



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

**July 17, 2012**

Tuesday, July 17, 2012

Start time 9:00 AM

## **AGENDA**

1. **CALL TO ORDER**
2. **MINUTES**
  - 2.1 **JUNE 12, 2012 COUNCIL MEETING (2012/06/12)**
3. **BANK RECONCILIATION**
4. **ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA**
5. **BUSINESS ARISING FROM MINUTES**
  - 5.1. **ELK POINT CHAMBER OF COMMERCE - REQUEST FOR GRANT**
  - 5.2. **BYLAW NO. 1598 - BORROWING BYLAW - WELLNESS CENTRE**
  - 5.3. **FIRST GENERAL SERVICES**
6. **DELEGATION**
  - 6.1. **9:00 A.M. - MP BRIAN STORSETH**
  - 6.2. **11:00 A.M. - PENGROWTH - JORDAN CICORIA, LORNELL CONSULTANTS**
  - 6.3. **10:30 A.M. - RYAN SMYL & ALBERT RACHYNSKI**
7. **NEW BUSINESS**
  - 7.1. **ACTION FOR ATTAINABLE HOUSING DEVELOPMENT WORKSHOP - SEPT. 5**
  - 7.2. **ALBERTA RECYCLING CONFERENCE - SEPT 5-7**
  - 7.3. **NORTHERN LIGHTS LIBRARY SYSTEM CONFERENCE - SEPT. 13-15**
  - 7.4. **SYNERGY ALBERTA CONFERENCE 2012 - OCT. 29 - 31**
  - 7.5. **REQUEST FOR GRANT - ST. PAUL MUNICIPAL SEED CLEANING ASSN.**
  - 7.6. **REQUEST FOR GRANT FOR MANN LAKES GOLF COURSE**
  - 7.7. **ST. PAUL SOCCER ASSOCIATION**
  - 7.8. **26TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS**
  - 7.9. **REQUEST FOR SPONSORSHIP - VILNA & DISTRICT AG SOCIETY**
  - 7.10. **STRATEGIC PLAN UPDATE - QUARTER 2 - REQUEST FOR ADDITION**
  - 7.11. **BYLAW NO. 1599 - FCSS BOARD**

- 7.12. **BYLAW NO. 1600 - REZONE SW 25-57-7-W4 FROM AG TO IND/COM.**
- 7.13. **BYLAW NO. 1601 - REZONE NE 35-5810-W4 FROM AG. TO INDUSTRIAL & CR2**
- 7.14. **BYLAW NO. 1602 - REZONE NW 19-60-9-W4 FOM URBAN EXPANSION TO IND/COM.**
- 7.15. **ATCO - LICENSE OF OCCUPATION**
- 7.16. **LAKELANDER'S TRAILER CLUB**
- 7.17. **ROAD CLOSURE - FROG LAKE HISTORIC SITE**
- 7.18. **ROAD CANCELLATIONS**
- 7.19. **2012 MUNICIPAL CENSUS RESULTS**
- 7.20. **MUNICIPAL INTERNSHIP PROGRAM**
- 7.21. **INTERACTIONS HR SOLUTIONS**
- 7.22. **LOCAL AUTHORITIES ELECTIONS ACT SURVEY**
- 7.23. **COMMUNITY INFRASTRUCTURE IMPROVEMENT FUND APPLICATION**
- 7.24. **ASHMONT SEWER SYSTEM - 3 LOTS NOT SERVICED**
- 7.25. **BACKSLOPING POLICY**
- 7.26. **TREE SHELTERBELT POLICY**
- 7.27. **SPRAYING OF PROHIBITED NOXIOUS AND/OR NOXIOUS WEEDS ON PRIVATE PROPERTY POLICY**
- 7.28. **DATE FOR JULY PUBLIC WORKS MEETING**
- 8. **CORRESPONDENCE**
- 9. **REPORTS**
  - 9.1. **CAO REPORT**
  - 9.2. **JOINT HEALTH & SAFETY MINUTES**
- 10. **UPCOMING MEETINGS**
- 11. **FINANCIAL**
  - 11.1. **COUNCIL FEES**
  - 11.2. **LISTING OF ACCOUNTS PAYABLE**
  - 11.3. **BUDGET TO ACTUAL**
- 12. **ADJOURNMENT**

## 2. Minutes

2.1 JUNE 12, 2012 COUNCIL MEETING (2012/06/12)



## June 12, 2012 Council Meeting

Start time : 10:00 AM

### MINUTES

#### CALL TO ORDER

The 606th meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:22 a.m., Tuesday, June 12, 2012 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

Ciaran Thompson St. Paul Journal

#### MINUTES

##### **Resolution #CM20120612.1001**

Moved By: Councillor Cliff Martin

Motion to approve minutes of the May 8, 2012 Council Meeting as presented.

**CARRIED**

##### **Resolution #CM20120612.1002**

Moved By: Councillor Maxine Fodness

Motion to approve minutes of the May 22, 2012 Special Meeting with the following addition to Resolution #SM20120522.1002:

Moved by: Councillor Maxine Fodness

**CARRIED**

#### **BANK RECONCILIATION**

##### **Resolution #CM20120612.1003**

Moved By: Councillor Alphonse Corbiere

Motion to adopt the Bank Reconciliation for the month of May, 2012 as presented.

**CARRIED**

#### **ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA**

The following additions/deletions were made to the agenda:

New Business:

7.26 Request for Funding - Williams' Haunted House

7.27 Mallaig Legion - Request for Letter of Support

7.28 IDP VIP Team

7.29 In Camera Items

Reports:

9.2 HWY 36 - Councillor Fodness

9.3 Safer Communities Task Force - Councillor Fodness

9.4 Community Futures - Councillor Fodness



9.5 Rural Crime Watch - Councillor Dach

**Resolution #CM20120612.1004**

Moved By: Councillor Glen Ockerman

Motion to adopt the agenda for the Regular Meeting of Council for June 12, 2012 with the above noted additions.

**CARRIED**

**RECREATION  
VOLUNTEER  
RECOGNITION  
AWARD**

**Resolution #CM20120612.1005**

Moved By: Councillor Glen Ockerman

Motion that the County of St. Paul nominate Danny Smyl and Doug Millar for the Recreation Volunteer Recognition Award sponsored by Alberta Tourism, Parks and Recreation, the Alberta Sport, Recreation, Parks and Wildlife Foundation and the Alberta Recreation and Parks Association.

**CARRIED**

**10:30 A.M. -  
PUBLIC HEARING  
- BYLAW NO. 1597  
- REZONE PSW  
12-58-9-W4**

**Resolution #CM20120612.1006**

Moved By: Councillor Maxine Fodness

Motion to adjourn the meeting and proceed to public hearing scheduled for 10:30 a.m. to discuss Bylaw No. 1597, which is a bylaw to rezone PSW 12-58-9-W4 from Agricultural to Country Residential 2.

**CARRIED**

Reeve Upham declared the Public Hearing open at 10:32 a.m. with all members of Council.

Council was informed that the public hearing was advertised in accordance with section 606 of the M.G.A. and the adjacent landowners were notified of the proposed rezoning.

Krystle Fedoretz, Planning and Development Officer, informed Council that the purpose of the Public Hearing is to amend Land Use Bylaw No. 1486 as it relates to rezoning PSW 12-58-9-W4 from Agricultural to Country Residential 2.

There were no written submissions and there was no one present to speak against the proposed rezoning.

Albert Rachynski was present to speak in favor of the proposed rezoning stating that it is at a good location and there is suitable access for the proposed lots.

Reeve Upham declared the Public Hearing closed at 10:34 a.m.

**Resolution #CM20120612.1007**

Moved By: Councillor Alphonse Corbiere

To reconvene the meeting.

**CARRIED**

**Resolution #CM20120612.1008**

Moved By: Councillor Maxine Fodness

To give second reading to Bylaw No. 1597.

