



Council Meeting - June 14, 2011

Start time : 10:00 AM

MINUTES

CALL TO ORDER

The 594th meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:04 a.m., Tuesday, June 14, 2011 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 Kitz	CAO
Tim Mahdiuk	Assistant CAO
Phyllis Corbiere	Executive Assistant
Leo deMoissac	Public Works Superintendent
Shauna Burke	St. Paul Journal
3 Members of the Public	

MINUTES

Resolution #CM20110614.1001

(Moved By: Councillor Maxine Fodness)

Motion to approve minutes of the May 10, 2011 Council Meeting with the following correction:

- Resolution CM20110510.1029 - should read "being" instead of "bring"

CARRIED

Resolution #CM20110614.1002

(Moved By: Councillor Cliff Martin)

Motion to approve the minutes from the May 31 Special Council Meeting with the following correction:

- Resolution SM20110531.1005 - Remove word "is" in last sentence.

CARRIED

BANK RECONCILIATION

Resolution #CM20110614.1003

(Moved By: Councillor Alphonse Corbiere)

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

CARRIED

ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA

The following additions/deletions were made to the agenda:

Delete:

Item 7.15 - Sale of Riding Lawn Mower

Add:

New Business:

7.20 - Bylaw No. 1579 - Amend LUB - Rezone PSE 27-59-10-W4

7.21 - Advertising Campaign through Travel Alberta-Haying in the 30s

7.22 - Stelmach Event - In Appreciation

- 7.23 - Request to Lease NE 2-62-12-W4
- 7.24 - HUB Office Space Lease Agreement
- 7.25 - Emergency Management Agreement with SV of Horseshoe Bay
- 7.26 - Motion to Rescind 2010 Municipal Election Issue Motion
- 7.27 - Town of Elk Point Spray Park

Reports:

- 9.2 - Safer Communities Task Force - Councillor Fodness
- 9.3 - CAO Report
- 9.4 - FCM Report - Councillor Dach & Reeve Upham

Resolution #CM20110614.1004

(Moved By: Councillor Frank Sloan)

Motion to approve the agenda for the June 12, 2011 Regular Council Meeting with the above noted deletion and additions.

CARRIED

**PANCAKE
BREAKFAST
CONTRIBUTION -
SENIORS WEEK**

Resolution #CM20110614.1005

(Moved By: Councillor Glen Ockerman)

Motion to approve a \$150 contribution to help fund the Elk Point Seniors Pancake Breakfast which was held during Seniors Week.

CARRIED

**LUNCHEON FOR
CYCLISTS COMING
THROUGH ST. PAUL
ON IRON HORSE
TRAIL**

Resolution #CM20110614.1006

(Moved By: Councillor Alphonse Corbiere)

Motion to co-sponsor a lunch with the Town of St. Paul and Alberta's Iron Horse Trail on June 13th at Reunion Station for the cyclists who are riding from Saskatoon to Edmonton and will be coming through on the Iron Horse Trail.

CARRIED

**ASAA 2011
PROVINCIAL TRACK
AND FIELD
CHAMPIONSHIP**

Resolution #CM20110614.1007

(Moved By: Councillor Maxine Fodness)

Motion to approve a \$500 grant for Regional High School and for Mallaig School to help offset the costs of attending the 2011 Track and Field Provincial Competition in Edmonton on June 3 & 4, as per policy ADM-51.

CARRIED

**2012 ALBERTA
FIREFIGHTER
CURLING
PROVINCIALS**

Resolution #CM20110614.1008

(Moved By: Councillor Cliff Martin)

Motion that the County of St. Paul make a \$500 donation to become a silver sponsor for the 2012 Alberta Firefighter Curling Provincial Bonspiel from February 23 to 26, 2012. The donation will be paid from 2012 budget.

CARRIED

**ST. PAUL FISH AND
GAME
ASSOCIATION**

Council was presented with a request from the St. Paul Fish and Game Association for a grant to help with maintenance of their facilities and/or to assist with the costs of sending youth to the conservation camp.

Resolution #CM20110614.1009

(Moved By: Councillor Cliff Martin)

Motion to table the request from the St. Paul Fish and Game Association for more information on what they are requesting the funds for.

CARRIED

**ALBERTA FIRE
CHIEF'S
ASSOCIATION
CONVENTION AND
TRADE SHOW**

Resolution #CM20110614.1010

(Moved By: Councillor Alphonse Corbiere)

Motion to ratify Bryan Bepalko and Joey Duperron's attendance at the Alberta Fire Chief's Association Convention and Trade Show on May 28, 2011 in Edmonton.

CARRIED

**REQUEST TO
CANCEL
PROPERTY TAXES
ON LOT 6, BLOCK 3,
PLAN 0021847**

Resolution #CM20110614.1011

(Moved By: Councillor Glen Ockerman)

Motion to table the request to cancel the property taxes on Lot 6, Block 3, Plan 0021847 until later during the meeting

CARRIED

**COUNCIL
REPRESENTATION
ON ELK POINT IDP
COMMITTEE**

Resolution #CM20110614.1012

(Moved By: Councillor Maxine Fodness)

Motion to appoint Councillor Ockerman, Councillor Dach, CAO Sheila Kitz and staff from the Planning Department to the Elk Point IDP Committee.

CARRIED

**BYLAW NO. 1577 -
PROCEDURES
BYLAW**

Council was presented with Bylaw No. 1577, the Meeting Procedures Bylaw. As per section 3.4 of the Bylaw, it may only be repealed, amended or varied providing notice of the proposed amendments have been given at a preceding regular meeting.

Resolution #CM20110614.1013

(Moved By: Councillor Maxine Fodness)

Motion to table Bylaw No. 1577 to the July Council meeting.

CARRIED

**REQUEST TO
CANCEL
PROPERTY TAXES
ON LOT 6, BLOCK 3,
PLAN 0021847**

Resolution #CM20110614.1014

(Moved By: Councillor Frank Sloan)

Motion to refund the municipal property taxes in the amount of \$763.72 for the 2011 taxation year for Lot 6, Block 3, Plan 0021847 as the property is only being used for a dugout and a small shed that houses equipment to pump water to the lots in the subdivision.

CARRIED

**10:30 A.M. - PUBLIC
HEARING - BYLAW
NO. 1573 - LEASE
ENVIRONMENTAL
RESERVE**

Originated By: kfedoretz

Resolution #CM20110614.1015

(Moved By: Councillor Alphonse Corbiere)

Motion to adjourn the meeting to proceed to public hearing scheduled for 10:30 a.m. to discuss Bylaw No. 1573, which is a bylaw to allow the lease and amend the use of Lot 28ER, Block 2, Plan 8023220.

CARRIED

Reeve Upham declared the Public Hearing open at 10:30 a.m. with all members of Council present.

Council was informed that the Public Hearing was advertised in accordance with section 606 of the M.G.A.

Krystle Feodretz, Planning and Development, informed those present that the purpose of the public hearing is to discuss bylaw No. 1573, which is a bylaw to allow the lease and amend the use of Lot 28ER, Block 2, Plan 8023220 at Upper Mann Lake.

Reeve Upham then requested if there were any written submissions either for or against the proposed bylaw.

Krystle Fedoretz read the following written submissions aloud to Council:

1) Letter from Leo & Lil Matthiesson - dated April 27, 2011 - Referred to previous letter. They do not object to leasing the property to Mr. Gordon Scott but they do object to leasing it to Gordon Scott and his heirs. They feel it would better serve the public as a public picnic area and campsite.

2) Letter Susan Clennell & Murray Ladd- dated June 13th - They are against leasing the property because it will be precedent setting and with the changes suggested, the property will never be an Environmental Reserve again. They feel the proposed lease should be

cancelled and the property left as an Environmental Reserve without changes.

3) Tony Onisko - dated June 13th - He strongly requests that Council reject the bylaw or open up the leasing opportunity to anyone who wants to lease property.

The following people spoke about the proposed bylaw.

1) Adjacent landowner, Tammy Boggis, spoke against the Bylaw as she feels the property should not be leased for public use. She stated that the Scott family did not use the property until 2008 and it was used by Mr. Scott's nephew Randy. She also stated that Mr. Scott does not maintain it, it is his nephew that maintains the property.

2) Betty Andrichuk, Gordon Scott's daughter spoke in favor of the Bylaw. Mr. Scott has maintained property up until last year, when he became ill. She stated that it is a historical significance for family and they do use it on occasion. It was maintained before, under the previous lease that they had, therefore they maintained it on the May long weekend.

Reeve Upham declared the public hearing closed.

Time: 10:45 a.m.

Resolution #CM20110614.1016

(Moved By: Councillor Glen Ockerman)

Motion to give second reading to Bylaw No. 1573, which is a bylaw to allow the lease and amend the use of Lot 28ER, Block 2, Plan 8023220 at Upper Mann Lake.

CARRIED

Resolution #CM20110614.1017

(Moved By: Councillor Frank Sloan)

Motion to give third reading to Bylaw No. 1573.

CARRIED

**BYLAW NO. 1578 -
REZONE SE
16-57-7-W4**

Originated By: kfedoretz

Councillor G. Ockerman left the meeting at 11:05 a.m.

Councillor G. Ockerman re-entered the meeting at 11:09 a.m.

Resolution #CM20110614.1018

(Moved By: Councillor Cliff Martin)

Motion to give 1st reading to Bylaw No. 1578, which is a bylaw to amend Land Use Bylaw No. 1486 as it relates to rezoning the SE 16-57-7-W4 from Agricultural to Industrial/Commercial.

Councillor Ockerman abstained from voting as he was absent during part of the discussions.

CARRIED

**11:00 A.M. - PAUL
PELLETIER -
COMMUNITY
FUTURES VIABILITY
STUDY**

Paul Pelletier was admitted to the Council Room at 11:15 a.m. He thanked Council for the County's contribution towards the viability study. The study determined that it is a viable project and the facility is viable for the Food Processing/ Food Sciences Centre. The project has now moved to the second phase. Community Futures is requesting a letter of support for the project as they approach Rural Alberta Development Fund and Western Economic Diversification for funding. Mr. Pelletier left meeting at 11:25 a.m.

Resolution #CM20110614.1019

(Moved By: Councillor Maxine Fodness)

Motion by Councillor M. Fodness to provide Community Futures and Portage College with a letter of support for their application for a grant to complete the Regional Food Processing Facility/Food Sciences project.

CARRIED

**MOOSWA
CEMETERY**

Resolution #CM20110614.1020

(Moved By: Councillor Cliff Martin)

Motion that the County waive the subdivision fees in the amount of \$1,090 when Mr. George Anderson applies to subdivide 1 acre out of his property on PNE 22-56-5-W4 and donate it to the Mooswa Cemetery to be consolidated with their existing 2 acre parcel.

CARRIED

**GATOR TO
EVERGREEN
REGIONAL WASTE
MANAGEMENT
SERVICES
COMMISSION**

Resolution #CM20110614.1021

(Moved By: Councillor Glen Ockerman)

Motion to transfer the 2001 JD 6 x 4 Gator, Serial No. W006X4X052530 to the ERWMS for use at the Regional Landfill, as it has reached its useful life with the County.

CARRIED

**ROAD
CONSTRUCTION
EASEMENTS**

Originated By: Imeger

Resolution #CM20110614.1022

(Moved By: Councillor Dwight Dach)

Motion to approve the following easements to purchase the property required to correctly register the existing roads.

N 1/2 SW 20-56-8-W4	Leonard Demchuk
NW 20-56-8-W4	Leonard Demchuk
NW 10-57-5-W4	Judy Ockerman
NE 29-59-10-W4	Melford Lilje

CARRIED

HAMLET GRANT

Resolution #CM20110614.1023

(Moved By: Councillor Alphonse Corbiere)

Motion that administration apply for \$37,080, which is the Streets Improvement Component of the Basic Municipal Transportation Grant. The grant will be used to replace approximately 900 feet of sidewalk in the Hamlet of Ashmont and approximately 30 feet of sidewalk in the Hamlet of Heinsburg.

CARRIED

**STONEY LAKE
ROAD TO HALL**

Resolution #CM20110614.1024

(Moved By: Councillor Dwight Dach)

Motion to approve the hiring of Genivar Engineering, Ray Makowecki Consulting and Mike Farlinger contracting for the construction of the Stoney Lake road to the hall located at SE 23-56-8-W4.

CARRIED

**RFP FOR AUDITING
SERVICES**

Resolution #CM20110614.1025

(Moved By: Councillor Dwight Dach)

Motion that the County of St. Paul appoint Synergy Chartered Accountants as auditors for the municipality for a period of three (3) years, effective 2011, as per the presentation made in their Request for Proposal for Auditing Services, subject to the accountants accepting a one-year probationary period.

CARRIED

**EMPLOYEE
ASSISTANCE
PROGRAM**

Resolution #CM20110614.1026

(Moved By: Councillor Frank Sloan)

Motion that Council approve the addition of the Employee Assistance Program to the benefit package for all County employees effective July 1, 2011.

CARRIED

**BYLAW NO. 1579 -
AMEND LAND USE
BYLAW - REZONE**

Resolution #CM20110614.1027

(Moved By: Councillor Frank Sloan)

Motion to give first reading to Bylaw No. 1579 which is a bylaw to

**PSE 27-59-10-W4-K.
FEDORETZ**

rezone approximately 10 acres in PSE 27-59-10-W4 from Agricultural to Industrial/Commercial.

CARRIED

**ADVERTISING
CAMPAIGN
THROUGH TRAVEL
ALBERTA FOR
HAYING IN THE 30S**

CHLW is planning an advertising campaign through Travel Alberta in support of Haying in the 30s and they are inquiring if the County would be interested in partnering with Haying in the 30's to advertise this event.

Resolution #CM20110614.1028

(Moved By: Councillor Frank Sloan)

Motion to deny the request from CHLW to partner with Travel Alberta for advertising for Haying in the 30's.

CARRIED

**STELMACH EVENT -
IN APPRECIATION**

Council was informed that an appreciation dinner for Premier Stelmach will be held on Wednesday, August 24, 2011 in Edmonton.

Resolution #CM20110614.1029

(Moved By: Councillor Glen Ockerman)

Motion to file as information.

CARRIED

**REQUEST TO
LEASE NE
2-62-12-W4**

Resolution #CM20110614.1030

(Moved By: Councillor Frank Sloan)

Motion to deny the request from Peter Mikolajczyk to lease the NE 2-62-12-W4 until the Public Works Department checks for gravel. (Item 7a of the January, 2010 meeting)

CARRIED

**HUB OFFICE SPACE
LEASE
AGREEMENT**

Resolution #CM20110614.1031

(Moved By: Councillor Dwight Dach)

Motion to approve the Agreement with HUB to rent office space from the County in the lower level of the administration building.

