analyze the potential roads that are affected by the route to ensure that we have the opportunity to assess the roads and if necessary construct/upgrade the roads prior to the construction of your line. This of course would be based on budgetary ability and Council's approval to build these roads.

The County looks forward to ensuring this projects success as we acknowledge the importance of safe, reliable and cost effective delivery of electricity to our region.

Sincerely,

Sheila Kitz, CLGM  
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

### 7.37 IN CAMERA DISCUSSIONS

#20110407003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Items to be presented at meeting relating to Land Issue.

#### **Additional Information**

---

**Originated By** : pcorbiere

**Reference** :



*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

**7.38 BYLAW NO. 1573 - LEASE LOT 28ER, BLOCK 2, PLAN 8023220 #20110412001**

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### **Background**

---

Council was presented with a new Bylaw.

### **Recommendation**

---

Motion to give first reading to Bylaw No. 1573.

### **Additional Information**

---

**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

### 7.39 EOEP - LAND USE DEVELOPMENT APPROVAL COURSE - MAY 13 #20110411001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

The Elected Officials Education Program is offering a one day Land use and Development Approval Course on May 13, 2011 in Westlock. Registration for the course is \$350.

Councillor Dach would like to attend this course.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By** : pcorbiere

**Reference** :



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.40 ALBERTA'S LAKELAND - REQUEST FOR PAYROLL CONTRACT #20110411002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Alberta's Lakeland DMO is requesting if the County would consider entering into a payroll contract for their full time employee. This would give them the opportunity to offer their staff member a benefit package. This contract would be the same as the contract that we have for the General Manager.

#### Recommendation

---

Motion to enter into a contract with Alberta's Lakeland DMO for their full time employee.

#### Additional Information

---

**Originated By :** tmahdiuk

**Reference :**

**Alberta's Lakeland Destination Marketing Organization**



Box 874 St Paul, AB Canada T0A 3A0

Phone: 780-645-2913 Fax: 780-645-5790

Toll Free: 888-645-4155

Email: [info@albertaslakeland.ca](mailto:info@albertaslakeland.ca)

Websites: [www.albertaslakeland.ca](http://www.albertaslakeland.ca)

April 11, 2011

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

**Re: Payroll Contract for Alberta's Lakeland Destination Marketing Organization**

Dear Council Members,

Alberta's Lakeland DMO is a non-profit organization whose primary role is to develop and implement tourism-marketing initiatives within the province of Alberta, with input from industry stakeholders, and for a specific destination or region, which is defined by geographic characteristics or travel routes.

The DMO hires one person full time in the capacity of marketing and coordination and, in the past, we have struggled to retain persons of quality; usually because they find a better paying job or one with benefits. We have a person in this position now who has been working for us for over just over a year. Becky Paul and her husband live in the County of St. Paul. She is enjoying her job, we are very satisfied with her work and we would like to be able to offer her a benefit package.

Would the County of St. Paul be open to entering into a payroll contract with Alberta's Lakeland DMO which would give us an opportunity to compete in today's environment and puts us in a better position to retain good quality staff? We would expect to be invoiced on a monthly basis for the entire costs associated with the benefit plan.

Thank you in advance for your consideration and if you need any further information or have questions, please don't hesitate to contact me.

Best Regards,

Marianne Price  
General Manager  
Alberta's Lakeland Destination Marketing Organization



*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

### 7.41 EQUIPMENT FOR SALE BY TENDER

#20110411003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Attached is a list of equipment that the Public Works, ASB and Parks Departments have determined is no longer required.

#### **Recommendation**

---

Motion to authorize the Public Works Department to run an advertisement in the St. Paul Journal and Elk Point Review for the sale of equipment as per the attached list.

#### **Additional Information**

---

**Originated By :** Idemoissac

**County of St. Paul  
Equipment Items for Sale by Tender  
Spring 2011**

**Trucks**

|      |                           |                            |
|------|---------------------------|----------------------------|
| 1990 | Chev ½ ton                | Serial # 2GCEC14H7L1181013 |
| 1992 | GMC – 6.2 L Diesel ½ ton  | Serial # 1GTEC14C4NE537164 |
| 1992 | GMC – 6.2 L Diesel ½ ton  | Serial # 1GTEC14C5NE537481 |
| 1990 | Ford F350 (old ambulance) | Serial # 1FDKE30M2LHB68562 |
| 1981 | Dodge ½ ton               | Serial # 1B7KD26S7BS171465 |

**Equipment**

|      |                 |                   |
|------|-----------------|-------------------|
| 1985 | CAT 950B Loader | Serial # 31R02025 |
|------|-----------------|-------------------|

**ASB Equipment**

|      |   |                            |
|------|---|----------------------------|
| 1998 | 32 foot land roller<br>Homemade Utility Trailer | Serial # 2ATB0302XWU107613 |
|------|---|----------------------------|

**Parks Equipment**

|                            |                        |
|----------------------------|------------------------|
| JD LT160 Riding Lawn Mower | Serial # M0160D015863  |
| JD LX176 Riding Lawn Mower | Serial # M0L176A130058 |
| JD 855 Tractor             | Serial # LV0855E301594 |
| JD 6X4 Gator               | Serial # W006X4X052530 |
| 3 – push mowers            |                        |

**Misc. Attachments**

2 – Craig V-plows for 140H graders  
2 – Shop Built dozers for 140 graders



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

### 7.42 ST. VINCENT SPEED CHANGE

#20110411004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Attached is a letter and maps from Paula Campbell, Operations Manager with Alberta Transportation, outlining the existing and proposed speed limit zones. If Council agrees with the proposed change, the request will be forwarded to Honorable Luke Ouellette.

#### Recommendation

---

Motion that administration sign the letter as presented by Paula Campbell approving the speed zone change for Highway 881.

#### Additional Information

---

**Originated By :** skitz

**Reference :**



OFFICE OF THE OPERATIONS MANAGER

Athabasca Office  
North Central Region

Unit #2, 3603 - 53 Street  
Athabasca, Alberta  
Canada T9S 1A9  
Toll-Free connection outside Edmonton

Telephone (780) 675-2624  
Fax (780) 675-5855  
www.trans.gov.ab.ca  
Dial 310-0000

Our File No.: 1552-1

April 6, 2011

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

ATTENTION: Sheila Kitz  
Chief Administrative Officer

**RE: SPEED LIMIT HWY 881 - ST. VINCENT- COUNTY OF ST. PAUL NO. 19**

As per our discussions on site, attached is the speed limit change on Highway 881, through the Hamlet of St. Vincent.