**CARRIED**

**Resolution #CM20120612.1009**

Moved By: Councillor Dwight Dach

Motion to give third and final reading to Bylaw No. 1597.

**CARRIED**

**LEADERSHIP  
MEETING**

**Resolution #CM20120612.1010**

Moved By: Councillor Dwight Dach

Motion to appoint any members of Council and CAO Sheila Kitz, to attend the Leadership Meeting on June 27 in Saddle Lake.

**CARRIED**

**BENEFITS PLAN  
ADMINISTRATOR  
SESSIONS**

**Resolution #CM20120612.1011**

Moved By: Councillor Glen Ockerman

Motion to approve Tim Mahdiuk to attend the Benefits Plan Administrator Session sponsored by AMSC on June 27, 2012 in

Edmonton.

**CARRIED**

**DATE FOR JULY  
COUNCIL  
MEETING**

**Resolution #CM20120612.1012**

Moved By: Councillor Maxine Fodness

Motion to reschedule the July Council Meeting from July 10 to July 17, 2012 as per section 193(3) of the Municipal Government Act, as the regular date conflicts with the 2012 ASB Summer Tour.

**CARRIED**

**CHAMPIONS FOR  
CHANGE -  
DOWNTOWN  
COMMITTEE**

**Resolution #CM20120612.1013**

Moved By: Councillor Glen Ockerman

Motion to approve a donation of \$400 for the Champions for Change Committee to assist with their Canada Day Celebrations.

**CARRIED**

**NORTHERN  
LIGHTS LIBRARY  
SYSTEM ANNUAL  
CONFERENCE**

Originated By: skitz

**Resolution #CM20120612.1014**

Moved By: Councillor Dwight Dach

Motion to approve the donation of a door prize for the 20th Annual Northern Lights Library Conference to be held September 13-15 in Elk Point.

**CARRIED**

**SPONSORSHIP  
FOR PROVINCIAL  
TOURNAMENTS**

**Resolution #CM20120612.1015**

Moved By: Councillor Alphonse Corbiere

Motion to approve a \$500 grant for St. Paul Regional High School to assist with traveling costs for the 2012 High School Provincial Track and Field Championship on June 1 & 2, 2012 in Edmonton, as per policy ADM-51.

**CARRIED**

**Resolution #CM20120612.1016**

Moved By: Councillor Glen Ockerman

Motion to approve a \$1,000 grant for Mallaig School to assist with traveling costs for the 2012 High School Provincial Championships for Team Handball on April 26-28, 2012 in Calgary and Track & Field on June 1 & 2, 2012 in Edmonton, as per policy ADM-51.

**CARRIED**

**ST. PAUL MINOR  
BALL  
ASSOCIATION**

**Resolution #CM20120612.1017**

Moved By: Councillor Frank Sloan

Motion to approve a \$1,000 donation to help offset costs of hosting the Pee Wee Girls Provincial Softball Tournament from July 13 to 15, 2012 as per County policy ADM-51.

**CARRIED**

**PARTNERS IN  
INJURY  
REDUCTION  
REFUND**

Originated By: skitz

Council was informed that the County received a rebate of \$14,402.44 for our successful participation in the Partners in Injury Reduction Program during 2011.

**Resolution #CM20120612.1018**

Moved By: Councillor Cliff Martin

Motion to file as information.

**CARRIED**

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

**Resolution #CM20120612.1019**

Moved By: Councillor Alphonse Corbiere

Motion to refund the municipal property taxes in the amount of \$776.74 for the 2012 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**

**AGREEMENTS  
FOR ST.**

**Resolution #CM20120612.1020**

Moved By: Councillor Dwight Dach

That Council ratify the signing of the Road Crossing Agreement

**PAUL/ELK POINT  
WATER  
TRANSMISSION  
LINE**

between the Elk Point/St. Paul Regional Water Commission and the County of St. Paul.

**CARRIED**

**Resolution #CM20120612.1021**

Moved By: Councillor Cliff Martin

That Council ratify the signing of the License of Occupation on County Road Right of Ways between the Elk Point/St. Paul Regional Water Commission and the County of St. Paul. The agreement provides permission for the water transmission line to be placed in the County's Road Right of Way.

**CARRIED**

**ASHMONT/LOTTIE  
LAKE WATER  
FOR LIFE  
PROJECT**

**Resolution #CM20120612.1022**

Moved By: Councillor Frank Sloan

That Council approve the revised work program submitted by Urban Systems, Engineers for the Ashmont Water Treatment Plant Project, with the scope changes required for the Residual Water Discharge Study up to \$101,600 as well as the increase required due to stopping and restarting the project in the amount of \$17,813, as per Alberta Transportation Approval.

**CARRIED**

**MALLAIG WATER  
TREATMENT  
PLAN PUMP  
REPLACEMENT**

**Resolution #CM20120612.1023**

Moved By: Councillor Alphonse Corbiere

Motion to approve the capital purchase of a pump for the Mallaig Water Treatment Plant for approximately \$20,000 from Industrial Pump Corp.

**CARRIED**

**RESOURCE  
ROAD PROGRAM  
TENDER AWARD**

**Resolution #CM20120612.1024**

Moved By: Councillor Dwight Dach

That Council award the tender for the Resource Road Project to E Construction for the amount of \$4,942,527.41. The project will includes the base course and paving for the Northern Valley Road from Hwy 41 to RR 61; RR64 to TWP 560 south 0.85 km; and Lindbergh Heavy Oil Plant Access Road (TWP 572) from the Murphy Road West 0.80 km.

**CARRIED**

**MURPHY ROAD  
PATCHING**

**Resolution #CM20120612.1025**

Moved By: Councillor Glen Ockerman

That Council ratify the required patching work on the Murphy Road to be done by Carillion for an estimated amount of \$130,000.

**CARRIED**

**11:00 A.M. - MLA  
SHANE SASKIW**

MLA Shayne Saskiw was admitted to the Council Room at 11:00 a.m. to introduce himself to Council and to inform Council of issues they are currently dealing with.

The following items were brought up by Council:

- Wellness Centre
- Murphy Road - becoming a Provincial Highway
- Slide on Moosehills Road
- Highway 867
- Resurfacing/Widening Highway 881 North
- Public Lands/Grazing Leases

**11:30 A.M. - S/SGT  
WADE TROTTIER**

S/Sgt Wade Trottier was admitted to the Council Room at 11:23 a.m. to report on crime statistics for March, April and May, 2012.

Discussion took place regarding weekend patrol at lake subdivisions on the May long weekend. Council thanked S/Sgt. Trottier for the additional patrolling throughout the County, which seems to have decreased the number of complaints on ATVs and nuisance around lake subdivisions. Following the discussion, the delegation left the Council Room.

**GRAVELLING  
AND SIGNAGE  
FOR THE ALLIED  
ARTS PARKING  
LOT**

**Resolution #CM20120612.1026**

Moved By: Councillor Alphonse Corbiere

To ratify the supply and delivery of approximately 100 yards of gravel to the Elk Point Regional Allied Arts Parking lot as well as ordering and installing signs to indicate a fire lane on the North side of the building.

**CARRIED**

**LEASE OF D7E  
CRAWLER  
TRACTOR**

**Resolution #CM20120612.1027**

Moved By: Councillor Cliff Martin

That Council rescind motion #CM20120508.1041.

**CARRIED**

**Resolution #CM20120612.1028**

Moved By: Councillor Frank Sloan

That the County of St. Paul enter into a 5 year capital lease for a D7E Crawler Tractor with Caterpillar Financial with an annual payment of \$93,858.06 and a residual of \$169,264.00, which can be paid out at any time.

**CARRIED**

**SAND AND  
GRAVEL  
AGREEMENT**

Councillor Glen Ockerman left the Council Room at 11:36 a.m.