CARRIED

**EMERGENCY
MANAGEMENT
AGREEMENT WITH
SV OF HORSESHOE
BAY**

Resolution #CM20110614.1032

(Moved By: Councillor Alphonse Corbiere)

Motion to approve the Emergency Management Agreement with the Summer Village of Horseshoe Bay, which delegates their power and duties under the Emergency Management Act to the County. This change is being made to the agreement as per Ministerial Order No. A:002/11 dated May 12, 2011.

CARRIED

**MOTION TO RESCIND
2010 MUNICIPAL
ELECTION ISSUE
MOTION**

Resolution #CM20110614.1033

(Moved By: Councillor Maxine Fodness)

Motion to rescind Resolution No. CM20110208.1036, which is a motion to bring forth a resolution to the AAMD&C Zone 5 meeting in July regarding amendments to the Local Authorities Election Act that will clarify requirements of candidates for nomination, as the act is currently being reviewed.

CARRIED

**TOWN OF ELK
POINT SPRAY PARK**

The Town of Elk Point is requesting a financial contribution toward the capital cost of their water spray park development.

Resolution #CM20110614.1034

(Moved By: Councillor Glen Ockerman)

Motion that the County of St. Paul become a platinum sponsor at \$20,000 with \$10,000 to be paid from 2011 and \$10,000 from 2012 budget.

CARRIED

CORRESPONDENCE	<ul style="list-style-type: none"> - Thank you letter from Racette School for the financial support for playground equipment at the school. - Thank you from Elk Point Canada Day Committee for financial contribution towards festivities. 	INFORMATION												
REPORTS	<ul style="list-style-type: none"> - Safety Committee Meeting - Safer Communities Task Force - Councillor M. Fodness - FCM - Reeve S. Upham & Councillor D. Dach - CAO Report - S. Kitz 	INFORMATION												
JUNE PUBLIC WORKS MEETING	<p>Resolution #CM20110614.1035 (Moved By: Councillor Frank Sloan) Motion to rescheduled the Public Works meeting from Tuesday, June 28, 2011 to Friday, July 8, 2011 at 9:00 a.m. followed by a Special Meeting at 10:00 a.m. to review policies.</p>	CARRIED												
BUDGET TO ACTUAL	The budget to actual as of May 31, 2011 was presented to Council.	INFORMATION												
COUNCIL FEES	<p>Resolution #CM20110614.1036 (Moved By: Councillor Frank Sloan) Motion to approve the Council Fees for the Month of May, 2011.</p> <p>Resolution #CM20110614.1037 (Moved By: Councillor Alphonse Corbiere) Motion that Council go in camera at 1:02 p.m. to discuss land issues.</p> <p>Resolution #CM20110614.1038 (Moved By: Councillor Maxine Fodness) Motion that Council return to an open meeting at 1:22 p.m..</p>	<p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p>												
ACCOUNTS PAYABLE	<p>The following lists of Accounts Payable for the Month of May, 2011 were presented to Council:</p> <table> <tr> <th><u>Batch</u></th><th><u>Cheque Nos.</u></th><th><u>Batch Amount</u></th></tr> <tr> <td>15222</td><td>12247-12321</td><td>\$617,940.04</td></tr> <tr> <td>15232</td><td>12322-12372</td><td>\$229,720.35</td></tr> <tr> <td>15253</td><td>12373-12443</td><td>\$271,914.05</td></tr> </table>	<u>Batch</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>	15222	12247-12321	\$617,940.04	15232	12322-12372	\$229,720.35	15253	12373-12443	\$271,914.05	
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15222	12247-12321	\$617,940.04												
15232	12322-12372	\$229,720.35												
15253	12373-12443	\$271,914.05												
ADVERTISE PROPERTIES FOR SALE	<p>Resolution #CM20110614.1039 (Moved By: Councillor Maxine Fodness) Motion to advertise the following properties for sale in the local newspapers, with the sealed bids to be opened at the July 12, 2011 Council Meeting: Lot 4, Block 3, Plan 8121916 - Laurier Lake - Reserve Bid \$26,100 Lot 1, Plan 9722484 - St. Brides (former hall property) - Reserve Bid \$31,500</p>	CARRIED												
PURCHASE PROPERTY IN HAMLET OF MALLAIG	<p>Resolution #CM20110614.1040 (Moved By: Councillor Alphonse Corbiere) Motion to purchase 8 acres from the owners of Lot 1, Plan 7521096, in SW 30-60-9-W4 at \$8,000 per acre for the construction of a new fire hall, subject to soil testing. The County will pay half from the 2011 budget and half will be paid from the 2012 budget.</p>	CARRIED												

ADJOURNMENT

Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 1:32 p.m.

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

Reeve

Chief Administrative Officer



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

10:30 A.M. - PUBLIC HEARING - BYLAW NO. 1573 - LEASE ENVIRONMENTAL RESERVE **#20110506001**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

At the April meeting, Council gave first reading to Bylaw No. 1573, which is a bylaw to allow the lease and amend the use of Lot 28ER, Block 2, Plan 8023220 at Upper Mann Lake.

The Bylaw was advertised and the adjacent landowners have been notified.

Recommendation

Motion to adjourn the meeting to proceed to public hearing scheduled for 10:30 a.m. to discuss Bylaw No. 1573, which is a bylaw to allow the lease and amend the use of Lot 28ER, Block 2, Plan 8023220.

Additional Information

Originated By : kfedoretz

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1573

A By-law of the County of St. Paul No. 19 in the province of Alberta, for the lease as well as a use not specified in Section 671(1) of the Municipal Government Act of Lot 28ER, Block 2, Plan 8023220.

WHEREAS the Municipal Government Act, R.S.A. 2000, as amended authorizes a municipality to enter into a lease agreement for the purpose of leasing Environmental Reserve lands; and

WHEREAS this Bylaw has been prepared in accordance with section 676(1)(a)(c) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the County of St. Paul No.19 allowing for the lease and private use for recreational purposes of the Environmental Reserve Lot28ER, Block 2, Plan 8023220; and

WHEREAS this Bylaw has been prepared in accordance with section 676(1)(a) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the County of St. Paul No.19 allowing for the change in use of the Environmental Reserve Lot28ER, Block 2, Plan 8023220; and

WHEREAS this Bylaw has been prepared in accordance with Section 676(1)(c) of the Municipal Government Act, R.S.A. 2000, under the direction of the Council of the County of St. Paul No. 19 allowing for the lease of the Environmental Reserve Lot 28ER, Block 2, Plan 8023220 for no more than 3 years ; and

WHEREAS the lease is subject to all protocol as specified by the County of St. Paul Land Use Bylaw 1486 for the Country Residential (2) land use district as per the Land Use Bylaw 1486; and

WHEREAS no permanent structures shall be constructed on the property; and

WHEREAS all uses must remain 25’ from the property line of the lot adjacent to the water body; and

WHEREAS the County of St. Paul No. 19 enter into a Lease Agreement with Gordon Scott and heirs and the Lease Agreement shall be valid for a period of three (3) years; and

WHEREAS Gordon Scott shall pay the County of St. Paul No. 19 \$150 per year, for the duration of the three (3) year lease.

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

- 1. THAT the County of St. Paul No.19 Bylaw No. 1573 is hereby adopted.

Read a first time this 12th day of April, 2011.

Advertised the 31st day of May, A.D. 2011, and the 7th day of June, A.D. 2011 in the St. Paul Journal

Read a second this _____ of _____, 2011.

Read a third time and finally passed this _____ day of _____, 2011.

Reeve

Chief Administrative Officer



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

11:00 A.M. - PAUL PELLETIER - COMMUNITY FUTURES VIABILITY STUDY **#20110608005**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The Viability Study for the Portage College Food Sciences Centre was circulated to Council on May 21st. Paul Pelletier will be in to make a presentation to council and address any questions that Council may have.

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

11:30 A.M. - GARY FOGUERE, CRESTVIEW RESIDENT **#20110609014**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Mr. Foguere has an appointment with Council to discuss issues with the discriminatory and arbitrary manner by which bylaws are enforced. He recently received another notice from the county bylaw officer ordering him to remove personal property, which is the very same sort of property that can be seen obviously in just about any other lot in the neighbourhood. A systematic campaign of harassment launched by certain neighbours is being aided by the actions of the bylaw officer. He forwarded a copy of a Claim of Right filed in 2010 whereas under section 39 of the Criminal Code of Canada, he is relieved from liability for protecting his property using no more force than necessary.

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

PANCAKE BREAKFAST CONTRIBUTION - SENIORS WEEK **#20110609002**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The Town of Elk Point requested if the County would co-sponsor a pancake breakfast for seniors week, last week.

The County's contribution would be \$150.

Recommendation

Motion to approve a \$150 contribution to help fund the Elk Point Seniors Pancake Breakfast which was held during Seniors Week.

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

LUNCHEON FOR CYCLISTS COMING THROUGH ST. PAUL ON IRON HORSE TRAIL #20110609003

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

On June 13th a group of cyclists will be coming through on the Iron Horse Trail. Cathy Watts is with the Saskatchewan Trail Association and she is being accompanied by Jim Bishop who is the Chair for the Trans Canada Trail in British Columbia. They will have their spouses with them as well. They are cycling from Saskatoon to Edmonton from June 8th to 15th.

They will be arriving in St. Paul about 11:30am on the 13th and the Iron Horse Trail will be bringing in the media to cover the event. As discussed at the Public Works Meeting, the Iron Horse Trail is requesting if we would co-sponsor a lunch at Reunion Station.

Recommendation

Motion to co-sponsor a lunch with the Town of St. Paul and Alberta's Iron Horse Trail on June 13th at Reunion Station for the cyclists who are going from Saskatoon to Edmonton and will be coming through on the Iron Horse Trail.

Additional Information

Originated By : tmahdiuk



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

ASAA 2011 PROVINCIAL TRACK AND FIELD CHAMPIONSHIP **#20110608004**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The 2011 ASAA High School Provincial Track and Field Championship was held in Edmonton on June 3 & 4, 2011.

The Regional High School and Mallaig School sent students to complete at this competition and their letters requesting sponsorship are attached.

Recommendation

Motion to approve a \$500 grant for Regional High School and Mallaig School to help offset the costs of attending the 2011 Track and Field Provincial Competition in Edmonton on June 3 & 4, as per policy ADM-51.

Additional Information

Originated By : pcorbiere

Friday May 27, 2011

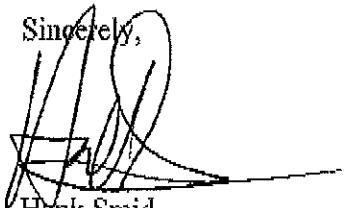
Dear County of St. Paul,

On June 3rd and 4th, St. Paul Regional High School will be going to the ASAA 2011 High School Track & Field Provincial Championships in Edmonton. As you may have heard, we had a solid zone championships and ended up winning the 3A banner and total points for all schools involved.

I know that the County of St. Paul supports teams that compete at the Provincial level in athletics. We would like to apply for the provincial funding to help us cover the expenses of sending 21 students and coaches for that competition. If there is any paper work that needs to be filled out, please let us know.

I know that the town has supported us in the past, and we appreciate any support you can give. If you have any questions or concerns, please do not hesitate to contact me at St. Paul Regional High School @ 780-645-4491 or by email hank_smid@sperd.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hank Smid', with a long horizontal flourish extending to the right.

Hank Smid
Athletic Director
St. Paul Regional High School



École Mallaig School

PO Box 90 Mallaig, Alberta T0A 2K0

Telephone/Téléphone: (780) 635 – 3858

Fax/Télécopieur: (780) 635 – 3938

E-mail: mcs@sperd.net



County of St. Paul No. 19

June 8, 2011

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

Re: Provincial Track & Field Competition Sponsorship

Dear Council Members:

The County of St. Paul No. 19 has, in the past, donated money to our school for Provincial Competitions which has been very much appreciated. We have sent another team to a Provincial Championship this time for Senior High Track & Field. We are requesting funding for this team if the County is still in a position to donate some funds to our school. The Provincial Track & Field Competition was held in Edmonton on June 2 and 3, 2011.

École Mallaig School serves the communities of Mallaig, St. Lina, Goodridge, Therien and St. Vincent. It is a dual track school from ECS to grade 12 with an enrolment of 243 students.

Your contribution would greatly assist our school's athletic program and would alleviate some of the financial implications of sending our teams to such elite competitions. Thank you very much for considering our request.

If you have any questions or concerns please do not hesitate to contact me at school (635-3858).

Sincerely,

Denis Jodoin
Principal



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

2012 ALBERTA FIREFIGHTER CURLING PROVINCIALS **#20110608009**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The St. Paul Fire Department will be hosting the 2012 Alberta Firefighters Curling Provincials from February 23 to 26, 2012 and they are looking for sponsorship for the event.

- Gold - \$1,000
- Silver - \$500
- Bronze - \$250
- Cooper - \$100

The Curling Club has donated the ice and the maintenance of it.

Recommendation

As per Council's wishes.

Additional Information

Originated By : skitz

RE: 2012 Alberta Firefighter Curling Provincials
February 23 – 26, 2012

The St Paul Fire Department has been given the distinction of hosting the 2012 Alberta Firefighters Curling Provincials. This bonspiel has the potential to bring 30 or more teams to St. Paul.

The members of the St Paul Fire Department, supports this project and will be volunteering their time in various capacities throughout the bonspiel.

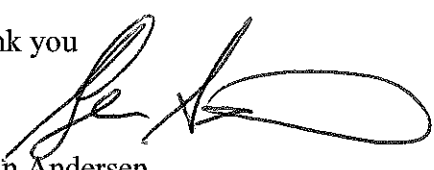
The St Paul Curling Club has graciously donated the ice, and the maintenance of it. They will also be running the lounge for the benefit of their club. The St Paul Fire Department, as hosts will not directly profit from the venture. As in past years, profits if any go towards the next bonspiel.

As in any event local support and sponsorship is imperative to making the event a success. With that in mind, if you choose to donate you will be recognized as a :

GOLD SPONSOR.....\$1000.00
SILVERSPONSOR.....\$500.00
BRONZE SPONSOR.....\$250.00
COPPER SONSOR.....\$100.00

On behalf of the committee, I thank you for your consideration and encourage you to call me for further information.

