



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

Council Meeting - July 12, 2011

Tuesday, July 12, 2011

Start time 10:00 AM

AGENDA

1. **CALL TO ORDER**
2. **MINUTES**
 - 2.1 **COUNCIL MEETING - JUNE 14, 2011 (2011/06/14)**
3. **BANK RECONCILIATION**
4. **ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA**
5. **BUSINESS ARISING FROM MINUTES**
 - 5.1 **BYLAW NO. 1577 - PROCEDURES BYLAW**
6. **DELEGATION**
 - 6.1 **10:30 A.M. - TENDER OPENING FOR SALE OF LAND**
 - 6.2 **10:30 A.M. - STAFF SGT. BOB BACHELOR, ST. PAUL RCMP**
 - 6.3 **11:00 A.M. - PUBLIC HEARING - BYLAW NO. 1578 - REZONE SE 16-57-7-W4**
 - 6.4 **11:30 A.M. - PUBLIC HEARING - BYLAW NO. 1579 - REZONE PSE 17-59-10-W4**
 - 6.5 **1:00 P.M. - DOUG & HELEN RICE**
 - 6.6 **1:30 P.M. - URBAN SYSTEMS**
7. **NEW BUSINESS**
 - 7.1 **CULTIVATING RURAL RELATIONSHIPS: THE AAMD&C PC LEADERSHIP CANDIDATES FORUM**
 - 7.2 **GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CONFERENCE**
 - 7.3 **ARMAA CONFERENCE**
 - 7.4 **25TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS**
 - 7.5 **DONATIONS AS PER POLICY PER-14**
 - 7.6 **REQUEST TO WAIVE PERMIT FEES FOR HAYING IN THE 30S**
 - 7.7 **ST. JOHN'S CEMETERY**
 - 7.8 **BID FOR SIDEWALKS IN THE HAMLET OF ASHMONT THROUGH STREETS IMPROVEMENT GRANT**
 - 7.9 **ELK POINT INTER MUNICIPAL DEVELOPMENT PLAN**
 - 7.10 **ASHMONT-LOTTIE LAKE WATER SYSTEM**

- 7.11 **BYLAW NO. 1580 - REZONE W 1/2 NW 8-57-6-W4 FROM AG. TO INDUSTRIAL/COMMERCIAL**
- 7.12 **BYLAW NO. 1581 - REZONE SE 18-56-6-W4 FROM AG. TO INDUSTRIAL/COMMERCIAL**
- 7.13 **BYLAW NO. 1576 - GARNER LAKE AREA STRUCTURE PLAN**
- 7.14 **2011 STRATEGIC PLAN UPDATE - 2ND QUARTER**
- 7.15 **MUNICIPAL INTERNSHIP PROGRAM**
- 7.16 **ASSESSMENT SERVICES CONTRACT**
- 7.17 **CONTRACT WITH EVERGREEN WASTE MANAGEMENT SERVICES**
- 7.18 **IN CAMERA**
- 7.19 **FRONT LOAD GARBAGE BINS**
- 7.20 **ROAD CONSTRUCTION EASEMENTS**
- 7.21 **MALLAIG SCHOOL FENCING**
- 7.22 **REQUEST TO RESERVE STONEY LAKE CAMPGROUND**
- 7.23 **-**
- 7.24 **-**
- 7.25 **-**
- 7.26 **-**
- 7.27 **-**
- 8. **CORRESPONDENCE**
- 9. **REPORTS**
 - 9.1 **CAO REPORT**
- 10. **UPCOMING MEETINGS**
 - 10.1 **JULY 26 @ 10:00 A.M. - PUBLIC WORKS**
 - 10.2 **AUGUST 5 AT 9:00 A.M. - AAMD&C PC LEADERSHIP CANDIDATE FORUM**
 - 10.3 **SEPTEMBER 24, 2011 @ 5:30 P.M. - PREMIER'S APPRECIATION DINNER**
- 11. **FINANCIAL**
 - 11.1 **COUNCIL FEES**
 - 11.2 **LISTING OF ACCOUNTS PAYABLE**
 - 11.3 **BUDGET TO ACTUAL**
- 12. **ADJOURNMENT**

2 Minutes

2.1 COUNCIL MEETING - JUNE 14, 2011 (2011/06/14)



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 Bespalko 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 ERWMSC 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	
<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												
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

5 Business Arising from Minutes

5.1

BYLAW NO. 1577 - PROCEDURES BYLAW



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

Issue Summary Report

5.1 BYLAW NO. 1577 - PROCEDURES BYLAW

#20110706001

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

At the June Meeting, Council was presented with Bylaw No. 1577, the bylaw to regulate meeting procedures. The changes were noted in red.

Council to decide if they want to make additional changes to the bylaw before approving it.

Recommendation

Motion to give all three readings to Bylaw No. 1577.

Additional Information

Originated By : pcorbiere

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

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- 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.

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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

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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;

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;

- 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.

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

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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;

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

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.

- 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

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.

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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

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.)

6 Delegation

- 6.1 10:30 A.M. - TENDER OPENING FOR SALE OF LAND
- 6.2 10:30 A.M. - STAFF SGT. BOB BACHELOR, ST. PAUL
RCMP
- 6.3 11:00 A.M. - PUBLIC HEARING - BYLAW NO. 1578 -
REZONE SE 16-57-7-W4
- 6.4 11:30 A.M. - PUBLIC HEARING - BYLAW NO. 1579 -
REZONE PSE 17-59-10-W4
- 6.5 1:00 P.M. - DOUG & HELEN RICE
- 6.6 1:30 P.M. - URBAN SYSTEMS



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

Issue Summary Report

6.1 10:30 A.M. - TENDER OPENING FOR SALE OF LAND

#20110706002

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The following properties were advertised for sale in the St. Paul Journal and Elk Point Review the weeks of June 21st and 28th with the closing date of July 8th:

- 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

Recommendation

As per Council's wishes.

Additional Information

Originated By : Imeger



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

Issue Summary Report

6.2 10:30 A.M. - STAFF SGT. BOB BACHELOR, ST. PAUL RCMP

#20110706003

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Staff Sgt. Bob Bachelor has an appointment with Council for his annual visit.

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

6.3 11:00 A.M. - PUBLIC HEARING - BYLAW NO. 1578 - REZONE SE 16-57-7-W4 **#20110706004**

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Bylaw No. 1578 was advertised in the St. Paul Journal and Elk Point Review the weeks of June 28th and July 5th and the adjacent landowners were notified.

Recommendation

Motion to adjourn the meeting and proceed to public hearing scheduled for 10:30 a.m. to discuss Bylaw No. 1578, which is a bylaw to rezone SE 16-57-7-W4 from Agricultural to Industrial/Commercial.

Additional Information

Originated By : kfedoretz

Appendix 1 for 6.3: Bylaw No. 1578 - Rezone SE 16-57-7-W4

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1578

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

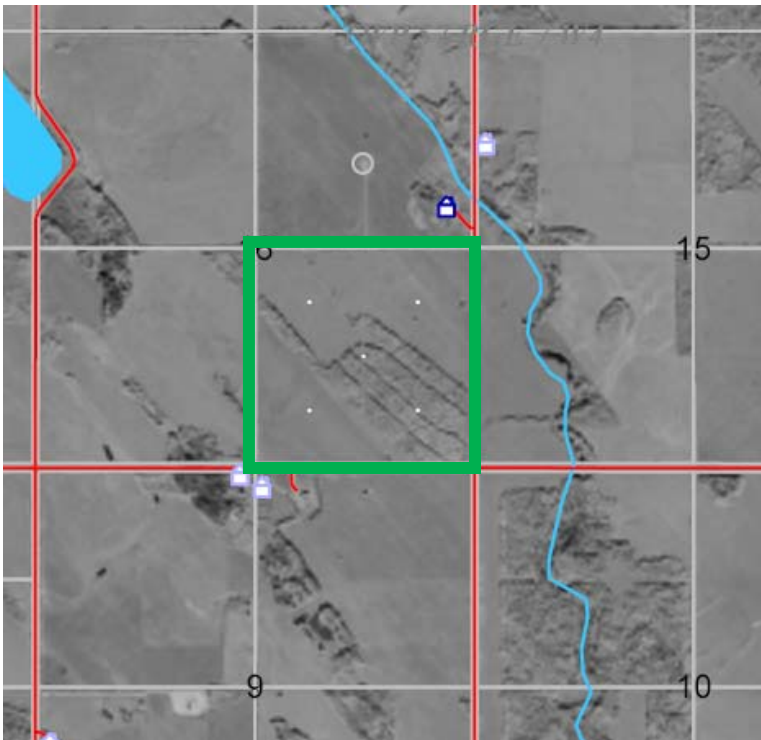
WHEREAS, it is deemed expedient to amend the Land Use Bylaw of the County of St. Paul No. 19 as set out in the Municipal Government Act, 2000 as amended.

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: SE 16-57-7-W4M (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

6.4 11:30 A.M. - PUBLIC HEARING - BYLAW NO. 1579 - REZONE PSE 17-59-10-W4 #20110706005

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Bylaw No. 1579 was advertised in the St. Paul Journal the weeks of June 28th and July 5th and the adjacent landowners were notified.

Recommendation

Motion to adjourn the meeting and proceed to public hearing scheduled for 11:30 a.m. to discuss Bylaw No. 1579, which is a bylaw to rezone PSE 17-59-10-W4 from Agricultural to Industrial/Commercial.

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

6.5 1:00 P.M. - DOUG & HELEN RICE

#20110706006

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Doug and Helen Rice jointly own the SW 33-58-11-W4 which currently has 3 mobile homes situated on the property. Mr. & Mrs. Rice own the 1968 mobile home which they would like to remove and and upgrade it to a newer mobile home however section 7.2 of the Land Use Bylaw does not allow for more than two dwelling units on a parcel of land.

Krystle Fedoretz will be in during this presentation.

Additional Information

Originated By : pcorbiere

June 28- 2011

Members of Council

Request: To replace 1968 Mobile Home located
at S.W. 33-58-11-4

This property was purchased in 1977 by 5 family members for the purpose of family gatherings. This land consists of 5 parcels on one title for a total of 204 acres; 90 acres under cultivation (has always been rented out); the rest was brush and had no services. Over the years the families gathered during the summers to clear some land that bordered along Lottie Lake. A common building was built over a few summers in the mid 80's for gatherings. Over the next few years a few older mobile homes were moved in. In 1988 we moved the present 1968 Mobile Home but had no services. In 1992 Electric Power was brought in for 4 Mobile Homes, a waterwell was drilled in 1994, in June 1995. A.G.T. installed 2 telephone lines; one for Ouellette and one for Rice. As well, in June 1995 permits were approved for propane and sewage disposal for 3 mobile homes. In June 1995 we purchased a 1989 Mobile Home and lived there full-time till June 1999 when we sold the 1989 Mobile Home and moved to my parents acreage a few miles away.

There are 3 mobile homes on the property now that have a view of Lottie Lake. One widowed sister and her daughter live there full-time since 1995, another widowed sister lives in Edmonton and seldom comes out and our 1968 mobile; which we would like to upgrade to a newer mobile home. In 2010 we sold the acreage and moved to a Condo in St Paul.

We have spent about 35 years doing hard work at this land. We would appreciate your consideration to allow us to replace the existing 1968 Mobile Home to something newer and better. It would let us continue with the tradition of a meeting place for our own family which has grown to 10 adults and 11 grandchildren. Our condo in St Paul just does not work for what we want.

Thank you for your time

Douglas Rice

Helen Rice



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

Issue Summary Report

6.6 1:30 P.M. - URBAN SYSTEMS

#20110708004

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Urban Systems will be coming to Council to provide a cost estimate of connecting a subdivision to a Regional Water Line - this will assist Council in making a decision regarding the participation in the St. Paul - Elk Point Regional Water Line and membership in the Commission.

Additional Information

Originated By : skitz

7 New Business

- 7.1 CULTIVATING RURAL RELATIONSHIPS: THE AAMD&C PC LEADERSHIP CANDIDATES FORUM
- 7.2 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CONFERENCE
- 7.3 ARMAA CONFERENCE
- 7.4 25TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS
- 7.5 DONATIONS AS PER POLICY PER-14
- 7.6 REQUEST TO WAIVE PERMIT FEES FOR HAYING IN THE 30S
- 7.7 ST. JOHN'S CEMETERY
- 7.8 BID FOR SIDEWALKS IN THE HAMLET OF ASHMONT THROUGH STREETS IMPROVEMENT GRANT
- 7.9 ELK POINT INTER MUNICIPAL DEVELOPMENT PLAN
- 7.10 ASHMONT-LOTTIE LAKE WATER SYSTEM
- 7.11 BYLAW NO. 1580 - REZONE W 1/2 NW 8-57-6-W4 FROM AG. TO INDUSTRIAL/COMMERCIAL
- 7.12 BYLAW NO. 1581 - REZONE SE 18-56-6-W4 FROM AG. TO INDUSTRIAL/COMMERCIAL
- 7.13 BYLAW NO. 1576 - GARNER LAKE AREA STRUCTURE PLAN
- 7.14 2011 STRATEGIC PLAN UPDATE - 2ND QUARTER
- 7.15 MUNICIPAL INTERNSHIP PROGRAM
- 7.16 ASSESSMENT SERVICES CONTRACT
- 7.17 CONTRACT WITH EVERGREEN WASTE MANAGEMENT SERVICES
- 7.18 IN CAMERA
- 7.19 FRONT LOAD GARBAGE BINS
- 7.20 ROAD CONSTRUCTION EASEMENTS
- 7.21 MALLAIG SCHOOL FENCING

7.22	REQUEST TO RESERVE STONEY LAKE CAMPGROUND
7.23	-
7.24	-
7.25	-
7.26	-
7.27	-



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Issue Summary Report

7.1 CULTIVATING RURAL RELATIONSHIPS: THE AAMD&C PC LEADERSHIP CANDIDATES FORUM

#20110706011

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The Board of Directors is holding a "Cultivating Rural Relationships" forum on August 5, 2011 at 9:00 a.m. At this forum AAMD&C Members will have the opportunity to hear from each participating PC leadership candidate. Each candidate will be allotted up to an hour to share their platform and vision and take questions from the audience. The Board of Directors see this event as an opportunity share some of the key rural municipal issues with the PC leadership candidates.

We must RSVP by July 27th.

Recommendation

As per Council's wishes.

Additional Information

Originated By : skitz



July 4, 2011

RE: AAMDC Hosts *Cultivating Rural Relationships*: The AAMDC Membership and PC Leadership Candidates

Dear Mayor/Reeve:

The Board of Directors of the Alberta Association of Municipal Districts and Counties (AAMDC) would like to extend an invitation to you, your council and CAO to participate in an upcoming event we are holding for our members. ***Cultivating Rural Relationships*** is an opportunity to hear the platform of each participating PC leadership candidate and learn more about their views on rural municipal issues.

This event will not be the standard forum format with all candidates on stage at the same time. Instead it will provide a unique environment where each candidate has been allotted up to an hour to share their platform and vision and take questions from the audience.

The AAMDC values of the strong working relationship we have established with the Government of Alberta and sees this event as an opportunity to share with the PC leadership candidates, some of our key rural municipal issues moving forward.

Cultivating Rural Relationships will take place **Friday, August 5, 2011** from 9:00 a.m. until 4:00 p.m. (if all leadership candidates attend), at the Delta South Hotel (4404 Gateway Boulevard) in Edmonton. Lunch and coffee will be provided, and please note that this forum will be video recorded for the AAMDC to make available online. The schedule of candidates will be provided later once confirmed.

We would appreciate an RSVP by **July 27th** to assure that we have enough lunch and coffee for everyone. To confirm your attendance and for any questions you may have, please contact Tasha Blumenthal at 780.955.4095 or email tasha@aamdc.com. We look forward to seeing you at ***Cultivating Rural Relationships***.

Sincerely,

Bob Barss
President



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5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.2 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CONFERENCE

#20110707010

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The 2011 GFOA Conference will be held September 14 to 16, 2011 in Banff. The session topics are outlined in the attached newsletter.

Recommendation

Motion to approve Darlene Smereka to attend the GFOA Conference in Banff from September 14 to 16, 2011.

Additional Information

Originated By : skitz

WESTERN CANADA GFOA NEWS



Sustainability - New heights on a Rock Solid foundation

September 14-16, 2011, Banff, Alberta

The Alberta local organizing committee has set the stage for a huge conference in Banff. Not only have they suspended their provincial conference for 2011; but they have chosen a site that is attracting large numbers of delegates from all over the region.

The Annual Conference of the GFOA of Western Canada is a great opportunity for Finance Officers across the country to get together for professional development and networking. We have been offering this opportunity for over 25 years and are excited to be in Alberta this year with a great program, fascinating speakers and wonderful social activities.

This conference will bring together leading experts on financial sustainability, budgeting, financing and financial reporting. The program is being designed to appeal to finance professionals from large, small, provincial and local governments. The conference will include GFOA staples like PSAB and economic updates and will also profile issues such as alternative revenue, conflict management, and a host of other sessions.

Titles of the Conference Sessions are shown on page 2. Full descriptions will be posted on our [website](#) later this week and updated regularly.

Keynote Speaker

We are pleased to have His Worship, Mayor Van Tighem, Mayor of Yellowknife as our keynote speaker. He has worked tirelessly on sustainability in his community for many years and been honored nationally for his efforts.



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Inside this issue:

President's Message	2
Conference Sessions	
The Cost of Liquidity	3
Make your Arrangements	4

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Regina, SK
Diana Lokken
Capital Regional District, BC

WESTERN CANADA GFOA NEWS



President's Message

This is my last message as President. I deeply value the work of the Government Finance Officers Association of Western Canada and have found my time as President to be both rewarding and satisfying. I have recently announced my retirement from my job and subsequently submitted my resignation from the GFOAWC Board of Directors.

Our annual conference is a little more than three months away and our committees are working hard to fulfill the Government Finance Officers of Western Canada's mandate of promoting excellence in government finance through our conferences. I know the conference is shaping up to be the biggest and best yet. I wish you all continued success in the future

The incoming President is Jim Rusnak of Vancouver, BC, the host Province for next year's conference. I hope you will enjoy the opportunity as much as I have Jim!

Best of luck to all of you and have a great time in Banff.



Don Knutson is the General Manager of Finance at the City of Medicine Hat, Alberta. He was the Secretary for the Alberta GFOA Board.