Together, we have identified the need to relocate the 100 km/hr speed zone on Highway 881 and introduce the transition speed of 70 km/h on both sides of the Hamlet. There will also be slight change in 50 km/h zone. The attached maps show the existing and proposed speed limit zones.

Council support for this speed limit change would be highly appreciated so that we may take it forward to Hon. Luke Ouellette, Minister of Transportation.

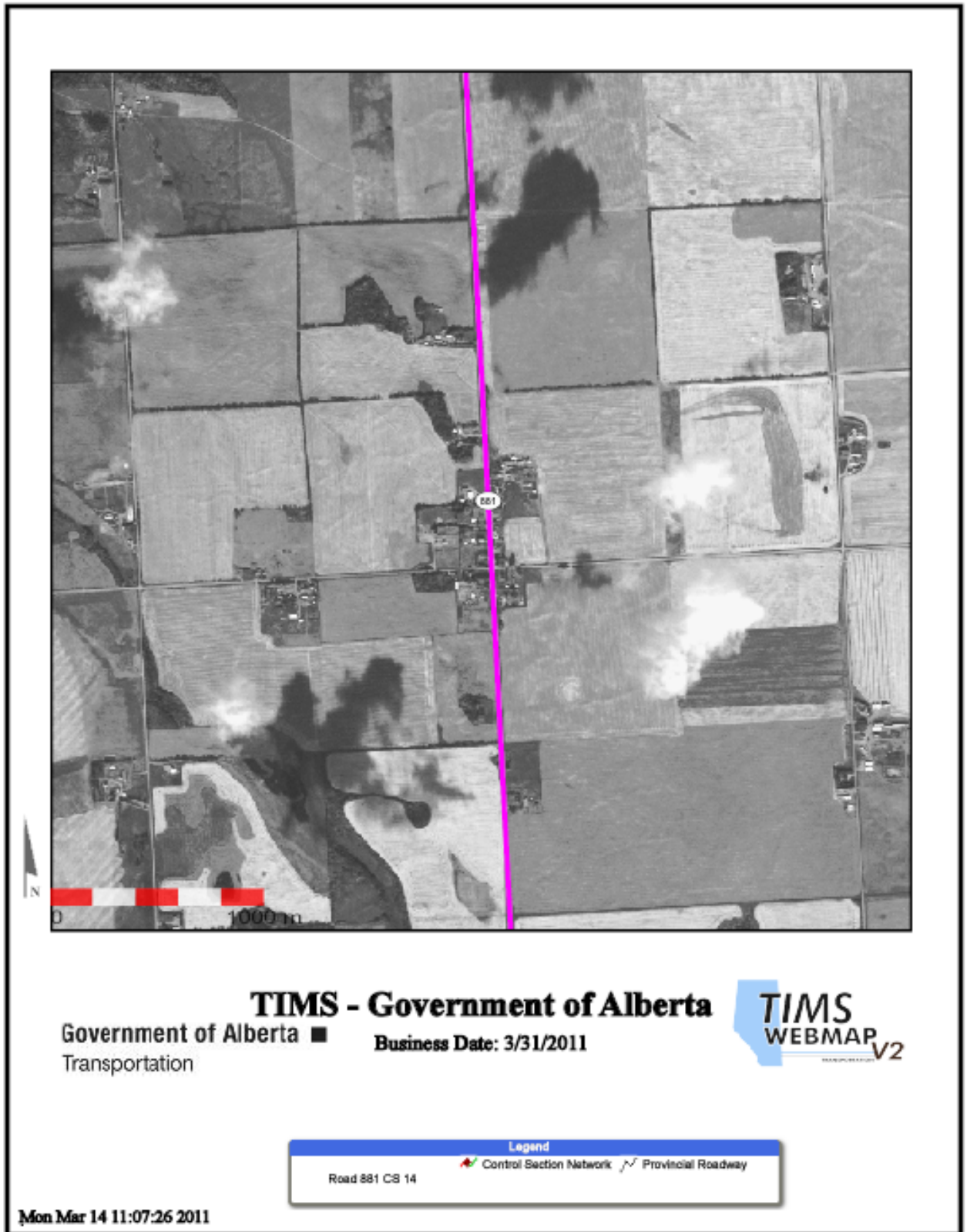
If you are in agreement, please sign below and return this letter to our office.