**Resolution #CM20120612.1029**

Moved By: Councillor Dwight Dach

Motion to approve the five year Sand and Gravel Agreement for SE 24-56-7-W4 effective May 23, 2012

**CARRIED**

**ASB SPRAYER**

**Resolution #CM20120612.1030**

Moved By: Councillor Maxine Fodness

Motion to approve the purchase of a Liquifire Spray System to be factory built into the Degelman 15 foot mower, from Agland for a price of \$17,648.

**CARRIED**

**FIRE QUALITY  
MANAGEMENT  
PLAN - TOWN OF  
ST. PAUL AND  
COUNTY OF ST.  
PAUL**

**Resolution #CM20120612.1031**

Moved By: Councillor Dwight Dach

Motion to approve the Fire Quality Management Plan for the Town of St. Paul and the County of St. Paul, as presented by Fire Chief Trevor Kotowich.

**CARRIED**

**ST. PAUL &  
DISTRICT  
AMBULANCE  
SOCIETY**

Councillor G. Ockerman entered the meeting at 11:38 a.m.

**Resolution #CM20120612.1032**

Moved By: Councillor Cliff Martin

Motion to appoint Councillor Frank Sloan to the St. Paul and District Ambulance Society. This appointment will become effective when the new bylaws are registered.

**CARRIED**

**Resolution #CM20120612.1033**

Moved By: Councillor Cliff Martin

Motion to appoint Tim Mahdiuk as the member at large to the St. Paul & District Ambulance Society. This appointment will become effective when the new bylaws are registered.

**CARRIED**

**ROAD  
CANCELLATIONS**

**Resolution #CM20120612.1034**

Moved By: Councillor Glen Ockerman

To cancel the following road plan as it is no longer being used for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 2234ET in SE 25-60-11-W4; SW 25-60-11-W4 containing 1.092 Hectares (2.69 acres) more or less. Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

**CARRIED**

**Resolution #CM20120612.1035**

Moved By: Councillor Dwight Dach

To cancel the following road plan as it is no longer being used for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 4308CL in NE 28-60-11-W4; NW 27-60-11-W4 containing (3.45 acres) more or less Excepting thereout all mines and minerals.***

Cancelled portions to be consolidated with respective titles.

**CARRIED**

**Resolution #CM20120612.1036**

Moved By: Councillor Cliff Martin

To cancel the following road plan as it is no longer required for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 3562EO in the SW 26-60-10-W4 containing 0.417 hectare (1.03 acres) more or less. Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

**CARRIED**

**Resolution #CM20120612.1037**

Moved By: Councillor Maxine Fodness

To cancel the following road plan as it is no longer required for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 1019EO in NW 23-59-10-W4 containing (1.29 acres) more or less. Excepting thereout all mines and minerals.***

Cancelled portions to be consolidated with respective titles.

**CARRIED**

**Resolution #CM20120612.1038**

Moved By: Councillor Frank Sloan

To cancel the following road plan as it is no longer required for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

The following Road Plan affecting the following quarter section:

***Road Plan 847KS in NW, NE 9-59-11-W4. Excepting thereout all mines and minerals***

**CARRIED**

**Resolution #CM20120612.1039**

Moved By: Councillor Alphonse Corbiere

To cancel the following road plan as it is no longer required for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

**THEREFORE**, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of

access granted by other legislation or regulations.

***All that portion of Road Plan 3822KS in SE 20-59-9-W4; SW 21-59-9-W4 containing 1.263 Hectares (3.12 acres) more or less. Excepting thereout all mines and minerals***

CARRIED

**Resolution #CM20120612.1040**

Moved By: Councillor Glen Ockerman

To cancel the following road plan as it is no longer required for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 7072KS in NE 12-62-12-W4; NW 7-62-11-W4; NE 7-62-11-W4 containing 69.75 Hectares (160.00 acres) more or less. Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

CARRIED

**Resolution #CM20120612.1041**

Moved By: Councillor Dwight Dach

To cancel the following road plan as it is no longer required for public travel:

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 5055ET in NW 33-59-10-W4; SW 33-59-10-W4 containing 0.83 Hectares (2.05 acres) more or less. Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

CARRIED

**PROVINCE  
REQUEST FOR  
ROAD CLOSURE -  
PLAN 2457EU**

Originated By: cstarnault

**AGREEMENT**

**Resolution #CM20120612.1042**

Moved By: Councillor Frank Sloan

Motion to table for more information.

CARRIED

Councillor F. Sloan left the meeting at 11:55 a.m. as he owns the property

**WITH ATCO TO  
ENCROACH ON  
ROAD ROW**

which will be discussed in this issue.

**Resolution #CM20120612.1043**

Moved By: Councillor Maxine Fodness

Motion to enter into a Licence of Occupation Agreement for a portion of Range Road between NE 32-62-12-W4 and NW 32-62-12-W4 with ATCO but not to charge them a lease fee as they are paying the lawyers fees for the agreement.

**CARRIED**

Councillor F. Sloan entered the meeting at 11:57 a.m.

**RURAL  
BOARDBAND  
INTERNET  
SERVICES**

**Resolution #CM20120612.1044**

Moved By: Councillor Alphonse Corbiere

That Council accept the Request for Proposal (RFP) as submitted by MSCNet and proceed to make application for the grant through Alberta Rural Development for the equipment and installation of 10 towers in the County of St. Paul for a total of \$358,000.

**CARRIED**

Reeve Upham recessed the meeting at 12:00 a.m. and reconvened the meeting at 1:05 p.m. with all members of Council present.

**1:00 P.M. - MEL  
KUTCHNER**

Mel Kutcher, First General Services, entered the Council Room at 1:08 p.m. to discuss the Development Agreement for Sante Estates when the development was formed. In the original agreement they were to build a boat launch, however with the water levels continually going down they did a study which determined that it was not feasible to build a boat launch.

Mr. Kutcher suggested the following alternatives to the boat launch:

- The County take land in lieu
- Cash settlement
- They would supply a floating dock/marina and the County would take care of it

Following his presentation, Mr. Kutcher left the Council Room and Council further discussed the options.

**Resolution #CM20120612.1045**

Moved By: Councillor Maxine Fodness

Motion to amend the Development Agreement with First General Services which will allow the County to take money in trust for the creation of a marina until such time as a home owner association is formed and they will take over the funds.

**CARRIED**

**BORROWING FOR  
WELLNESS  
CENTRE**

Councillor F. Sloan left the meeting at 1:45 p.m. due to a potential conflict of interest on the Wellness Clinic.

Council discussed the borrowing bylaw which will provide \$1,000,0000 funding for the Wellness Centre as well as the best source to borrow the money, either locally or through Alberta Capital Finance Authority (ACFA).

Council discussed the Agreement with the Town and proposed changes that the Town would like to see.

**Resolution #CM20120612.1046**

Moved By: Councillor Cliff Martin

Motion to approve the Agreement with the Town of St. Paul as amended.

**CARRIED**

**Resolution #CM20120612.1047**

Moved By: Councillor Maxine Fodness

Motion to borrow \$1,000,0000 from Alberta Capital Finance Authority for a term of 10 years for the Wellness Centre.

**CARRIED**



Councillor F. Sloan entered the Council Room at 2:07 p.m.

**REQUEST FOR  
FUNDING -  
WILLIAMS'  
HAUNTED HOUSE**

Council was presented with a request from the Williams Haunted House group that sets up the haunted house in the St. Paul Rec Centre for Halloween. They are looking for financial assistance to help purchase a sea can to store the decorations that they have accumulated over the years.

**Resolution #CM20120612.1048**

Moved By: Councillor Glen Ockerman

Motion to provide a \$500 donation for the Williams Haunted House to assist with purchasing a sea can to store their decorations.