Conference Session Titles

Sustainability and Smart Growth
The Artistry of Change
Holding Not for Profit Organizations Accountable When providing Funding
Building a Sustainable Team
What's new in Accounting and Auditing Standards for Local Governments
Sticks & Stones an Adventure in Conflict Management
Caseware Tips & Tricks
Small Municipalities Forum
Vancouver 2010 – Olympic Lessons Earned
Tying Your Budget to Your Strategic Plan
Alternative Revenues for Municipalities
P3's – Obtaining Funding from the P3 Canada Fund
The Workplace 180: How to get from "We're too busy" to "Bring it on!"
Infrastructure Sustainability
Economic Update
Developing and Optimizing Your Payments Strategy
Sustainability
Social Media
Good Character and Local Government

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WESTERN CANADA GFOA NEWS



The Cost of Liquidity

Often times in municipal finance the need for readily available access to capital, from either operating funds or reserves, is a constant reality. Usually the funds are dedicated towards upcoming projects, and as most treasurers know, municipal politics are only mildly chaotic at the best of times and the game plan can change without notice. As such, liquidity of ones money becomes a major factor.

However the 'fear factor' of having enough liquidity during times of need, can often lead to inefficient treasury management and this can become a very tough habit to break. For example it's not uncommon for a municipality to continually roll short-term funds, sometimes for several years, for a need that never materializes, or for projects pushed to the back-burner. In the process, they've left thousands of dollars on the table in lost opportunity cost of potentially being invested at higher rates, for longer periods, with the same level of liquidity.

This problem centers on a common misconception that exists about purchasing longer-term bonds and

having to either hold them until maturity, or paying a penalty to get out early. Neither of these is true. A good municipal investment is offered without a lock-in period and can be exited at anytime, for no cost or penalty. So when properly structured, it's indeed possible to purchase longer-term investments offering higher rates of return and not have the fear of falling short of your liquidity needs. This strategy has the ability to create extra revenue for a municipality with very little effort, and can help offset shortfalls in other areas.

Here is an analysis of what an investor would have made rolling \$1,000,000 in money market investments in 2010 versus buying either two, three, or four year Canada bank issued bonds over the same period.

To view the table, please visit www.toddpoland.com

Todd Poland, CIBC Wood Gundy

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WESTERN CANADA GFOA NEWS



Making Conference Arrangements

Registration for Delegates

Cost for three days including all meals is \$600 if you register before August 12, 2011. After that the cost will be \$650.

Register by clicking [here](#).

Pay by credit card or cheque

Exhibitor Registration

There will be a Tradeshow for 18 exhibitors. [Costs and Site Plans](#)

[Register as an Exhibitor](#)

There is a discount depending on the level of sponsorship. Exhibitors with questions or concerns contact [Susan Broadfoot](#).

Hotel Reservations

Banff Springs Hotel

To reserve your rooms at the conference rate of \$199 (single) and \$209 (double), call 403-762-2211 and use the conference code **0911 WCGF** or use this link to register: [Banff Springs Hotel Availability & Rates](#)

If the conference hotel is full...

There is a selection of locations within a short distance of the Banff Springs Hotel here: [Banff Lodging Company](#) Get a 15% discount by saying you are with the conference.

Sponsorships

We welcome sponsors for our conference. Sponsors receive free delegates, discounts on tradeshow depending on the level of sponsorship and publicity in all conference and preconference material. [Download sponsor package.](#)

Golf Tournament

Alberta GFOA will be hosting a Golf Tournament with a 2:30 shotgun start on the Stanley Thompson Golf Course located at the Fairmont Banff Springs Hotel to welcome conference attendees on Tuesday September 13th. The cost is \$130. You can register for the tournament when you register for the conference. This course is renowned for its panoramic beauty and is a captivating and challenging layout.

Airport Shuttle

Brewster Group Services

Guests can book on-line at www.explorerochies.com or by calling 1-800-760-6934. Identify yourself as being with WCGFOA in order to get the 20% discount. On-line, enter WCGFOA under the promo code when you "check out".

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Government of Alberta ■
Municipal Affairs





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Issue Summary Report

7.3 ARMAA CONFERENCE

#20110707002

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The Alberta Rural Municipal Administrators' Association Conference will be held September 7, 8 & 9, 2011 in Grande Prairie. The conference agenda is attached.

Recommendation

Motion to approve Sheila Kitz and Tim Mahdiuk to attend the 2011 ARMAA Conference in Grande Prairie from September 7 to 9, 2011.

Additional Information

Originated By : skitz

ARMAA

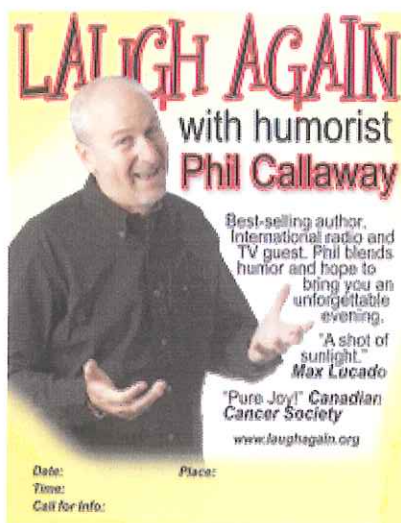
Wine & Cheese Social

September 7th, 2011

Holiday Inn Hotel & Conference Centre, Grande Prairie

Room: Salon A

Guest Speaker: Phil Callaway: Bringing Laughter, Peace & Balance to Life



See Phil's presentation 7:30 – 9:00 p.m.

7 p.m. – 10 p.m.

Registration Packages available

2011 ARMAA Conference – Keynote Speaker

Inspiring You to Create the World Class Workplace You Deserve!

Valerie Cade has earned worldwide acclaim as a Professional Speaker and Business Consultant and she is the author of *“Bully Free at Work”*, which is currently distributed in over 100 countries world-wide.

She truly has a gift for inspiring those who work to support and lead others, whether it's in healthcare, government, the corporate sector, education or not-for-profit settings.

Valerie has been noted as: Enthusiastically...subtle, delightfully...engaging, creative, humorous and genuine.



For the past 17 years, Valerie has led hundreds of sessions throughout North America, Europe, China and Russia, combining relevant, humorous and heartfelt approach combined with her business acumen.

As CEO of one of Canada's largest training companies, Valerie helped turn this near-bankrupt company into profitable success. In addition, her work in creating Inspired Workplaces, where People "want to", helped raise satisfaction levels in hospitals, health care, credit unions, universities and other businesses to over 80 – 90% - sustained.

In addition:

- She understands leadership: Valerie was the 2002 National President of the Canadian Association of Professional Speakers and has received the President's Award for Distinguished Service. Recently she was honored with the "Spirit of CAPS" Award for outstanding contribution and professionalism to speaking professionals world-wide.
- She understands dedication: She received the Top Candidate Award for Canadian Basic Military Training... as the first woman in Canada and...
- She is an accomplished and effective presenter: Valerie has earned the Certified Speaking Professional Designation (CSP), which is the highest earned speaking designation in the world with only 500 recipients worldwide... and as the first female in Canada!
- She is an accomplished expert and author: *“Bully Free at Work”* was noted in Maclean's magazine as ground breaking in terms of creating accountable corporate policy throughout North America to stop Bullying in the Workplace.

Valerie has a *genuine* passion for helping people and organizations to become World Class and receive the respect and dignity they deserve. She is knowledgeable, well-researched and can deliver this workplace bullying message in an inspirational way that provides structure, how-to's, and most importantly...*hope*.

PS: See these video clips of Valerie Cade on Workplace Bullying:
http://www.bullyfreeatwork.com/blog/?page_id=468



ARMAA

Alberta Rural Municipal Administrators' Association

September 8, 2011

Conference Theme "Keeping the Peace"

8:00 – 8:30 am	Registration & Conference –
Session Chair	President Pat Vincent
8:30 – 9:00 am	Conference Opening In Memory: John Eriksson Greetings - Alberta Municipal Affairs Greetings – Reeve: County of Grande Prairie Introduction of Fraternal Delegates Fraternal Delegate from Saskatchewan – Glenda Giles, R.M. Kindersley Fraternal Delegate from Manitoba – Fraternal Delegate from British Columbia - Local Government Administrators –
Session Chair:	Director
9:00 – 9:45 am	AAMD&C –
9:45 – 10:15 pm	Coffee
10:30 – 12 noon	Keynote Speaker: Valerie Cade – Encouragement for the Encourager – How to Build Trust with People you don't understand – Don't connect with people you still have to work with.
12:00 – 1:00 pm	Lunch – Room –



Alberta Rural Municipal Administrators' Association September 8, 2011

Session Chair

- | | |
|-------------------|---|
| 1:00 pm – 2:30 pm | Valerie Cade – Bully Free at Work |
| 2:30 pm – 4:00 pm | Overview of the First Nations Consultation – Policy & Guidelines
Ashley Bodnar, Consultant Manager, Aboriginal Relations |

Session Chair

Past President: Ross Rawlusyk

- | | |
|-------------------|--|
| 4:00 pm – 4:30 pm | Business Meeting – Nominations
Nominations for President
Nominations for Vice President
District Meetings
Nominations & Election of Directors for Districts: |
| 6:00 – 6:30 pm | Cash Bar |
| 6:30 pm - | Banquet – Presentations |



ARMAA

Alberta Rural Municipal Administrators' Association

September 9, 2011

Session Chair

8:30 am – 10:00 am

Session Chair:

Alberta Municipal Affairs –

- Sustainable Toolkit
- MGA Update
- Current Issues with the Department

10:00 am – 10:15 am

Coffee

10:15 am – 10:25 am

Community Policing Program

10:25 am – 10:40 am

GIS Mapping

10:40 am – 11:15 am

Question & Answer Period – Panel

Panel:

ARMAA Executive Representation -

Barry Sjolie Q.C., Brownlee LLP

Alberta Municipal Affairs -

Session Chair

11:15 am – 11:45 am

Past President: Ross Rawlusyk

Annual General Meeting

Adoption of Minutes – September

Financial Report December 31, 2010

President's Report – Pat Vincent

Municipal Health & Safety Association – Tim Fox

Resolutions - None

New Business & Discussions

-Location of 2012 Conference – Zone Five –

-Executive Recommendation - Membership Fee –

Election of Officers

Election of President –

Election of Vice President –

Report Results of District Elections

Draw: Must be in Attendance – Must have submitted Convention Evaluation in return for a draw ticket.

Adjournment



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Issue Summary Report

7.4 25TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS

#20110707003

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The St. Paul Special Olympics is hosting the 25th Annual Slo Pitch Tournament on August 27 and 28, 2011. they are expecting close to 400 athletes, coaches and volunteers to participate in this tournament.

They are requesting financial assistance to help offset some of the costs hosting this tournament.

Past donations were as follows:

2008 - \$400

2009 & 2010 - \$500

Recommendation

Motion to approve a \$500 donation for the St. Paul Special Olympics to help offset the costs of their 25th Annual Slo Pitch Tournament.

Additional Information

Originated By : skitz



Special Olympics

Alberta

WINNING AT LIFE

Special Olympics St. Paul
Box 1600
St. Paul, Alberta T0A 3A0

June 15, 2011

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

ATTENTION: SHEILA KITZ

Dear Sheila,

RE: 25TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS
SLO PITCH TOURNAMENT AUGUST 27TH AND 28TH, 2011

Special Olympics St. Paul is proud to host the 25th Annual Slo Pitch Tournament this year. We expect close to 400 athletes, coaches and volunteers from Alberta and Saskatchewan to come to St. Paul to participate and celebrate in the two day event.

Funds to host this event come from direct fund raising in Special Olympics. The event is a wonderful celebration of sportsmanship, teamwork and learning for very special athletes. The consideration of any funds from the County to assist us with this annual event would be truly appreciated.

Should you wish to discuss this further, please do not hesitate in contacting me at 780-645-7430 at your convenience.

Yours very truly,

SPECIAL OLYMPICS ST. PAUL

Per:

CONRAD JEAN, Chair
RSVP



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Issue Summary Report

7.5 DONATIONS AS PER POLICY PER-14

#20110707013

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

County Pins/Promotional Items – The County of St. Paul, on request, may provide County Pins and /or Promotional items to individuals, teams and various

organizations, at the discretion of Administration. Administration will provide a quarterly report to Council regarding distribution of these items.

Attached is a list of the donations that were distributed since January, 2011.

Recommendation

Motion to file as information.

Additional Information

Originated By : skitz



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Issue Summary Report

7.6 REQUEST TO WAIVE PERMIT FEES FOR HAYING IN THE 30S #20110707005

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Haying in the 30s is applying for an electrical permit to install permanent underground cabling to service buildings and some display. In the past, Council waived the permit fees for other projects. The cost of the permit is \$182, \$7 of which is the SCC levy.

Recommendation

Motion to waive the permit fees for the electrical permit to install permanent underground cabling to service buildings.

Additional Information

Originated By : cstarnault



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Issue Summary Report

7.7 ST. JOHN'S CEMETERY

#20110707004

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Steve and Yvonne Pankow and Ed and Rose Nazarchuk have been looking after the St. John's Cemetery located at PNW 26-55-7-W4. They would like the County to take title to it and look after it.

This has been discussed by the Cemetery Committee and they have no objections to the County taking title to the cemetery.

Recommendation

Motion to take title to the St. John's Cemetery located on PNW 26-55-7-W4.

Additional Information

Originated By : skitz

780-645-3104

Livida

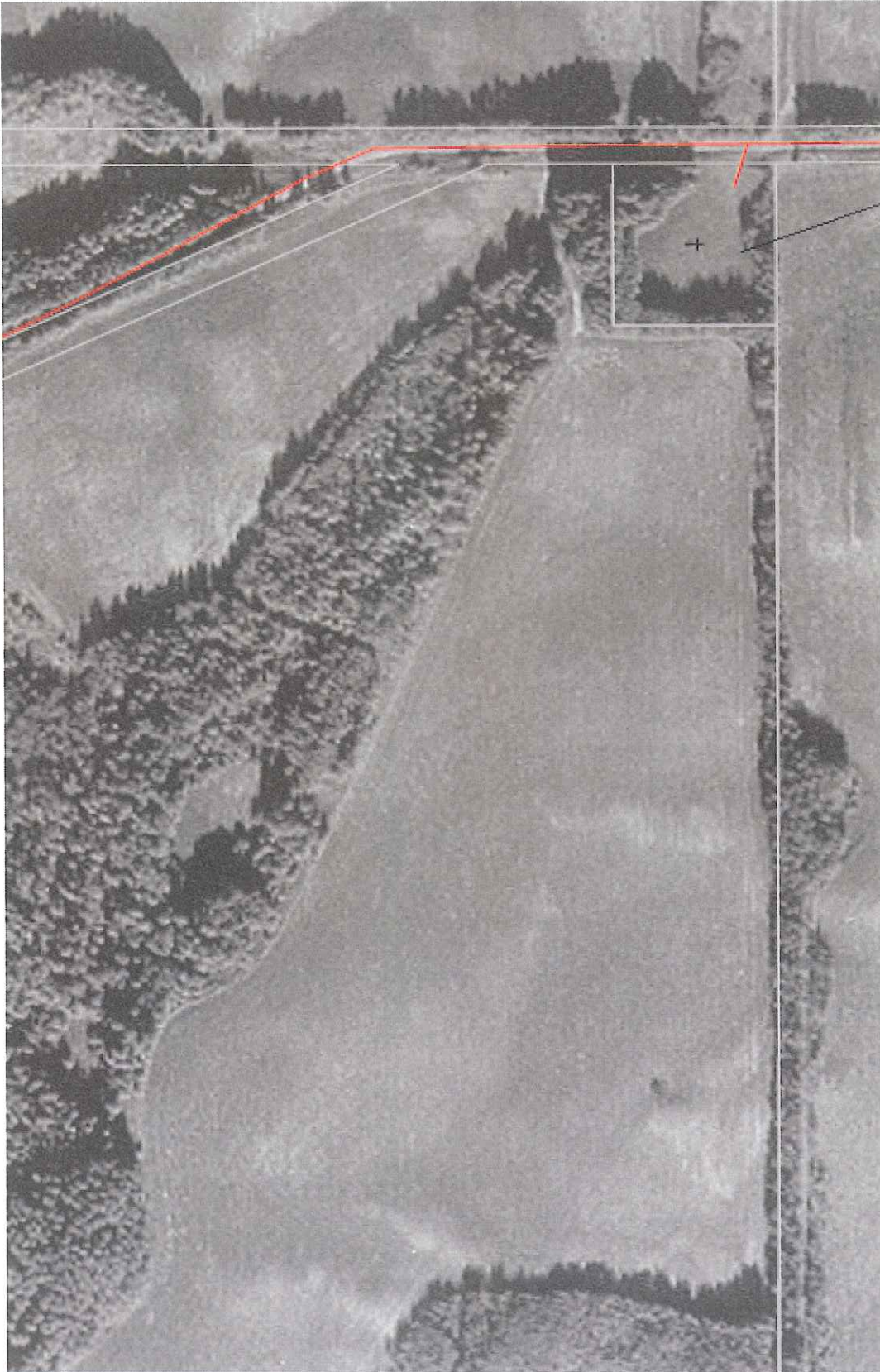
Steve & Yvonne Parlow and Ed & Rose Nazarchuk
have been looking after St John's cemetery
We would like to be Grandfathered in
We no longer can look after it
We are allowing the County to take over

Thank-you

Yvonne Parlow

ST. JOHN'S COMMUNITY CENTER
PNW 26-55-7-4

St. John's Cemetery - NW 26-55-7-4-2.00 Acres
Title under St. John Community Cemetery





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Issue Summary Report

7.8 BID FOR SIDEWALKS IN THE HAMLET OF ASHMONT THROUGH STREETS IMPROVEMENT GRANT #20110706010

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

At the May Public Works Meeting, Council discussed the Streets Improvement Grant of \$37,080 which will be used to repair approximately 900 feet of sidewalk in the Hamlet of Ashmont and a small portion in the Hamlet of Heinsburg.

An advertisement for a contractor to do this concrete work ran in the St. Paul Journal and Elk Point Review the week of June 27th and the deadline for bids was July 4th.

We received one quote from Little Valley Construction and Concrete for \$31,515 for approximately 770 feet of sidewalks with curb and gutter in Ashmont.

Recommendation

Motion to award the contract to Little Valley Construction and Concrete to install 770 feet of sidewalks with curb and gutter on Block 3 in the Hamlet of Ashmont, at a price of \$31,515.75.