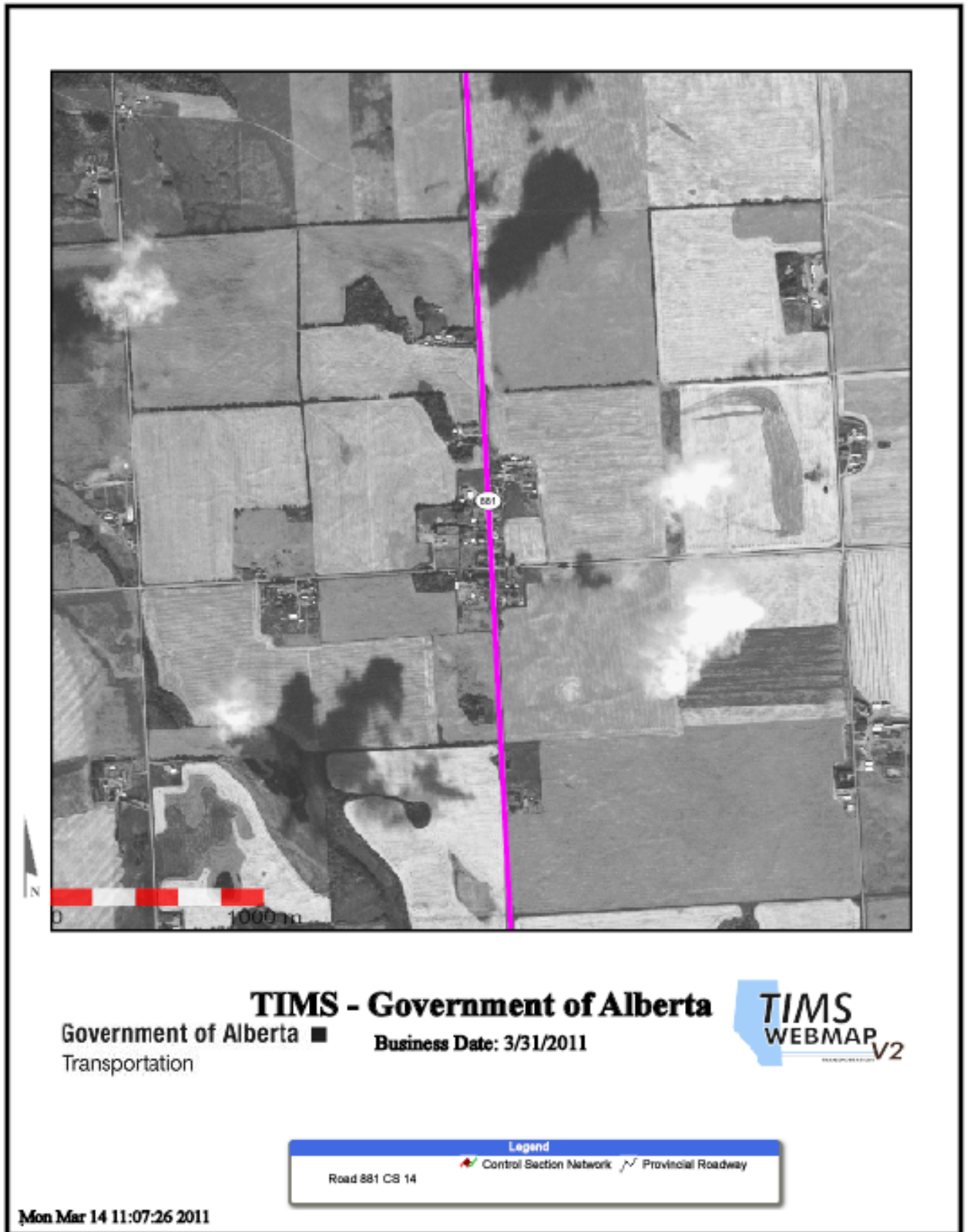
Sincerely,

Paula Campbell, P. Eng.  
Operations Manager

\_\_\_\_\_  
Sheila Kitz  
Chief Administration Officer  
Date: \_\_\_\_\_

SP/sp







*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

### 7.43 SPRAY TRUCK

**#20110411005**

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

We have received a verbal offer for \$27,000.00 for the Spray Truck. We do not have anything in writing, but the interested party is coming on Thursday or Friday to go through the truck with Jeremy.

After having a conversation with him the dent in the door and getting it detailed will cost him some money also to have the equipment run through by Stone blue would cost him as well. Also the truck has not been CVIP and he would have to get it inspected.

This offer is fair and it is more than similar trucks in this area have sold for.

The truck was advertised for sale on our website, the AAAF Assn and other companies that build spray trucks for \$30,000 and this is the only offer serious inquiry that we have received.

#### Recommendation

---

Motion that Council give Jeremy the authorization to accept the offer of \$27,000 for the spray truck.

#### Additional Information

---

**Originated By** : dbergheim

**Reference** :



*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

### 7.44 DRAFT LETTER BY COUNCILLOR FODNESS

#20110412005

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Attached is a letter from Councillor Fodness in response to Mr. Tomlinson's presentation to Council regarding the destruction of documents.

#### **Additional Information**

---

**Originated By :** mfodness

**Reference :**

April 12, 2011

Dear Council,

With reference to Mr. Tomlinson's written presentation of March 8, 2011, I would like to respond to a statement made. I quote:

“Destruction of documents

I spoke with Councilor Fodness in regards to this problem. I expressed my concerns and wanted a brief explanation as to how this came to be. I also requested Administration staff for their explanation and if they could restore the file. To date no reply. Why?”

When Mr. Tomlinson made this statement during the Council meeting of March 8, 2011, I reminded him that he had received a response from me concerning this matter. Our administrator, Sheila Kitz, informed me that the said file was inadvertently destroyed in error and is currently being rebuilt. Furthermore, the County has a bylaw pertaining to the destruction of documents and administration will be developing procedure pertaining to the bylaw. This information was forwarded to Mr. Tomlinson prior to his presentation on March 8, 2011.

I request Council approve this letter to be filed for public record.

Yours sincerely,

Maxine Fodness



*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

### 7.45 PUBLIC HEARING

#20110412002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### Additional Information

---

Originated By : pcorbiere



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.46 HIGHWAY 28/63 WATER COMMISSION

#20110412003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Additional Information

---

Originated By : pcorbiere



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.47 CAO REPORT

#20110412004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### Additional Information

---

Originated By : pcorbeire



*County of St Paul No 19*  
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[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Issue Summary Report

### 7.48 ROAD CONSTRUCTION PRIORITIES

#20110420001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Additional Information

---

Originated By : pcorbiere

Reference :

## 8 Correspondence

- 8.1 UKRAINIAN GREEK CATHOLIC CHURCH
- 8.2 AAMD&C STANDING ISSUES COMMITTEES
- 8.3 2010 ASHMONT FIRE DEPARTMENT ANNUAL  
REPORT



*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

### 8.1 UKRAINIAN GREEK CATHOLIC CHURCH

#20110405004

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

---

Attached is a letter from the Ukrainian Greek Catholic Church of St. John the Baptist Northern Valley thanking Council for the donation towards their 100th Anniversary which will be held on July 10, 2011.

They are requesting that their Councillor say a few words.

#### **Recommendation**

---

Information.

#### **Additional Information**

---

**Originated By** : pcorbiere

## Appendix 1 for 8.1: Letter - Ukranina Greek Catholic Church

Box 183

Elk Point, Alberta

TOA 1A0

County of St. Paul

5015 49Ave.SS 4

St. Paul, Alberta

TOA 3A4

Dear County Reeve Upham and County Councillors,

On behalf of the Ukrainian Greek Catholic Church of St. John the BAPTIST Northern Valley we would like to thank you for the kind donation towards our 100<sup>th</sup> Anniversary.

Our celebration is being held on Sunday , July 10<sup>th</sup> starting with Divine Liturgy at 10:00 a.m. with the Bishop present. The dinner and program will be at the Seniors Recreation Center in Elk Point, starting at approximately 1:45 or so. We would be most honoured to have our County Councillors present at this event to say a few words during our program. Because we are selling tickets for the dinner and need a count of people attending we ask that you would let us know who is able to attend.

Please let Walter Moneta (780 724- 2488) or Bill Seniuk (780 724-2286) know who will be attending by June 1<sup>st</sup>, 2011.