**CARRIED**

**MALLAIG LEGION  
- REQUEST FOR  
LETTER OF  
SUPPORT**

**Resolution #CM20120612.1049**

Moved By: Councillor Alphonse Corbiere

Motion to provide a letter of support for the Mallaig Legion to accompany their application for New Horizons for Seniors Grant to replace the old part of the existing hall.

**CARRIED**

**ID VIP TEAM**

**Resolution #CM20120612.1050**

Moved By: Councillor Glen Ockerman

Motion to authorize the IDP VIP Team to use the Floatingstone Campground for a weekend immediately after the campground closes in both 2012 and 2013, in exchange for their services at an event of our choice.

**CARRIED**

**PROVINCE  
REQUEST FOR  
ROAD CLOSURE -  
PLAN 2457EU**  
Originated By: cstarnault

**Resolution #CM20120612.1051**

Moved By: Councillor Cliff Martin

Motion to cancel the following road plan as requested by the Government of Alberta, Culture and Community Spirit which is located near the Frog Lake Historic Site as it is no longer being used for public travel:

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Statutes of Alberta, 2000, c. M-26, as amended.

**WHEREAS**, the land hereafter described is no longer required for public travel.

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

***All that portion of Road Plan 2457EU in LSD 11 & LSD 15-10-56-3-W4 containing 0.146 Hectares (0.36 acres) more or less. Excepting thereout all mines and minerals.***

Cancelled portions to be consolidated with respective title.

**CARRIED**

**IN CAMERA**

**Resolution #CM20120612.1052**

Moved By: Councillor Cliff Martin

Motion to go in camera to discuss a land issue and a staff issue.  
Time: 2:20 p.m.

**CARRIED**

**Resolution #CM20120612.1053**

Moved By: Councillor Cliff Martin

Motion to revert to to an open meeting. Time: 2:37 p.m.

**CARRIED**

|                                   |   |                |              |             |              |       |              |             |              |       |              |             |              |                |
|-----------------------------------|---|----------------|--------------|-------------|--------------|-------|--------------|-------------|--------------|-------|--------------|-------------|--------------|----------------|
| CAO REPORT                        | <b>Resolution #CM20120612.1054</b><br>Moved By: Councillor Cliff Martin<br>Motion to file the CAO report as information.  | <b>CARRIED</b> |              |             |              |       |              |             |              |       |              |             |              |                |
| REPORTS                           | <ul style="list-style-type: none"><li>- Hwy 36 Meeting - Councillor M. Fodness</li><li>- Safer Communities Task Force - Community has been disbanded</li><li>- Councillor M. Fodness</li><li>- Community Futures - Councillor M. Fodness</li><li>- Rural Crime Watch - Councillor D. Dach</li></ul>   |                |              |             |              |       |              |             |              |       |              |             |              |                |
| COUNCIL FEES                      | <b>Resolution #CM20120612.1055</b><br>Moved By: Councillor Alphonse Corbiere<br>To approve the Council Fees for the Month of May, 2012 as circulated.   | <b>CARRIED</b> |              |             |              |       |              |             |              |       |              |             |              |                |
| LISTING OF<br>ACCOUNTS<br>PAYABLE | <b>Resolution #CM20120612.1056</b><br>Moved By: Councillor Alphonse Corbiere<br>To approve the following lists of Accounts Payable: <table><tr><td>Batch</td><td>Cheque Date</td><td>Cheque Nos.</td><td>Batch Amount</td></tr><tr><td>16036</td><td>May 10, 2012</td><td>14733-14834</td><td>\$872,185.81</td></tr><tr><td>16052</td><td>May 17, 2012</td><td>14835-14899</td><td>\$484,469.56</td></tr></table> | Batch          | Cheque Date  | Cheque Nos. | Batch Amount | 16036 | May 10, 2012 | 14733-14834 | \$872,185.81 | 16052 | May 17, 2012 | 14835-14899 | \$484,469.56 | <b>CARRIED</b> |
| Batch                             | Cheque Date   | Cheque Nos.    | Batch Amount |             |              |       |              |             |              |       |              |             |              |                |
| 16036                             | May 10, 2012  | 14733-14834    | \$872,185.81 |             |              |       |              |             |              |       |              |             |              |                |
| 16052                             | May 17, 2012  | 14835-14899    | \$484,469.56 |             |              |       |              |             |              |       |              |             |              |                |
| BUDGET TO<br>ACTUAL               | <b>Resolution #CM20120612.1057</b><br>Moved By: Councillor Dwight Dach<br>Motion to file the Budget to Actual as of May 31, 2012.   | <b>CARRIED</b> |              |             |              |       |              |             |              |       |              |             |              |                |
| ADJOURNMENT                       | Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 3:03 p.m.<br><br>These minutes approved this 17 day of July, 2012.   |                |              |             |              |       |              |             |              |       |              |             |              |                |

\_\_\_\_\_  
Reeve

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

## 5. Business Arising from Minutes

- 5.1. ELK POINT CHAMBER OF COMMERCE - REQUEST FOR GRANT
- 5.2. BYLAW NO. 1598 - BORROWING BYLAW - WELLNESS CENTRE
- 5.3. FIRST GENERAL SERVICES



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

## Issue Summary Report

### 5.1. ELK POINT CHAMBER OF COMMERCE - REQUEST FOR GRANT #20120711016

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

At the May meeting, Council made a motion that Administration contact the Elk Point Chamber of Commerce to see if they will be submitting a request for the annual funding that the County provides to them.

We did contact them and their request is attached. In their letter, they are requesting an increase in their grant from \$4,000 to \$5,000.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

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**Originated By :** pcorbiere



***ELK POINT & DISTRICT  
CHAMBER OF COMMERCE***

Box 639, Elk Point, AB T0A 1A0

[www.elkpointvisitorcentre.ca](http://www.elkpointvisitorcentre.ca)

June 20, 2012

To Whom It May Concern:

Please accept this as my formal request for financial support from the County of St. Paul No.19 towards the general operations of the Elk Point Chamber of Commerce. These funds provide us with the opportunity to support local events such as our towns annual Car Show, Canada Day free breakfast, Iron Horse Trail Run, Extravaganza Night, and any such others events that would promote our town and its businesses. Funds also help to maintain our Visitor Information ECO Center, and the hire of a full-time summer staff employee. Dollars are highly appreciated for its liquid ability to shuffle between the needs of our site and the needs of our local businesses.

The ultimate purpose within the Elk Point Chamber of Commerce is to promote and encourage the creation of a successful and diversified economy offering employment opportunities for all. Chamber is best utilized to branch various departments; and to the sharing of information which is collected and brought together to help the Chamber work more closely in the promoting of the Town of Elk Point to its business community.

In the past we have been allotted a county cheque for \$4,000.00 but with inflation, day to day operations, and expenses on the rise; I was hoping you could look towards increasing that offer to \$5,000.00 which is the same amount our Town of Elk Point now provides. I thank you in advance for your continued support and appreciate any and all commitment. We have many businesses and citizens that live in the County of St. Paul No.19 who come to Elk Point to join in these events, and take in what this small community has to offer. We are proud of these achievements and hope to continue with the offering of these community incentives.

“The key to immortality is a life worth remembering.” Brandon Lee

Sincerely;

***Debbie McQuinn***

Debbie McQuinn

President of the ...

Elk Point Chamber of Commerce



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

## Issue Summary Report

### 5.2. BYLAW NO. 1598 - BORROWING BYLAW - WELLNESS CENTRE #20120711020

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

At the May 22 Special Meeting, Council made a motion to give first reading to Bylaw No. 1598, which is a bylaw to authorize the Council of the County of St. Paul to incur indebtedness by the issuance of debenture in the amount of \$1,000,000 for the purpose of a contribution to the St. Paul Wellness Centre.

The Bylaw was advertised for two weeks and amendments were made as required by ACFA. After the Bylaw receives second and third reading there is 30 days for the public to appeal the decision through the courts. After August 17th, the Bylaw can be submitted to ACFA for the funding.