Additional Information

Originated By : skitz



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Issue Summary Report

7.9 ELK POINT INTER MUNICIPAL DEVELOPMENT PLAN

#20110706007

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The committee reviewed the RFPs for the Elk Point IDP. The committee is recommending to appoint Zap Municipal Consulting as the consultants for the Elk Point IDP. Their bid was \$26,020.

We received a Regional Collaboration Program Grant of \$35,600 for the IDP.

Recommendation

Motion to appoint Zap Municipal Consulting as the consultants for the Elk Point Inter Municipal Development Plan with their bid of \$26,020.

Additional Information

Originated By : kfedoretz



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Issue Summary Report

7.10 ASHMONT-LOTTIE LAKE WATER SYSTEM

#20110706009

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Following Council's interviews with the consulting firms for the Ashmont Lottie Lake Water line, we require a motion from Council to award the contract for the Ashmont Lottie Lake Water line to Urban Systems.

Recommendation

Motion to appoint Urban Systems from Edmonton as the consulting firm for the Ashmont Lottie Lake Water Line with their bid of \$ 71,986.00

Additional Information

Originated By : skitz



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Issue Summary Report

7.11 BYLAW NO. 1580 - REZONE W 1/2 NW 8-57-6-W4 FROM AG. TO INDUSTRIAL/COMMERCIAL #20110707011

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Bylaw No. 1580 is being presented to Council to Amend the Land Use Bylaw as it relates to rezoning the W 1/2 NW 8-57-6-W4 from Agricultural to Industrial/Commercial.

The landowner wishes to expand his business, which is oilfield construction/trucking. He has 50 employees, 10 on site and approximately 50 units. He is currently using a portion of land for business purposes.

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. 1580.

Additional Information

Originated By : kfedoretz

BY-LAW NO. 1580

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 Light Industrial/Commercial

FOR: W ½ NW 8-57-6-W4M



Read a first time in Council this 12th day of July, A.D. 2011.

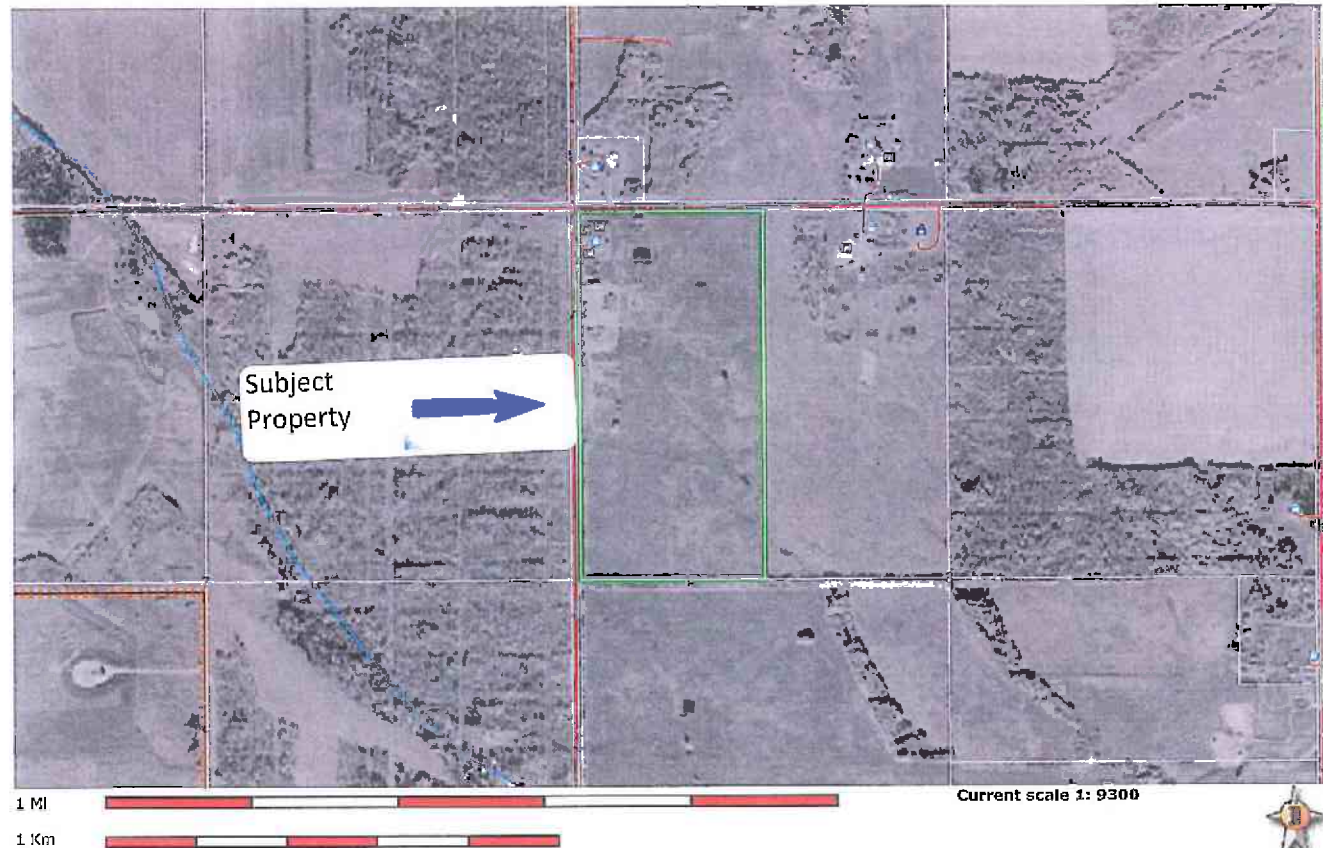
Advertised the _____ day of _____, A.D. 2011, and the _____ day of _____, A.D. 2011 in the Elk Point Review and St. Paul Journal.

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

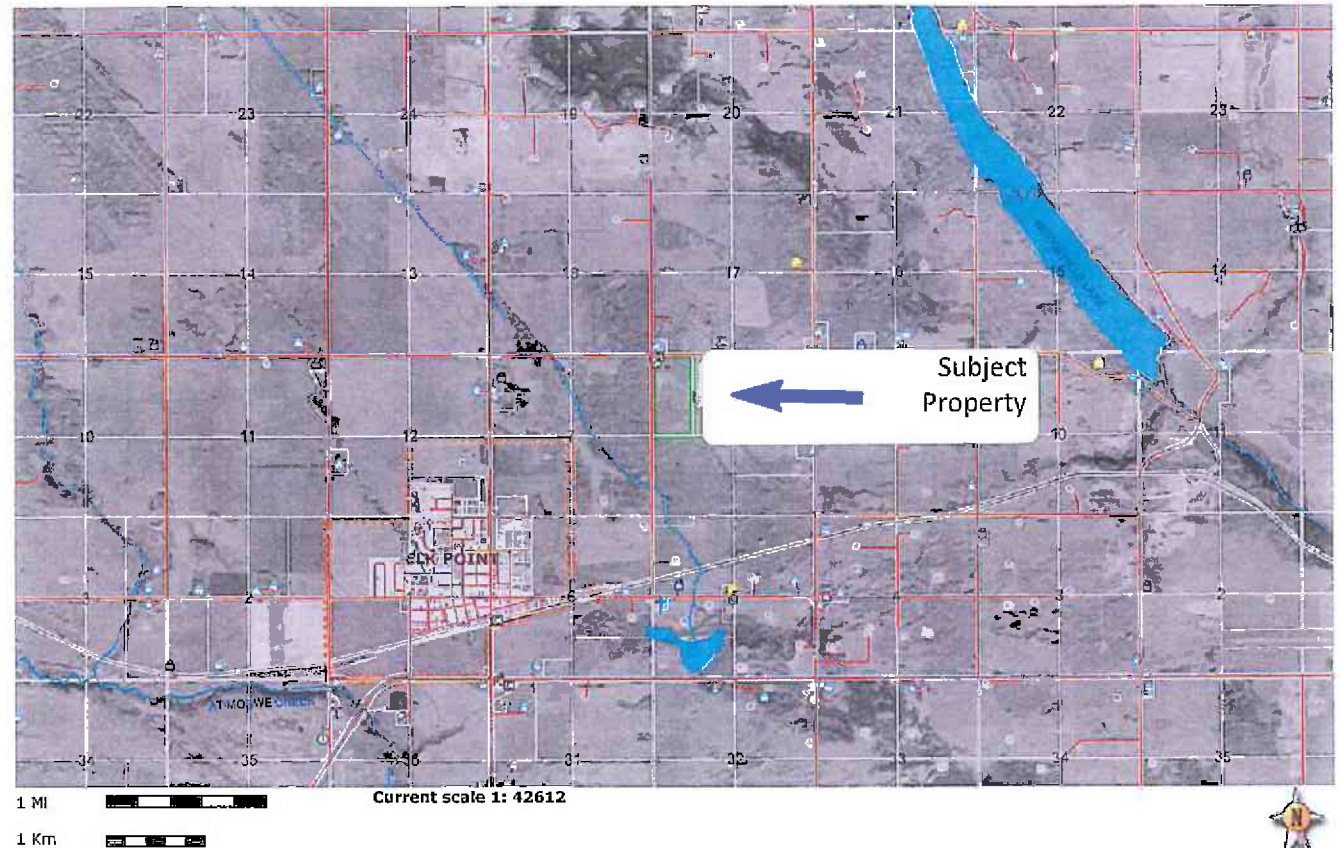
Chief Administrative Officer



**County of St Paul
 Webmap Site**

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Figure 1.0 - General Location Map



**County of St Paul
Webmap Site**

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

Issue Summary Report

7.12 BYLAW NO. 1581 - REZONE SE 18-56-6-W4 FROM AG. TO INDUSTRIAL/COMMERCIAL

#20110707012

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Bylaw No. 1581 is being presented to Council to Amend the Land Use Bylaw as it relates to rezoning SE 18-56-6-W4 from Agricultural to Industrial/Commercial.

The landowner wishes to build a shop to accommodate existing oilfield services equipment.

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. 1581.

Additional Information

Originated By : kfedoretz

COUNTY OF ST. PAUL NO. 19

BY-LAW NO. 1581

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: SE 18-56-6-W4



Read a first time in Council this 12th day of July, A.D. 2011.

Advertised the _____ day of _____, A.D. 2011, and the _____ day of _____, A.D. 2011 in the Elk Point Review and St. 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
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Issue Summary Report

7.13 BYLAW NO. 1576 - GARNER LAKE AREA STRUCTURE PLAN #20110708005

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Bylaw No. 1542, Garner Lake Area Structure Plan, is being presented to Council for discussion.

After first reading, the Bylaw must be advertised and a public hearing be held according to Section 636(1) of the M.G.A.

Smoky Lake gave 1st reading to the Bylaw in May and they will be holding their public hearing at their August Council Meeting.

Recommendation

Motion to give first reading to Bylaw No. 1576 - Garner Lake Area Structure Plan and to set a date and location for Public Hearing of this Area Structure Plan Bylaw.

Additional Information

Originated By : skitz

GARNER LAKE AREA STRUCTURE PLAN BYLAW NO. 1576

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, a municipality in the Province of Alberta may adopt and amend an Area Structure Plan; and

WHEREAS the Council of the County of St. Paul deems it desirable to adopt a new Area Structure Plan for the Garner Lake area;

NOW THEREFORE the Council of the County of St. Paul, duly assembled enacts as follows:

1. THAT Bylaw 1576, the Garner Lake Area Structure Plan, being Schedule "A" attached hereto, is hereby adopted.
2. THAT Bylaw 1018 (1982), the Garner Lake Area Structure Plan, is hereby repealed.

READ A FIRST TIME this ____ day of _____, 201__.

PUBLIC HEARING HELD this ____ day of _____, 201__.

READ A SECOND TIME this ____ day of _____, 201__.

READ A THIRD TIME and finally passed by Council this ____ day of _____, 201__.

REEVE

Chief Administrative Officer

SCHEDULE A

GARNER LAKE AREA STRUCTURE PLAN

COUNTY OF ST. PAUL

May 20, 2011

BYLAW NO. 1576

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Part 1 Plan Goals, Management Principles

1.1 Introduction, Purpose and Plan Objectives

In early 2008 in response to the steady increase in interest toward lake-oriented development in Smoky Lake County and the County of St. Paul, as well as a growing awareness of the importance of local environmental stewardship and healthy watersheds, both Counties began work on revising the existing Area Structure Plan for the Garner Lake Area.

This Area Structure Plan (ASP) was prepared through a process of compiling and analyzing stakeholder comments, case studies and area specific baseline data. The information collected was carefully considered in order to determine appropriate land use policies for the ASP area which conform to current municipal and provincial planning documents.

The ASP project resulted in the creation of three deliverables: a background report and two (2) ASPs: namely, an ASP which provides land use policies and management principles for that portion of the Garner Lake Plan Area that is situated in Smoky Lake County and this ASP, which provides land use policies and management principles for that portion of the Garner Lake Plan Area that is situated in the County of St. Paul.

The first deliverable, the Background Report, is a supporting document containing baseline data and an analysis of the data gathered from the community and government stakeholders in order to determine appropriate land use and management principles for land situated within the Garner Lake area. The second and third deliverables; the ASPs, contain the resulting land use and land management policies for the ASP area.

1.1.1 Purpose

The purpose of the Garner Lake ASPs is to provide sustainable land use policies and management principles to guide development in the Garner Lake area for the next decade.

1.1.2 Project Phasing

The **first phase** of the project involved gathering detailed information on various aspects of Garner Lake and the Garner Lake area; including the lake's physical resources and critical lake planning issues. This information is contained in the 2011 Garner Lake Background Report.

The **second phase** of the project involved a synthesis and analysis of the data gathered for the Background Report.

In **phase three**, drafts of the Background Report, mapping, and the ASP were prepared and circulated to the Counties, the community, and government stakeholders for comments.

The **fourth and final phase** of the project involved incorporating appropriate changes into the drafts and preparing the final Background Report, ASP and maps.

1.1.3 Plan Objectives

The objectives of this plan can be described as follows:

1. To establish plan goals and land use management principles outlining a vision for the pattern of land management and development within the Garner Lake ASP area for the next 20 years.
2. To provide land use planning policies in the form of text and maps to promote and achieve the plan goals and land use management principles established for Garner Lake.
3. To establish a future development pattern for the Garner Lake ASP area.

The County of St. Paul recognizes that it has a key role to play in directing the responsible management of the Garner Lake area. The County of St. Paul Council can effectively guide the best and efficient use of Garner Lake through the preparation and implementation of this ASP.

1.1.4 Public Consultation

A number of opportunities for public engagement and involvement were provided over the duration of the project. Public open houses were held, surveys were circulated and meetings with stakeholder groups and individuals were conducted. A full day planning workshop was held in Spedden to provide information to the community about current planning issues and to gather additional feedback regarding the Garner Lake Area. The final draft of the plan incorporates recommendations and feedback received from Council, staff, stakeholders and the community throughout the entire duration of the project.

1.2 Garner Lake Today

Garner Lake is a desirable active recreation experience, although water quality and water levels of the lake have decreased in recent years. As a result, recreational use around the lake is changing from being “consumptive” to being “non-consumptive”. Subdivision has been restricted around the lake and as a result residential development has not significantly increased over the last 30 years. In some developments sewage disposal systems have been of a high quality and in others illegal private sewage systems (pit toilets) have been a problem.

Lower water levels, which are a province wide phenomenon, may have had a negative effect on the water quality at Garner Lake which, residents in the area have indicated has deteriorated over time. Fish stocks and the general water-related recreational experience of Garner Lake lot-owners, residents, and lake users have been affected. The lake is too shallow in many areas to use for safe, unrestricted motor boating (except for small horsepower motors). While in other areas the lake is deep. The shallow waters in the shore land areas limit the potential for developing boat launches. This has resulted in some conflicts about public access to the lake. Recreational fishing is a popular all season pursuit of residents in the area. Preserving the lake as a water resource and also preserving the resources (fish and water fowl habitat areas) within the lake were identified as high priorities by both current residents in the country residential communities and traditional lake users. Residents have indicated, and site visits and consultation sessions with stakeholders confirm, that the inlet to and outlet from the lake have dried up and spawning habitat areas have been altered and damaged as a result of cottages and camping activities taking place along the southern, eastern and (in a more limited area) the northern shore lines of the lake.

Water contact (swimming), and boating are also preferred activities at the lake. In recent years algae blooms have had a limited impact on the enjoyment of these activities. Over all, lake water quality is still high enough to support intensive lake oriented recreational activities.

The Garner Lake area may still be considered a recreation destination for lot owners and day users. The recreation experience provided is predominantly lake-oriented both as a result of the water quality and the orientation of the existing developments. However, there are a number of designated non-lake oriented recreational opportunities specifically located in Garner Lake Provincial Park and associated with the Iron Horse Trail.

An analysis of the background information revealed that the lake is both a **recreation amenity** and a **landscape amenity**.

While the available background information indicates that there has been a

decrease in lake water quality which may be having an impact on fisheries stocks in the lake, it does not clearly identify which factor(s) have caused the change.

Several factors such as: cattle grazing, recreation property development, damage to fish spawning areas caused by boaters, inappropriate lawn and garden care, fertilizers, aging and illegal private sewage disposal systems-and the general reduction in surface water levels affecting the St. Paul region of Alberta have certainly had an impact on the lake. We can estimate that all of these factors have contributed to the general decrease in lake water quality, and damage to fish spawning areas and water fowl habitat.

The question addressed by this ASP is: What kinds of future land uses are appropriate for the Garner Lake area? The land use designations shown on **Map 1** were established in order to ensure that the water quality, lake productivity and the overall enjoyment of the lake is protected for future generations of community members and traditional lake users. The policies and guidelines in this plan support zero or minimal further impact on the lake from biophysical materials (storm or sanitary sewage, de-forestation, etc.).

Additional use pressure on the lake (from would-be boaters or swimmers) must also be considered as a potential issue for water quality. The water quality of the lake is such that a quality recreational experience is still possible. Future uses of the shore lands should be considered in relation to the impact they may have on the quality of the current recreational experience and the resource potential of the lake both for traditional users and existing community members.

The background report indicates that stakeholders and landowners around the lake are notably concerned about additional development around the lake which could impact their experience of the lake, lake water quality, the resource potential of the lake, existing infrastructure and the overall quality of life within existing developments.

Community members are also concerned about receding water levels which have caused lake inlets to dry up in recent years. As a result the shallow shoreland areas have become even more significant as spawning areas. The preservation of these environmentally sensitive areas will be imperative to ensuring the water quality and resource potential of the lake.