Thank-you

Bernice Capjack ( on behalf of our Northern Valley members)





*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 AAMD&C STANDING ISSUES COMMITTEES

#20110406007

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

---

Attached are letters from Bob Barss, President of the AAMD&C advising Council members of their appointments to the Standing Issues Committees:

- Councillor Ockerman - District 5 rep on Intergovernmental Relations, Finance and Justice
- Reeve Upham - Alternate for District 5 on Intergovernmental Relations, Finance and Justice
- Councillor Martin - Alternate for District 5 on Infrastructure, Transportation and Municipal Affairs

#### Recommendation

---

Motion to file the letters as information.

#### Additional Information

---

**Originated By** : skitz



RECEIVED APR 04 2011

March 31, 2011

Mr. Glen Ockerman  
County of St. Paul  
5015-49 Avenue  
St. Paul, AB T0A 3A4

Dear Mr. <sup>GLEN</sup>Ockerman:


**RE: Standing Issues Committees**

On behalf of the Alberta Association of Municipal Districts and Counties (AAMDC) Board of Directors, I am pleased to announce that you have been selected as the district 5 representative on the AAMDC Intergovernmental Relations, Finance and Justice Standing Issues Committee.

Please see the attached terms of reference, as committee participation does include potential financial implications for your municipality. Committee members will be announced to our membership in a member bulletin in early April. Please visit our new website at [www.aamdc.com](http://www.aamdc.com) for information about our organization and its advocacy efforts.

We look forward to working with you at the committee level.

Sincerely,



Bob Barss  
President

cc: County of St. Paul Council



Partners in Advocacy & Business

RECEIVED APR 04 2011

March 31, 2011

Mr. Steve Upham  
County of St. Paul  
5015-49 Avenue  
St. Paul, AB T0A 3A4

Dear Mr. Upham:

**RE: AAMDC Standing Issue Committees**

On behalf of the Alberta Association of Municipal Districts and Counties (AAMDC) Board of Directors, I am pleased to inform you that you have been selected as the alternate District 5 representative on the AAMDC Intergovernmental Relations, Finance and Justice Standing Issue Committee should the primary representative be unavailable.

Committee members will be announced in a member bulletin in early April. In the event that the primary District 5 representative is unable to participate, AAMDC will contact you to confirm your involvement. Please see the attached terms of reference as committee participation does include some financial implications for your municipality.

Please visit our new website at [www.aamdc.com](http://www.aamdc.com) for information about our organization and its advocacy efforts.

Sincerely,

Bob Barss  
President

cc County of St. Paul Council



RECEIVED APR 04 2011

March 31, 2011

Mr. Cliff Martin  
County of St. Paul  
5015-49 Avenue  
St. Paul, AB T0A 3A4

Dear Mr. Martin:

CLIFF

**RE: AAMDC Standing Issue Committees**

On behalf of the Alberta Association of Municipal Districts and Counties (AAMDC) Board of Directors, I am pleased to inform you that you have been selected as the alternate District 5 representative on the AAMDC Infrastructure, Transportation and Municipal Affairs Standing Issue Committee should the primary representative be unavailable.

Committee members will be announced in a member bulletin in early April. In the event that the primary District 5 representative is unable to participate, AAMDC will contact you to confirm your involvement. Please see the attached terms of reference as committee participation does include some financial implications for your municipality.

Please visit our new website at [www.aamdc.com](http://www.aamdc.com) for information about our organization and its advocacy efforts.

Sincerely,

Bob Barss  
President

cc County of St. Paul Council



*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 2010 ASHMONT FIRE DEPARTMENT ANNUAL REPORT

#20110406008

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Background**

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Attached is the 2010 Ashmont Fire Department Annual Report.

#### **Recommendation**

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Motion to file the annual report as information.

#### **Additional Information**

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**Originated By :** skitz

**Reference :**

## Ashmont Fire Department 2010 Annual Report

Written By: Deputy Chief James Preston

### Equipment

A project started in 2009 was completed at the beginning of 2010. This project being the purchase of a new off-road firefighting unit for our department. Work on planning for the unit had begun in 2009, when after a trial use of a unit similar in concept was tested with great success. With help from the County of St. Paul, Province, local community groups, and fund raising by our department members, funds were raised to purchase the unit. The new unit is a Polaris Ranger 6x6 with a high pressure foam system in the box capable of knocking down fires very quickly. The firefighting skid in the back is easily removed to make this unit also capable of performing rescues in remote areas where ambulances cannot get close enough to the patient. This unit will be extremely beneficial to the residents, and visitors to the County of St. Paul. Other new equipment received in 2010 included a replacement for our Unit # 42. Unit 42 was a old ambulance used to transport medical equipment, MVC equipment, and also spare SCBA's and extra breathing air for firefighters. In the spring of 2010 the county replaced one of the ambulances it owns, that is used by the St. Paul and District Ambulance. They now had a old ambulance which they did not use. It was decided by the county to donate the ambulance to our fire department, which would replace our aging unit. Beginning in 2010 we also started a bunker gear replacement program, that will see us purchase two new sets of bunker gear every year. Through this we hope that all gear will be circulated and all older gear will be replaced before it has reached the end of its life use.



### New Members

Two new members joined this year; Jimmy McGonigal, and Chris Gratton.

### Members Leaving

In the same year that he joined Jimmy left and joined the St. Paul Fire Dept.

### Officers

There were no changes to officers this year.

### Dept. Functions

30<sup>th</sup> Anniversary - held at the Ashmont Agri-Plex, tickets were sold for the event, a supper, dance and silent auction were also held to raise money for our new unit.

Summer Party - a BBQ was held at the Ashmont Seniors Stillwater Retreat

Christmas Party - festivities were held at the fire hall before Christmas

### Community Involvement

Community involvement in 2010 kept us very busy. We held a number of tours of the fire hall, which included the Mom's and Tot's, kindergarten classes, and also the Grade 1 classes from Ashmont Elementary for Fire Prevention Week. In March we bar-tended the Ashmont Mom's and Tot's Ladies Night Out. Some of our members were also auctioned off at the event to help raise money for the group. At Heritage Days this year we cooked and served a pancake breakfast in the morning, and participated in the Parade following. Hose-laying was held in the afternoon, with 12 teams participating including some from as far away as Glendon. In fall time we opened up the fire hall for trick or treaters at Halloween with over forty ghouls and goblins stopping by for a visit. We also bar tended another community event in October, and also participated in the Remembrance Day ceremonies on November 11.