Thank you



Glenn Andersen
2012 Curling Committee Chairman
St Paul Fire Department
P.O. Box 1480
St Paul, AB
T0A 3A0
780-645-3149 (H)
780-645-4933 (W)
780-614-0260 (Cell)



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

ST. PAUL FISH AND GAME ASSOCIATION

#20110609007

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The St. Paul Fish and Game Association is requesting a grant to help with the maintenance of their facilities and/or to assist with the costs of sending youth to the conservation camp.

They received a \$500 grant in 2010 and are looking for the same type of financial support.

Recommendation

As per Council's wishes.

Additional Information

Originated By : pcorbiere

St. Paul Fish and Game Association
Box 2000, St. Paul, Alberta
T0A 3A0
June 2nd, 2011

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

Dear County Councillors:

The St. Paul Fish and Game Association continues to support activities for youth both directly and through the Air Rifle Association,

Directly, the club sponsors youth attendance at the Narrow Lake Conservation Camp near Athabasca twice a year, and also hosts shoots involving supervised youth at the Gun Range located at W4-8-58-2 S.E.

We are proud to note that this year the Air Rifle Club is competing in National Competitions on a regular basis.

Since the club does offer considerable opportunities for youth and since facilities require constant care and maintenance, the club requests your financial support for the services offered to county youth.

Thanks in advance for your valuable assistance.



Ed Kubash
President
St. Paul Fish and Game Association



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

ALBERTA FIRE CHIEF'S ASSOCIATION CONVENTION AND TRADE SHOW

#20110609004

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The Alberta Fire Chief's Association Convention and Trade Show was held from May 28th to 31st in Edmonton.

Recommendation

Motion to ratify Bryan Bepalko and Joey Duperron's attendance at the Alberta Fire Chief's Association Convention and Trade Shown for 1 day only.

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

**REQUEST TO CANCEL PROPERTY TAXES ON LOT 6, BLOCK 3,
PLAN 0021847** **#20110608011**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The group of owners of Lot 6, Block 3, Plan 0021847, know as Aline Drive Water Service Ltd., is requesting that the 2011 municipal portion of the property taxes be cancelled (\$842.83). The lot is used for a dugout and a small shed that houses the equipment to pump water to the lots in the subdivision. The property taxes are paid by the lot owners who are connected to the water service.

In 2010 Council cancelled the Municipal property taxes on this lot.

Recommendation

As per Council's wishes.

Additional Information

Originated By : pcorbiere

MAY 27, 2011.
Pg. 1 of 2.

COUNTY of ST. PAUL No. 19.
ATTN. COUNTY COUNCILLORS,
REEVE; COUNCILLOR Div. # 4
ATTN. Ms. MAXINE FODNESS:

RE: REQUEST COUNCIL CONSIDERATION;
REBATE OF MUNICIPAL TAX PORTION, ON
3.350 ACRE "WATER SERVICE" SITE ONLY;
(PUMP HOUSE / C/W DUGOUT,) WHICH SERVICES (4) FOUR ACRESSES;
(KNOWN AS THE BERT PROFF SUBDIVISION DEVELOPMENT,
AT S.E. QTR. SEC. 33 TWP. 58 RNS. 9 W 4 MER. (LOT 06) BLK. 3.

I, EDWARD GLOSSOP; REPRESENT THIS NOTED GROUP OF FOUR
ACRESSES; ALL ADJACENT TO "ALINE DRIVE"; ALL CONNECTED TO
A CENTRAL WATER ACCESS SOURCE SITE, KNOWN AS
S.E. 33.58.9.4 ^{LOT} 6 ^{BLK} 3 ^{PLAN} 002-1847 ^{ROLL #} 9833117.

WE ARE COLLECTIVELY KNOWN AS "ALINE DRIVE WATER SERVICE LTD.",
FOR LEGAL RISKS ONLY; OUR GROUP IS ONLY A NON-PROFIT REGISTERED
COMPANY LIMITED; OF WHICH EACH FAMILY HOLDS A $\frac{1}{4}$ INTEREST,
ASSOCIATED TO / CONNECTED TO; EACH LEGAL ACREAGE PROPERTY, RESPECTIVELY;
NOTE: EACH OWNER UNDERSTANDS A SALE OF THEIR ACREAGE, ALSO MEANS THE
SALE OF THEIR $\frac{1}{4}$ INTEREST IN LOT 6; INCLUDED.

SINCE SECURING A LEGAL CONNECTION OF EACH ACREAGE PROPERTY
TO THIS WATER SITE IN 2005; THE "ADDITIONAL TAX" OF THIS LOCATION
(IE. LOT 6 TO EACH ACREAGE HOME SITE) HAS BEEN A TAX ASSESSMENT
INCREASE FROM \$200. PER YEAR TO APPROX. \$1,000 - PER YEAR !!
IN ONLY A SIX YEAR PERIOD. (\$206 in 2005) (\$934 in 2010) (\$942 in 2011.)

THEREFORE, WE "RESPECTIVELY REQUEST" A COUNCIL CONSIDERATION
OF MUNICIPAL TAX CANCELLATION; OR REDUCTION; AS PROVIDED FOR;
UNDER SEC. 347 (1) OF THE MUNICIPAL GOVERNMENT ACT.

(CONTINUE OVER PLEASE)

E. (Glossop to COUNTY ST. PAUL, No. 19.)

MAY 27, 2011.
PG. 2. of 2.

LAST YEAR (2010) TAX WAS REDUCED TO
NR HIA SCH FOUNDATION ONLY; PLEASE RE-CONSIDER THIS
APPLICATION AGAIN FOR TAXATION YEAR 2011.

PLEASE CONTACT MYSELF FOR FURTHER REQUIRED
INFORMATION; QUESTIONS; OR CLARIFICATION OF SAME.

"THANK YOU VERY MUCH" FOR YOUR TIME AND TROUBLE;
IN REGARD TO THIS URGENT TO US, "ANNUAL" MATTER.

SINCERLY

E. Glossop.

c/o P.O. Box # 1567, ST. PAUL, TOA 3A0.
(PH. # 780.645.5529; RES.)

C.C. FAMILIES:

E. & L. GLOSSOP, 780.645.5529.

D. PRATCH, 780.645.2798.

M. PRATCH, 780.645.4938.

A. PILOTE.



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

COUNCIL REPRESENTATION ON ELK POINT IDP COMMITTEE **#20110608016**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

We have received the RFPs for the Elk Point IDP and need to set up a committee with the Town of Elk Point to review the RFPs.

We require a motion from Council to appoint 2 Council Members, Sheila Kitz and members of the Planning department to the Elk Point IDP Committee.

Recommendation

Motion to appoint Councillor Ockerman, Councillor Dach, CAO Sheila Kitz and members of the planning Department to the Elk Point IDP Committee.

Additional Information

Originated By : kfedoretz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

BYLAW NO. 1577 - PROCEDURES BYLAW

#20110608012

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Bylaw No. 1577, which is a bylaw to regulate meeting procedures, is being presented to Council for review. The original bylaw (Bylaw No. 1330) was approved in 1999. Administration made significant changes to Bylaw No. 1330, making it more complete and incorporating resolutions that were approved by Council since that date. The changes are in red.

As per section 3.4 of Bylaw No. 1577, any provisions of this bylaw may be made providing that notice of the amendments have been given at the preceding regular meeting.

Recommendation

Motion to table Bylaw No. 1577 to the July Council meeting.

Additional Information

Originated By : skitz

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1577

A By-law of the County of St. Paul No. 19 in the Province of Alberta to regulate meeting procedures.

WHEREAS, pursuant to provisions of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 1994, as amended, it is deemed desirable to establish rules and provisions to regulate the conduct of business in meetings of the Council and Committees of Council, to control and maintain order in meetings for the enactment of County legislation and to provide for dealing with petitions, correspondence and other submissions to the Council; and the Committees thereof.

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

1. This Bylaw may be cited as **“THE MEETING PROCEDURE BYLAW”**.
2. DEFINITIONS
 - 2.1 “Acting Reeve” is the member selected by Council to preside at any meeting of Council in the absence or incapacity of both the Reeve and the Deputy Reeve;
 - 2.2 “Agenda” is the list of items and orders of business for any meeting;
 - 2.3 “Bylaw” is a bylaw of the County;
 - 2.4 “Chairman” is the person presiding at meetings;
 - 2.5 “Chief Administrative Officer” is the person appointed by Council pursuant to the Municipal Government Act;
 - 2.6 “Council” are the Councillors of the County of St. Paul No. 19 being elected pursuant to the provisions of the Local Authorities Act;
 - 2.7 “County” is the County of St. Paul No. 19;
 - 2.8 “Deputy Reeve” is the member who is appointed pursuant to the Municipal Government Act to act as Reeve in the absence or incapacity of the Reeve;
 - 2.9 “Member” is a member of Council; or Committee thereof;
 - 2.10 “New Business/Notice of Motion” is that period set aside prior to adjournment when specific questions and/or concerns may be raised by members;
 - 2.11 “Nomination Procedures” shall be the procedures adopted by Council from time to time;
 - 2.12 “Organizational Meeting” is a meeting of Council held in accordance with Section 192 of the Municipal Government Act. S.A. 2000, c. M-16.1.
 - 2.13 “Point of Information” is a request directed through the Chair to another member or to staff, for information relevant to the business at hand, but not related to a Point of Procedure;

Bylaw No. 1577

Page 2

- 2.14 "Point of Order" is the raising of a question by a member to call attention to any departure from the Meeting Procedure Bylaw;
- 2.15 "Point of Procedure" is a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of the County bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion;
- 2.16 "Public Hearing" is a meeting of Council convened to hear matters pursuant to a public hearing as required by the Municipal Government Act, another Act, or any other matter at the direction of Council.
- 2.17 "Question of Privilege" refers to all matters affecting the rights and immunities of the Council collectively or the position and conduct of members in their representative character as elected representative; and would be identified by the member raising and being recognized by the chair;
- 2.18 "Quorum" is a majority of those members elected and serving on Council;
- 2.19 "Recorded Vote" is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.
- 2.20 "Reeve" is the Chief Executive Officer of the County, and as such is Head of Council elected in accordance with Bylaw No. 1530.

3. APPLICATION

- 3.1 This bylaw shall govern the proceedings of Council and Committees thereof.
- 3.2 When any matter relating to the meeting proceedings is not addressed in this bylaw, reference shall be made to Robert's Rules of Order which rule(s) if applicable shall apply.
- 3.3 In the event of conflict between the provisions of this bylaw and Robert's Rules of Order, the provision of this bylaw shall apply.
- 3.4 Any provisions of this bylaw may be repealed, amended or varied and additions may be made by a majority vote, provided that notice of proposed amendments has been given at a preceding regular meeting.
- 3.5 Notwithstanding the above, and in the absence of any statutory obligation, any provision of this bylaw may be waived by resolution of Council, provided two-thirds of all the members of Council vote in favor thereof, to deal with a matter under consideration.
- 3.6 In the absence or inability of the Reeve and Deputy Reeve to act, Council shall appoint any other member as Acting Reeve, as provided pursuant to provisions of the Municipal Government Act.

Bylaw No. 1577

Page 3

4. QUORUM

- 4.1 As soon as there is a quorum of members after the hour fixed for the meeting, the Chairman shall take the Chair and call the members to order.
- 4.2 Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chairman, stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Administrator shall record the names of the members present at the expiration of the sixty (60) minute time limit and such record shall be appended to the next Agenda.
- 4.3 In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned

5. REGULAR MEETINGS

- 5.1 The regular meetings of Council may be established by resolution at the Annual Organizational Meeting.
- 5.2 If Council changes the date, time or place or a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change:
 - 5.2.1 to any Councillor not present at the meeting at which the change was made, and
 - 5.2.2 to the public.

6. SPECIAL MEETINGS (in accordance with provisions of the Municipal Government Act)

- 6.1 Special Council meetings may be called in accordance with the provisions of the Municipal Government Act.
- 6.2 Written ~~notice~~ notification of a special meeting stating the time and place at which it is to be held and stating in general terms the nature of the business to be transacted thereat, shall be provided to the members ~~by mailing the notice to the Council member's address at least 24 hours in advance of the meeting. or personally delivering the notice to him or in his absence from his residence to any adult thereat, 24 hours before the date of the meeting.~~
- 6.3 The Reeve may call a special meeting of Council upon such shorter notice, either oral or written, and without notice to the public, as he considers sufficient, however, no such special meeting may be held until at least two-thirds (2/3) of the members of Council give their consent in writing to the holding of the meeting.
- 6.4 No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 6.5 Where a special meeting is requested by a majority of Council, the Reeve shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Reeve or within fourteen (14) days of the date on which the request was made

Bylaw No. 1577
Page 4

pursuant to the Municipal Government Act.

7. ORGANIZATIONAL MEETING

- 7.1 An Organizational Meeting of Council shall be held annually, pursuant to the Municipal Government Act.
- 7.2 The Chief Administrative Officer shall fix the time, date, and place of the Organizational Meeting.
- 7.3 The agenda for the Organizational Meeting shall be restricted to:
 - 7.3.1 the administration of the oath and the introduction of new members;
 - 7.3.2 election of the Deputy Reeve;
 - 7.3.3 the establishment of the regular meeting dates for Council and its standing committees;
 - 7.3.4 establishment of membership on committees, boards, commissions, etc.;
 - 7.3.5 any such other business as is required by the County Act, the Municipal Government Act.
- 7.4 The Reeve shall only be a member of Council committees or other bodies to which the Council has the right to appoint members under the Municipal Government Act, if specifically appointed by Council.

8. REGULAR COUNCIL MEETINGS

- 8.1 The Agenda shall be prepared at least 24 hours in advance by the Chief Administrative Officer; and may be reviewed with the Reeve or his designate prior to the meeting.
- 8.2 The Chief Administrative Officer shall have prepared for the use of members, and Agenda listing the following Order of Business:
 - 8.2.1 Meeting Called to Order
 - 8.2.1.a Media Request
 - 8.2.2 Minutes of Previous Meeting
 - 8.2.3 Bank Reconciliation
 - 8.2.4 Additions to Agenda and Acceptance of Agenda
 - 8.2.5 Business Arising from the Minutes
 - 8.2.6 Delegations
 - 8.2.7 New Business
 - 8.2.8 Correspondence
 - 8.2.9 Reports
 - 8.2.10 Upcoming Meetings
 - 8.2.11 Financial
 - 8.2.12 Adjournment

9. IN-CAMERA SESSIONS

Council may close all or part of the Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, S.A. 1994, C. F-18.5;

- 9.1 When a meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council;

Bylaw No. 1577

Page 5

9.2 A subdivision authority, development authority or subdivision and development appeal board established under Part 17 of the Municipal Government Act, S.A. 1994, c.M-26.1, may deliberate and make its decisions in a meeting closed to the public.