#### Recommendation

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Council to give second and third readings to bylaw No. 1598.

#### Additional Information

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**Originated By :** pcorbiere

COUNTY OF ST. PAUL NO. 19

BYLAW NO. 1598

A Bylaw of the County of St. Paul No. 19, hereinafter referred to as "the Municipality", in the Province of Alberta to authorize the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$1,000,000.00 for the purpose of a contribution to the St. Paul Wellness Centre

**WHEREAS**, The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and contribution to the St. Paul Wellness Centre.

**WHEREAS**, plans and specifications have been prepared and the total cost of the project is estimated to be \$7,000,000 and the Municipality wishes to make a contribution to the project.

**WHEREAS**, in order to make the contribution it will be necessary for the Municipality to borrow the sum of \$1,000,000, for a period not to exceed 20 10 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

**WHEREAS**, the estimated lifetime of the project financed under this bylaw is equal to, or in excess of 40 years.

**WHEREAS**, the principal amount of the outstanding debt of the Municipality at December 31, 2012 is \$2,490,375.39 and no part of the principal or interest is in arrears.

**WHEREAS**, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**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 Municipality, hereby assembled, enacts as follows:

1. That for the purpose of contributing to the St. Paul Wellness Centre the sum of One Million DOLLARS (\$1,000,000.00) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$1,000,000.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Reeve and Chief Administrative Officer.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments ~~using an amortization period~~ not to exceed ~~ten~~ twenty (20) (10) years ~~amortization~~ calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed ~~Prime + five (5)-00% (percent)~~, ~~for the term of the loan, not to exceed 5 years. A refinancing borrowing bylaw will be required at the end of the 5 year term if the outstanding indebtedness is not repaid at that time.~~

- 3. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
- 4. The indebtedness shall be contracted on the credit and security of the Municipality.
- 5. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
- 6. This bylaw comes into force on the date it is passed.

Read a first time in Council this 22<sup>nd</sup> day of May, A.D. 2012.

Advertised the 29<sup>th</sup> day of May, A.D. 2012, and the 5<sup>th</sup> day of June, A.D. 2012 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this                      day of June, A.D. 2012.

Read a third time in Council this              day of June, A.D.    and duly passed this day of June, A.D. 2012.

\_\_\_\_\_  
Reeve

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





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

## Issue Summary Report

### 5.3. FIRST GENERAL SERVICES

**#20120711015**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

At the June Meeting, Mel Kutcher met with Council and requested an amendment to First General Services Development Agreement to deal with the boat launch that was supposed to be built with his subdivision. Council made a motion to amend the Development Agreement which would allow taking money into trust, (\$80,000) for the creation of a marina until a home owner association is formed.

Mr. Kutcher is now requesting that Council decrease the amount of money in trust from \$80,000 to \$60,000 which is close to the value of the Marina. A copy of his letter is attached.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** pcorbiere

***SANTE ESTATES VENTURE LTD.***

***8607 – 42A Avenue NW***

***Edmonton, Alberta T6K 1E6***

June 25, 2012

Re: Boat Launch

Dear Council Members,

Sante Estates would appreciate if council members would reconsider your request of \$80,000 and decrease the amount to \$60,000 which would be held in trust. My partner and I have reviewed our file dealing with the boat launch issue dating back to 2008 when the original agreement was signed.

We have incurred a substantial amount of expense already dealing with this issue. Environmental consultants were hired in 2009 to provide a detailed report, numerous years with Letters of Credit from our bank, many trips and time we have made for meetings.

We feel this is a fair amount, if you remember at the last council meeting, some council members asked what the value of a marina would be and we had given them an estimate of \$55,147 which is very close to the \$60,000 range.

As you know, taxes on these lots are at a premium and lot sales have been poor in the past few years, so a decrease would help our financial situation greatly. Sante Estates would like to thank council for their time that they have spent on this matter. We know that all of you have a very busy schedule.

We await your decision.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. Kutcher', with a stylized, cursive script.

Mel Kutcher

Sante Estates Venture Ltd.

## 6. Delegation

- 6.1. 9:00 A.M. - MP BRIAN STORSETH
- 6.2. 11:00 A.M. - PENGROWTH - JORDAN CICORIA,  
LORNELL CONSULTANTS
- 6.3. 10:30 A.M. - RYAN SMYL & ALBERT RACHYNSKI



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

**6.1. 9:00 A.M. - MP BRIAN STORSETH**

**#20120711022**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

### **Background**

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MP Brian Storseth will give a brief report on House of Commons activities and then take any questions or hear any concerns council may have.

### **Additional Information**

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**Originated By :** pcorbiere



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

### 6.2. 11:00 A.M. - PENGROWTH - JORDAN CICORIA, LORNELL CONSULTANTS

#20120711024

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

Jordan Cicoria with Lornell Consultants will be in to discuss the following with Council.

Pengrowth is requesting the permanent closure of 3 miles of road allowance up by their SAGD facility in Lindbergh. These are undeveloped road allowances. Pengrowth has made application to the AUC for a Cogeneration power plant to be constructed in association with their SAGD facilities so that we can power our operations and plant sites. In order to do this, because we are not the power provider in the area, we are not able to cross road allowances due to the rules and guidelines as laid out by the AUC.

Unfortunately requesting a license of occupation (lease) from St. Paul County will not work as the road allowance would still exist.

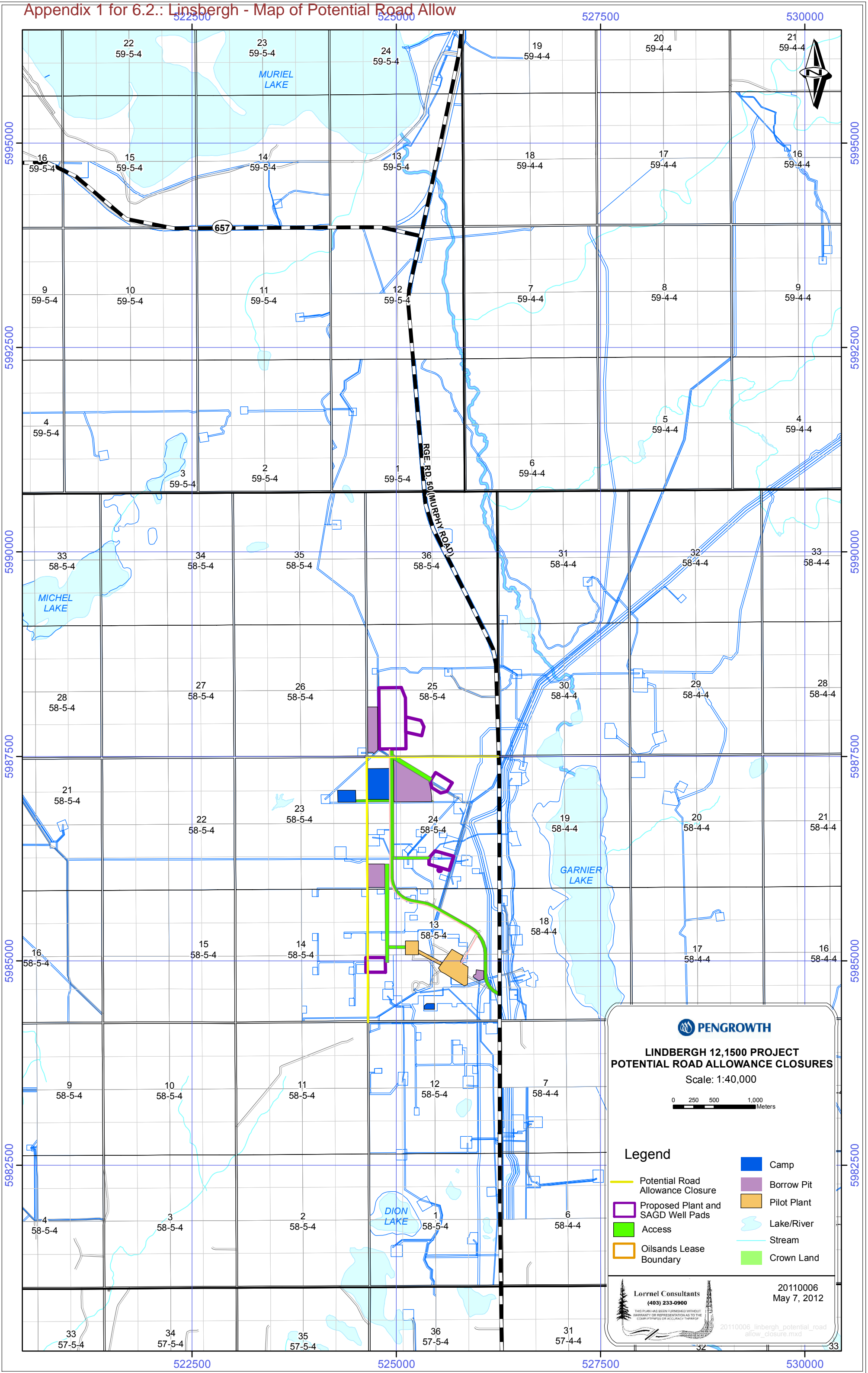
Attached is a map for your reference. The Road allowances around out plant are highlighted in yellow.