### Training

Regular in-house training continued in 2010 for the department, held every 4th Monday of the month. This training includes hose handling, pump operator training, ladders, rescues, first-aid, MVC, and also classroom, and map-reading. Starting this year we also began learning, and practicing the new address system being implemented by the County of St. Paul. This new address system has made it much easier to find a incident location, especially in non-fire situations. Accredited training received by our members included a S-1000 course held in Bonnyville. This course was attended by three of our members, and included training in fire extinguisher's, fire cause and origin, and incident pre-planning.



### Calls for 2010

In 2010 we responded to 37 calls. These calls are as follows:

- 10 - MVC
- 7 - Structure Fire
- 9 - Outside Fire
- 1 - Vehicle Fire
- 5 - Other
- 3 - Mutual Aid
- 2 - Medical

**Average Response Time:** 19.69 minutes (Avg. distance traveled 15.8km)

#### Notables:

- 2 structure fires in Ashmont were attempted arson and both fires caused minimal damage to properties (arsonist was caught by RCMP but could not be charged due to his age)
- responded to St.Paul twice for mutual aid, first was because St.Paul was on multiple calls, and second was for Hansen Hotel fire
- number of false alarms increased this year
- Mallaig tanker responded 5 times, and placed on standby another 3
- had to borrow a member's boat to perform a water rescue as there is currently no water rescue available in our area

### Looking Ahead

The biggest story for us in 2010 was the increase in calls over the last few years. It has begun to become a pattern that the number of calls we respond to continue to increase, not only in volume but complexity. These calls could range from a regular fire, MVC, water rescue, medical aid, or even a dangerous goods response. Having to respond to different types of calls has meant the equipment and training we have has become more diverse. Largely we have kept up to these changes, but it places added strain on everything in the system. Due to the fact that we must house a large variety of equipment and train for endless types of emergency scenarios, a weakness was identified. This weakness was the size of our current firehall. Currently our firehall cannot fit all the equipment we have and facilitate a safe training environment. Some of our current equipment cannot even be housed in our hall (ie: Polaris 6x6). The cramped quarters has also made it very unsafe and impractical to perform some training that needs to be done in the winter months. Seeing that this was a issue not only for us but for Mallaig also, the county staff has decided to begin to research into building new halls in Ashmont, and Mallaig. Their is currently no time line but it is anticipated that this will take place sometime in the next three years.

Recruitment and retention continues to be a ongoing issue for not only us, but many volunteer fire departments. Our most effective way is still by building relationships

with members of the community, and explaining the importance of the services we provide. Many longtime community residents still do not understand how we operate, or the services we perform. It is usually not until they have a emergency happen to them that they realize what we actually do, and how helpful we can be. This is partly why we try to be as visible as possible to the community and participate in as many community events as possible. Through this we hope to be able to interest people in the benefit of serving their community, and their neighbor's and family that reside within it.



# Appendix 1 for 8.3: Annual Report

| Date     | Type           | Time     | On Scene | Location        | Guys | Total Hours | Comments/Dept. Attending                         |
|----------|----------------|----------|----------|-----------------|------|-------------|--|
| 01/09/10 | Other          | 11:28 am | 11:43 am | 15 Lottie Lake  | 5    | 8.5         | EMS responded as owner was on oxygen             |
| 01/23/10 | Structure Fire | 01:31 pm | 01:42 pm | 11 Ashmont      | 8    | 18          | Mallaig responded along with RCMP and EMS        |
| 01/24/10 | Structure Fire | 12:49 am | 12:56 am | 7 Ashmont       | 6    | 18          | Flare-up of previous structure fire              |
| 01/30/10 | Medical assist | 06:30 pm | 06:35 pm | 5 Ashmont       | 4    | 2           | Lift assist Radios not working called land line  |
| 02/03/10 | MVC            | 03:00 pm | N/A      | Hwy 36          | 6    | 6           |  |
| 03/08/10 | Outside Fire   | 09:54 pm | 10:23 pm | 9 Lakes Ranch   | 6    | 6           | Brush Piles Burning                              |
| 03/09/10 | Outside Fire   | 06:02 am | 06:15 am | 13 Lakes Ranch  | 3    | 1.5         | Same location                                    |
| 03/18/10 | MVC            | 07:36 am | 07:52 am | 16 Hwy 28       | 7    | 7           |  |
| 04/03/10 | Mutual Aid     | 05:04 pm | 05:31 pm | 27 St. Paul     | 7    | 10.5        | Town of St. Paul, St. Paul out on other call     |
| 04/07/10 | Medical assist | 09:52 am | 10:19 am | 27 Mcloed Beach | 4    | 4           | Cardiac Arrest Bad directions delayed response   |
| 04/09/10 | MVC            | 12:31 pm | 12:53 pm | 22 Hwy 28       | 5    | 10          | Bad April storm                                  |
| 04/19/10 | Outside Fire   | 12:02 pm | 12:33 pm | 31 Micky Murray | 7    | 28          | Brush Piles got away had permit                  |
| 04/20/10 | Outside Fire   | 02:57 pm | N/A      | Saddle Lake     | 4    | 4           | Fire in saddle lake did nothing Vilna also there |
| 04/22/10 | Outside Fire   | 09:06 pm | N/A      | Hwy 28          | 9    | 9           |  |
| 05/01/10 | Mutual Aid     | 10:39 pm | 11:03 pm | 24 St. Paul     | 7    | 38.5        | Hanson Hotel                                     |
| 05/09/10 | MVC            | 07:02 am | 07:30 am | 28 McRae        | 7    | 10.5        |  |
| 05/15/10 | Outside Fire   | 02:35 pm | 03:08 pm | 33 Tchirs       | 6    | 36          | Mallaig also                                     |
| 05/24/10 | Structure Fire | 03:14 pm | 03:28 pm | 14 Ashmont      | 6    | 9           | Fire started in basement of abandoned building   |
| 06/21/10 | Structure Fire | 05:13 pm | 05:26 pm | 13 Ashmont      | 7    | 10.5        | another abandoned house fire                     |
| 06/27/10 | Other          | 09:35 am | 09:44 am | 9 Hwy 28        | 6    | 18          | Gas from ruptured fuel tank on hiway             |
| 07/17/10 | Vehicle Fire   | 09:24 pm | N/A      | Cork Hall       | 3    | 3           |  |
| 07/25/10 | Outside Fire   | 12:44 am | N/A      | Mann Lake       | 4    | 4           | could not locate fire                            |
| 07/29/10 | Outside Fire   | 02:40 am | N/A      | Hwy 28          | 6    | 6           | could not locate fire                            |
| 08/29/10 | MVC            | 12:03 pm | 12:15 pm | 12 Hwy 28 & 36  | 4    | 22          |  |
| 09/10/10 | Other          | 12:21 pm | N/A      | Ashmont         | 2    | 1           | Alarms at Ashmont school stood down              |
| 09/12/10 | MVC            | 05:21 am | 05:46 am | 25 Twp 594      | 7    | 10.5        |  |
| 10/01/10 | Mutual Aid     | 02:30 pm | N/A      | Sloan's         | 5    | 18          |  |
| 10/09/10 | MVC            | 11:09 am | 11:23 am | 14 RR 115       | 4    | 4           |  |
| 10/16/10 | Other          | 04:20 pm | 04:29 pm | 9 Mann Lake     | 7    | 14          | water rescue @ mann Lake HARD TO FIND BOAT       |
| 10/23/10 | MVC            | 09:49 pm | 10:09 pm | 20 RR 120       | 6    | 9           |  |