9.3 When a Meeting is closed to the public pursuant to Section 9.1, no resolution or bylaw may be passed at the Meeting, except a resolution to revert to a Meeting held in the public.

10. CHAIRMAN

10.1 The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member from any ruling of the Chair.

10.2 The Chairman shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a meeting are present while a vote is being taken, subject to an appeal by any Councillor from any ruling of the Chair.

11. MEMBER DEBATING

11.1 A member wishing to speak on a matter before the meeting should indicate his intentions by raising his hand and being recognized by the Chair and should not speak more than once until every member has had the opportunity to speak except;

11.1.1 in the explanation of a material part of the speech which may have been misunderstood; or

11.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.

11.2 Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires the consent of the Chair.

11.3 Through the Chairman, a member may ask:

11.3.1 for an explanation of any part of the previous speaker's remarks and/or

11.3.2 questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.

11.4 All questions or debate must be directed through the Chair.

12. PROHIBITIONS

12.1 A member shall not:

12.1.1 use offensive words or unparliamentarily language in the meeting;

12.1.2 disobey the rules of the meeting or decision of the Chairman or of members on questions of order or practice, or upon the interpretation of the rules of the meeting;

Bylaw No. 1577

Page 6

- 12.1.3 leave his seat or make any noise or disturbances while a vote is being taken and the result is declared;
- 12.1.4 leave his seat or make any noise or disturbances while a delegation is present unless excused by the Chair;
- 12.1.5 enter the meeting room and take his seat while a vote is being taken;
- 12.1.6 interrupt a member while speaking;
- 12.1.7 pass between a member who is speaking and the Chair.
- 12.2 A member who persists in a breach of the foregoing section, after having been called to order by the Chairman, may at the discretion of the Chair, be ordered to leave his seat for the duration of the meeting.
- 12.3 At the discretion of the Chair, the member may resume his seat following an apology.
- 12.4 A member who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.
- 12.5 A member shall turn off all electronic devices excluding laptops, prior to the meeting being called to order.

13. MOTIONS

- 13.1 When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairman grants permission; however, if any objection is made, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 13.2 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
- 13.3 The mover of the motion must be present when the vote on the motion is taken.
- 13.4 When a matter is under debate, no motion shall be received other than a motion to:
 - 12.4.1 fix the time for adjournment,
 - 12.4.2 adjourn,
 - 12.4.3 withdraw motion,
 - 12.4.4 table,
 - 12.4.5 call the question (that the vote must now be taken)
 - 12.4.6 postpone to a certain time or date (only debatable for time and date)
 - 12.4.7 refer,
 - 12.4.8 amend,
 - 12.4.9 postpone indefinitely,which order shall be the order of precedence.
- 13.5. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

Bylaw No. 1577

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13.6 A motion to table may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a motion to “raise from the table”.

13.7 A motion to refer shall require direction as to the person or group to which it is being referred and is debatable.

13.8 A motion to postpone indefinitely must include a reason for postponement and is debatable.

13.9 Amendment

13.9.1 Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion.

13.9.2 The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote; unless a further amendment is proposed.

13.9.3 Nothing in this section shall prevent other proposed amendments being read for the information of the members.

13.10 Reconsideration

12.10.1 A motion that has been approved for reconsideration and passes, automatically suspends the previous motion.

13.11 Rescinding Motions

13.11.1 A motion to rescind a previous motion may be accepted by the Chair under special circumstances and if passed by a majority vote of the members present, **providing the previous motion has not been acted upon.** The previous motion referred to would be declared null and void.

13.11.2 A motion to rescind must be recorded in the minutes.

13.12 No Secunder

No motion shall require a seconder.

14. VOTING - QUESTION

14.1 When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.

14.2 When the Chairman having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.

15. VOTING - CONFLICT

Bylaw No. 1577

Page 8

15.1 A member who has a pecuniary interest in a matter shall follow the procedures set out in **Section 172** of the Municipal Government Act respecting conflicts.

15.2 If the matter with respect to which the councillor has a pecuniary interest is a question on which, under the Municipal Government Act, the councillor as a taxpayer, an elector or an owner has the right to be heard by the council,

15.2.1 it is not necessary for the councillor to leave the room, and,

15.2.2 the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

16. REQUIREMENT TO VOTE

16.1 A member attending a meeting must vote on a matter put to a vote at the meeting unless the member is required or permitted to abstain from voting under the Municipal Government Act, another enactment or this Procedure Bylaw.

16.2 The Council or committee as the case may be must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

16.3 Votes shall be made by the raising of hands as the Chairman calls for those in favor or against.

17. TIE VOTE

17.1 A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

18. RECORDED VOTE

18.1 When a member requests a recorded vote, all members present, unless excused by resolution or prohibited by statute, shall vote by the raising of hands as the Chairman calls for those in favor and against. The Administrator shall record in the minutes the names of all members voting for or against the motion and the Chairman shall announce the results of the vote.

18.2 A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken by the Administrator.

19. RECESS

19.1 The Chariman shall recess the meeting for

19.1.1 a lunch break

19.1.2 to allow a Councillor to return to the Council Room before proceeding with the next item on the agenda,

19.1.3 to a later date if the agenda has not been completed.

20. ADJOURNMENT

20.1 The Chair will A motion to adjourn the meeting following the completion of the agenda. shall be in order except;

Bylaw No. 1577

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21. ADJOURNMENT TIME

- 21.1 Council shall adjourn no later than the hour of 5:00 p.m., if in session at that hour, unless, with unanimous consent of the members a resolution is passed to extend the meeting for a maximum of one (1) hour.

22. BYLAWS

- 22.1 Where a Bylaw is presented to a meeting for enactment, the Administrator shall **include** ~~cause~~ the number and short title of the Bylaw ~~to appear~~ on the Agenda.

22.2 The following shall apply to the passage of all Bylaws:

~~20.2 When a Bylaw is not subject to a Statutory Public Hearing:~~

~~20.2.1 the members shall vote on the motion for first reading of Bylaw without amendment or debate;~~

~~20.2.2 a member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;~~

22.2.1 a Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw.

22.2.2 after a motion for first reading of the Bylaw has been presented, Councillors may debate the substance of the Bylaw and propose and consider amendments to the Bylaw.

22.2.3 any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading.

22.2.4 when all amendments have been accepted or rejected, the Chairman shall call for first reading of the Bylaw.

22.2.5 a Bylaw shall be introduced for second reading by a motion that it be read a second time;

22.2.6 after a motion for second reading of the Bylaw has been presented, members may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;

~~20.2.5 any proposed amendments shall be put to a vote if required and if carried, shall be considered as having been incorporated in the Bylaw at second reading;~~

22.2.7 when all amendments have been accepted or rejected, a motion for second reading of the Bylaw shall be placed;

22.2.8 before the proposed bylaw receives third reading, Council must be given the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading, as per section 187(3) of the Municipal.

22.3 When a Bylaw is subject to a ~~Statutory~~ Public Hearing, the following will apply:

22.3.1 an amending bylaw proposing a change of land classification

Bylaw No. 1577
Page 10

in the County Land Use Bylaw and which requires a Public Hearing, may be introduced by a motion for first reading which shall be noted upon without amendment; or alternatively, if not so restricted by law, the proposed Bylaw may be submitted to the Public Hearing prior to first reading;

22.3.2 a member must abstain from voting on the bylaw or resolution if the member was absent from all of the public hearing, and the member may abstain from voting on the bylaw or resolution if the member was only present for a part of the public hearing;

22.3.3 following the Public Hearing, a motion for first and/or second reading, whichever the case may be, may be presented and the members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;

22.3.4 a proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the Bylaw at second reading;

~~20.3.5 when all amendments have been dealt with, the motion for second reading of the Bylaw shall be placed;~~

~~20.3.6 a proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the Bylaw at first reading;~~

~~20.3.7 following the Public Hearing, a motion for second reading may be placed and further amendments presented.~~

22.4 The following procedure will be followed for a Public Hearing:

22.4.1 The Chairman will declare the Public Hearing open

22.4.2 The Chairman will ask Administration if the Public Hearing has been advertised and notice has been provided to the public in accordance with the respective legislation.

- a. Administration will state it has been properly advertised (carry on with Public Hearing)
- b. Administration will state it has not been properly advertised (a motion to postpone can be made)

22.4.3 The Chairman will ask Administration to summarize the purpose of the Public Hearing

22.4.4 The Chairman will state that: We will hear anyone and everyone wishing to speak for or against this bylaw at this hearing. We will start with the reading of written submissions, followed by those wishing to speak against the bylaw and then those speaking in favour of the bylaw.

22.4.5 The Chairman will ask Administration if any written submissions were received.

22.4.6 Administration will inform the chair whether or not submissions were made. If submissions were received, Administration will read all (against and in favour) written submissions into the record.

Bylaw No. 1577

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- 22.4.7 The Chairman will ask if there is anyone present who wishes to speak against the proposed bylaw. They will come to the front, state their name and address for the record, followed by their statement.
 - i) The Public will make their statement one at a time. Council will ask questions solely for clarification at the end of the each presentation.
- 22.4.8 The Chairman will ask if there is anyone present who wishes to speak in favour the proposed bylaw. They will come to the front, state their name and address for the record, followed by their statement.
 - i) Public makes statements one at a time. Council can ask questions solely for clarification at the end of the presenter's presentation.
- 22.4.9 The Chairman will ask one more time for anyone wishing to speak to the bylaw
 - a. If someone wishes to speak, the Chairman will ask them to the front and to do so.
 - b. If no one wishes to speak, the Chairman will declare the public hearing closed.

22.5 Three Readings

- 22.5.1 A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings;
 - 22.5.2 When Council unanimously agrees that a Bylaw may be presented for third and final reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting;
 - 22.5.3 A bylaw shall be passed when a majority of the members present vote in favor of third reading, provided that any applicable Provincial Statute does not require a greater majority.
- 22.6 When a Bylaw has been given three readings, it is considered an Enactment of the County and is effective immediately, unless the Bylaw or an applicable Provincial Statute provides otherwise.
 - 22.7. After passage, a Bylaw shall be signed by the Reeve or his designate and by the Administrator and shall be impressed with the corporate seal of the County.

23. PUBLIC PRESENTAITONS

- 23.1 Public presentations may be arranged for the purpose of providing for special recognition of persons, organizations and events or for award presentations.
- 23.2 Requests for presentations from the public shall be made to the Chief Administrative Officer in writing at least 7 days prior to a Regular Meeting. Requests received less than 7 days before a regular

Bylaw No. 1577

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meeting of Council shall be included on the Agenda for the next regular meeting immediately following. Exceptions may be made at the discretion of Administration.

23.3 After reviewing the request to make a presentation to Council, the Chief Administrative Officer has the option to refer the request to the divisional Councillor or administration.

23.4 Verbal presentations will be a maximum of thirty (30) minutes in length unless there is consent by the Chief Administrative Officer prior to establishment of the Agenda or by Council at the regular meeting to extend the presentation. A written copy of the presentation must be provided to administration and will be provided to Council prior to the meeting.

23.5 Debate concerning matters raised during public presentations shall take place at the discretion of Council.

23.6 Information presented during a Public presentation shall relate only to the subject matter for which the presentation was originally requested, as specified in the written presentation.

23.7 Most matters can be discussed at a public meeting with Council, however the following items cannot:

- i) Matters that must be kept confidential under the FOIP Act, for example, personnel matters.
- ii) Decisions of the Subdivision and Development Appeal Board or the Assessment Review Board.

23.8 Councillors and Staff, with the exception of the recording secretary, will close their lap tops during a public presentation.

24. MEDIA

24.1 An agenda will be provided at least 24 hours in advance.

24.2 Electronic devices are not permitted, unless the media discloses at the beginning of each meeting that they would like to use one.

24.3 All electronic devices must be removed from the Council Room when the meeting goes in camera.

24.4 There will be no interaction with Council, members of the gallery or staff during the meeting.

25. MEMBERS OF THE GALLERY

25.1 Members of the gallery are prohibited from using all electronic devices.

25.2 There will be no interaction with other members of the gallery, the media or Council during the meeting.

25.3 Any member of Council may call a point of order if they find behavior by members of the gallery disruptive. The chair has the right to ask members of the gallery to leave.

25.4 When entering the meeting when it is already in progress, members of the gallery must do so in a quiet timely manner so as not to disrupt the meeting.

Bylaw No. 1577
Page 13

25.5 Members of the Gallery must leave the Council Room when the meeting goes in- camera.

26. This Bylaw comes into effect upon its final passing thereof.

27. Bylaw No. 1551 dated August 10, 2010 is hereby rescinded.

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

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

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

Reeve

Chief Administrative Officer

Bylaw No. 1577

Page 14

NOMINATION AND ELECTION PROCEDURES

Nomination and election for the position of Deputy Reeve, and/or committee membership, if required, or desired shall be conducted in accordance with the following procedure:

1. All nominations and/or appointments shall be conducted under the direction of the Reeve. Seconders to nominations are not required.
2. Nominations shall be called for three times and nominations may be closed after the third call or by a “carried” motion that nominations cease.
3. For the election of Deputy Reeve and all other positions filled through the nomination and election procedure, the Chief Administrative Officer shall conduct the balloting process and the name of the successful nominees will be delivered to the Reeve without reference to the number of ballots cast. The Reeve shall make the formal announcements.
4. Council may exercise the option for appointment of members to Committees, Boards, Commissions, etc. by nominations and election; or by resolution of Council.
5. In the event that a tie vote occurs, the candidates involved in the tie vote will be given the opportunity to make a brief presentation. After a second ballot will be taken for only those nominees involved in the tie vote.
6. In the event that a further tie vote occurs, the process outlined in Section 128 of the Municipal Election Act shall be used to decide the successful candidate.

(“Equality of Votes” - If it appears on the calculation of the votes that 2 or more candidates for any office have an equal number of votes, the returning officer shall write the names of those candidates separately on blank sheets of paper of equal size and of the same color and texture, and after folding them in a uniform manner and so that the names are concealed, deposit them in a receptacle and direct some person to withdraw one of the sheets and the returning officer shall declare to be elected the candidate whose name appears on the sheet withdrawn.)