#### Additional Information

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Originated By : pcorbiere

Appendix 1 for 6.2.: Linsbergh - Map of Potential Road Allow





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

## Issue Summary Report

**6.3. 10:30 A.M. - RYAN SMYL & ALBERT RACHYNSKI**

**#20120711023**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

### **Background**

---

Ryan Smyl and Albert Rachynski will be in to speak to Council about purchasing a portion of R4, Plan 3705RS. Ryan is in the process of purchasing Lot 2A, Plan 0425147, however the roof is encroaching on a portion of R4 and the storage shed is on it. The small sliver of land is of no use to the county and it goes no where.

If Council agrees to sell the the portion of property to Mr. Smyl, we will require a motion to remove the reserve designation on a portion of R4, Plan 3705RS and consolidate it with Lot 02A, Plan 0425147. The adjacent landowner will also have to be notified.

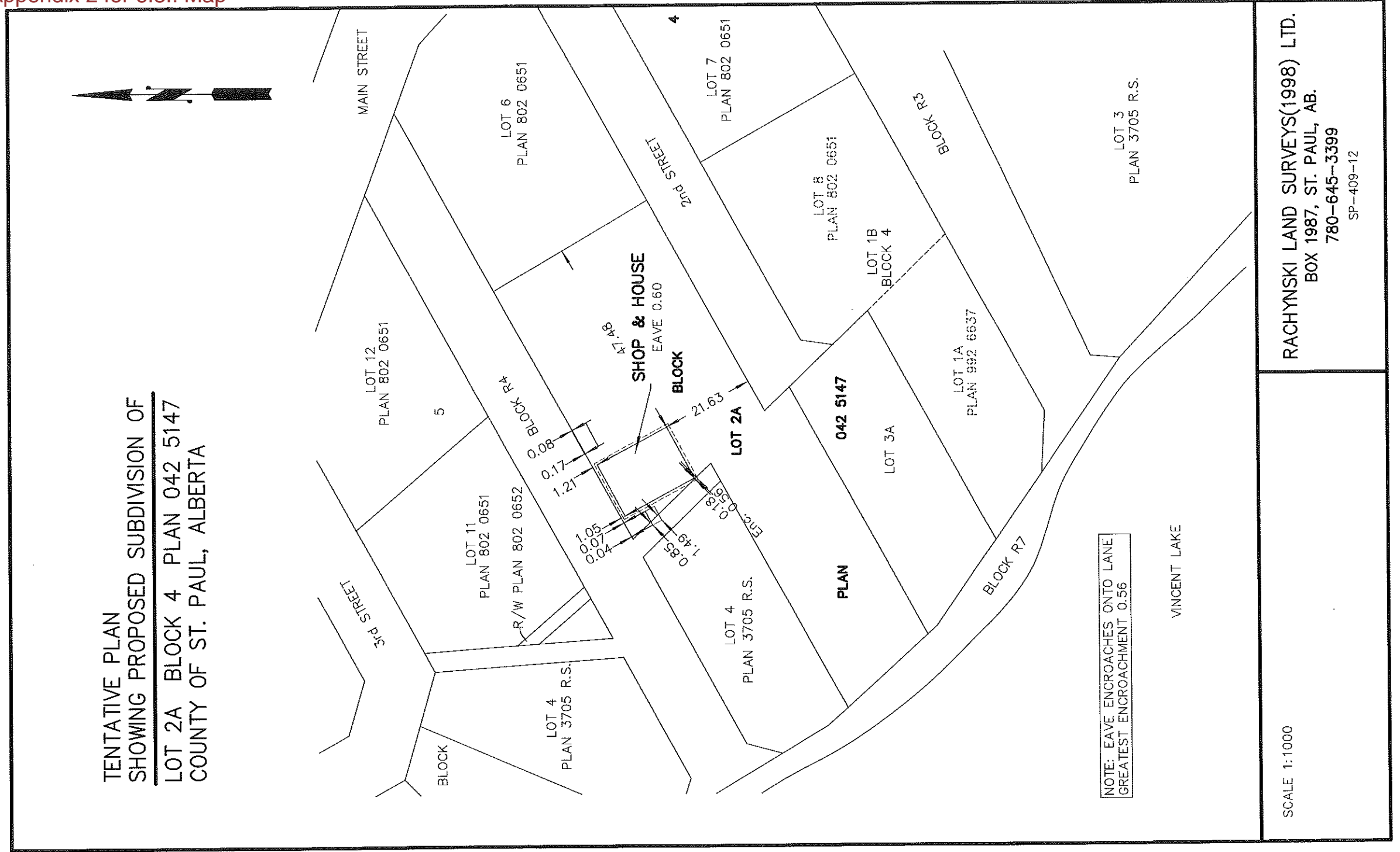
### **Additional Information**

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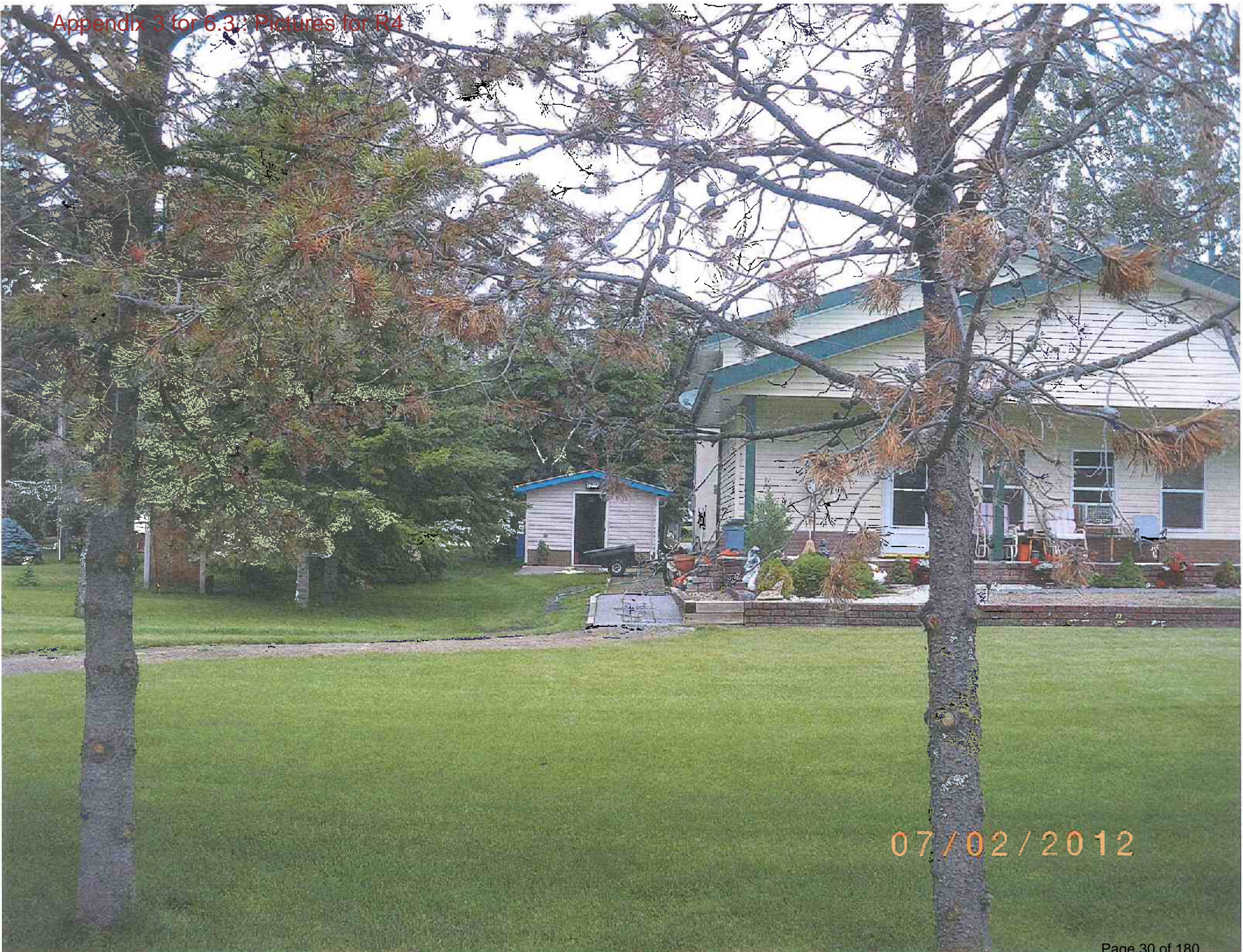
**Originated By :** dbergheim











07/02/2012









07/02/2012











## 7. New Business

- 7.1. ACTION FOR ATTAINABLE HOUSING DEVELOPMENT WORKSHOP - SEPT. 5
- 7.2. ALBERTA RECYCLING CONFERENCE - SEPT 5-7
- 7.3. NORTHERN LIGHTS LIBRARY SYSTEM CONFERENCE - SEPT. 13-15
- 7.4. SYNERGY ALBERTA CONFERENCE 2012 - OCT. 29 - 31
- 7.5. REQUEST FOR GRANT - ST. PAUL MUNICIPAL SEED CLEANING ASSN.
- 7.6. REQUEST FOR GRANT FOR MANN LAKES GOLF COURSE
- 7.7. ST. PAUL SOCCER ASSOCIATION
- 7.8. 26TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS
- 7.9. REQUEST FOR SPONSORSHIP - VILNA & DISTRICT AG SOCIETY
- 7.10. STRATEGIC PLAN UPDATE - QUARTER 2 - REQUEST FOR ADDITION
- 7.11. BYLAW NO. 1599 - FCSS BOARD
- 7.12. BYLAW NO. 1600 - REZONE SW 25-57-7-W4 FROM AG TO IND/COM.
- 7.13. BYLAW NO. 1601 - REZONE NE 35-5810-W4 FROM AG. TO INDUSTRIAL & CR2
- 7.14. BYLAW NO. 1602 - REZONE NW 19-60-9-W4 FOM URBAN EXPANSION TO IND/COM.
- 7.15. ATCO - LICENSE OF OCCUPATION
- 7.16. LAKELANDER'S TRAILER CLUB
- 7.17. ROAD CLOSURE - FROG LAKE HISTORIC SITE
- 7.18. ROAD CANCELLATIONS
- 7.19. 2012 MUNICIPAL CENSUS RESULTS
- 7.20. MUNICIPAL INTERNSHIP PROGRAM

- 7.21. INTERACTIONS HR SOLUTIONS
- 7.22. LOCAL AUTHORITIES ELECTIONS ACT SURVEY
- 7.23. COMMUNITY INFRASTRUCTURE IMPROVEMENT  
FUND APPLICATION
- 7.24. ASHMONT SEWER SYSTEM - 3 LOTS NOT  
SERVICED
- 7.25. BACKSLOPING POLICY
- 7.26. TREE SHELTERBELT POLICY
- 7.27. SPRAYING OF PROHIBITED NOXIOUS AND/OR  
NOXIOUS WEEDS ON PRIVATE PROPERTY POLICY
- 7.28. DATE FOR JULY PUBLIC WORKS MEETING





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## Issue Summary Report

### 7.1. ACTION FOR ATTAINABLE HOUSING DEVELOPMENT WORKSHOP - SEPT. 5

#20120711004