|          |                |          |          |       |            |      |      |   |
|----------|----------------|----------|----------|-------|------------|------|------|---|
| 11/11/10 | Outside Fire   | 03:00 pm | 03:18 pm | 18    | Cork Hall  | 5    | 5    | Small ditch fire south of cork hall             |
| 11/19/10 | Structure Fire | 04:19 am | N/A      |       | Goodfish   |      |      | Did not Respond out of our area Viina responded |
| 11/25/10 | Structure Fire | 08:09 am | 09:02 am | 53    | St.Lina    | 5    | 17.5 | Bad road conditions building had already burnt  |
| 12/04/10 | MVC            | 09:00 pm | 09:10 pm | 10    | Hwy 36,28  | 5    | 5    | Single Vehicle hit deer                         |
| 12/08/10 | Other          | 05:00 pm | 05:13 pm | 13    |            | 3    | 3    | Alarms at house outside Ashmont nothing found   |
| 12/29/10 | Structure Fire | 07:57 pm | 08:22 pm | 25    | Boyne Lake | 6    | 27   | Mallaig also responded                          |
| 12/31/10 | MVC            | 06:00 pm | 06:09 pm | 9     | Hwy 36,28  | 7    | 7    | Head on, side swipe                             |
|          |                |          |          | 19.69 |            | 5.53 | 411  |   |

MVC-10  
 Structure Fire- 7  
 Outside Fire- 9  
 Medical Assist- 2  
 Mutual Aid- 3  
 Vehicle Fire- 1  
 Other- 5  
**Total = 37**

# Appendix 1 for 8.3: Annual Report

| Time        | Mon | Tues | Wed | Thur | Fri | Sat | Sun |
|-------------|-----|------|-----|------|-----|-----|-----|
| 00:00-01:00 |     |      |     |      |     |     | 2   |
| 01:00-2:00  |     |      |     |      |     |     | 0   |
| 02:00-3:00  |     |      |     | 1    |     |     | 1   |
| 03:00-4:00  |     |      |     |      |     |     | 0   |
| 04:00-05:00 |     |      |     |      | 1   |     | 1   |
| 05:00-06:00 |     |      |     |      |     |     | 1   |
| 06:00-07:00 |     | 1    |     |      |     |     | 1   |
| 07:00-08:00 |     |      |     | 1    |     |     | 2   |
| 08:00-09:00 |     |      |     | 1    |     |     | 1   |
| 09:00-10:00 |     |      | 1   |      |     |     | 2   |
| 10:00-11:00 |     |      |     |      |     |     | 0   |
| 11:00-12:00 |     |      |     |      |     | 2   | 2   |
| 12:00-13:00 | 1   |      |     |      | 2   |     | 4   |
| 13:00-14:00 |     |      |     |      | 1   | 1   | 1   |
| 14:00-15:00 |     |      | 1   |      | 1   | 1   | 3   |
| 15:00-16:00 | 1   |      |     | 1    |     |     | 3   |
| 16:00-17:00 |     |      |     |      |     | 1   | 1   |
| 17:00-18:00 | 1   |      | 1   |      |     | 1   | 3   |
| 18:00-19:00 |     |      |     |      | 1   | 1   | 2   |
| 19:00-20:00 |     |      |     | 1    |     |     | 1   |
| 20:00-21:00 |     |      |     |      |     |     | 0   |
| 21:00-22:00 | 1   |      |     |      | 1   | 3   | 5   |
| 22:00-23:00 |     |      |     |      |     | 1   | 1   |
| 23:00-24:00 |     |      |     |      |     |     | 0   |
|             | 4   | 2    | 2   | 4    | 5   | 5   | 37  |

**Calls By Time of Day**  
**Weekday (07:00-17:00)**  
 11

**Nights & Weekends**  
 26

**Avg. Response Times**  
**Weekday (07:00-17:00)**

27.7 minutes (20.5 km)  
 \*7 calls/11

**Weekend and Nights**

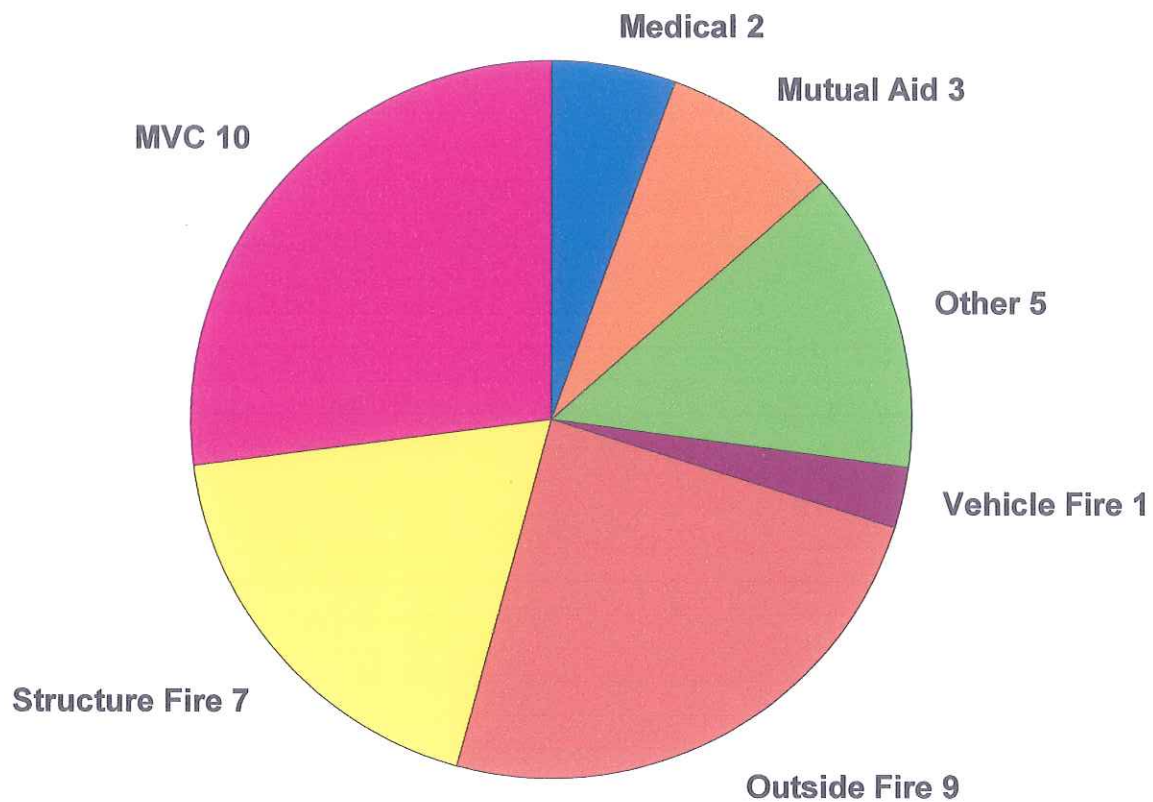
15.9 minutes (14.95 km)  
 \*20 calls/26