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

BYLAW NO. 1578 - REZONE SE 16-57-7-W4 **#20110608015**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Bylaw No. 1578 is being presented to Council to Amend the Land Use Bylaw as it relates to rezoning the SE 16-57-7-W4 from Agricultural to Industrial/Commercial.

The landowner wishes to use this property to park oil field trucks - vacs, pressure, flusby and for light maintenance of 6 trucks.

After first reading, the Bylaw must be advertised according to Section 606 of the M.G.A. and a public hearing held according to Section 230 of the M.G.A.

The adjacent landowners will also be notified of the proposed rezoning.

Krystle Fedoretz will attend the Meeting to discuss this application with Council.

Recommendation

Motion to give 1st reading to Bylaw No. 1578.

Additional Information

Originated By : kfedoretz

THE COUNTY OF ST. PAUL NO. 19
LAND USE BYLAW

TO THE COUNCIL OF THE COUNTY OF ST. PAUL
APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW NO. 1486

I/We make application to amend the Land Use Bylaw.

Applicant: Name AL FERENC Telephone No. 780 645-1088 CELL
Address BOX 383 ELK POINT, ALTA 780 724 3963 Hm.

Registered Owner of Land:

Name ALLO ENTERPRISES LTD Telephone No. 780-645-1088
Address BOX 383 ELK POINT, ALTA
(If different from Applicant)

Description of Land: Parcel/Lot _____ Block _____ Registered Plan _____
or as described on Certificate of Title No. _____ Section SE 16
Twp. 57 Range 7 West of the 4th Meridian.

Situated within the Agricultural Land Use District.

Amendment applied for:
From the following designated permitted Land Use(s).

To Industrial/Commercial Land Use.

Reasons in support of this Application:

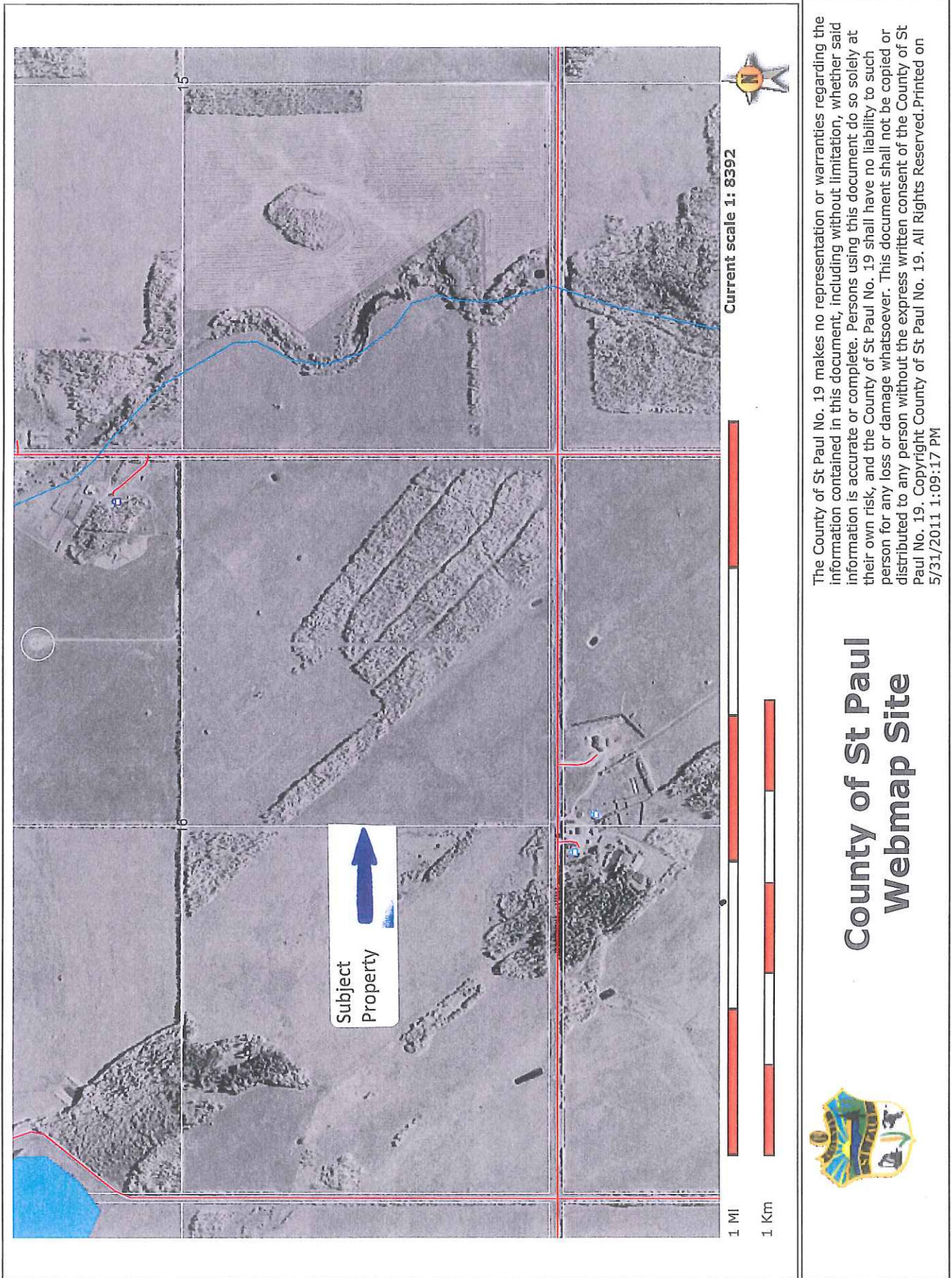
PARKING OF OILFIELD TRUCKS - VACS, PRESSURE,
FLUSHBYS / LIGHT MAINTENANCE of 20 trucks

I/We enclose \$350.00 being the Application Fee.

Date MAY 31/ 2011

[Signature]
Signature of Applicant or Registered Owner

Figure 1. Rezoning of Subject Property SE 16-57-7-W4M from Agricultural District to Industrial/Commercial





County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

MOOSWA CEMETERY **#20110610001**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The Mooswa Cemetery is located on PNE 22-56-5-W4. George Anderson owns the balance of that quarter and he wants to donate 1 acre of land to the cemetery. The 1 acre will have to be subdivided out of the quarter section and consolidated with the 2 acre parcel owned by the Mooswa Cemetery.

The Cemetery committee is requesting that that the County waive the subdivision fees when Mr. Anderson applies to subdivide the 1 acre parcel out of the property. The subdivision fees will be approximately \$1,090.

Recommendation

Motion that the County waive the subdivision fees in the amount of \$1,090 when Mr. Anderson applies to subdivide 1 acre out of his property on PNE 22-56-5-W4 and donate it to the Mooswa Cemetery to be consolidated with their existing 2 acre parcel.

Additional Information

Originated By : skitz



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

GATOR TO EVERGREEN REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

#20110609001

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The 2002 JD 6 x 4 Gator was removed from the list of equipment for sale as it was identified by the Manager of the Evergreen Commission that it may be useful as a accessory vehicle at the Regional Landfill. The gator was sent to the Regional Landfill on a trial basis. We now require a motion from Council to consider transferring the gator to the Commission on a permanent basis.

Recommendation

As per Council's wishes.

Additional Information

Originated By : skitz



County of St Paul No 19
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Issue Summary Report

ROAD CONSTRUCTION EASEMENTS

#20110608010

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Listed below are road construction easements to purchase the property required to correctly register existing roads. This is part of the ongoing project which Council was informed about at the April Council meeting.

N 1/2 SW 20-56-8-W4	Leonard Demchuk
NW 20-56-8-W4	Leonard Demchuk
NW 10-57-5-W4	Judy Ockerman
NE 29-59-10-W4	Melford Lilje

Recommendation

Motion to approve the following easements to purchase the property required to correctly register the existing roads.

N 1/2 SW 20-56-8-W4	Leonard Demchuk
NW 20-56-8-W4	Leonard Demchuk
NW 10-57-5-W4	Judy Ockerman
NE 29-59-10-W4	Melford Lilje

Additional Information

Originated By : Imeger



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

HAMLET GRANT **#20110609005**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Further to the discussions at the May 31 Public Works Meeting, we require a motion to apply for a grant to repair some of the sidewalks in the hamlets of Ashmont and Heinsburg.

Recommendation

Motion that administration apply for \$37,080, which is the Streets Improvement Component of the Basic Municipal Transportation Grant. The grant will be used to replace approximately 900 feet of sidewalk in the Hamlet of Ashmont and approximately 30 feet of sidewalk in the hamlet of Heinsburg.

Additional Information

Originated By : Idemoissac



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

SALE OF RIDING LAWN MOWER **#20110610002**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The purchaser of the JD LT160 Riding Lawn Mower is requesting that his money be refunded as it does not work.

Recommendation

Motion to refund the money for the JD LT160 Riding Lawn Mower.

Additional Information

Originated By : Idemoissac



County of St Paul No 19
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Issue Summary Report

STONEY LAKE ROAD TO HALL **#20110609006**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Further to the discussions at the May 31, 2011 Public Works Meeting we require a motion to authorize hiring a contractor, engineer and consultant for the construction of the Stoney Lake Road to the Hall.

Recommendation

Motion to approve the hiring of Genivar Engineering, Ray Makowecki Consulting and Mike Farlinger contracting for the construction of the Stoney Lake road.

Additional Information

Originated By : Idemoissac



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

RFP FOR AUDITING SERVICES

#20110609012

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

On December 3, 2010 Administration sent out a Request for Proposal for Auditing Services to several Accounting firms. The proposals were received by January 28, 2011, however due to time constraints Administration has been unable to review the proposals until recently. We had three firms respond to the Request for Proposal. These firms were Wilde and Company, Joly McCarthy and Dion, and Synergy Chartered Accountants. Upon review of the three proposals Administration is recommending the lowest Dollar Cost Bid from Synergy Chartered Accountants as being the successful Proponent of the RFP process.

Recommendation

That the County of St. Paul appoint Synergy Chartered Accountants as the appointed auditor for the municipality for a period of three (3) years as per the presentation made in their Request for Proposal for Auditing Services.

Additional Information

Originated By : Sheila Kitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

EMPLOYEE ASSISTANCE PROGRAM

#20110609013

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Administration has looked at adding the Employee Assistance Benefit program (EAP) to the list of benefits offered to County staff. This benefit will assist both staff and managers to handle conflicts that individual staff members may be dealing with - either at work or at home. It is totally confidential for the staff members to access and they can get help either over the phone or in person. Currently staff have been accessing some counselling services through our FCSS department - which reduces the amount of programming that can be used out in the community. We are looking for Council's support to implement an EAP program for the County staff which will encompass so much more than Counselling services - and will include services such as legal, health and wellness, financial, along with counselling. See the brochure attached.

The net annual cost is projected to be approximately \$1,909.00 as per the attached spreadsheet. Expected 2011 cost to be approx \$1,000. It is important to note that participation in the EAP program reduces the cost of the Long Term Disability (LTD) program by 5% as AMSC insurance has seen a reduction in the number of LTD claims for staff who have access to such a program.

Recommendation

Motion that Council approve the addition of the Employee Assistance Program to the benefit package for employees effective July 1, 2011.

Additional Information

Originated By : Sheila Kitz

Appendix 30 for M.20110506001 (Issue Attachment: I.20110609013)

Employee Assistance program

fulltime	60	6.51	4,687.20
seasonal	46	6.51	<u>2,096.22</u>
Total cost EAP			6,783.42
5% discount LTD			3,913.80
FCSS expense on EE Counselling			960.00
Net expense			1,909.62

Connect to better health and well-being

Immediate, confidential help for any concern

EMPLOYEE ASSISTANCE PROGRAM



Your employee assistance program

Feel better. Solve a problem. Prevent future problems.

IMMEDIATE, CONFIDENTIAL HELP FOR ANY CONCERN.

Your Employee Assistance Program (EAP) is a confidential and voluntary support service that can help you solve all kinds of problems and challenges in your life.

You and your immediate family members (as defined in your employee benefit plan) can receive support over the telephone, in person, online, and through a variety of issue-based health and wellness resources. For each concern you are experiencing, you can receive a series of sessions. You can also take advantage of online tools to help manage personal well-being.

You'll get practical, relevant support, fast and in a way that is most suited to your preferences, learning approach and lifestyle. Caring professionals can help you select a support option that works best for you.

IS THE SERVICE CONFIDENTIAL?

Yes. Your EAP is completely confidential within the limits of the law. No one, including your employer, will ever know that you have used the service unless you choose to tell them.

HOW MUCH WILL IT COST?

There is no cost to use your EAP. If you need more specialized or longer-term support, your EAP will help you select an appropriate specialist or service that can provide assistance. While fees for these additional services are your responsibility, some may be covered by your provincial or organizational health plan.

Call your Employee Assistance Program (EAP) toll-free, 24 hours a day, seven days a week for immediate, confidential help:

1.800.387.4765 TTY Service: 1.877.338.0275

Or, visit

online counselling at: www.warrenshepell.com/ecounselling
online resources at: www.warrenshepell.com

YOUR EAP HELPS YOU:

Achieve Personal Well-Being:

- Personal stress
- Depression
- Grief and loss
- Anxiety
- Aging/midlife issues
- Life transitions
- Managing anger
- Mental health and well-being
- Crisis situations
- Trauma

Manage Relationships and Family:

- Communication
- Relationship conflict
- Separation/divorce
- Parenting
- Domestic abuse
- Blended family issues
- Family relationships
- Aging parent concerns

Get Legal Clarity:

- Family Law
- Custody
- Separation/divorce
- Bankruptcy
- Summons/warrants/subpoenas
- Consumer protection

Get Financial Clarity:

- Credit/debt management
- Bankruptcy
- Early retirement
- Financial aspects of separation/divorce
- Financial emergencies

Research Child and Elder Care Resources:

- Child care
- Adoption
- Maternity/parental leave
- Schooling
- Adult day programs
- Nursing/retirement homes

Address Workplace Challenges:

- Workplace conflict
- Workplace performance
- Career planning
- Violence
- Harassment
- Work-life balance
- Work-related stress

Tackle Addictions:

- Alcohol
- Drugs
- Tobacco
- Gambling
- Other addictions
- Post-recovery support

Understand Nutrition:

- Weight management
- Addressing: high cholesterol, high blood pressure, diabetes, heart disease
- Boosting energy and stress resilience

Get Healthcare Advice:

- Flu, high fevers, cough/cold
- Minor burns
- Vomiting
- Tests
- Generalized aches/pains
- Medications
- Public health warnings

Connect to the people and resources that make a difference in *your* life.