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

NADC is hosting a one day no-cost workshop on September 5 in St. Paul to discuss Attainable Housing. The Workshop will give a practical step-by-step walk through on how to bring market, affordable and non-market housing to small communities, courtesy of Canada Mortgage and Housing Corporation (CMHC). You will also learn about strategic attainable housing approaches that are leading to success stories in small communities of Alberta today. The government housing department will provide information on housing grant programs of benefit to housing initiatives.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

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Originated By : pcorbiere



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

### 7.2. ALBERTA RECYCLING CONFERENCE - SEPT 5-7

#20120711001

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

Alberta C.A.R.E. will be holding their 13th Annual Recycling Conference from September 5 - 7, 2012 in Fort McMurray.

#### Recommendation

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Motion to approve Dennis Bergheim to attend the Alberta C.A.R.E. Conference from on September 5-7, 2012 in Fort McMurray.

#### Additional Information

---

**Originated By :** pcorbiere

## 13th Annual Alberta Recycling Conference

September 5th-7th  
**2012**

### Accommodations

**Sawridge Inn and Conference Centre**  
530 Mackenzie Boulevard  
Fort McMurray, AB  
(780) 791-7900  
# ID - ACI-04A

**Raddison Inn**  
435 Gregoire Drive  
Fort McMurray, AB  
(780) 743-2400



Sponsored By:



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## 13th Annual Alberta Recycling Conference

September 5th-7th  
**2012**

**Sawridge Inn and Conference Centre**  
530 Mackenzie Boulevard,  
Fort McMurray AB



Please forward registrations & payment to:  
**ALBERTA C.A.R.E.**  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Toll Free: 1.866.818.CARE (2273)  
Fax: 780.980.0232  
Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

### Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
**Going once...**  
**Going twice...**

Beginning September 5/12

## Wednesday, September 5th

- 9:00 a.m.** Registration and Exhibit Set-up
- 11:00 a.m.** Light Lunch and Refreshment to go
- Noon** **TOUR**  
**SUNCOR ENERGY TOUR** *(Photo ID Required)*
- Mining
  - Extraction
  - Tailing Ponds
  - Upgrading and Reclamation
- (Buses Provided for Tour)*
- OR
- 11:00 a.m. Tee Time** **GOLFING at the Fort McMurray Golf Course**  
(18 or 9 holes, with carts)
- 5:00 p.m.** **Cocktails (Cash Bar)**
- 5:45 p.m.** **Greetings from the Mayor Melissa Blake**  
**Greetings from the Don Scott, MLA**
- 6:30 p.m.** **BUFFET BANQUET**
- 8:00 p.m.** **"DEAL OR NO DEAL" (10 cases with \$\$\$)**