The ASP's goals, management principles and policies will determine the nature and intensity of development in the Garner Lake area. Opportunities for further multi-lot country residential, commercial and industrial development are limited within the ASP area. As such, any changes in the quality of the Garner Lake environment or recreational experience will not be as a result of the impact of new development on the lake or on lake capacity in existing, approved country residential developments because these areas have been almost entirely built out.

Whether biophysical opportunities for recreational/residential development at Garner Lake have been exhausted will require additional investigation at the site level. All future developers will be required to provide information about the potential biophysical impacts of proposed development for analysis prior to the issuing of any approvals for multi-lot country residential and commercial recreation developments. Still, it is clear from information gathered during the public consultation process that the socio-perceptual limits of the current lot owners and users for lake development are nearing capacity if not already exceeded.

There is also some concern that additional development would limit the ability of Garner Lake to maintain current fish stocks or to provide opportunities for improving the water quality and resource capability of the lake. However, if additional development in the ASP area could be predominantly non-consumptive in nature, using the lake primarily as a landscape amenity rather than a recreational amenity, then the biophysical impact of further development could be minimized.

All future development within the ASP area should be designed and located so as to limit the biophysical impact on the lake. All sewage effluents and waste products must be fully treated before being allowed to enter the natural environment. Additional development in the ASP area will add to the human use pressure on the lake, but that addition can be limited to some extent, by the quality of the lake experience itself and limited public access points to the shoreland areas. The requirement for non-lake oriented recreational opportunities in the Garner Lake area will also mitigate additional pressure on the lake.

As a result, this plan strives to reach a balance between addressing community concerns about the potential impacts of additional development on the enjoyment of the lake while still providing some opportunity for future growth in locations that are not highly environmentally sensitive.

This plan also recognizes that even if no new development occurs in the ASP area the impacts of the existing developments on the lake must be addressed. It has been observed that several portions of the Garner Lake area, which were specifically designated for intensive use, are being used in contravention of the County's land use regulations and the intent of the County's Land Use Bylaw, thus adding to the pressures on the lake environment. Specifically, several lots within the multi-lot country residential developments are occupied for substantial parts of the year by a number of recreational vehicles or trailers, the location and use of which substantially increases the impact of these developments on the lake and other community members. This pressure should be controlled if not relieved.

As well, it has been observed that several of the residential lots within the country residential developments may have sewage disposal systems which are

not up to current standards or which may be unlawful. Land owners should be encouraged to bring up to standard those sewage disposal systems which are not up to current standards and required to replace those sewage disposal systems which are illegal.

It has also been observed that several of the owners of residential lots within the Garner Lake Resort may be following practices that are not appropriate for ensuring high water quality in the lake (for instance, allowing vegetation cuttings or “grey water” to enter the lake) or following practices that are not lawful (for instance, back lot owners drawing water from the lake for gardening use). Land owners should be encouraged to end those practices which may negatively impact the lake’s environment and be required to end those practices which are illegal.

1.3 Plan Goals, Management Principles

The goals of the ASP are based on the values expressed by County Council, the Garner Lake community and administration. There are seven (7) major plan goals for Garner Lake:

- | | |
|----------------|--|
| Goal #1 | To protect the water resources in the Garner Lake watershed. |
| Goal #2 | To maintain a healthy lake watershed. |
| Goal #3 | To enhance and maintain a range of sustainable public and private accesses within the Plan area in an environmentally, socially and economically responsible manner. |
| Goal #4 | To maintain functional rural residential/recreational values and development while allowing the evolution of sustainable land and water uses. |
| Goal #5 | To maintain agriculture as the primary use in the larger watershed. |
| Goal #6 | To protect environmentally significant ecosystems. |
| Goal #7 | To improve emergency preparedness in the area through the implementation of FireSmart policies. |

1.3.1 Management Principles

The following management principles have been developed to achieve these plan goals:

1. Water quality and resource conservation will be given high priority when assessing the suitability of future land uses.
2. All future residential and recreational development in the Garner Lake area shall be carefully controlled using cluster design guidelines so that minimal nutrient and recreational pressures are added to the lake as a result of development.

3. All future multi-lot country residential development in the Garner Lake area shall have associated with it some form of recreational opportunity other than consumptive, lake oriented recreational use of the lake to encourage connectivity and multi-modal transportation options within the community.
4. All future development in the Garner Lake area shall occur on the basis of the highest levels of municipal services available, in accordance with the County's policies on land development and subdivision.
5. Lake nutrient loading will be limited by appropriate watershed management practices, including the following:
 - a. controls will be implemented on shoreland clearing, development, and sewage handling;
 - b. the provision of Reserves (Environmental and/or Municipal) will be required with all new subdivisions in appropriate areas;
 - c. new development will not be permitted on land identified as highly environmentally sensitive without appropriate mitigation measures; and
 - d. the inlet to the south of lake and the outlet to the north of the lake will be protected.
6. The rights of the existing farming community, traditional lake users and existing community members will be recognized.
7. The County will take available steps within its jurisdiction to ensure that existing and future sewer systems conform to current provincial regulations.
8. Boating restrictions are necessary in certain locations in order to help reduce lake user conflicts.
9. Lake residents will be encouraged to modify or end those practices which may increase nutrient loading as a result of shoreland clearing, development, and water handling which may decrease water quality in Garner Lake. Lake residents will also be required to end those practices related to development and sewage or water handling which are not legal.
10. All future development in the Garner Lake area shall comply with FireSmart and Emergency Response Plans for the area.

Part 2 Land Use Allocation

The future land use concept depicted in this Area Structure Plan (**Map 1**) has been developed from the Plan Goals and Management Principles. Each policy area has a stated purpose which is further defined by specific policies relating to the types of land use and development which are suitable for that area.

2.1 Recreational Residential Area

The purpose of the Recreational Residential Area is to recognize existing development at Garner Lake, rather than specifically allow for additional multiple lot residential subdivision and development. Emphasis is placed on ensuring that seasonal and permanent residential development within this area occurs in a manner which is harmonious with the lake environment, and that existing development reduces its impact on the environment.

The following policies apply to lands in the Recreational Residential Area:

2.1.1 General

1. Commercial and industrial uses shall not be allowed within the Recreational Residential Area, except for small convenience stores and/or services serving the general neighbourhood in accordance with the provisions in the County's Land Use Bylaw.
2. Secondary dwelling units will not be allowed in the Recreational Residential Area.

2.1.2 Multi-lot Country Residential Development

1. The re-subdivision of country residential lots within the Recreational Residential Area shall not be allowed, unless the subdivision was initially designed to allow for such re-subdivision.
2. Seasonal and permanent single family dwellings shall be allowed as primary dwellings in multi-lot residential subdivisions, in accordance with the regulations of the County's Land Use Bylaw. Accessory uses shall be discretionary developments. Development permits for the use of a recreational vehicle as a primary dwelling in a multi-lot residential subdivision shall be issued on a temporary basis.
3. Within multi-lot country residential subdivisions in the Recreational Residential Area all recreational vehicles will abide by those rules and regulations pertaining to recreational vehicles within the County of St. Paul's Land Use Bylaw.

2.2 Rural Conservation Area

This designation identifies generally farmed or forested but otherwise undeveloped areas which may have marginal agricultural capability, marginal recreational capability, and/or critical development constraints. The intent is that land uses and the limited development activity to be allowed in this area should complement the natural environmental features and the rural landscape quality of the area, while causing minimal disruption of vegetation and wildlife resources. Uses which significantly increase nutrient loading of Garner Lake shall not be allowed.

All development in the Rural Conservation Area shall be designed to fit into the rural landscape in a manner that will retain the land's capacity to be farmed, provide wildlife habitat, prevent soil erosion, provide recreational open space, contribute to maintaining clean water and air, and preserve rural character features which contribute to the health and welfare of the community. New buildings and roads shall be designed to enhance rather than to replace these important existing features. Site disturbance shall be at a minimum.

The following policies apply to lands designated as Rural Conservation Area:

2.2.1 General

1. The preferred uses within the Rural Conservation area shall be agriculture, and low environmental impact and low intensity recreational activities such as but not limited to multi-use trails. It is intended that the negative impact of such activities will be minimal to the Garner Lake watershed, Garner Lake water quality, and existing development. Subdivision and/or development for industrial uses shall not be allowed, though subdivision and/or development for commercial uses, both sales and service, that provide service to the local agricultural economy, may be allowed in accordance with the County's Municipal Development Plan and Land Use Bylaw.
2. Subdivision for residential purposes shall be allowed in accordance with the policies for farmstead separations and single lot country residential subdivisions in the County's Municipal Development Plan and Land Use Bylaw. An application to re-district land within the Rural Conservation Area for multi-lot Country Residential development or to develop a recreational trailer park or other intensive recreation facility shall not be approved by Council unless and until this Area Structure Plan is amended.
3. The preservation of forested land shall be encouraged. Forested land contributes fewer nutrients per unit area than cleared land. The County may wish to provide incentives for landowners to maintain tree cover. This does not mean financial incentives; rather, experience shows that allowing limited subdivision is a very effective way for maintaining tree

cover. Parcels of up to 8 ha (19.8 ac.) may be allowed in accordance with the County's Municipal Development Plan on tree covered land in the Rural Conservation Area, provided that:

- a. the lots adhere to any other policies and regulations in the County's Municipal Development Plan and Land Use Bylaw, and
 - b. a conservation easement is registered on title in order to ensure that the treed area is protected.
4. Agricultural operators will be encouraged to use best practices to limit nutrient inputs into Garner Lake. Agriculture can have a significant impact on water quality and ground water supplies; however, the rights of the existing farming community must be respected. Any desired changes must be achieved through education and incentive, not compulsion.
 5. Transportation, communication, and public utility uses shall be considered discretionary. Such uses shall be developed in such a manner as shall not adversely affect the Garner Lake environment, Garner Lake water quality, or existing development.
 6. Secondary dwelling units may be allowed on a parcel of land in accordance with the regulations of the County's Land Use Bylaw.
 7. Within the Rural Conservation Area, all recreational vehicles will conform to regulations pertaining to recreational vehicles within the County of St. Paul's Land Use Bylaw.

2.3 Residential Conservation Area

The purpose of the Residential Conservation Area designation is to allow for additional multiple lot residential subdivision and development in appropriate locations with appropriate development requirements. Emphasis is placed on ensuring that seasonal and permanent residential development within the Residential Conservation area occurs in a manner which is harmonious with the lake environment.

There are two options for multi-lot country residential subdivision and development in the Residential Conservation Area: conventional style country residential development and cluster style development. Both may be developed in the form of conventional, individual-lot-ownership subdivisions or as bare land condominiums. Both require that a development concept be submitted to and approved by County Council before any multi-lot development or subdivision takes place.

The objective of cluster style development will be to retain 50% of a site's natural features in an undeveloped state. Cluster style development will be designed to retain the land's capacity to provide wildlife habitat, prevent soil erosion, provide recreational open space, contribute to maintaining clean water and air, and preserve the recreational character of the community. While developers will be encouraged to design new subdivision and development using the cluster style pattern, they will not be required to do so.

2.3.1 Objectives

Special objectives have been identified for cluster style development, as follows:

1. To regulate the total amount of residential development that might occur in any specific Residential Conservation Area, and within the Area Structure Plan area as a whole.
2. To encourage the development of residential communities that incorporate sustainable building design principals and offer lifestyle choices.
3. To preserve as much as possible unique and sensitive natural resources such as ground water, floodplains, wetlands, streams, steep slopes, woodlands, wildlife habitat, and significant historical and cultural areas.
4. To reduce the amount of required infrastructure, impermeable surfaces, and utilities.
5. To encourage interaction in the community by having dwellings located fairly close together, locating them closer to roads, providing public gathering places, and encouraging the use of parks/open space as focal

points.

6. To reduce erosion and sedimentation by minimizing land disturbance and removal of vegetation.
7. To promote interconnected and continuous non-motorized greenways, walking trails, bike paths, and similar corridors throughout new development areas.
8. To conserve scenic views and reduce perceived density by maximizing the number of houses with direct views of open spaces.

2.3.2 Policies

The following policies will apply to lands in the Residential Conservation Area:

General

1. Development of more than 8 ha (20 ac.) or 5 separate titles (4 lots and a remainder) in a quarter section shall only be allowed if a Development Concept Plan has first been prepared by the applicant and approved by County Council, and if the lands are designated Residential Conservation in this Area Structure Plan. Previous development on the quarter section shall be included in the calculation of acreage and number of lots. The Development Concept Plan shall assess the proposed development site and shall provide the details of all the development criteria within the development area.
2. The residential density of development in the Residential Conservation Area shall not exceed 50 residential lots per quarter section. However, should a developer wish to use cluster-style development the County shall consider granting a 50 % density bonus.
3. In order to implement a Development Concept Plan, the County may utilize a Direct Control District or other appropriate designation within its Land Use Bylaw.
4. Single family dwellings shall be permitted developments in multi-lot country residential developments. Accessory buildings associated with seasonal and permanent single family dwellings shall also normally be allowed.
5. All recreational vehicles will conform to regulations pertaining to recreational vehicles within the County of St. Paul's Land Use Bylaw.
6. The natural topography and vegetation of the development area shall be conserved wherever possible.

7. Internal road access shall be provided to each residential parcel, though the roads may be private in accordance with the policies of this Residential Conservation Area.
8. The County shall require the developer to build new roads in accordance with County standards to and within all new developments within the Residential Conservation Area.
9. All new developments shall provide and pay for infrastructure and servicing improvements, as well as the extension of service to facilitate the development.
10. The use of motorized vehicles such as but not limited to all terrain vehicles and snowmobiles may be allowed within the Residential Conservation Area only if their use is provided for in an Open Space Management Plan. Motorized vehicles shall not be allowed on Municipal Reserve and Environmental Reserve land.
11. The use of alternative building methods and innovative housing concepts shall be encouraged in order to facilitate the development of more sustainable housing and reduce the amount of land consumed by residential development. Such alternatives might include:
 - a. reduced site disturbance and heat island effects;
 - b. increased water efficiency through such elements as eco-scaping, innovative wastewater technologies and water use reduction;
 - c. the use of renewable energy and "green" power, including small wind energy conversion systems and photovoltaic panels;
 - d. introducing materials and resources that are or can be recycled, thereby reducing construction waste;
 - e. improving indoor air quality through the use of low-emitting materials;
 - f. maximizing passive solar energy by situating residences on an east-west axis; and
 - g. reducing energy consumption by utilizing high value insulation materials.
12. The Development Concept Plan shall include a site analysis, usually in map form with some text describing the features of the map (or maps). Layout of the development should be based on the findings of the site analysis.

The purpose of the site analysis is to ensure that the important site features have been identified and that the proposed Environmental Reserve, Municipal Reserve and other open and protected spaces will meet the requirements of these policies. The site analysis should indicate:

- a. existing and proposed site and property boundaries;
- b. all streams, rivers, lakes, wetlands, and other hydro-geological features (including seasonal water flow and ponding areas) within and adjacent to the site;
- c. topographic contours of no less than 3 m intervals;
- d. all environmentally sensitive areas as identified by provincial and federal government agencies and other non-governmental agencies;
- e. general vegetation characteristics;
- f. soil drainage;
- g. farmland assessment ratios for the site;
- h. existing roads and road structures; and
- i. potential connections of open space, green spaces, and trails.

The Development Concept Plan shall also contain a description of how storm water is to be managed.

13. Transportation, communication, and public utility uses shall be considered discretionary uses.
14. Secondary dwelling units that were not calculated in the density of the Development Concept Plan shall not be allowed in the Residential Conservation Area.
15. The re-subdivision of lots within the Residential Conservation Area shall not be allowed, unless re-subdivision is provided for in the Development Concept Plan.
16. Any Environmental Reserve, Municipal Reserve or open space passageway that provides access to the lake front from the residential area shall be designed to be a minimum of 6 m (20 ft.), unless site conditions require otherwise.

Conventional Development

17. The developable area of a conventional style development is the total gross area, less the area of:
 - a. anticipated rights-of-way for roads and utilities;
 - b. Environmental and Municipal Reserve areas;
 - c. areas which are to be subject to other environmental controls, together with the nature of those controls;
 - d. naturally occurring streams, rivers, lakes, wetlands, and other hydro-geological features (including seasonal water flow and ponding areas) within the site;
 - e. all environmentally sensitive areas as identified by Provincial and Federal government agencies
 - f. land with a 15% slope or greater, unless a geotechnical report has

been conducted to the satisfaction of the development authority.

Cluster Style Development

18. Because 50% of the gross area of a cluster style development is to be comprised of open space, the average residential parcel size would be approximately 0.4 ha (1 ac) or less. The developable area of a cluster style development is the total gross area, less the area of:
- a. primary and secondary conservation areas, that is those areas where it is important to preserve the natural environment (primary areas) and those areas where it is less important but still reasonable to preserve the natural environment (secondary areas);
 - b. anticipated rights-of-way for roads and utilities;
 - c. Environmental and Municipal Reserve areas;
 - d. naturally occurring streams, rivers, lakes, wetlands, and other hydro-geological features (including seasonal water flow and ponding areas) within the site;
 - e. land with significant vegetation features;
 - f. all environmentally sensitive areas as identified.

The developable area may also exclude:

- g. land with a farmland assessment ratio of 55% or greater if the developer wishes to conserve the farmland with a legally binding instrument; and
 - h. land with 15% slopes or greater, unless a geotechnical report has been conducted to the satisfaction of the development authority.
19. Development Concept Plans for cluster style development shall demonstrate adherence to the following conservation design-based guidelines:
- a. At least 50% of the gross development area shall be left as open space, and not divided into individually-owned titled areas. All primary conservation areas within a site must be included within the open space areas, and secondary conservation areas within a site may be included within the open space areas.
 - b. All remaining lands will be considered low priority conservation areas. These areas are not required to be part of the open space areas. If the entire site of a development proposal is identified as low priority conservation area, development should be directed to previously cleared and/or disturbed areas.
 - c. Open space areas may be used for the following purposes:
 - i. conservation of natural, archeological, or historical resources;

- ii. conservation of meadows, woodlands, wetlands, wildlife corridors, habitat, or similar conservation-oriented uses;
 - iii. walking or bicycle trails, provided they are constructed of porous paving and pervious materials;
 - iv. passive recreation, such as open fields;
 - v. active recreation, provided that they are limited to no more than 10% of the total open space area, and provided further that they are not located within primary conservation areas. Active recreation areas may include impervious surfaces. Active recreation areas in excess of this limit must be located outside of the open space areas;
 - vi. agriculture, horticulture, or pasture uses, provided that all applicable best management practices are used to minimize environmental impacts, and such activities are not conducted within primary conservation areas;
 - vii. non-structural storm water management practices and structural storm water management practices that allow for filtered groundwater;
 - viii. easements for drainage, access, and underground utility lines.
- d. The Development Concept Plan shall include an Open Space Management Plan. The open space can be managed in a number of ways, including but not limited to:
- i. municipal ownership (in Municipal and/or Environmental Reserve parcels);
 - ii. as a common unit (or units) within a bare land condominium plan; or
 - iii. as a commonly owned unit.