**Avg. Response Time**  
 19.69 minutes

**Avg Distance Traveled**  
 15.8 km

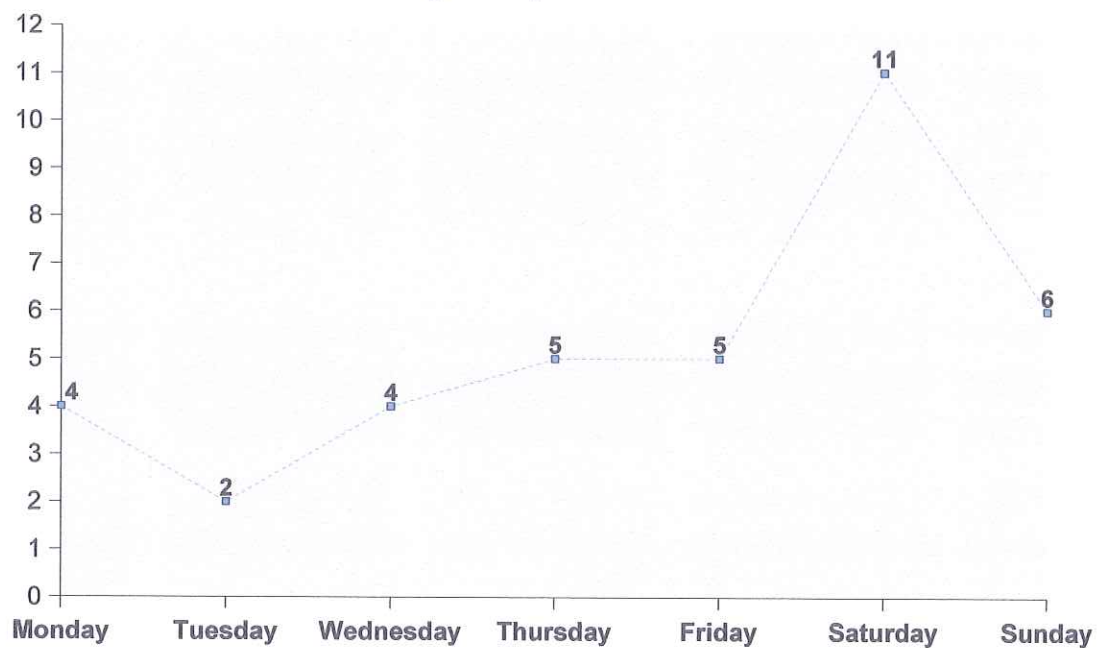
|                | Total | Jan | Feb | Mar | Apr | May | June | Jul | Aug | Sept | Oct | Nov | Dec |
|----------------|-------|-----|-----|-----|-----|-----|------|-----|-----|------|-----|-----|-----|
| MVC            | 10    |     | 1   | 1   | 1   | 1   | 1    |     | 1   | 1    | 2   |     | 2   |
| Structure Fire | 7     | 2   |     |     |     | 1   | 1    | 1   |     |      |     | 2   | 1   |
| Outside Fire   | 9     |     |     | 2   | 3   | 1   | 1    | 2   |     |      |     | 1   |     |
| Vehicle Fire   | 1     |     |     |     |     |     |      | 1   |     |      |     |     |     |
| Other          | 5     | 1   | 1   |     |     |     | 1    |     |     | 1    | 1   |     | 1   |
| Mutual Aid     | 3     |     |     |     | 1   | 1   | 1    |     |     |      | 1   |     |     |
| Medical        | 2     | 1   | 1   |     | 1   |     |      |     |     |      |     |     |     |
|                | 37    | 4   | 4   | 1   | 3   | 6   | 4    | 2   | 3   | 1    | 2   | 4   | 3   |