Call your EAP toll-free, 24 hours a day, seven days a week:

1.800.387.4765 TTY Service: 1.877.338.0275

Or, visit



The Employee Assistance Program (EAP) Resource Guide

for managers, supervisors and other people leaders



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guidance

focus

support

The EAP Resource Guide

This easy-to-use handbook offers practical suggestions on how to use the Employee Assistance Program (EAP). It identifies challenging scenarios that managers and supervisors may face from time to time, and offers step-by-step advice to help resolve situations quickly and effectively.

Use this guide as a quick reference tool and take advantage of its many helpful tips and techniques.



For employee EAP assistance call:
1 800 387-4765 for English
1 800 361-5676 for French
24 hours a day,
seven days a week

The following chapters will offer you ways to:

- master the use of EAP resources;
- understand the key challenges that managers and supervisors face;
- recognize the signs of an employee in trouble;
- prepare for, and deal with, employee performance issues;
- deal with other difficult employee-related situations; and
- use preventative tools to promote a healthy workplace.

dedication

help

Support for managers and supervisors



Every day you juggle priorities, deal with deadlines and make decisions for your team.

Along with these demands on your time and energy, managers and supervisors are also responsible for providing a healthy and productive workplace for their employees. This can include keeping in touch with employees to ensure that they have the support that they need, and promoting open two-way communication within your workplace.

In fact, managers and supervisors are key to promoting and maintaining a healthy workplace culture. Even a single comment, action or intervention by a manager or supervisor can have a positive impact on the well-being of an entire team. And it's a proven fact that a positive environment leads to higher employee engagement, resilience and retention. It can even lead to improved employee performance, decreased stress levels, and better mental and physical health.

At your fingertips is your EAP and although the program is designed to offer support to employees, it's also designed to offer managers and supervisors the advice, consultation and resources they need to promote and maintain a healthy working environment.

While the program is designed to offer support to employees, it's also designed to offer advice and consultation to managers and supervisors.

Support for managers and supervisors

Even in the healthiest environments, managers and supervisors can encounter employees who are faced with personal or work-related problems. Whether the problem is stress, a change in job responsibilities, or a child/elder care issue, the results can include missed time at work, distraction from day-to-day activities or ‘presenteeism’ (when an employee is present, but no longer effective).

Your EAP can help address these challenges through a full range of support services and a hands-on approach to problem solving that saves you time and energy. Your EAP can even help you deal with performance problems and tackle the tough situations that you are not quite sure how to handle.

The program is completely confidential within the limits of the law* and can be used at no cost, as part of your company’s benefit package.



<i>A helping hand</i>	<ul style="list-style-type: none">• <i>suggest the EAP to employees when you are concerned about well-being or safety</i>• <i>use the EAP as an aid to performance management</i>• <i>offer EAP support to an employee if he or she expresses concern about a personal or work-related challenge</i>
<i>Insight and clarity</i>	<ul style="list-style-type: none">• <i>check out online resources including newsletters, articles and tip sheets on a variety of health and wellness topics</i>• <i>receive information to better understand an employee’s situation</i>
<i>Consultation</i>	<ul style="list-style-type: none">• <i>call for a management consultation on how to handle sensitive employee issues; you can explore options, brainstorm solutions and work on action plans</i>• <i>call to receive advice and expertise in areas that you may not specialize in</i>

Your EAP offers a hands-on approach to problem solving that saves you time and energy.

* Limits of the law include threats of harm to oneself or others, and suspected child abuse.

Talking to employees about the EAP



There may be times when you feel that an employee could benefit from intervention or assistance, such as when someone has experienced the loss of a loved one, a divorce or separation, an accident or a severe illness. Or perhaps an employee has approached you in confidence about a personal or work-related issue.

This is not an easy situation for anyone, and sometimes it’s difficult to resist ‘counselling’ the employee. But remember that as a manager or supervisor, you are in a key position to remind the employee that help is available through the EAP. This offer of EAP support will help you maintain professional boundaries while still showing support for the employee.

Your employees can receive help on a variety of issues:

Personal Well-being	Relationship Issues	Family Issues	Substance Abuse	Workplace Challenges
Personal stress Depression Grief and loss Anxiety Aging and midlife issues Mental health and well-being Managing anger Lifestyle and health changes Crisis situations Traumatic experiences	Communication Relationship conflict Separation/divorce Domestic abuse Building healthy relationships	Parenting Blended families Extended family relations Communication Single parenting Aging parent concerns	Alcohol Drugs Smoking Gambling Relapse prevention	Workplace conflict Performance issues Career planning Violence Harassment Work-life balance Work-related stress Time management

and many more.

Talking to employees about the EAP

If you decide to approach an employee with an offer of EAP support, remember that it is not just what you say, but how you say it.

- Try general questions such as, “*How are you doing these days?*” or “*Is everything alright?*” to show you care without stepping into personal territory.
- Also, use an even, unexaggerated, natural tone of voice that does not demand a mandatory response. (This approach gives an employee the opportunity to tell you as much as he or she feels comfortable sharing). If the employee identifies a problem, you then have the opportunity to offer EAP support.
- Have EAP information (a brochure, wallet card or magnet) readily available and stress that the program is *confidential*. This means no one will ever know that the employee accessed the service, or what he or she discussed.
- And finally, remember to treat the employee with dignity and respect. Respect is the foundation of all good interactions; with it, even your most challenging conversations will be successful.

With these few key points in mind, and a gentle approach, you can show your employee the support he or she needs to seek help.



EAP employee support can:

- *assess and determine the severity of a situation or problem;*
- *detect early signs of a more serious situation;*
- *match the employee to the most effective support for his or her issue;*
- *investigate potential solutions and outline a treatment action plan; and/or*
- *assist the employee to focus on problem-solving.*

There may be times when you feel that an employee could benefit from EAP intervention, such as when someone has experienced the loss of a loved one, a divorce or separation, an accident, or a severe illness.

The early-warning signs of trouble



If you were to chart an employee’s performance and productivity over a period of time, you would find a series of peaks and valleys. You would also find that this is a normal pattern. **It is only when an employee suffers from low productivity over a longer than usual period of time that you need to take action.**

As a manager or supervisor you can help prevent performance decline by spotting and addressing the early-warning signs of an employee in trouble.

If you notice a troubling pattern, intervene at the earliest time possible before the problem becomes worse.

Behaviour patterns that are early-warning signs may include:	Patterns in short and long-term performance decline may include:	Patterns in absenteeism may include:
<ul style="list-style-type: none">• withdrawal, isolation or avoidance;• tardiness;• high and low mood swings;• irritability and impatience;• relationship issues or conflict with others;• anxiety, fearfulness or lack of confidence;• confusion, reduced concentration or forgetfulness;• overreactions to negative feedback;• complaints of unexplained aches and pains;• frequent physical illnesses such as colds, influenza, headaches; and/or• a high rate of accidents on or off the job.	<ul style="list-style-type: none">• missed deadlines;• reduced quality of work and frequent mistakes;• lowered efficiency in turnaround time;• difficulty recalling instructions;• erratic work patterns;• coming/returning to work in an unacceptable condition;• increased excuses for under-performance; and/or• mistakes due to inattention or poor judgement.	<ul style="list-style-type: none">• frequent unscheduled short-term absences;• frequent Monday and/or Friday absences;• peculiar, and increasingly improbable, explanations for absences;• excessive tardiness and leaving early; and/or• continued absences from the work area, e.g. long coffee breaks.

Performance management

Performance Management

In simple terms, performance management is about setting productive and supportive standards for change when an employee is not meeting the requirements of the job. It's about communicating:

- what needs to change;
- the expectations for change; and
- the time lines for change.



Why performance decline happens

The reasons for performance decline may vary. Common causes include coworker conflict, job burnout, personal illnesses or major lifestyle changes.

Managing situations like these can be difficult but it's necessary; if an employee's low productivity is left unresolved, an organization can experience increased benefit costs (including prescription drug claims, and short and long-term disability) and decreased customer service levels. You could also run the risk of losing the employee altogether and having to recruit, hire, and train a replacement.

If you think an employee's performance is suffering because of a personal or work-related problem, there are some basic guidelines that you can follow to help you through the performance management process. Remember that there are no 'quick fixes' for an underperforming employee; it will take time, planning and patience.

The reasons for performance decline may vary. Common causes include coworker conflict, job burnout, personal illnesses or major lifestyle changes.

Performance management

– a four-step action plan –

STEP 1: Preparing for the meeting

Before you meet with an employee, it's important to observe and document results that demonstrate the job performance issue.

Draft an agenda for your meeting and keep your agenda fact-based and focused on workplace performance. This will help you stay focused on key concerns you need to raise during the meeting.

If you think that you need additional support preparing for or holding the meeting, speak to your Human Resources department as appropriate.

Use the points below as a guide to preparing an agenda:

- **Determine** the purpose: clearly identify why you are meeting.
- **Identify** the benefit of the meeting to the employee and list why it is important to him or her.
- **List** an employee's positive contributions to demonstrate that he or she is valued.
- **List** the areas of performance or behavioural concerns.
- **List** concrete examples of a specific performance or behavioural concern.
- **Identify** expected improvements and time frames for change.

- **Allow** time for the employee to confirm his or her understanding of what has been discussed.
- **Create** an action plan.

Remember to document performance issues that you, as a manager or supervisor, have witnessed or experienced. Third-party information or hearsay should be investigated before being put on the agenda.

STEP 2: The meeting

Although you are now prepared for the meeting, keep in mind that the employee may not be – initially you may face resistance. *Use the points below as a guide to the meeting:*

- **Share** the employee's positive contributions to the organization at the start of the meeting.
- **Express** concern that the employee's performance is not what it used to be or what is expected.
- **Avoid labelling**, diagnosing or making assumptions such as "I think you may be depressed," even if you suspect a personal situation may be affecting the employee.
- **Encourage** the employee to recognize that something may be affecting his or her performance. Begin with "I've noticed that..." and provide an example of a performance or behavioural concern. Then discuss the impact that this has had on the employee's ability to meet the requirements of the job.

- In some cases, it is appropriate to ask the employee to consider if a personal or work-related problem is contributing to his or her performance problem. (Note: if *the employee* identifies a personal or work-related problem at this time, move on to step three before continuing with the points below).
- **Involve** the employee by asking for his or her suggestions in addressing/improving the situation as it relates to work performance.
- **Listen** to the employee's concerns and perspective.
- **Outline and document** the need for change, what changes are expected, the time frames for change, and the possible consequences of inaction.
- **Ask** the employee if he or she clearly understands the areas of performance difficulty, what changes are expected, and the time frame required for change.

Remember to let the employee know that he or she is valued, and that the purpose of the meeting is to provide support and direction for his or her success.

Performance management

– a four-step action plan –

STEP 3: Offering EAP support

If *the employee* identifies a personal or work-related problem during the meeting, remember to listen and acknowledge what the employee is saying. You then have the opportunity to combine the performance discussion with an offer of support through the EAP.

- If the problem disclosed is *work-related*, communicate to the employee that you are available to support him or her on *work-related* issues. Also, if appropriate, suggest contact with the EAP as an additional source of support.

As a manager or supervisor please note that when an employee accesses for work-related issues, the EAP must remain neutral and can not advocate on behalf of the employee.

- If the problem disclosed is *personal*, suggest contact with the EAP without further discussing the employee's specific situation. This will direct the employee to the most appropriate resources for help, and it will also help you set appropriate boundaries with the employee. It's important for you to help the employee understand that you do not have the expertise to problem-solve *personal* issues.

Have an EAP brochure, wallet card or magnet, readily available and ensure that the employee understands that the program is *voluntary* and *confidential*.

It's important for you to remind the employee that your performance feedback is limited to his or her on-the-job performance and not any personal problem that has surfaced in the meeting.

STEP 4: Follow-up

At the close of your meeting, write down an action plan, and schedule a follow-up meeting to review goals and progress. This will also provide you with a future opportunity to deal with any obstacles or stumbling blocks.

Much of your follow-up plan will depend on your company's performance management practices.

Timing for follow-up will also depend on each specific situation. For example, chronic absenteeism may require a two-week follow-up period, whereas a one-month follow-up may be more appropriate for an employee exhibiting occasional inappropriate behaviour.

During the follow-up meeting, acknowledge improvements to help motivate the employee. If there are additional changes necessary, you may need to reassess some improvement time frames.

Also let the employee know that your door is always open should he or she wish to have further discussions prior to the scheduled follow-up meeting.

The best support you can provide your employee is consistent feedback and realistic expectations.

Keep in mind that the EAP can complement, but not replace effective supervisory practices or disciplinary procedures. If you need further support or consultation in dealing with a difficult employee-related issue, consult with Human Resources. You can also contact your EAP to receive a management consultation.

How to manage workplace stress



Stress can have both positive and negative effects. A positive level of stress can provide people with the energy and motivation to accomplish their goals. But when people perceive a conflict between the demands of their job, and the amount of control that they feel they have over meeting those demands, they experience negative stress.

As a manager, you can watch for indicators of negative workplace stress. Symptoms to look for may include:

Physical indicators	<i>Complaints of headaches, indigestion, fatigue, insomnia, frequent illness, chest pain, shortness of breath, high blood pressure, muscle aches.</i>
Emotional indicators	<i>Mood swings, signs of anxiety, irritability, defensiveness, anger, hypersensitivity, lethargy or depression, expressing feelings of helplessness, emotional outbursts.</i>
Behavioural indicators	<i>Overeating/loss of appetite, increased alcohol or drug use, isolation, impatience, poor performance, poor hygiene, changes in relationships.</i>

So how can you help reduce job stress?

Balance workloads and set realistic time lines – This means adjusting priorities and encouraging your team to check in with you before workloads become unmanageable. It's also important to communicate why a time line is important. Employees are much more willing to communicate potential challenges, and problem solve solutions, when they understand the 'bigger picture.'

Encourage breaks away from the office if possible – This is an excellent way to help employees reenergize. Encourage activities such as a walk outside, eating lunch as a team, stretching or deep breathing.

Take advantage of when an individual performs at his or her best – Some people are most alert at the crack of dawn, other people work best late in the day. Take advantage of peak performance times to accomplish challenging tasks.

Communicate frequently during times of change or uncertainty – Reconnecting on a regular basis with employees to keep them updated and informed will help reduce your employees' anxiety and stress levels.

Encourage EAP access – Professionals experienced in stress management can provide confidential help.