Any portion of the open space area that is not managed by the municipality shall be protected via a legally enforceable instrument such as a conservation easement. The Open Space Management Plan will clearly indicate who shall be responsible for maintaining and managing the open space areas and how funding for the maintenance and management shall be provided, including any legal instrumentation of such responsibilities and funding. The Plan will also indicate how, if the maintenance and/or management of the open space areas becomes neglected and/or if funding provisions cannot be enforced, the County shall assume responsibility for maintenance and management of the open space areas, and, further, how the costs of such maintenance and management, including administrative costs, interest, and penalties, will be charged back against the landowners within the development.

- e. If the open space is protected by a legally binding instrument such

as a conservation easement, the form of protection and the organization or entity to which the instrument will be registered shall be identified in the Development Concept Plan. The instrument will be registered to one of the following:

- i. A land trust or conservation oriented non-profit organization with the legal authority to accept such easements. The organization shall be bona fide in perpetual existence and the conveyance instruments shall contain an appropriate provision for retransfer to the County in the event that the organization becomes unable to carry out its functions.
 - ii. A government entity with an interest in pursuing goals compatible with the purposes of this policy. If the entity accepting the easement is not the County, then a third right of enforcement favoring the County shall be included in the easement.
- f. Though the form of ownership of the individual residential dwelling units may be the normal fee simple ownership, other forms, such as co-operatives, bare land condominiums, rental accommodation societies, or joint ownerships, to name a few, shall be considered. The form of ownership, and the implications of the form of ownership for the management and maintenance of any services and utilities, shall be identified in the Development Concept Plan.
- g. The form of ownership, and the implications of the form of ownership for the management and maintenance of any services and utilities, shall be identified in the Development Concept Plan. The Development Concept Plan will:
- i. allocate responsibility and guidelines for the maintenance and operation of the open space and any facilities located thereon including provisions for ongoing maintenance and long-term capital improvements. Facilities may include: water treatment facilities, recreation facilities and trail networks;
 - ii. provide a strategy for the enforcement of the Plan.

Any changes to the Development Concept Plan must be approved by the County.

- h. The responsibility for maintaining the open space and any facilities located thereon shall be borne by the owner.

In the event that the party responsible for maintenance of the open space fails to maintain all or any portion in reasonable order and condition, the County may assume the responsibility for maintenance, enter the premises to take corrective action, and charge the costs to the previously responsible party. The County

- may also bill for administrative costs and penalties associated with the maintenance.
- i. The instrument for permanent protection shall include clear restrictions on the use of open space. The restrictions shall include all restrictions included in this policy as well as any further restrictions the applicant chooses to place on the use of the open space.
 - j. If adjacent quarter sections are developed using cluster style subdivision design, the open space component of each development should be designed in such a way as to be contiguous.
20. Though private recreation facilities shall be encouraged within cluster style developments in the Residential Conservation Area in order to provide residential recreational amenity, public recreation facilities, that is, facilities open to the general public, shall be considered discretionary developments and shall only be developed if compatible with the environment and with nearby uses and developments.

Part 3 Land Use Policies

The following land use and development policies shall apply to all lands and developments within the Garner Lake Area Structure Plan area, and shall be used by the County to guide decision-making regarding all land use and development at Garner Lake.

3.1 Development

1. Residential development shall not be allowed on lands having critical development constraints. The following criteria shall be used in determining the suitability of land for residential development:
 - a. Potable of sufficient quantity and quality shall be available to support a proposed development. No development shall occur in areas where reserves of potable water are inadequate, unless adequate water trucking services are available in the region.
 - b. Development shall not be allowed in areas characterized by wetlands, swamps, muskeg, or saturated soils. Development shall also be prohibited in valleys, ravines, or seasonal draws.
 - c. Development shall be prohibited on slopes in excess of 15 percent or on slopes which are subject to slippage or mass movement unless a satisfactory geotechnical assessment is submitted to and approved by the County and thereafter made a condition of the development.
 - d. The County shall require a developer to provide it with a biophysical site assessment and/or other supporting documents if, in the opinion of the development and/or subdivision authority, the proposed development is located in an environmentally sensitive or significant area.
2. Water-tight septic tanks or sewage holding tanks will be required to handle sewage disposal within all new developments in the Recreational Residential Area or Residential Conservation Area, as well as on soils which have extremely fast percolation rates and/or which might result in the possibility of groundwater contamination. The use of a leaching pit or cesspool for kitchen sink waste/ grey water disposal in new developments will not be allowed.
3. The County shall encourage any new multi-lot country residential development to use communal sewage disposal systems as approved by Alberta Environment. Such systems may take the form of communal tanks that use a gravity low-pressure system to move the sewage from

individual properties to communal tanks.

4. The public amenities in the County shall be clearly marked. Adequate lake access and parking facilities shall be provided where appropriate.
5. New agricultural activities which the County believes will have little impact on the Garner Lake environment or lake water quality may be allowed. While the County acknowledges that the Natural Resources Conservation Board approves and regulates confined feeding operations – such as feedlots, hog barns and poultry farms – these uses shall be discouraged within the Garner Lake Area Structure Plan area.

3.2 Environmental Protection

1. Three (3) categories of environmentally sensitive lands have been identified within the Area Structure Plan area. They represent areas of high, medium and low environmental sensitivity. **Map 2** illustrates the three (3) categories. The environmental sensitivity of a parcel of land will be taken into consideration when assessing the acceptability of development proposals for lands within the Area Structure Plan area.
2. The County shall establish a policy for the use of municipally-owned Environmental Reserve and Municipal Reserve lands.
3. The clearing of vegetation on new lots shall be minimized in order to maintain aesthetic and visual buffers from neighbouring properties and to reduce soil erosion and nutrient runoff into Garner Lake. A site plan detailing the protection of treed areas shall accompany any application for a development permit.
4. Alterations to the bed and shore of Garner Lake, including any development or structure (except for removable domestic piers or removable boatlifts), shall be required to obtain authorization from appropriate Provincial agencies.
5. The County may require land owners to bring up to standards those sewage disposal systems which are not up to current standards and replace those sewage disposal systems which are not currently lawful within three (3) years.
6. Land owners shall be encouraged to end those gardening, water handling, and disposal practices which may negatively impact the Lake's environment, and be required to end those practices which are not currently lawful, including the clean up and removal of any pit toilets.
7. The use of herbicides and inorganic fertilizers will be discouraged on residential lots within the Area Structure Plan area.

8. Alberta Sustainable Resource Development guidelines for minimum environmental reserve/easement widths shall be required for all new development within the Area Structure Plan area.
9. The County shall encourage the use of alternative energy such as but not limited to geothermal heating, small wind energy conversion systems and solar photovoltaic power.
10. The location of Municipal and Environmental Reserve lots shall be clearly marked in all new multi-lot country residential subdivisions.
11. The developer of any multi-lot residential development adjacent to the bed and shore of Garner Lake shall be required to provide potential purchasers with a copy of Sustainable Resource Development's booklet "Caring for Shoreline Properties, Living on the Water's Edge".
12. In those cases where private lots would include environmentally sensitive land and/or abut County-owned Environmental Reserve land, the County may require an Environmental Reserve Easement to be registered against a portion of the new lot in order to preserve environmentally sensitive features.

3.3 Services & Infrastructure

1. The County shall ensure that local access roads are developed, surfaced, and maintained to a high standard and in accordance with County policy.
2. If adjacent quarter sections are developed for multi lot residential development, the internal roads of each development should be designed in such a way as to be connected.
3. The County may explore the option of placing recycling bins adjacent to the garbage disposal bins at Garner Lake in order to encourage responsible waste management.
4. In those areas of the Area Structure Plan area where speeding on municipal roads is an issue the County may consider introducing traffic calming devices.

3.4 Recreation

1. In order to ensure safety on Garner Lake, the County may consider posting signage with Transport Canada's Vessel Operating Regulations at the County's boat launches.
2. The County may consider adding new signage and/or replacing existing

Appendix 1 for 7.13: Bylaw No. 1576 - Garner Lake ASP

signage at Garner Lake that would prohibit all motorized vehicle use on Environmental Reserve land.

3. The County shall support Sustainable Resources Development's initiative to post signage restricting motorized vehicles on Crown lands.
4. The County shall endeavour to keep the boat launches on Garner Lake within their municipal boundaries in good repair.

Part 4 Plan Implementation & Administration

4.1 Authority of Plan

1. Pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, as amended, this plan shall be separately adopted by the County of St. Paul and Smoky Lake County. The County of St. Paul shall adopt this plan as the Garner Lake Area Structure Plan – 2011.
2. Subdivision, development, and redevelopment of lands within the planning area shall be in accordance with the provisions of this Area Structure Plan.
3. Council shall encourage the Provincial and Federal governments to have regard for the provisions of this plan in the development and redevelopment of public lands, and in the formulation of Provincial and Federal policies and programs, and in the issuance of any permits within the planning area.

4.2 Land Use Bylaw

1. In order to implement the policies of this Plan, the County's Land Use Bylaw may be amended.

4.3 Plan Review and Amendment

1. The planning process is a dynamic process, subject to inevitable change. It is intended that this Plan will be subject to periodic review, initiated in the following ways:
 - a. a complete or partial review upon amendment;
 - b. a review of this document to be conducted by County Council every five years; or
 - c. a complete or partial review whenever, due to economic, social, technical developments or environmental considerations, the Plan is considered by Council not to meet the long term goals of the County.
2. When considering any amendment proposal to this Plan, the County shall review and consider the Plan goals, development constraints, surrounding land uses, and other pertinent information, shall refer any proposed amendments to concerned provincial agencies for review and comment, and shall consider such comments prior to the adoption of any amendments.
3. Among other matters, in dealing with an amendment to this Area

Structure Plan to change the designation of an area to Residential Conservation Area, Council will consider what it believes will be the impact of the proposed development on Garner Lake, as well as the impact of the development of those lands within the Plan area which may have already been approved for development, but which might not yet have been sold, leased, or developed. The proponent of the amendment shall be responsible for providing the information necessary for Council to make that assessment, and County staff will work with the proponent to provide what information it can to help Council in this consideration.

4. Upon receipt of an application for substantial subdivision and/or development within the Area Structure Plan Area, the County shall circulate the proposal to Smoky Lake County for review and comment. The subdivision and/or development shall not be approved until comments are received from Smoky Lake County.

4.4 Interpretation

1. The examples of preferred uses for each land use area are intended to illustrate the range of activities possible. Specific uses shall be defined in the County's Land Use Bylaw.
2. Land use designation boundaries outlined in this Area Structure Plan may be considered to be approximate except where such boundaries coincide with roads, quarter section lines or clearly recognizable physical features. Minor deviations may be allowed to this Plan, provided that such deviations do not alter the intent of this Plan.
3. The Garner Lake Area Structure Plan will be adopted by the County of St. Paul and Smoky Lake County as separate bylaws. As such, the policies in this document make reference to only one County. Policies which refer to a specific municipality are included in both documents for informational purposes only.

Part 5 Definitions

Definitions and requirements of the County's Municipal Development Plan, Land Use Bylaw and the Municipal Government Act, R.S.A. 2000, as amended, shall be used in the interpretation of this Area Structure Plan in conjunction with the terminology in this section.

1. **"BANK"** separates the bed and shore of a lake from terrestrial land. The location of the bank is not affected by occasional periods of drought or flooding.
2. **"BED"** refers to the land upon which a lake sits at its current water level.
3. **"CONSERVATION EASEMENT"** refers to an agreement between a landowner and a qualifying organization to protect the natural values of land, for a specified time or in perpetuity. Qualifying organizations include the provincial government, a municipality, and non-governmental registered charities formed to hold conservation land interests.
4. **"DEVELOPMENT,"** as per the Municipal Government Act, means:
 - a. an excavation or stockpile and the creation of either of them,
 - b. a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
 - c. a change of land use or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
 - d. a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.
5. **"DWELLING" or "DWELLING UNIT"** means an accommodation providing a domestic kitchen, washrooms and sleeping area and used or intended to be used on a permanent or part-time basis for a household. A dwelling unit does not contain more than one room, which, due to its design, plumbing, equipment, and/or furnishings, may be used as a kitchen.
6. **"LITTORAL ZONE"** refers to the zone below the bank, and includes the portion of a lake and its bed that is relatively well lit by the sun and which supports photosynthetic plants.
7. **"LOW PRIORITY CONSERVATION AREA"** refers to land that is not designated as either a primary or secondary conservation area.
8. **"MAY"** is an operative word meaning a choice is available, with no

particular direction or guidance intended.

9. **"MAY NOT"** is an operative word meaning a choice is not available, signifying that the action is prohibited.
10. **"OPEN SPACE"** refers to areas of land that are not covered by building structures or infrastructure.
11. **"PRIMARY CONSERVATION AREA"** refers to:
 - a. the 1:100 year floodplain,
 - b. buffer zones of at least 30 m width along all perennial and intermittent streams,
 - c. slopes greater than 15%,
 - d. habitat for populations of endangered or threatened species,
 - e. wetlands and recharge areas,
 - f. environmentally sensitive areas, as identified by provincial or federal government agencies, and other outside agencies, and
 - g. archaeological sites, cemeteries, burial grounds, and historical sites.
12. **"PRINCIPAL DWELLING UNIT"** refers to a dwelling unit for which a development permit was issued prior to any other dwelling unit on the property, or a dwelling unit with a larger gross floor area than another dwelling unit located within the same building or on the same property.
13. **"RECREATIONAL VEHICLE"** refers to a vehicle that is either conveyed by its own motor or is pulled by a vehicle with a motor, which contains in its interior a kitchen, washroom, and sleeping area. A recreational vehicle may include but is not limited to travel trailers, motor homes and camper vans.
14. **"RIPARIAN ZONE"** refers to the strip of moisture-loving vegetation growing along the edge of a lake.
15. **"SECONDARY CONSERVATION AREA"** refers to:
 - a. existing healthy, native forests of at least 0.4 ha contiguous area,
 - b. other significant natural features and scenic viewsheds such as water bodies, ridge lines, peaks and rock outcroppings, particularly those that can be seen from public roads or public properties,
 - c. agricultural lands with a farmland assessment ratio of 55% or greater of at least 2.0 ha contiguous area, and
 - d. existing trails that connect to neighbouring areas.
16. **"SECONDARY DWELLING UNIT"** means a dwelling unit in addition to the principal dwelling unit. It includes but is not limited to a dwelling unit located within an owner-occupied single dwelling or within an accessory

structure that is located on a residential parcel, but does not include a recreational vehicle.

17. **"SHALL"** is an operative word which means the action is obligatory.
18. **"SHORE"** is the area below the bank but above the present water level. It is exposed when water levels are low.
19. **"SMALL WIND ENERGY CONVERSION SYSTEM"** means a wind energy conversion system consisting of a wind turbine, tower and associated control or conversion electronics, which has a rated capacity of not more than 300 kW, and whose primary purpose is to provide electrical power for use on-site (either behind-the-meter or off-grid) rather than produce power for resale.

Part 6 Maps

Map1: Future Land Use Concept

Map2: Future Environmentally Sensitive Areas



County of St Paul No 19
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Issue Summary Report

7.14 2011 STRATEGIC PLAN UPDATE - 2ND QUARTER

#20110707009

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Attached is a copy of the 2011 Strategic Plan which has been updated for the 2nd quarter.

Recommendation

Motion to accept the 2nd Quarter of the Strategic Plan as information.