## Calls By Type

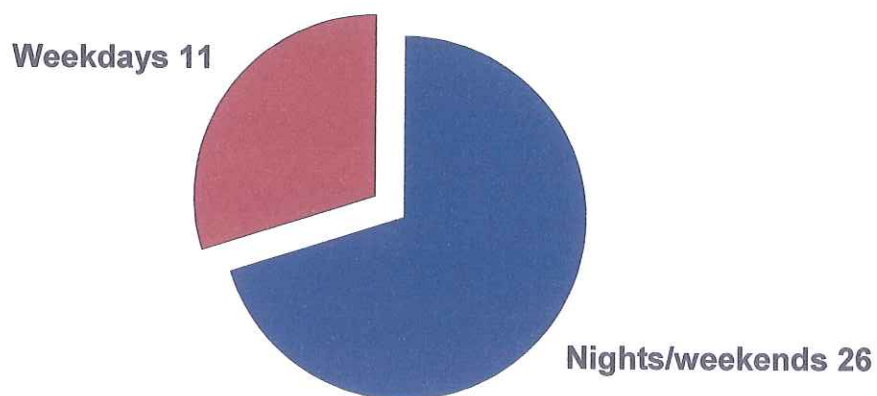


**Total Calls = 37**

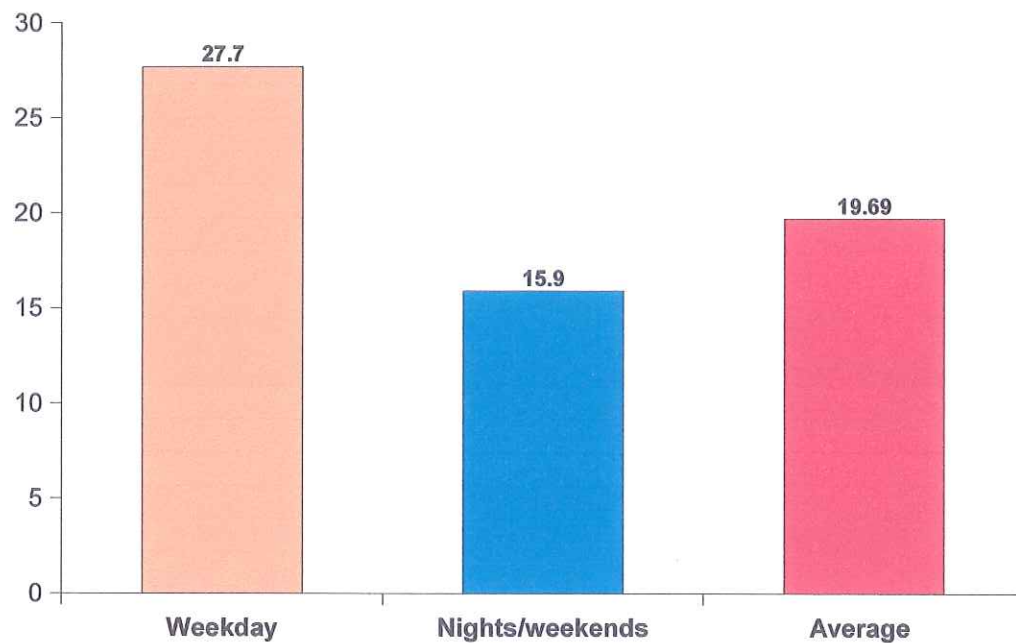
### Calls By Day of the Week



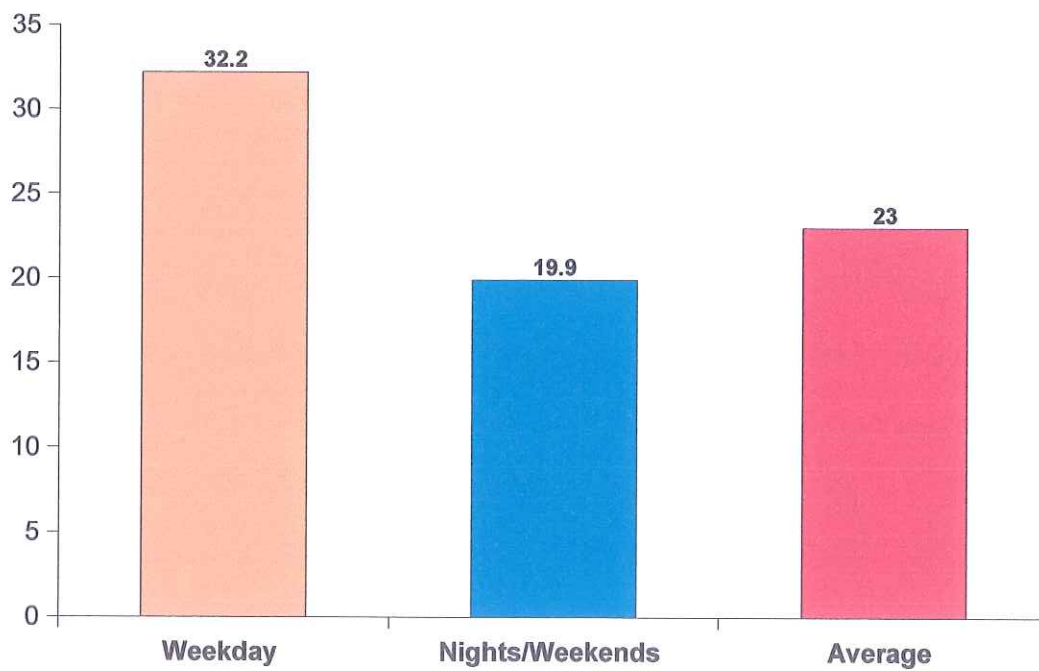
### Calls By Time of Day



### 2010 Response Times



### 3 Year Average Response Times



\* time in minutes

# 10 Upcoming Meetings

- 10.1 UPCOMING MEETINGS
- 10.2 APRIL 26 @ 10:00 A.M. - PUBLIC WORKS
- 10.3 MAY 10 @ 1:30 P.M. - PUBLIC AUCTION OF LANDS  
(DURING REGULAR COUNCIL MEETING)



*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

### 10.1 UPCOMING MEETINGS

#20110417001

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Executive Summary**

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April 26 @ 10:00 a.m. - Public Works

May 10 @ 1:30 p.m. - Public Auction of Lands (During Regular Council Meeting)

#### **Additional Information**

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**Originated By** : pcorbiere

**Reference** :



*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

**10.2 APRIL 26 @ 10:00 A.M. - PUBLIC WORKS**

**#20110330009**

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

### **Additional Information**

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**Originated By :** pcorbiere

**Reference :**



*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

### 10.3 MAY 10 @ 1:30 P.M. - PUBLIC AUCTION OF LANDS (DURING REGULAR COUNCIL MEETING)

#20110330010

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### Background

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Section 418 of the M.G.A. requires Council to offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

#### Additional Information

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**Originated By :** pcorbiere

**Reference :**

# 11 Financial

- 11.1 BUDGET TO ACTUAL
- 11.2 LISTING OF ACCOUNTS PAYABLE
- 11.3 COUNCIL FEES



*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

### 11.1 BUDGET TO ACTUAL

#20110417002

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### **Executive Summary**

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None to Report

#### **Additional Information**

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**Originated By :** Pcorbier

**Reference :**



*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

### 11.2 LISTING OF ACCOUNTS PAYABLE

#20110417003

**Meeting :** Council Meeting - April 12, 2011

**Meeting Date :** 2011/04/12 10:00

#### 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

### 11.3 COUNCIL FEES

#20110417004

Meeting : Council Meeting - April 12, 2011

Meeting Date : 2011/04/12 10:00

#### Additional Information

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Originated By : pcorbiere

Reference :