Preventing workplace conflict

The key to preventing workplace conflict is to recognize that different people have different styles in dealing with situations as they occur. Each time an individual interacts with another, his or her perception of the interaction is unique. It's also natural for an individual to respond both intellectually and emotionally.

When this interaction results in conflict, most individuals will pinpoint the cause as being rooted in an action or an event that has occurred. But in reality the cause of the conflict is the individual's interpretation of, or emotional response to, the action or event.

As a manager or supervisor you can help prevent workplace conflict by helping members of your team clarify their individual perceptions and communicate more clearly with one another.

By understanding some of the key – and most problematic – sources of workplace conflict, you can intervene early and avoid more serious issues.

Encourage your employees to:

apply active listening to better understand a situation. This includes open questioning, gentle probing, paraphrasing to let the other person know they're listening carefully and 'checking in' to see if they've understood correctly;
use I messages such as "I sense" or "I feel" and "I think," rather than accusatory messages such as "You said" or "You never";
avoid assuming or attributing motives to another person, or interpreting disagreement as a personal attack;
reframe and summarize at the close of a conversation to clarify their understanding of what another person has said; and
remember that only they have control over their feelings and emotions when interacting with others.

If a conflict situation should arise between employees, remember to:

acknowledge the situation, don't ignore it in the hope that it will go away on its own;
gather all the information you can from employees involved in the disagreement before you try to settle the dispute – you will need to understand all sides (and perceptions) of the situation;
focus on the issues, not the individuals;
contact your Human Resources department or EAP if you think that you need additional support managing the situation; and
refer individual employees to the EAP if you feel they could benefit from additional consultation and advice.

How to respond to critical incidents



Critical incidents can include:

- workplace accidents;
- the death of a colleague;
- the death of an employee's family member or significant other;
- serious or terminal illnesses;
- major downsizing/restructuring;
- theft or robbery;
- bomb threat;
- a health epidemic; and/or
- an environmental disaster.

The first few minutes after a trauma are critical for determining injuries and taking appropriate action. It's also a critical time for managers and supervisors to observe employee reactions and reach out to any affected staff. Keep in mind that there are a wide range of reactions that people may experience.

The first and most profound reaction is often the effect of being physically shocked. When the physical shock begins to wear off, people often experience secondary reactions, which can produce a variety of behavioural changes in employees.

Effects from a traumatic incident can include:

Physical shock	<i>Chest pains, dizzy spells, headaches, heart palpitations, lack of energy, neck or back pain, restlessness, insomnia/nightmares.</i>
Emotional reactions	<i>Mood swings, difficulty concentrating, paranoia, hyper-alertness, depression.</i>
Behavioural reactions	<i>Daydreaming, decreased work quality, forgetfulness, reluctance to go back to work, repetition of tasks already done.</i>

If you experience a traumatic event at work, follow these tips:

- **Remain calm.** Someone needs to take charge and that will require a certain amount of stable behaviour during what sometimes can be a chaotic time.
- **Call 911**, if appropriate, and contact security. Follow your company's emergency protocol.
- **Notify Human Resources** of the event and review possible support services available, including your EAP.
- **Assess the need for on-site group counselling.** On-site debriefing services are available through your EAP.
- **Be available to listen** to what your staff needs to talk about. This is important to begin the recovery process.
- **Try not to minimize the trauma** in an attempt to make staff feel better. The best thing you can do is offer support.
- **Recognize that you are not immune** to the trauma. You may require your own support in time.
- **Offer your staff foods** that will re-hydrate and replace vitamins and minerals. Try fruits, fruit juices, vegetables and water.

How to address substance abuse

Substance abuse is characterized by an individual's repeated use of a substance(s) despite having negative physical, social, interpersonal or legal experiences, related to the effects of the substance itself.

If substance abuse is not treated, odds are that the dependency will increase and contribute to lost productivity, poor decision-making, unnecessary sick leave and possible accidents.

The signs of substance abuse are not always clear, however common indicators may include:



Physical indicators	<i>Smell of alcohol, weight loss, injuries, blood-shot or glazed eyes, poor grooming or dishevelled appearance, frequent illness, fatigue or stomach problems, uncoordinated movements.</i>
Emotional indicators	<i>Mood swings, difficulty concentrating, expressing feelings of paranoia or depression, hyper-alertness.</i>
Behavioural indicators	<i>Withdrawal, hostility, unreliability, absenteeism, tardiness, relationship conflicts, slurred speech, lack of inhibition.</i>

If you suspect a substance abuse problem with one of your employees, below are a few suggestions to follow:

- **Document the behaviour** in your own record. This means performance issues, such as missed deadlines, quality of work, and the physical, emotional and behavioural indicators.
- **Contact Human Resources.** Review and familiarize yourself with your organization's policies and procedures on this issue.
- **Consult with your EAP.** An expert can help you address this sensitive issue with the employee and also help develop work-related strategies to deal with the problem.
- **Remember that only a trained clinician or health professional can formally assess the problem.** Although the signs are there, there may be other explanations for the employee's physical, emotional or behavioural symptoms.
- **Meet with the employee.** Consult with Human Resources and also review the four-step action plan outlined under "Performance management" in this guide. If you decide to meet with the employee yourself, remember to avoid 'labelling' and focus your discussion on the employee's work-related performance or behaviour.

How to deal with workplace violence

Workplace violence can take the form of:

- aggressive or intimidating behaviour;
- abusive language, swearing, shouting;
- hand gestures or physical motions;
- throwing objects; destroying property;
- disturbing phone calls;
- robbery or vandalism;
- carrying or displaying a weapon as a threat;
- any form of physical assault; and/or
- threats of harm.

'Workplace violence' is any threatening behaviour, harassment, bullying or intimidation. It can include menacing body language, verbal comments, written statements or expressions that communicate a direct or indirect threat of physical or emotional harm to another.

Responding to incidents of workplace violence can seem like a daunting task especially if you are the target of aggression. **Below are a few suggestions that may help:**

- If an employee reports an incident of aggression or violence, contact Human Resources immediately; if you believe that there is an existing threat to an employee's well-being, notify security immediately.
- If you are faced with an employee who has become violent, it is important to try to remain calm. Continue to communicate with the individual evenly and confidently. Direct any other personnel to leave the scene of the confrontation. If you can, call 911 and/or security, and notify Human Resources. If you cannot make the calls yourself, instruct another employee to do so. Do not attempt to get the violent offender to leave by force.
- Make sure to document the facts of any incident. You or Human Resources may want to consult with the organization's legal counsel. You can also contact your EAP to receive help on how to support victims, and deal with perpetrators in an appropriate and informed manner.

As a manager or supervisor you can also be proactive. Try to:

openly encourage employees to report incidents;

address rude or bullying behaviour as soon as it happens;

review company workplace violence policies and procedures with new staff and periodically with your entire team;

promote a 'zero tolerance' policy toward hostilities at work; and

foster a work environment that is characterized by respect.

'Workplace violence' is any threatening behaviour, harassment, bullying or intimidation.

How to handle domestic violence

While it may be called 'domestic' this kind of violence can sometimes spill over into the workplace. It can also cause increased absenteeism and decreased productivity. Women are the most frequent victims, but men can also suffer from this form of violence.

If you observe signs that indicate domestic violence and you want to approach the employee with an offer of EAP support, here are a few tips that may help:

- Talk with the employee in a private setting about what you have observed. For example, *"I noticed the bruises you had last week and you seem to be upset and anxious lately."* Offer your support and concern. Avoid diagnosing the situation by saying something potentially confrontational like *"I think you may be in an abusive relationship."*
- If the employee does not disclose any problem, do not pursue the discussion further – it is important that the individual self-disclose his or her situation. However, do point out that the EAP is available for assistance, have literature on hand for the employee, and emphasize the program's confidentiality. Keep in mind that embarrassment and fear often make it difficult for victims of domestic violence to reach out for help. If you feel that the employee's well-being is at risk, call your EAP for a consultation on how to manage this situation.
- If the employee discloses a problem with violence in the home, give support, but avoid well-meaning advice or engaging in on-the-spot problem solving. The employee needs professional support to address his or her situation. Refer the employee to the EAP.

As a manager or supervisor you can also:

contact the EAP to discuss concerns, available resources and ways to support the employee;

approach the employee to let him or her know you are available to discuss work-related issues;

show respect for the employee's decisions and privacy; and

contact Human Resources to discuss the situation if there is a clear or potential threat to the employee while at work, or to the workplace in general. This might involve notifying security of the situation or temporarily moving the employee to a more secure location.

Possible signs of domestic violence may include:

- changes in mannerisms or work performance;
- preoccupation or lack of concentration;
- unexplained absences;
- harassing phone calls received in the workplace;
- nervous or jittery behaviour; and/or
- bruises or injuries that are either unexplained or have improbable explanations.

Other sensitive issues



For other sensitive issues, contact your EAP to discuss available resources and the best way to support either an individual employee, or your team. Your EAP can provide management consultations on a variety of concerns including:

- serious illness;
- eating disorders;
- career changes;
- cross-cultural communication;
- personal hygiene issues;
- expression of suicidal thoughts;
- harassment;
- difficult personalities;
- inappropriate or atypical behaviour;
- medical conditions;
- fragile or emotionally sensitive employees; and/or
- concerning behaviour or appearance.

For other sensitive issues, contact your EAP to discuss available resources and the best way to support either an individual employee, or your team.

Promoting a healthy workplace

A healthy workplace provides employees with structure, a sense of self-worth, motivation, and the means to achieve satisfaction from the work that they do. It has a positive impact on the morale of employees, and studies show that a healthy working environment can actually influence greater employee engagement and improved performance.

By understanding that employees learn in – and respond to – environments where they feel supported and empowered to achieve, you can promote a healthy working environment and impact your team’s performance. Below are a few suggestions that may help:

- **Recognize a job well done.** Employees respond best to informal and timely recognition of their efforts. Take time to recognize individual employees immediately after a ‘job well done.’ This will increase their sense of value in relation to the organization and the job that they perform.
- **Generate employee input and feedback.** Employee involvement is an excellent team-building tool. Arrange for meetings on a regular basis to encourage brainstorming sessions where employees feel free to offer their perspective.
- **Communicate and relay information.** Employees look to their managers and supervisors to get the key information they need about their job, the developments that are taking place within their organization, and how these developments affect them. Keep your employees ‘in the loop’ by offering them regular updates on organizational objectives and priorities.
- **Promote work-life balance.** In the pursuit of job success, many employees neglect their family, personal health and well-being. This imbalance leads to increased stress, job dissatisfaction and eventually job burnout. Help your employees work smarter by watching for signs of job stress and burnout, and encourage a balance between the demands of work and home.
- **Provide new opportunities** – Most employees relish the challenge of learning or applying a new skill. Try offering special projects to individual team members that ‘stretch’ their ability and offer them a chance to try something new.
- **Encourage access to the EAP** – Professionals can provide confidential help and support for a variety of personal and work-related challenges.

For a better understanding of how the workplace can impact your employees’ physical health and well-being, talk to your Human Resources department or EAP.



A healthy workplace culture includes:

- support for work-life balance;
- employee input into decision-making;
- leadership support for health and well-being;
- role clarity, feedback, and clear performance expectations; and
- an environment of mutual respect.



For EAP manager or supervisor support call:

1.800.461.9722 for English, or
1.800.667.8540 for French

Identify yourself as a manager or supervisor
in need of support.

For more information on your EAP, visit
www.warrenshepell.com



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

IN CAMERA ITEMS - LAND **#20110608008**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : dbergheim



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

**BYLAW NO. 1579 - AMEND LAND USE BYLAW - REZONE PSE
27-59-10-W4-K. FEDORETZ** **#20110613001**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : kfedoretz

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1579

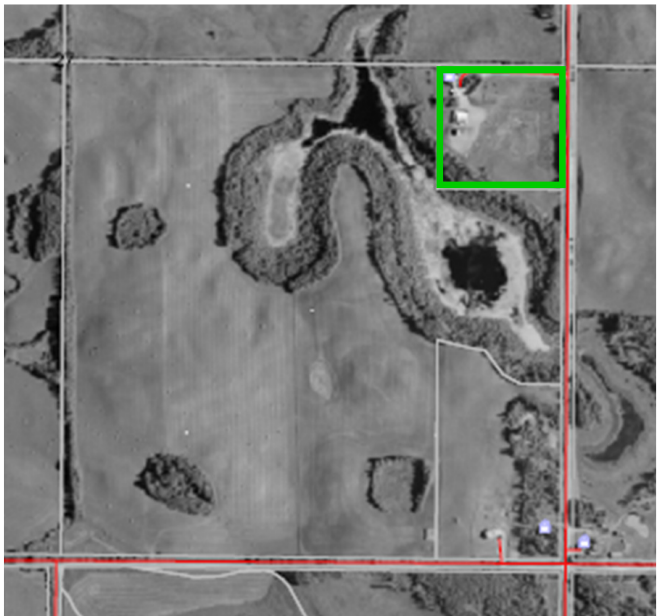
A By-law of the County of St. Paul No. 19 in the Province of Alberta to amend the Land Use Bylaw No. 1486.

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: Agricultural to Industrial/Commercial
- FOR: PSE 27-59-10-W4M (10 acres) (outlined in green)



Read a first time in Council this 14th day of June, 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



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

ADVERTISING CAMPAIGN THROUGH TRAVEL ALBERTA FOR HAYING IN THE 30S **#20110613002**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

STELMACH EVENT - IN APPRECIATION **#20110613003**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

REQUEST TO LEASE NE 2-62-12-W4 **#20110613004**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

HUB OFFICE SPACE LEASE AGREEMENT **#20110614001**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz

MEMORANDUM OF AGREEMENT

Entered into this ____ day of _____, 2011.

Between:

County of St. Paul No. 19
A municipal corporation,
In the Province of Alberta,
(hereinafter referred to as the "County")

OF THE FIRST PART

- And -

Alberta HUB
(hereinafter referred to as "HUB")

OF THE SECOND PART

WHEREAS HUB desires to rent office space from the County and the County desires to accept the provision of office space in the lower level of our Administration Building, such rental of office space shall be as per the terms and conditions herein contained:

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto in consideration of the mutual covenants and agreement set forth, covenant and agree with each other as follows:

1. BACKGROUND

- 1.1 HUB requires office space in order to operate and deliver their services within the HUB Region.
- 1.2 The County has been asked by HUB to provide office space under a rental agreement.