Additional Information

Originated By : skitz

County of St. Paul Strategic Business Plan – 2011

Sustainable Priorities

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

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

Goal 1 – Governance

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

Lead/Actions	Target/Date	Quarterly Report
1.1 Reeve/CAO – Ensure Co. of St. Paul perspective is communicated to North Saskatchewan River Basin Land Use Framework	Unknown at this point	<p>Quarter 1, 2010– Councillor Ockerman’s name has been sent in to the Land Use Secretariat as an interested party to sit on the RAC for the North Saskatchewan River Basin, however no indication has been received regarding the appointment of this RAC.</p> <p>Quarter 1 2011 – Glen Ockerman’s name has been submitted to AAMDC as they are providing recommendations to the province for municipal representation on the RAC.</p>
1.2 Reeve/CAO – Move forward with Regional Water Commission	<p>Jun 30 2010</p> <p>Revised Date-Mar 2011</p>	<p>Quarter 1, 2010 - A Regional Partnership Initiative Grant has been applied for (and approved) that will help fund the services of John Van Doesburg and his work to organize the Regional Water Commission for the County of St. Paul and the Town of Elk Point. Also a grant application has been submitted to Alberta Transportation under the Water for Life Program to fund the Regional Water Line from Ashmont to Lottie Lake as well as the plant upgrade required at Ashmont for this increase in capacity.</p> <p>Quarter 2, 2010 - The Regional Partnership Initiative Grant has been approved and work is commencing on the Commission documents. The June 15, 2010 meeting was cancelled due to the Town of St. Paul being unable to attend. Indications from Alberta Transportation is that no funding will be available in the current fiscal year, however there may be dollars to work on some engineering aspects. Need to reset the Target Date for this item to year-end.</p> <p>Quarter 3, 2010 – The Regional Water Committee is currently working on the Business Plan that will accompany our application to become a Commission. Draft document was discussed by the committee in September. Committee decided to hold a meeting in November for all Councillors from the three municipalities to have an update on the project – scheduled for November 4, 2010.</p>

Appendix 1 for 7.14: 2011 Strategic Plan - 2nd Quarter

		<p>Quarter 1 2011 – The Committee decided to split the St. Paul/Elk Point water line from the Ashmont/Lottie Lake line. The consultants have separated the Business Plans. The Ashmont/Lottie Lake project has been approved by Alberta Transportation with a grant of over 4 Million. The County will now need to coordinate this project and make decisions on future utility costs.</p> <p>Quarter 2, 2011 – We have received Requests for Proposals from engineering firms for the Ashmont Water Treatment Plant upgrade and Water Transmission line to Lottie Lake. The funding has been announced for the St. Paul-Elk Point line. County Council is still deciding if they will participate as part of the Commission – this decision will be made once numbers are determined for connection of rural residents to this line.</p>
1.3 Reeve/Sheila – Develop a vision statement	<p>Jun 2010 Revised date -1st quarter 2011</p>	<p>Quarter 2 2010 - No work to date has been done regarding this item – need to amend target date to September 2010</p> <p>Quarter 3 2010– No work to date has been done regarding this item – need to amend target date to December 2010</p> <p>Quarter 1 2011 – No statement has been brought forward to Council for consideration yet. Expect this will be done in the 2nd quarter of 2011.</p>
1.4 Council/Sheila – Work together with the Town of St. Paul and the doctors at Medical Clinic to determine course of action/funding for new Medical Clinic and budget for municipal contribution	<p>March 2010 Revised Date – June 2011</p>	<p>Quarter 1 2010- The Medical Clinic Committee has worked to form the Community Health Care Development Corporation – including Elected Officials, Doctors, and Members at Large. This group has been reviewing proposals from developers for the construction of a new Professional Health Centre.</p> <p>Quarter 2 2010– a site for the new medical clinic has been chosen, the committee is working on the funding for the building.</p> <p>Quarter 3 2010– no new information or progress made in this quarter. Still waiting to hear from the Province regarding potential funding.</p> <p>-meeting scheduled for December 21, 2010 with Infrastructure.</p> <p>Quarter 1, 2011 – The Province of Alberta has provided support for the project of 2.5 Million. The committee is still working to get funding from the Federal Government for this project.</p>

Appendix 1 for 7.14: 2011 Strategic Plan - 2nd Quarter

1.5 Council/Sheila – Portage College Residence – consider support for and provide budget dollars	March 2010 2011 Budget-\$50,000 MSI Capital	Quarter 1 2010- Council has resolved to support Portage College Residence Project for a total of \$250,000 - \$50,000/year for 5 years commencing 2010. This amount is included in 2010 budget. Quarter 2 2010- Invoice has been received and payment to be made for the 2010 portion of the support. – Construction of the Residence has commenced. COMPLETE for 2010 Quarter 1, 2011 – unfortunately the Portage College Residence has burned down during construction. Council has allocated the required contribution of \$50,000 in the 2011 budget
1.6 Council – adopt Council policies regarding Role of Council, Role of Council Members, Council Committees, Policy Making, Delegation of Authority	Feb 2011 Revise to Quarter 2	Quarter 1, 2011 – a Policy Committee meeting has been scheduled in April to discuss these policies.
1.7 Council/Administration – draft policies on: - Road Building - Dust Controls - Gravel Sales - Mulching policy - Approaches - upgrades - Signs/Pathways/Approaches in Subdivisions - Blocked Roadways	Mar 2011 Revise to Quarter 2	Quarter 1, 2011 – a Policy Committee meeting has been scheduled in April to discuss these policies. Quarter 2, 2011 – Council will be discussing Public Works policies at a Special Council Meeting July 8, 2011.
1.8 Council/Sheila – draft new bylaws: - Environmental Bylaw - with bylaw enforcement??? - Speed limits through subdivisions - amendment to Tax Penalty Bylaw - -	Mar 2011	Quarter 1, 2011 – Council did not approve amendment to the Tax Penalty Bylaw. Not other bylaws have been presented to Council at this time.

Appendix 1 for 7.14: 2011 Strategic Plan - 2nd Quarter

<p>1.9 Council/Sheila – Increase Citizen Engagement through---satisfaction survey, participation in strategic planning (facilitated workshop), annual report</p> <ul style="list-style-type: none"> • Web Page Survey – monthly questions?? • Survey with Tax Notice • 2012 Strategic Planning • Annual Report 	<p>Each month</p> <p>May 2011 Fall 2011 April 2011</p>	<p>Quarter 2, 2011 – Administration has developed a questionnaire that is available on the County website as well as distributed with the 2011 Tax Notices. A compilation of this survey will be provided to Council and the Management team following the tax collection deadline. In addition, 2 council members and 2 administration staff met with residents of Ashmont to hear their concerns – June 23, 2011.</p>
<p>1.10 Council – ensure council members have the opportunity to take part in municipal education, training or development - EOEP</p>	<p>Ongoing</p>	<p>Quarter 1, 2011 – courses attended:</p> <ul style="list-style-type: none"> • Emerging Trends – All Council • ASB Provincial Conference – All Council • Northern Lights Library System Board Orientation – D. Dach, M. Fodness • Trails of 1885 Input conference – D. Dach • AAMDC Spring Convention – All Council (except G. Ockerman) • Growing Rural Tourism Conference – D. Dach • Reynolds Mirth Richards Farmer Law Seminar – All Council (except G. Ockerman) • Model Process for Subdivision Approval & Private Sewage Training – D. Dach, M. Fodness • EOEP, Regional Partnerships & Collaboration – D. Dach • Federation of Canadian Municipalities Conference – D. Dach, S. Upham <p>Quarter 2, 2011</p> <ul style="list-style-type: none"> • Municipal Health & Safety Auditor Course – S. Jeffrey • Economic Developers Alberta Annual Conference & AGM – Dach • Alberta Operations Practices Act Focus Group – Martin • RUSA Executive Meetings – Bepalko • Alberta Recreation Facility Personnel – Warholik,

		<p>Weinmeier</p> <ul style="list-style-type: none"> • North Saskatchewan Watershed Alliance Regional Forum – Dach, Martin, Bergheim, Fedoretz • Employment Standards Code Seminar – deMoissac, Mahdiuk • Economic Developers Alberta course for Elected Officials – All Council Members • Cold Lake Oil Sands Area (CRISP) Community Advisory Group – Upham • EOEP Land Use Development Approval – All Council Members • Alberta: P3 Introductory Workshop – Kitz, Mahdiuk • Alberta Emergency Alert Training Sessions – Bergheim, Mahdiuk • 1 Day - Alberta Fire Chief's Association & Trade Show – Bepalko, Duperron • Alberta Emergency Alert Training Sessions – Bergheim, Mahdiuk
1.11 Council/Admin – ensure that council and the Management team have the opportunity to have a planning retreat that is not open to the public (following public consultation – item 1.9) to set strategic direction for the upcoming year.	Nov/Dec 2011	

Goal 2 – Administration

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

Actions/Lead	Target/Date	Quarterly Report
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Appendix 1 for 7.14: 2011 Strategic Plan - 2nd Quarter

2.1 Sheila/Phyllis – Review bylaws ensure that in-force bylaws are put on website and organized in electronic directory	Sept 2011	Quarter 2, 2011 – Current bylaws have been added to website. Will be working on organizing them.
2.2 Tim/Phyllis – Implement alternative software that is better streamlined with existing software for creation of Council agendas, minutes, tracks action items, good calendar and can serve more groups – Call to Order software by Bellamy Software	2010 estimate \$14,000 Received revised quote for the program of \$19,000 + \$4,000 annual maintenance. Jan 2011	Quarter 1 2010 – Waiting to meet with Bellamy. Quarter 2 2010 – Still waiting for coordination between Phyllis and Bellamy to view program Quarter 3 2010 – No progress made. Tim has been in touch with the Regional School Board who also has interest in this program to have a joint information session with Bellamy – he is also going to discuss with the Town of St. Paul who is now running the Bellamy Program. <i>Nov 24 – Defer to 1st quarter of 2011</i> Quarter 1 2011 – the Call to Order software has been purchased and implemented by Administration staff. Council is being trained in its use. There are currently connection issues for the software from home that are being rectified by the IT vendor. Quarter 2, 2011 – Software is working and home connection issues have been worked out. Council will be trained on accessing agenda package online.
2.3 Sheila - Research avenues to assist with increasing by-law enforcement, especially around lakes See – bylaws under governance???		Quarter 2, 2011 – Council met with the RCMP who has indicated that they will increase their patrolling of lake subdivisions.
2.4 Building upgrades: Tim -Admin Bldg – Replace exterior doors, replace lighting in lower level – to T8's, staff office chairs, Council chairs Leo/Ken -Public Works Bldg – Security System to encompass access to property and within building, replace lights in service bays, replace XX number of overhead doors and come up with a	Annual Budget \$150,000 for building maintenance Commence May 2011 following budget	Quarter 1 2011 – Building upgrades have been identified in the 2011 budget Quarter 2, 2011 – Council approved the replacement of the exterior door for the Administration Building – they have been ordered and will be replaced before winter. Lighting in the Admin building has been replaced in the lower lever with T8 lighting. Some of the staff office chairs have been updated. ATCO EngerySense has been contracted to do an audit of the Public Works Shop to provide the County with a report as to what changes we should make to reduce our energy costs and bring the shop up to date. The entrance gate to the shop has been ordered.

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

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		<ul style="list-style-type: none"> • Jubilee Insurance – T. Mahdiuk • Model Process for Subdivision Approval & Private Sewage Training – C. St. Arnault • Alberta Water Wastewater Operator Seminar – D. Weinmeier • Alberta Assessors Assoc. Annual Conference – G. Zayac, M. Yacyshyn • Community Planning Assoc of AB – D. Bergheim, K. Fedoretz, C. St. Arnault
2.8 Sheila/Managers – establish standards for delivery of service – ie snow removal, gravelling, utilities, rural addressing signs etc	Jun 2011	
2.9 Sheila – maintain a working relationship with the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay CAO's and other staff - CAO Meetings	Quarterly	Quarter 2, 2011 – Met with Administrations of all municipalities to discuss the opportunity of a Regional GIS. Will be meeting at the end of June to continue these discussions as well as explore the idea of a Regional Emergency Management Plan.
2.10 Sheila/Managers/Staff – explore the opportunities to participate in the Municipal Affairs Internship program for either Administration or Planning	Summer 2011	
2.11 Sheila/Admin Staff – develop procedure manual for Administrative Procedures. Tim – Payroll Phyllis – Cash Receipts Darlene – AP Darlene – Gravel Darlene – Tangible Capital Assets Crystal – Utilities Crystal – Development processes Betty – AR	Sept 2011	

Linda/Carolyn – Taxes Paulette – Website Paulette – FOIP Requests Paulette – Records Retention Tammy/Jan – FCSS processes		
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Goal 3 – Assessment

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

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

Goal 4 – Economic Development

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

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

Goal 5 – Fire/Disaster Services

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

Actions/Lead	Target/Date	Quarterly Report
5.1 Dennis/Bryan – Develop a plan for emergency generators CIP/CFEP applications for generator/wiring of buildings through Ashmont Fire Department	County Cost \$30-40,000	Quarter 1 2010 – Not done yet. Quarter 2 2010 – Talked to SPERD about wiring schools in Ashmont and Mallaig. Ok to do so. Will look at a need for 1 or 2 generators. Quarter 3 2010 – No new development – Review in the 4 th quarter. <i>Defer to 2011 strategic plan</i> Quarter 2 2011 - No new development- to date
5.2 Terry – Budget for purchase new Rescue Truck for St. Paul. Total cost = \$330,000 Split Town/County/JEPP/CIP Grant/Lakeland Safety Service	\$75,000-\$100,000 County portion Defer MSI grant to 2011 as County pmt will not be required till 2011	Quarter 1 2010 – Council has resolved to support the Rescue Truck for St. Paul in the amount of \$75,000 to be funded from MSI Capital. Quarter 2 2010 - Funds in place at end of quarter = County \$75,000 Town \$75,000 – CIP Lakeland Safety \$75,000 – JEPP \$40,000 – Lakeland Safety \$18,000. Spec. has been sent out to 4 possible builders for RFP. Closing July 6 th . (Extension may be granted to

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		<p>July 16th)</p> <p>Quarter 3 2010– Council has approved additional expenditure for the Rescue Truck based on the quotes received and the shortfall that will be shared by the Town of St. Paul and the County. Additional expenditure approved is \$16,000 – total County contribution will equal \$91,000.</p> <p><i>-truck has been ordered, however will not have any expenses in 2010 – will defer payments to 2011 – budget MSI monies to be set up as deferred revenue.</i></p> <p>Quarter 2, 2011 – the new Rescue Truck has been received. <i>March-2011-Truck has arrived and is in service. App.for JEPP funds has been send. Town will invoice the County once all Grant funding is final. TS</i></p> <p>Complete</p>
<p>5.3 Terry - Develop a plan for firefighting water supply</p> <p>Consideration for Tank Loading facilities – to be coordinated with ASB requirements.</p>	<p>3rd quarter 2010</p> <p>Defer to 2011</p>	<p><i>Terry has been working on this project, but does not have complete – he has identified issues for tank filling in some areas that the County may need to address in 2011 budget.</i></p> <p>Quarter 1, 2011 – additional water storage that would increase water supply for firefighting is included in the Ashmont/Lottie Lake Business Plan in future years. Tank Loading facilities are being explored, but not included in the 2011 budget.</p>
<p>5.4 Sheila - Make GIS system available for emergency services as soon as rural addressing program is finished</p> <p>(delayed this to 2011 due to decision to change 911 Dispatch – transition to take place January 15, 2011 – should be able to provide to emergency services in January)</p>	<p>Feb 2010</p> <p>Revised Date Jan 2011</p>	<p>Quarter 1 2010- Rural addressing program is still incomplete at this time. Awaiting some final signs to be delivered and installed. Expect completion of sign installation in Quarter 2 – will access to emergency services once the 911 update has been completed.</p> <p>Quarter 2 2010- Rural addressing numbers have been incorporated into the GIS system. Numbers should be uploaded to the 911 system by the end of July 2010. Final signs are being installed.</p> <p>Quarter 3 2010– Final signs have been ordered and will be installed by mid-October – this includes halls, cemeteries, and churches as per Council resolution. County staff has been working to assist Telus with matching Rural Addresses to land phone lines. This will be sent to Telus by October 8, 2010. Telus will require 2 weeks to format in their system. 911/Address</p>

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

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		<p>action by County will meet the new requirements.</p> <p>Quarter 3 2010– no action on this item – currently AEMA does not have a district officer for this region, making it difficult to coordinate the different stakeholders. Defer to 2011 Strategic Plan.</p> <p>Quarter 2, 2011 – met with the new Field Officer for AEMA – Ian Fox to discuss the benefits of a Regional Emergency Management Agency. Have scheduled a meeting with the Towns and SV to explore the idea before bringing to Councils</p>
<p>5.7 Dennis/Terry – Develop a capital plan for fire services</p> <p>New Fire Hall – Ashmont</p> <p>New Fire Hall – Mallaig</p> <p>Rescue Boat – Ashmont??</p> <p>Breathing Compressor – St. Paul – fund 50%</p>	<p>Expected budget required</p> <p>\$700,000</p> <p>\$700,000</p> <p>Commence plans in 2011 to evaluate site and study infrastructure</p> <p>2011 budget \$30,000</p> <p>\$7,500 – 2011??</p> <p>\$9,000 (cost \$18,000)</p>	<p>Quarter 1 2011 – have had several preliminary meetings to tour existing fire halls at Ashmont and Mallaig and to determine needs/desires of volunteer fire fighters. Have toured the Glendon Fire Hall as an example of a small rural fire hall. Will be setting up tours at New Sarepta and Thorsby to see their fire halls. Have set aside capital dollars in the 2011 budget that will assist in acquiring land, and planning of new buildings.</p> <p>Quarter 2, 2011 – Council agreed on a purchase price for land at Mallaig for the location of a new fire hall.</p> <p>Dennis in process of Land deal for Mallaig location. Ashmont and Mallaig Fire departments feel that a hall similar to Glendon's work well. TS</p> <p>Presently negotiating with landowner from Mallaig to purchase property. Nothing to report in regards to Ashmont - DB</p>
5.9 Sheila/Dennis – Review and update Fire Services Agreement with Town of St. Paul	Mar 2011	Complete
5.10 Dennis/Terry/Bryan – Mock Disaster – test of Emergency Response Plan	Oct 2011	Quarter 2 2011 - Nothing to report presently
5.11 Alberta Emergency Management Agency – Council orientation regarding Emergency Management	Jan/Feb 2011	Complete
5.12 Sheila/Dennis/Terry – Negotiate Fire Services Agreement with	Mar 2011	Quarter 1, 2011 – no action taken on this item yet.

Summer Village of Horseshoe Bay – change from current Mutual Aide Agreement		
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Goal 6 – Public Works/Transportation

Goal 6: Services provided by Public Works minimize negative impact on agricultural land and, in a safe and cost-effective manner, enhance quality of life for residents.		
Actions/Lead	Target/Date	Quarterly Report
<p>6.1 Sheila – Review Blackberry phones – coverage area</p> <p>Bluetooth for all staff required to carry cell phone – due to new Provincial Legislation.</p>	<p>Jan 2011</p> <p>Jun 2011</p>	<p>Quarter 1 2010 – No action taken on this item – defer to 2nd Quarter</p> <p>Quarter 2 2010– List of staff who currently have county mike cell phone/email has been made. Sheila to negotiate with Telus on switch to Blackberry – quarter 3.</p> <p>Quarter 3 2010– Switch to blackberry phones have been made. COMPLETE</p> <p>Quarter 1 2011 – have identified that blackberry phones have issues with coverage area. May be eligible for an update later in the summer.</p> <p>Quarter 2, 2011 – have negotiated a new contract with Telus for cell phones. Will be able to change out the Blackberry's purchased in 2010 with hspa devices – which will increase cell coverage. This will take place in July.</p>
6.3 Bryan – Update safety program with items identified in 2010 Safety Audit	Mar 2011	
<p>6.4 Sheila GIS system – updated Ortho Photos – (2/3 of price due to other municipalities in area doing photos as well)</p> <p>GIS Support, AIMS install (Agricultural Infestation Management System), ePad integration, Cadastral</p>	<p>Oct 2011 \$50,000</p> <p>Budget \$100,000</p>	<p>Quarter 1 2011 – have included these items in the 2011 budget.</p> <p>Quarter 2, 2011 – have signed an agreement with Tarin Resources to commence flying for the production of Ortho photos in the summer of 2011.</p>

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updates (increase to monthly as quarterly not timely enough for Planning and Development and Taxation staff), start of AVL, Annual Maintenance		
6.5 Bryan – Identify needs and develop a plan to install defibrillators throughout the County – defibrillators for Administration and Public Works Buildings.	April 2011	Quarter 1 2011 – have included 2 defibrillators in 2011 budget for Admin and PW Buildings
Staff Orientation on defibrillator use	January 2011	

Strategy 6.5 – Road system is maintained and upgraded on a regular basis to ensure safety and good quality roads		
Actions/Lead	Target/Date	Quarterly Report
6.5a Leo - Construction schedule 2011 - 2013 (attached)		
6.5b Leo - Gravel schedule 2011(attached)		
6.5c Leo - Road oiling schedule 2011 - 2013 (attached)		
6.5d Leo - Bridge file schedule 2011 - 2013 (attached)		
Strategy 6.6 - Public works equipment is maintained and upgraded on a regular basis		
Actions/Lead	Target/Date	Quarterly Report
6.6a Leo - Develop a capital replacement plan for public works equipment (attached)	Jan 2011	

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6.6b Leo - Equipment replacement schedule 2011-13 (attached)		
6.6c Leo - Capital equipment schedule 2011 (attached)		
6.6d Leo/Ken – Plan/Installation of Welcome signs – may need to allocate easement \$\$ where highway ROW is too narrow for Alberta Transportation to approve	Oct 2011 Budget \$5,000???	