2. DESCRIPTION AND SCOPE OF SERVICES

- 2.1 The County will provide to HUB office space in the lower level of the County's Administration Building
- 2.2 The monthly fee shall include:
 - 2.2.1 Rental of office space in lower level of the Administration Building at the back door East entrance including power, gas and water. HUB will be responsible for their own telephone and internet connections.
 - 2.2.2 Access to the County's photocopier to photocopy packages for HUB Board Members following prior arrangement/scheduling with the Executive Assistant or other office personnel. HUB to provide their own paper for photocopying.

- 2.2.3 Access to the Lower Level Meeting Room following prior arrangement/scheduling with the Executive Assistant or other office personnel.
- 2.2.4 Access to the County's Postage Machine following prior arrangement/scheduling with the Executive Assistant or other office personnel. Postage expenses to be tallied and invoiced to HUB at least annually.
- 2.2.5 Access to the County's Fax Machine following prior arrangement/scheduling with the Executive Assistant or other office personnel.
- 2.2.6 One electrified parking stall.
- 2.2.7 Janitorial Services – including daily removal of garbage and washroom cleaning, as well as weekly vacuuming. Other cleaning services on a cost recovery basis, as required.
- 2.2.8 HUB Staff will be provided with keys to the back door of the building along with a security code access. They will not be provided with keys to the main level.

3. TERM

- 3.1 The rental of this space will be from June 1, 2011 to March 31, 2012
- 3.2 Unless this Agreement is otherwise terminated in accordance with paragraph 6.1, the Agreement may be renewed for a period of one (1) year following the end of March 31, 2012.

4. FEES

- 4.1 HUB shall pay to the County \$400.00 a month for rental of the office space in the lower level of the Administration Building as per paragraph 2 above.

5. INDEMNIFICATION

- 5.1 The County shall indemnify and hold HUB (to include its officers, employees and representatives) harmless against all claims, losses, costs, damages or expenses of any kind, including staff time and legal fees (on a solicitor and own client basis) that HUB may sustain or incur on account of the negligent acts or omissions of the County or its employees, representatives and agents or breach of this Agreement by the County.
- 5.2 HUB shall indemnify and hold the County (to include its officers, employees and representatives) harmless against all claims, losses, costs, damages or expenses of any kind, including staff time and legal fees (on a solicitor and own client basis) that the County may sustain or incur on account of the negligent acts or omission of HUB or its employees, representatives and agents or breach of this Agreement by HUB.

6. TERMINATION OF AGREEMENT

- 6.1 Either party may terminate this Agreement at any time without cause by giving notice in writing to the other party of not less than ninety (90) days.

7. AMENDMENTS

- 7.1 This Agreement may be amended solely by written agreement of both parties.
- 7.2 This Agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

8. DISPUTE RESOLUTION

- 8.1 Should a dispute arise, the County Chief Administrative Officer and HUB Manager will attempt to resolve the dispute through discussion and consensus.
- 8.2 Failing 8.1, the County Council will attempt to resolve the dispute at the HUB Board level.

9. BINDING

- 9.1 This Agreement shall ensure to the benefit of and is binding upon the parties of this Agreement and its respective successors and any assignees of the County and HUB.

10. REPRESENTATIVES

- 10.1 The representative of the parties and the address for notices for the purposes of this Agreement are as follows:

County of St. Paul No. 19

Representative: Chief Administrative Officer
Address: 5015 – 49 Avenue
St. Paul, AB T0A 3A4

HUB

Representative:
Address:

11. SIGNATURES

- 11.1 This Agreement is executed by the parties as the date shown on the first (1st) page of this Agreement.

County of St. Paul No. 19

HUB

Per: _____

Per: _____

Per: _____

Per: _____



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

EMERGENCY MANAGEMENT AGREEMENT WITH SV OF HORSESHOE BAY **#20110614002**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

MOTION TO RECIND 2010 MUNICIPAL ELECTION ISSUE MOTION #20110614003

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

TOWN OF ELK POINT SPRAY PARK **#20110614004**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

ADVERTISE PROPERTIES FOR SALE **#20110705001**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Recommendation

Motion to advertise the following properties for sale in the local newspapers, with the sealed bids to be opened on July 12th in the presence of Council:

Lot 4, Block 3, Plan 8121916 - Laurier Lake - Reserve Bid \$26,100

Lot 1, Plan 9722484 - St. Brides (former hall property) - Reserve Bid \$31,500

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

PURCHASE PROPERTY IN HAMLET OF MALLAIG **#20110705002**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

CORRESPONDENCE **#20110608001**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : pcorbiere

The new equipment has been purchased!

County of St. Paul,

Thank you for your support in enhancing the playground equipment at our school. This expansion will promote both the health of our school and our community!

Andrea Austin

On behalf of Racette Staff & Students



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

THANK YOU - ELK POINT CANADA DAY COMMITTEE **#20110608006**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

The Elk Point Canada Day Committee is thanking Council for their financial contribution to their celebration.

Additional Information

Originated By : pcorbiere



Patrimoine
canadien

Canadian
Heritage

Elk Point Canada Day Committee - 2011
c/o Elk Point FCSS
5001 Railway Avenue
ECO Visitor Information Centre
Box 340
Elk Point, Alberta T0A 1A0

May 24, 2011

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

Ladies and Gentlemen;

On behalf of the Elk Point Canada Day Committee, I would like to thank the County of St. Paul No. 19 for their financial support in helping us with the July 1st Elk Point Canada Day celebrations. The donation cheque for \$400.00 has been received. Thank you.

We look forward to seeing you on July 1st.

Sincerely,

Deanna Easthope, Secretary-Treasurer
Elk Point Canada Day Committee

/de
rec. #2011-18



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

REPORTS **#20110609008**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Background

Minutes are attached.

Additional Information

Originated By : pcorbiere

**COUNTY OF ST. PAUL NO. 19
JOINT HEALTH AND SAFETY COMMITTEE MEETING
May 5, 2011**

Present: Bryan Bespalko, Linda Meger, Lawrence Theroux, Steve Upham, Sheila Kitz, Claude Dubrulle, Danny Weinmeier, Dennis Bergheim, Leo Demoissac, D.D. Skawronski-Munro, Stewart Bintz, Steven Jeffery, Ron Dechaine

1. CALL MEETING TO ORDER

The 12th Joint Health and Safety Committee meeting of the County of St. Paul No. 19 was called to order by Sheila Kitz Co-Chairperson for the Employer Group at 3:10 p.m., Thursday, May 5, 2011 at the Administration Office.

2. ADDITIONS AND ACCEPTANCE OF THE AGENDA

Ken Warholik requested that one addition be made to the agenda. The addition was made under new business as 5 (a) Michelin Safety Session. Dennis Bergheim moved to adopt the agenda with the addition. All in favour.

3. MINUTES

Moved by Steve Upham that the minutes of the April 14, 2011 meeting be approved. All in favour.

BUSINESS ARISING

EXTERNAL SAFETY AUDIT-ELEMENT 6: EMERGENCY RESPONSE PLANNING

- Bryan Bespalko reviewed the results within Element 6: Emergency Response Planning - we scored 73% in this element. The following items were discussed:
 - In Section 6.1 which dealt with emergency response procedures, only the admin office and public works shop had completed emergency response plans that addressed all possible emergencies. All other areas like the crusher, parks, construction crews etc. must have a emergency response procedure developed that will address all key issues such as 1) position responsibilities; 2) evacuation and rescue procedures; 3) emergency contacts; 4) communication; and 5) transportation of an injured worker.

- In section 6.3 which deals with employees receiving emergency response procedures for health and safety emergencies at their worksite, 81.48% of those interviewed responded positive to health and safety emergencies including fire drills.
- In section 6.5 which deals with documentation that the emergency response procedures for the employees have been tested within the last twelve month was done at the admin office and public works shop, however, all other sites visited were not done.
- In section 6.6 which dealt with reviewing, evaluating and modifying our procedures it was deemed that changes are implemented as required such as upgrading the alarm systems.
- In conclusion staff must be trained on the proper use of fire extinguishers and have floor wardens so all employees are accounted for. Muster Point signs should be in place at all construction sites and procedures developed for site specific work areas. All parks and landfills now have rural addressing signs assigned. Also all emergency plans should be practised and documented.

We will be reviewing in detail Element 7: Incident Investigation at the next meeting.

SAFETY BARS FOR GRAVEL BOXES

Bryan reported that he has ordered 2 sets of engineered safety bars from a company out of Saskatoon for demo. They will deliver them shortly and we will receive a full refund if they do not meet our needs. The costs per bar is \$989.00 per set and they are engineered to hold up to 50 tons. They are designed to rest against the frame of the box when it is upright. Bryan had distributed pictures at the meeting. Bryan will let us know at the next meeting how they worked.

AMHSA COURSES

The final modules of the Leadership for Safety Excellence course was completed on April 27th with 13 Managers/Supervisors attending. These sessions dealt with the liability issues for supervisors and their roles. It was decided that the safety committee members that have not previously attended this session would attend an incident investigation course some time in the future. Bryan will bring back more information at future meetings. Steven Jeffery will attend a more in depth course at a later date.

TEAM BUILDING-QUAD RIDE

- The quad ride event that took place on April 30th was enjoyed by everyone who attended. A copy of the pictures can be accessed on the "Intranet". It was decided that another quad ride would be scheduled for the fall. However, instead of referring to it as a team building event it would be called a family quad event.

4. **ROUND TABLE DISCUSSIONS**

BRYAN BESPALKO

INCIDENT REPORTS

There were no incidents to report.

Bryan reported that he held training orientation last week with the summer staff. He went through the safety policies and procedures with all the staff. He also trained approximately 25 employees on WHMIS, 6 new staff on TDG and held a flag person session. There was also UTV and maintenance training held for the Parks staff. It was determined that a need for safety belts may be required, however, where there is rollover protection, helmets will not be mandatory.

Bryan is also going through the Lac St. Anne fire department's hazard assessment ~~policy~~ to see if they could be revamped and implemented to meet our needs for our fire departments.

KEN WARHOLIK

Ken advised that they would be removing the ladder that goes to the roof on the south side of the admin building so nobody can climb up there anymore.

DENNIS BERGHEIM

Dennis advised the group that Evergreen Regional Waste Management would have to develop their own safety policies and procedures. He also advised that someone broke into the Ashmont Landfill last week and there was some minor damages to the building.

STEVE UPHAM

Steve felt that the quad ride was well received and it gave him a chance to get to know some of the staff.

STEVEN JEFFERY

Steven advised the group there has been no issues to report as the construction season has just begun.

LINDA MEGER

No issues to report

SHEILA KITZ

Sheila reported that a new cell phone policy will be coming into effect shortly. The entitlement will be as follows:

\$40.00/month – non supervisory staff
\$75.00/month – supervisory staff

All cell phones with bluetooth capability will have devices purchased by the County.

All cell phones that will no longer be used by staff will be cancelled once their contracts are up. The cell phones that are used by parks staff during the summer will be given to the truck drivers during the winter months.

CLAUDE DUBRULE

No issues to report

LAWRENCE THEROUX

No issues to report

DANNY WEINMEIER

Danny reported that the persons that were breaking into the water plant in Mallaig were apprehended in Glendon. They have also installed a camera on site.

Also vandalism is occurring in the sewer systems in Ashmont. Individuals are inserting items like lumber and other debris which forced an unauthorized release of sewage. We had to notify Alberta Environment of the issue. We may have to set up cameras to see who is doing this.

RON DECHaine

No issues to report

D.D. SKAROWNSKI-MUNRO

No issues to report

LEO DEMOISSAC

Leo asked that 2 portable toilets be ordered for the crusher and construction sites. Linda is to check into this for him.

STEWART BINTZ

No issues to report

GENERAL INFORMATION

The shop is currently working on having the lights, gate and sprinkler system done. We must get our applications ready for federal grant money so we can qualify for retrofitting of energy efficient systems for our heating and air conditioning. We must do a cost saving analysis. The chemical building will be set up north of the ASB building. The salt shed may have to be constructed wider and shorter due to the cost.

NEW BUSINESS

- a) **Michelin Safety Session** – Ken Warholik advised that a presentation by the Michelin group will be held at the County shop for staff on the importance of tire wear. There are a lot of issues to cover so Ken will be advising us of when and how long the presentation will be.

6. DATE OF NEXT MEETING

The meeting is scheduled for Thursday June 2, 2011 at 3:00 p.m.

7. ADJOURNMENT

Sheila adjourned the meeting at 4:03 p.m.



County of St Paul No 19
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www.county.stpaul.ab.ca

Issue Summary Report

JUNE PUBLIC WORKS MEETING **#20110608003**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : pcorbiere



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

JUNE 28, 2011 @ 10:00 A.M. - SPECIAL COUNCIL MEETING **#20110609011**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Recommendation

Motion to schedule a Special Council Meeting for Tuesday, June 28, 2011 at 10:00 a.m.

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

JULY 4, 2011 @ 9:30 A.M. - ZONE MEETING IN SEDGEWICK - REPLY #20110608002
BY JUNE 17TH

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : pcorbiere



ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS & COUNTIES DISTRICT NO. 5

AGENDA: Regular Meeting Monday, July 4, 2011
Sedgewick Legion
Hosted by Flagstaff County

Continental Breakfast: 9:30 a.m.
Meeting Convened: 10:00 a.m.
Lunch: 12:30 p.m. – 2:00 p.m.

- 1. Meeting:**
 - 1.1. Call to Order
 - 1.2. Thank You to Sponsor – Brownlee LLP
 - 1.3. Welcoming Address: Flagstaff County
- 2. Agenda:**
 - 2.1. Additions / Deletions to the Agenda
 - 2.2. Approval of Agenda – as presented / with additions or deletions
- 3. Minutes:**
 - 3.1. Adopt Minutes: District Meeting January 31, 2011
- 4. Reports:**
 - 4.1. AAMD&C District No. 5 Director: Soren Odegard
 - 4.2. AAMD&C Executive Director: Gerald Rhodes
 - 4.3. AAMD&C President: Bob Barss
- 5. Old Business:**
 - 5.1
- 6. New Business:**
 - 6.1. Bev Yee - Alberta Environment
 - 6.2. Ken Eshpeter - Battle River Railway
- 7. Resolutions:**
 - 7.1.
- 8. Next Meeting:**
 - 8.1. To be Announced
- 9. Adjournment:**



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

BUDGET TO ACTUAL **#20110614005**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



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

ACCOUNTS PAYABLE **#20110614007**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

COUNCIL FEES **#20110614006**

Meeting : Council Meeting - June 14, 2011
Meeting Date : 2011/06/14 10:00

Additional Information

Originated By : skitz