Goal 7 - Utilities

Goal 7: Utility systems are maintained and upgraded on a regular basis to ensure effective and efficient delivery of services		
Actions/Lead for 200	Target/Date	Quarterly Report
7.1 Danny - Resolve water meter reading issues – 50% issues remaining	Dec 2011	
7.2 Sheila/Bryan - Upgrade Lottie Lake or Ashmont water plants - or construct water line from Ashmont to Lottie Lake	Oct 2011	<p>Quarter 1 2010- Grant has been applied for from Alberta Transportation – no information received at this time.</p> <p>Quarter 2 2010- Same information as last quarter.</p> <p>Quarter 3 2010- Still waiting for response from Alberta Transportation on Water for Life grant application for Regional line from Ashmont to Lottie Lake.</p> <p><i>Project has been accepted and waiting for funding.</i></p> <p>Quarter 1 2011 – project has been accepted working with consultant to plan project implementation.</p> <p>Quarter 2, 2011 – have received proposals from Engineering firms for this project – will be awarding the Engineering at the July Council meeting.</p>
7.3 Bryan/Danny – Research and develop a capital replacement plan for water distribution lines – Have engineering firm do an evaluation of the water/sewer lines in Ashmont and Lottie Lake – in order to provide a	\$70-75,000	<p>Quarter 1 2011 – deferred to 2012 in Ashmont/Lottie Lake Business Plan.</p> <p>Quarter 2, 2011 – working on an Asset Management Infrastructure Plan with Urban Systems to review all County infrastructure to provide a capital replacement for 20 years.</p>

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replacement plan		
7.4 Sheila – Develop a plan for Bayview Beach water distribution system	Sep 2011	<p>Quarter 2 2010– A preliminary quote was obtained from Associated Engineering regarding the cost of putting in water distribution line into the Bayview Beach subdivision. The Reeve, Councillor Sloan, S. Kitz, and B. Bespalko attended a public meeting at the subdivision at the end of June to provide lot owners with the projected costs on a per lot basis or frontage basis if the project were to proceed and funded by a Local Improvement Tax. No further action will be done unless there is contact from the lot owners indicating they are interested in proceeding based on the information provided.</p> <p>Quarter 3 2010– Scope of project has changed to look at a water distribution line in a phased in approach. Phase one will look at provision of water service to 54 lots. Estimated costs have been reviewed by the Water Committee and the community leaders are reviewing options with the residents in the area.</p> <p><i>Community leaders are exploring other options for water line installation.</i></p> <p>Quarter 1, 2011 – no further development at this time.</p>
7.5 Mallaig Raw Water Line installation – complete with new pumps for well Application under Water/Wastewater Program	Budget \$250,000 (75% covered by AT) Spring 2011	<p>Quarter 1 2011 – budget includes this water line. Administration has been in contact with AT to update them on the scope of the project in order for project to be approved under Water/Wastewater Program 2011/12 Fiscal year.</p> <p>Quarter 2, 2011 – Project is in progress expect it to be completed in July 2011.</p>
7.6 Backup pump/generator combo for water plants	Getting budget numbers	
7.7 Fire Hydrant upgrade for Mallaig for fire tanker water fill	Budget \$1,000 - 2011	
7.8 Mallaig Sewer Lift station upgrade	Budget \$65-70,000	Quarter 1 2011 – included in 2011 budget.

Goal 8 – Waste Management

Goal 8: Waste management enhances and encourages “best practices” in waste disposal		
Actions/Lead for 200	Target/Date	Quarterly Report
8.1 Dennis/Sheila – Recycling Program at St. Paul Transfer Station – meeting on Dec 13	Total expense \$115,000 – County share 13% \$14,950 Jan 2011	Quarter 1 2011 – Recycling Agreement has been developed between the Town and County, however there are still a couple of items that need resolving. Will be brought back to the May 2011 Council meeting for approval. Quarter 2, 2011 – Recycling Agreement with the Town has been approved. The Transfer Station Committee is monitoring the progress with this program.- SK Completed and to be reviewed at end of 4 th quarter - DB
8.2 Dennis – Construct containment areas for 2 community bins – in 2011 and 3 community bins in 2012	Oct 2011 \$30,000?	Quarter 2, 2011 – the Planning and Development Department is working on obtaining a variance of the restrictions for development around the containment areas. No further containment will be constructed until this is received. - SK Attempting to have them completed by 3 rd quarter - DB

Goal 9 – FCSS

Goal 9: FCSS services conserve and enhance the rural lifestyle of residents.		
Actions/Lead	Target/Date	Quarterly Report
9.1 Tammy - complete social services portion of Emergency Preparedness Plan		Quarter 1 2010 - An attempt was made to meet with the current contact, North East Alberta District Field Officer, Bill Boswick. He is currently away and possibly will not be returning to work. We are currently waiting to get direction from this department as to who will be able to provide us with information that is relevant to our area so that the County of St. Paul FCSS department can proceed to get a clearer understanding of the responsibilities in regards to Disaster Social Services.

		<p>Quarter 2 2010– Have completed a DSS - 72 hour are you prepared pamphlet and enclosed this with the 2010 tax notices as well as the County website.</p> <p>Quarter 3 2010- DSS, The North East District Field Officer position has not yet being filled as of yet due to the Provincial hiring freeze. However, the recruiting process is in process, the position will be an open completion in the near future.</p> <p>Quarter 2, 2011 – the FCSS staff have been busy making changes to the Emergency Management binder. Janice helped with the Reception Centre at Athabasca during the Slave Lake incident – so wants to ensure that our plan reflects the lessons learned from that experience. SK – Janice has met with the new field officer in Ian Fox and Disaster Plan is being developed. - JF</p>
<p>9.2 Tammy – FCSS Events</p> <p>Farm Safety Camp</p> <p>Christmas Gala</p>	Dec 2011	<p>Quarter 2, 2011 – New programs are being implemented in the County of St. Paul hamlets based on individual community needs to this point, no one has requested the Farm Safety Camp if they do, this request will be explored.- JF</p> <p>Christmas Gala – Janice is meeting with community members June 27, 2011 to explore partnership for this event.- JF</p>
9.4 Sheila/Council – explore joint FCSS program with urban neighbours through application of Regional Collaboration grant??	Jun 2011	<p>Quarter 2, 2011 – will put this on hold as new staff in the department are building relationships with surrounding FCSS departments – that will not see this required.</p>

Goal 10 – Agriculture

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

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Actions/Lead	Target/Date	Quarterly Report
10.1 Jeremy/Dennis - Continue to support portion of ASB 5 year plan focused on agriculture viability (\$150,000+ grant per year)	Entering year 4 of 5	Quarter 1 2010 – Money was applied for and accepted. Quarter 2 2010 – Funding received. COMPLETE
10.2 Jeremy/Dennis – AESA Programming – refer residents to Provincial Extension person. Continue to support AESA environmental type programs – ie Grazing workshops, water well workshops		On going
10.3 Jeremy/Dennis - Continue to support agricultural research and development through LARA	\$40,000	
10.4 Jeremy/Dennis - Continue to support good stewardship of the land through ASB budget devoted to services		On going
10.5 Jeremy/Dennis - Continue to work with the Seed Cleaning Plant to support the services and value added opportunities available to the residents of the County of St. Paul	Ongoing	On going
10.6 Jeremy – Ensure population of ASB spraying/mowing/mulching data as it is done	Oct 2011	
10.7 Jeremy – Explore options for urban weed control with the Town of St. Paul and the Town of Elk Point – shared position – negotiate agreement with the Towns	Spring 2011	
10.8 Capital Equipment List – 2011 – 2013 attached		

Goal 11 – Planning & Development

Goal 11: Development is environmentally sound and sensitive		
Actions/Lead	Target/Date	Quarterly Report
<p>11.2 Sheila - Update IDP with Town of St. Paul –</p> <p>Joint Public Hearing with Town of St. Paul</p> <p>2nd & 3rd readings of Bylaw</p>	<p>Begin Jan 2010</p> <p>Jan 2011</p> <p>March 2011</p>	<p>Quarter 1 2010 – Meetings regarding IDP amendment have taken place.</p> <p>Quarter 2 2010- Proposed changes to the IDP have been sent to the Town of St. Paul and the Planner for consideration in the amendments.</p> <p>Quarter 3 2010– An information and public consultation meeting was held regarding the IDP September 7, 2010. The IDP Committee reviewed the concerns and information brought out at this meeting and have agreed on some changes to the document. Should be able to give 1st reading to an amended IDP document at the Oct Council Meeting.</p> <p>Waiting to hear back from Focus – if document is what was agreed to will bring to Dec 14 Council meeting for 1st reading.</p> <p>Quarter 1 2011 – Public meeting was held in January and IDP passed 2nd and 3rd readings.</p> <p>COMPLETE</p>
<p>11.3 Krystle/Crystal – Implement ePad GIS software</p>	<p>1st quarter 2011</p>	<p>Quarter 1 2010 - Development software has been identified in the budget.</p> <p>Quarter 2 2010- no action taken – waiting for the commencement of new staff prior to purchase and training. Defer to 3rd quarter.</p> <p>Quarter 3 2010– Planning and Development Staff will be attending a session regarding the ePad software at the end of September. Expect implementation of the program prior to December 31, 2010. Program will be installed prior to yearend – training to take place in 2011.</p> <p>Quarter 1 2011 - Installed and being utilized.</p> <p>Complete</p>
<p>11.7 Dennis/Krystle/PW - Establish Engineering Servicing Standards for</p>	<p>\$50,000 – Jun 2011</p>	

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municipality		
Dennis/Krystle – Complete update of Land Use Bylaw and Municipal Development Plan	\$25,000 – Commence 2011	Quarter 1 2011 – RFP completed
Krystle – Geomedia License and training – will assist her in processing subdivision application and reduce costs for residents	\$15,000 (use 2010 \$9,000 carryover to help fund this) (this is included in GIS budget above.	Quarter 2 2011 – have received the license – training to take place in 3 rd quarter.
Sheila/Dennis/Krystle – Commence IDP discussions with Town of Elk Point	Jan 2011	Quarter 1 2011 – application was made under the Regional Collaboration Grant to assist with this project. The project was estimated at \$61,900. We were successful in getting \$35,600 funding from Municipal Affairs for the project. Will be sending out RFP for consultant to work on IDP in April 2011. Quarter 2 2011 – RFP's for planners have been sent out and IDP Committee members have been chosen – the Committee will review the RFP at the end of June. RFP completed and committee established.= KF

Strategy 11.8 – Develop Area Structure Plans for all lakes to ensure they are protected		
Actions/Lead	Target/Date	Quarterly Report
11.8a Sheila - Complete ASP for Lac Sante	March 2010-Lac Sante	Quarter 1 2010 – Public Hearing for Lac Sante ASP was held. Quarter 2 2010 – Council is weighing the options for allowing further development. No decision made yet for Lac Sante. Garner Lake meetings held in June and scheduled for July. Anticipate that Public Meeting will be held in August 2010 at Garner Lake. Quarter 3 2010 – Lac Sante ASP has received 3 rd Reading. The Garner Lake ASP meeting was cancelled and has not yet been re-scheduled. <i>Garner Lake meeting scheduled for December 9, 2010.</i>
Garner Lake ASP Public Hearing Approval	Spring 2011 Summer 2011	
Commence ASP on other lake – maybe Floating Stone or Lower Therien (Crestview)?? (would like to defer to later in term as we would like to focus on LUB/MDP in 2011)	2012 or 2013	

Goal 12 - Recreation

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

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

Goal 13 – Library

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

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



County of St Paul No 19
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Issue Summary Report

7.15 MUNICIPAL INTERNSHIP PROGRAM

#20110706008

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Municipal Affairs has recently announced invitations for municipalities to participate in the 2012 Municipal Internship Program. There are two streams - Administrative and Land Use Planning. The Administrative stream is a one year internship which attracts a grant of \$43,000. The Land Use Planners stream is a two year internship with \$43,000 in year one and \$19,000 in year two. Please see attached letter from Municipal Affairs for more details regarding the program. It is my opinion that the County of St. Paul is at the point that we could effectively provide mentors for individuals interested in pursuing careers in municipal government - in either stream. Estimated County contribution towards either stream in year one would be \$25,000. The grant received from Municipal Affairs is meant to cover a portion of salary for the Intern as well as attendance at conferences during the year.

Recommendation

That the County make application under the Regional Collaboration Grant Program for participation in the Municipal Internship program.

Additional Information

Originated By : skitz

July 4, 2011

Dear CAO:

The Municipal Internship Program is being offered for an eleventh year, starting in May 2012. To date, more than 155 interns have participated in or are currently part of this program that brings highly educated, enthusiastic individuals interested in pursuing a career in municipal government into the field and provides these recent graduates first-hand experience and knowledge. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's municipal sector.

You are invited to be a part of the program by applying to be one of the 20 hosts who will be selected for the May 2012 program. Host organizations receive a grant to assist with costs and are supported in their efforts to train and mentor their interns by a team of ministry staff.

The objective of the Municipal Internship Program is to work with Alberta municipalities and planning service agencies to help address succession issues. To respond to these issues, the program offers two streams:

Municipal Internship Program for Administrators

- Twelve municipalities or municipal partnerships will be selected to host an intern for a 12-month period.
- **Municipalities must have a population between 700 and 100,000.**
- Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement.
- The CAO/senior manager must agree to serve as the intern supervisor for the duration of the program.
- Hosts will provide experience in all major functional areas of the municipality.
- This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
- Hosts receive a grant of \$43,000 to help cover the costs of hosting an intern.

Municipal Internship Program for Land Use Planners

- Eight municipalities, municipal partnerships or intermunicipal planning service agencies will be selected to host an intern for a 24-month period.
- **Municipalities must have a planning department that undertakes in-house the full range of planning services and must serve a population between 5,000 and 100,000.**
- Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
- The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional planning experience.
- This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
- Hosts receive a grant of \$62,000 over two years to help cover the costs of hosting an intern (\$43,000 in the first year, \$19,000 in the second year).

/2

Municipal Partnerships

If your municipality feels that it may not have the capacity to host an intern on its own, we encourage you to consider partnering with another municipality or planning service agency. Municipal partnerships enable interns to gain a broader understanding of municipal administration and/or planning, and help develop a wider variety of skills.

For the Administrator Program, partnerships are particularly important if your municipality does not have a specific department or function, such as planning or human resources. In this case, your intern could spend time in another municipality that has these departments. For the Land Use Planner Program, partnerships may allow municipalities that receive their planning services from an intermunicipal planning service agency, the opportunity to partner with that agency to provide an intern with direct municipal planning experiences.

You may formally or informally partner to host an intern as long as one of the organizations meets the eligibility requirements and is designated as the managing partner for the initiative. The managing partner is required to submit the municipal grant application on behalf of the partnering organizations. The application should clearly outline what role each of the municipalities or planning service agency would play in hosting an intern. For more information on municipal partnerships and eligibility requirements, refer to the program website or contact ministry staff.

To Apply

The Municipal Internship Program is part of the Regional Collaboration Program; a program recently created through the Grants Reengineering process to streamline applying for provincial grant funding. The Municipal Internship Program itself has not changed and funding levels have been maintained. Details about the Municipal Internship Program, the eligibility requirements and the application information can be obtained through the Municipal Grants Web Portal later in July. Check the Internship Program website www.municipalaffairs.alberta.ca/ms/internship for the specific date. Once the Web Portal is updated with the Program Guidelines and Application Form for 2012, the instructions to apply for the 2012/13 Administrator program and 2012-14 Land Use Planner program are:

1. Go to the Municipal Grants Web Portal
www.municipalaffairs.alberta.ca/municipalgrants.cfm.
2. On the left side of the page, select "Programs Supporting the Viability and Long-Term Sustainability of Municipalities."
3. Scroll down the page and select #5 – Regional Collaboration Program.
4. Find Documents on the right hand side and refer to the ***Application Guidelines*** and ***Application Form 1***.
5. You can link to the Municipal Internship Program website by selecting "Visit Program Website" and then choosing the Municipal Internship Program or you can go to the website directly at www.municipalaffairs.alberta.ca/ms/internship.

Page 3

To ensure your application is considered, please have your completed documentation returned to the ministry no later than **September 9, 2011**. The Minister will select the hosts for the 2012/13 Administrator Program and 2012-14 Land Use Planner Program in November 2011. Applications can be submitted via email, regular mail or by fax. Mail and fax information is provided on the application form.

If you have any questions about the Municipal Internship Program, please refer to the website at www.municipalaffairs.alberta.ca/ms/internship or contact ministry staff toll-free by dialing 310-0000, then 780-427-2225 and ask for:

- Ms. Valerie Hope
 - Municipal Internship Program for Administrators
- Ms. Melanie Wood
 - Municipal Internship Program for Land Use Planners

Thank you for your interest in helping build strong local governments.

Yours truly,

Gary Sandberg
Executive Director
Municipal Services Branch

About the Program

Capable municipal administrators are fundamental to achieving and maintaining effectiveness in local governance. Alberta municipalities have historically been fortunate in being able to recruit and retain capable administrators. However, the 2010 CAO Survey commissioned by the ministry and conducted by Nichols Applied Management demonstrated a disturbing trend. Of the approximately 262 respondents, 55 percent indicated that they would most likely leave the municipal administration field within six years. Clearly, there is a need for municipalities to recruit and train additional capable administrators in order to meet the present and future demand.

Some of Alberta's municipalities lack the internal resources needed to develop administrators. In 2002, in an effort to meet the needs of Alberta's municipalities, the ministry introduced the Municipal Internship Program as a pilot program. This pilot program provided five municipalities with the opportunity to recruit interns. The program has continued to grow. There will be 12 internship positions available in 2012/13.



PROGRAM OBJECTIVES

The objectives of the Municipal Internship Program for Administrators are:

- to assist Alberta municipalities in their succession planning efforts to recruit, train and retain competent municipal employees who can progress into leadership positions;
- to encourage more individuals to enter the local government field and offer recent graduates who are interested in a career in municipal administration the opportunity to have first hand, real life, practical experience and training in the Alberta municipal environment; and
- to assist Alberta Municipal Affairs in meeting its goal of fostering a responsive, collaborative and well managed local government sector which is sustainable by building municipal capacity.

PROGRAM TIMELINE

The program is designed to provide 12 months of training for each intern. The program starts in May 2012 and ends in April 2013. May is the opportune time to begin the program as, by and large, the spring graduation class from post-secondary institutions is the largest of the year. This provides a wider field of potential applicants than other possible start dates.

Please Note: Alberta Municipal Affairs may change any or all of the dates listed below should it become necessary to do so.

July 2011	Letters sent to municipalities inviting them to apply to be hosts for 2012/13.
September 9, 2011	Deadline for interested municipalities to submit their <u>municipal grant application</u> .
December 2011	Host municipalities will have been selected and notified in writing.
January 27, 2012	Interested internship candidates must have submitted their intern application package.
February 2012	Municipal Affairs will have reviewed applications and created a shortlist of candidates. Candidate application packages

are provided to host municipalities.

February - Municipalities will conduct interviews, negotiate with
March, 2012 candidates, and select interns.

March 30, Municipalities must have their intern selected.
2012

PROGRAM RECRUITING

Recruiting Host Municipalities

The intent of this program is to help train interns so that they may pursue a future career in senior municipal administration. Having the opportunity to work closely with staff and council in a municipality is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Municipalities are expected to meet the following criteria:

- The municipality has a population between 700 and 100,000;
- A strong council-administration relationship exists and there is strong commitment from both groups to have an intern;
- There is an organizational commitment to the Internship Program's vision and goals;
- The CAO or a senior manager has agreed to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, has been made; and
- There is an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

Municipalities will be invited to host an intern. Those municipalities interested in hosting an intern in 2012/13 will be required to submit a municipal grant application.

Recruiting Interns

The ministry will be responsible for the promotion and marketing of the Internship Program. Information will be provided to career centres in post-secondary institutions. Interested candidates will be asked to submit an intern application package to the ministry by January 29, 2012.

The ministry will review all the submissions and provide a short-list of suitable candidates to the 12 selected host municipalities. Although flexibility in selection is desired, the establishment of some basic criteria for interns will ensure candidate suitability. Such criteria include:

- A recently completed post-secondary degree or diploma;
- A desire to experience and learn the functions of a municipality;
- Work or volunteer experience that is related to the skills needed in municipal administration;
- Willingness to relocate to host municipality if necessary; and
- Work, character, educational or volunteer-related references.

INTERN SELECTION

The final matching of an intern to a host municipality will be through an interview. Municipalities will review the applications from the short-listed candidates and select those they wish to interview. Municipalities will be responsible for arranging interviews with the eligible candidates. The ministry will not conduct any interviews with interested candidates.

Beyond the initial short-list provided by the ministry, host municipalities will be responsible for all aspects of intern selection. Municipalities will compete to offer the best possible remuneration package to interns. Various determinants may impact an intern's decision to select a particular offer, with salary only being one factor. Other issues to consider may include:

- location and cost of living of the municipality;
- size of the municipality;
- services available within the municipality;
- quality of the municipality's Workplan;
- calibre of proposed supervisor; and
- non-monetary compensation.

Municipalities that have been selected to host interns must have their final intern selection complete by March 30, 2012.

INTERN FUNDING AND SUPPORT

Funding Arrangements

The ministry will be providing grants of \$43,000 to 12 municipalities for the purposes of hosting an intern. Of that, \$30,000 will be designated as part of the intern's wages, \$2,000 toward benefits, \$10,000 will be allotted for expenses incurred by the intern for things such as courses and travel to Municipal Affairs' sponsored training and \$1,000 for supervisor's travel expenses.

Host municipalities are expected to supplement the intern's wage above the \$30,000 provided by the ministry. The final wage offer should reflect the cost of living in the municipality as well as the relevant staff pay scales. In 2011/12, the average salary ranged between \$37,000 and \$55,000.

Internship Workplan and Workbook

The ministry has developed a Workplan for interns to follow during their internship. This Workplan provides a solid starting point while affording a great deal of flexibility. It provides each host municipality with a structure to guide the training and learning of the intern and helps ensure that interns are exposed to the key aspects of municipal administration to gain an understanding of municipal structure, management, and operations. It also sets standards in terms of the requirements to complete the internship program and helps the intern develop competencies essential to municipal administration.

Interns are also provided with a Guidebook based on the Workplan. The Guidebook contains modules on the ten core functional areas in a municipality and is structured to address these core areas during the internship year. Each module contains information and exercises and activities to undertake to gain first-hand experience in the functional area. Additional activities are included as suggested projects and activities should the intern wish to spend more time in that particular area during their internship.

Orientation Session and Workshops

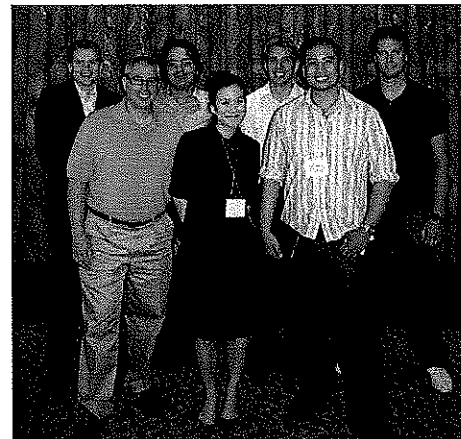
As part of the internship program, Alberta Municipal Affairs provides a three-part series of training workshops. Orientations are held for both supervisors and interns at the beginning of the internship. An Executive Week for the interns is held approximately half-way through the year. Interns are introduced to numerous department staff who present short information sessions on their area of expertise. This is an opportunity for the interns to become more familiar with Municipal Affairs and other provincial departments and allows them to make contact with key resources they may need to draw on as part of their work. A Wrap-Up session is held in spring to discuss what the interns have learned during the year, their future plans, and their recommendations for changes to the program based on their experiences.



About the Program

The Municipal Internship Program for Land Use Planners is sponsored by Municipal Affairs in partnership with Alberta's municipalities and planning service agencies. It is designed to attract recent post-secondary graduates to the field of municipal planning. Its objective is to assist in the training and development of competent, well-rounded municipal planners. It is expected that upon successful completion of the program, interns will be better prepared to enter the municipal planning field in Alberta's municipalities.

The program provides funding to municipalities and planning services agencies in Alberta so that they can hire and train an intern for a two-year period. During the first year of the program, the intern will be exposed to many different aspects of municipal planning and administration. They will be mentored and coached by a senior planner in their host organization. Program scope is broad so interns have the opportunity to explore many of the key functions of municipal governments and to understand them from a planning perspective. In the second year, interns will have the opportunity to take on more responsibility and gain further experience through involvement in planning projects and issues in their host organization.



PROGRAM OBJECTIVES

The objectives of the Municipal Internship Program for Land Use Planners are:

- to assist Alberta municipalities and planning service agencies in their succession planning efforts to recruit, train, and retain competent municipal employees who can progress into leadership positions;
- to encourage more individuals to enter the local government field and offer recent graduates who are interested in a career in municipal planning the opportunity to have first hand, real life, practical experience and training in the Alberta municipal environment; and
- to assist Alberta Municipal Affairs in meeting its goal of fostering a responsive, cooperative, accountable and well managed local government sector which is sustainable by encouraging and providing Alberta municipalities with the tools and programs to improve self-sufficiency.

PROGRAM TIMELINE

The program is designed to provide 24 months of training for each intern. The program starts in May 2012 and ends in April 2014. The month of May is the opportune time to begin the program as, by and large, the spring graduation class from post-secondary institutions is the largest of the year. This provides a wider field of potential applicants than other possible start dates.

Please Note: Alberta Municipal Affairs may change any or all of the dates listed below should it become necessary to do so.

June 2011	Letters sent to municipalities and planning service agencies inviting them to apply to be hosts for 2012-14.
September 9, 2011	Deadline for interested municipalities and planning service agencies to submit their <u>Program Grant Application</u> .
December 2011	Eight host organizations will have been selected and notified in writing.
January 27, 2012	Interested internship candidates must have submitted their intern application package.

February 2012 Municipal Affairs will review applications and create a shortlist of candidates. Candidate application packages are provided to host organizations.

February - March, 2012 Hosts will conduct interviews, negotiate with candidates, and select interns.

March 30, 2012 Hosts must have their intern selected.

PROGRAM RECRUITING

Recruiting Host Organizations

The intent of this program is to help train interns so that they may pursue a career in municipal planning. Having the opportunity to work closely with staff and council in a municipality or service agency is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Hosts are expected to meet the following criteria:

- The municipality has a population between 5,000 and 100,000;
- The planning service agency (which must be municipally-owned) works with between one and three of its member municipalities to provide first-hand planning experience;
- The organization must have a planning department that undertakes in-house the full range of planning services outlined in the Workplan or partner with a neighbouring municipality to be able to do so;
- A strong relationship exists between the administration and planning department and there is strong commitment from CAO/Director, council, board, and management team to have an intern;
- There is an organizational commitment to the Internship Program for Land Use Planners' vision and goals;
- The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her REGISTERED PROFESSIONAL PLANNING accreditation through completion and signoff of responsible, professional ; and
- There is an interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

Recruiting Interns

The ministry will be responsible for the promotion and marketing of the Internship Program for Land Use Planners. Information will be provided to career centres in post-secondary institutions. Interested candidates will be asked to submit an intern application package to the ministry by January 27, 2012.

The ministry will review all the submissions and provide a short-list of suitable candidates to the eight selected host organizations. Although flexibility in selection is desired, the establishment of some basic criteria for interns will ensure candidate suitability. Such criteria include:

- A recently completed (within the last two years) planning degree or a related degree with a minimum of two senior-level planning classes. Individuals graduating in May 2012 are eligible;
- A desire to experience and learn about municipal planning;
- Work or volunteer experience that is related to the skills needed in municipal planning and administration;
- Willingness to relocate to host municipality, if necessary; and
- Work, educational, or volunteer-related references.

INTERN SELECTION

The final matching of an intern to a host organization will be through an interview. Hosts will review the

applications from the short-listed candidates and select those they wish to interview. Hosts will be responsible for arranging interviews with the eligible candidates. The ministry will not conduct any interviews with interested candidates.

Beyond the initial short-list provided by the ministry, host organizations will be responsible for all aspects of intern selection. Hosts will compete to offer the best possible remuneration package to interns. Various determinants may impact an intern's decision to select a particular offer, with salary only being one factor. Other issues to consider may include:

- location and cost of living in the municipality or community in which the service agency is located;
- size of the municipality or community;
- services available within the municipality or community;
- quality of the host's Workplan;
- calibre of proposed supervisor; and
- non-monetary compensation.

Organizations that have been selected to host interns must have their final intern selection complete by March 30, 2012.

INTERN FUNDING AND SUPPORT

Funding Arrangements

The ministry will be providing grants of \$43,000 to ten municipal organizations for the purposes of hosting an intern in the first year. Of that, \$30,000 will be designated as part of the intern's wages, \$2,000 toward benefits and \$10,000 will be allotted for expenses incurred by the intern for things such as courses and travel to Municipal Affairs' sponsored training. An additional \$1000 is available to cover expenses incurred by supervisors to attend program workshops. For the second year, \$19,000 is provided to help cover salary (\$15,000), benefits (\$2,000) and expenses (\$2,000).

Hosts may supplement the intern's wage above the base amount provided by the ministry. The final wage offer should reflect the cost of living in the municipality as well as the relevant staff pay scales. In 2008-10, the average salary ranged from \$43,000 to \$55,000.

Internship Workplan and Workbook

The Workplan provides a solid starting point while affording a great deal of flexibility. It provides each host with a structure to guide the training and learning of the intern and helps ensure that interns are exposed to the key aspects of municipal administration, specifically planning, and to gain an understanding of municipal structure, management, and operations. It also sets standards in terms of the requirements to complete the Internship Program and helps the intern develop competencies essential to municipal planning.

Interns are also provided with a Guidebook based on the Workplan. The Guidebook contains modules covering various topics related to municipal planning. Each module contains information, exercises, and activities to undertake to gain first-hand experience in the core areas of planning.

Orientation Session and Workshops

As part of the internship program, Alberta Municipal Affairs provides a four-part series of training workshops. Orientations are held for both supervisors and interns at the beginning of the internship. An Executive Week for the interns is held approximately half-way through the year. Interns are introduced to numerous ministry staff who present short information sessions on their area of expertise. This is an opportunity for the interns to become more familiar with Municipal Affairs and other provincial ministries



and allows them to make contact with key resources they may need to draw on as part of their work. At the end of the first year there will be a Transition session. This session will covers topics that will be relevant as the intern transitions from their first year and into their second year. A Wrap-Up session is held toward the end of the second year to discuss what the interns have learned during the internship, their future plans, and their recommendations for changes to the program based on their experiences.



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Issue Summary Report

7.16 ASSESSMENT SERVICES CONTRACT

#20110708001

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Further to the discussions at the July Public Works meeting regarding the County's Contract with IMAC for Assessment services, we require a motion to enter into another contract for a three year term.

Recommendation

Motion to enter into a three-year contract with IMAC for assessment services for the County of St. Paul at an annual rate of \$74,500 plus growth.

Additional Information

Originated By : skitz



County of St Paul No 19
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Issue Summary Report

7.17 CONTRACT WITH EVERGREEN WASTE MANAGEMENT SERVICES

#20110708002

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

We have received letters of resignation from Dennis Bergheim, Manager and Darlene Smereka, Secretary for the Evergreen Regional Waste Management Services Commission effective December 31, 2011. When the Evergreen Regional Waste Management Services Commission was formed, an agreement was created between the Commission and the County of St. Paul for the Administration of the Commission. The premise was that once the Commission was up and running smoothly that the Administration of the Commission would be reviewed and brought in-house. These two staff members positions with the County are becoming more diverse and challenging that they felt it was time to relinquish the extra duties. The agreement between the Commission and the County has an automatic renewal along with a 365 day termination clause. In discussions at the Public Works meeting of July 8, Council felt that they were interested in writing a letter to the Commission requesting a termination date of December 31, 2011.

Recommendation

That Council issues a letter to the Evergreen Waste Management Commission requesting a termination of the agreement for Administration Services effective December 31, 2011.

Additional Information

Originated By : skitz



County of St Paul No 19
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Issue Summary Report

7.18 IN CAMERA

#20110707001

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

At the July Public Works Meeting, Council was informed that we received a bid on the former Lafond Community Centre, . Council discussed whether or not to accept the bid and proceed with selling the property and splitting the proceeds with the school board.

Recommendation

Motion to offer the School Board \$20,000 for their 1/2 of the Lafond property, Lot A, Block 2, Plan 4339KS, and retain it in the County's name.

Additional Information

Originated By : skitz



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5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
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Issue Summary Report

7.19 FRONT LOAD GARBAGE BINS

#20110707008

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

We are getting short of front load bins. We rented 6 or 7 in the month of June and only 4 in inventory We should order another 6 bins at a cost of about \$7500.00, which will exceed the budget of \$6,000.

Recommendation

Motion to approve the purchase of 6 front load garbage bins at a cost of \$7,500.

Additional Information

Originated By : dbergheim



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Issue Summary Report

7.20 ROAD CONSTRUCTION EASEMENTS

#20110707007

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 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.

NW 12-57-9-W4	Marie Louise Carrier
NE 12-57-9-W4	Marie Louise Carrier

Recommendation

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

NW 12-57-9-W4	Marie Louise Carrier
NE 12-57-9-W4	Marie Louise Carrier

Additional Information

Originated By : Imeger



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Issue Summary Report

7.21 MALLAIG SCHOOL FENCING

#20110712001

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

7.22 REQUEST TO RESERVE STONEY LAKE CAMPGROUND

#20110712002

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

7.23 -

#20110712003

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

7.24 -

#20110712004

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

7.25 -

#20110712005

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

7.26 -

#20110712007

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

7.27 -

#20110712006

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : skitz

9 Reports

9.1

CAO REPORT



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Issue Summary Report

9.1 CAO REPORT

#20110620004

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

To be presented to Council at the meeting.

Additional Information

Originated By : pcorbiere

10 Upcoming Meetings

- 10.1 JULY 26 @ 10:00 A.M. - PUBLIC WORKS
- 10.2 AUGUST 5 AT 9:00 A.M. - AAMD&C PC LEADERSHIP
CANDIDATE FORUM
- 10.3 SEPTEMBER 24, 2011 @ 5:30 P.M. - PREMIER'S
APPRECIATION DINNER



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Issue Summary Report

10.1 JULY 26 @ 10:00 A.M. - PUBLIC WORKS

#20110707014

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : pcorbiere



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Issue Summary Report

10.2 AUGUST 5 AT 9:00 A.M. - AAMD&C PC LEADERSHIP CANDIDATE FORUM

#20110708006

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 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

10.3 SEPTEMBER 24, 2011 @ 5:30 P.M. - PREMIER'S APPRECIATION DINNER #20110708003

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

Tickets are \$150 per person. Please let us know if you are interested in attending as we must reserve tickets.

Additional Information

Originated By : skitz

11 Financial

- 11.1 COUNCIL FEES
- 11.2 LISTING OF ACCOUNTS PAYABLE
- 11.3 BUDGET TO ACTUAL



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Issue Summary Report

11.1 COUNCIL FEES

#20110620001

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Recommendation

Motion to approve the Council fees for the Month of June, 2011.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

11.2 LISTING OF ACCOUNTS PAYABLE

#20110620002

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Background

The following lists of Accounts Payable for the Month of June, 2011 will be circulated to Council for review:

<u>Batch</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
15277	12444-12549	\$575,411.19
15295	12550-12586	\$496,791.29
15314	12587-12624	\$704,439.58
15331	12625-12645	\$ 83,318.26

Additional Information

Originated By : pcorbiere



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Issue Summary Report

11.3 BUDGET TO ACTUAL

#20110620003

Meeting : Council Meeting - July 12, 2011

Meeting Date : 2011/07/12 10:00

Additional Information

Originated By : pcorbiere