Alberta CARE

Register 3 or more  
Delegates  
and receive a....  
**10% Discount!**

## Thursday, September 6th

- 8:00 a.m.** Exhibit Viewing & Buffet Breakfast
- 8:45 a.m.** **Welcome** - Rob Smith, Chairman, Alberta CARE
- 9:00 a.m.** **Working Your Environmental Footprint/Rural Landfills & Recycling**  
Rob Smith, Manager, Athabasca Regional Waste Services Commission
- 9:45 a.m.** **COFFEE BREAK**
- 10:15 a.m.** **Waste Resource Initiative**  
Combined with technologies such as gasification, transesterification, and indoor agriculture to promote sustainable diversification across the RM of Wood Buffalo  
Kevin Scoble, Director of Environmental Services
- 11:00 a.m.** **Landfill Gas Project**  
Adopting an aerobic approach to landfill closures / review of various alternatives  
John Baxter, Salt Canada Inc.
- Noon** **BUFFET LUNCH**
- 1:00 p.m.** **Cogeneration - Green Power**  
Small scale methane cogeneration solutions  
Dan Cloutier - Power Eco Systems



## Thursday September 6th

- 1:45 p.m.** **Alberta Environment & Sustainable Resource Development**  
Changes and Updates  
Christine Della Costa, Team Leader, Waste Policy
- 2:30 p.m.** **COFFEE BREAK**
- 3:00 p.m.** **TOUR**  
**R.M. of Wood Buffalo Regional Waste Facility**
- Bio Diesel Plant
  - Composting Facility
  - Material Recovery Facility
  - Regional Landfill
  - Old Landfill - Anaerobic Digestion
- (Buses Provided for Tour)*
- 5:00 p.m.** **Cocktails (Cash Bar)**
- 6:30 p.m.** **BUFFET BANQUET**
- 9:30 p.m.** **"Hospitality Evening" - Hosted by K & K Recycling**

## Friday September 7th

- 7:30 a.m.** Exhibit Viewing / Hot Buffet Breakfast
- 8:30 a.m.** **NEW Alberta Sphagnum Peat Moss - Hazmat Absorbent**  
Closed Loop Recycling Initiative  
Jim Donaldson, Environment Consultant
- 9:15 a.m.** **North Country Fair**  
Jule Asterik, Enviro Coordinator
- 10:00 a.m.** **Closed Loop Styrofoam Recycling Initiative**  
**EPS Unit Results**  
Tim Conrad, Aquatera, Grande Prairie, AB
- 10:45 a.m.** **Closing Remarks**  
Rob Smith, Chairman, Alberta CARE
- 11:00 a.m.** **Conference Ends**



Alberta CARE



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

ALBERTA Coordinated Action for  
Recycling Enterprises (CARE)  
1-866-818-2273 Toll Free  
1-780-980-8089 Phone  
1-780-980-0232 Fax





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

## Issue Summary Report

### 7.3. NORTHERN LIGHTS LIBRARY SYSTEM CONFERENCE - SEPT. 13-15

#20120711003

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

The Northern Lights Library System 20th Annual Conference "Investigate the Possibilities" will be held September 13 to 15, 2012 in Elk Point. The conference Agenda is attached.

#### Recommendation

---

Motion to approve Councillor Dach and Councillor Fodness to attend the 20th Annual Northern Lights Library System Conference from September 13 to 15, 2012 in Elk Point.

#### Additional Information

---

Originated By : pcorbiere




Contact [Northern Lights Library System](#) for event and ticket information.

[Email](#) [Share](#) [Tweet](#) [Like](#)

## Northern Lights Library System 20th Annual Conference "Investigate the Possibilities"

Thursday, September 13, 2012 at 1:00 PM - Saturday, September 15, 2012  
at 1:00 PM (MT)  
Elk Point, Canada

| Ticket Information                                    |             |            |          |   |
|---|-------------|------------|----------|---|
| TICKET TYPE   | SALES END   | PRICE      | FEE      | QUANTITY  |
| <b>Members of NLLS</b> <a href="#">more info</a>      | Sep 3, 2012 | CA\$120.00 | CA\$0.00 | 0 <input type="button" value="+"/> <input type="button" value="-"/> |
| <b>Non- Members of NLLS</b> <a href="#">more info</a> | Sep 3, 2012 | CA\$150.00 | CA\$0.00 | 0 <input type="button" value="+"/> <input type="button" value="-"/> |
| <b>Vendors</b> <a href="#">more info</a>              | Sep 3, 2012 | CA\$175.00 | CA\$0.00 | 0 <input type="button" value="+"/> <input type="button" value="-"/> |


[Order Now](#)

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### When & Where



5615 - 48 Street  
Elk Point, T0A 1A0  
Canada  
Thursday, September 13, 2012 at 1:00 PM -  
Saturday, September 15, 2012 at 1:00 PM  
(MT)

[Add to my calendar](#)

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### Event Details

**Thursday September 13, 2012**  
**Pre Conference sessions**  
1:00 - 4:00 pm

**Creating a Positive Customer Service**  
*Susan Grieshaber-Otto, Joanne Mokry, and Colleen Schalm*

To patrons, you and your staff are the library. They enter your doors for much more than books. They look to you for advice, suggestions, quick tips, a listening ear, and a friendly smile. In short – a great customer experience. Join Parkland Regional Library System staff for a half-day interactive workshop where you will discuss personal and organizational values and recognize the impact of policies on customer service delivery. Through brainstorming real-life experiences, you will leave the session with strategies and communication tips for dealing with a variety of situations, including some of those challenging moments.

**Genealogy: Investigation It Is!**  
*Patricia MacNamee (Limit 20)*

Your patrons are looking for answers...they want to know where to go and how to do it...What are your strategies to respond to their needs and what can you do to help them. We will be working on-line and learning to decipher the hidden clues in all of us.

**Human Resources**  
*Sharon Patriquin*

This session will take you through the hiring process from writing the ad through the probation period and beyond. We'll also looks at roles, responsibilities, and relationships of employers and employees.

**Friday September 14, 2012**  
**Session A 8:30 - 10:00 am**

### Hosted By

**Northern Lights Library System**

[Contact the Host](#)

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### **New Fall Titles**

Contact [Northern Lights Library System](#) for event and ticket information.

*Ren Speer*

Join our United Library Services representative, Ren Speer, as he shows you the latest in fall titles. This session is great for gearing up for collection development. Come out and see what ULS has to offer!

### **Trustees: "Wither Thou Goest"?**

*Patricia McNamee*

Trustees: come and play the game. What are you trying to achieve and where will it take you? What is the game plan? What are the outcomes and how do they relate to your governance structure? How do you know if you are providing the best service you can and are you recognized by your municipality and community?

### **Investigating Avenues - RCMP**

*CST Pedro Rodrigues*

This presentation is going to cover the basics of what happens from the moment someone calls 911, we attend and then return to the office to continue the investigation. I'll go over what some of our various sections do such as FIS (Forensic Identification Section), PDS (Police Dog Services) and a few others.

### **Beam Me Up RISE**

*Maggie MacDonald and Michelle Toombs*

'Space, the final frontier.' Maggie Macdonald, CEO, Chinook Arch Regional Library System, and Michelle Toombs, CEO, Marigold Library System, will facilitate a discussion on how rural libraries can use videoconferencing to engage library staff and residents in innovative programming and learning across the miles. While not a new technology, videoconferencing has stood the test of time; the RISE project has proven to build stronger working relationships between diverse communities, while saving money and time.

## **Session B 10:30 am - 12:00 pm**

### **Effectively Executing EBSCO (Limit 20)**

*Lisa Jane Watson*

Databases can offer helpful information on everything from great book recommendations to how to fix your own cars and other equipment. Hands-on practice of Novelist and Auto Repair Reference Centre plus an overview of your EBSCO databases will be covered. Find out how to search your databases along with your catalogue with the EBSCOhost Integrated Search box. Our Regional Representative, Lisa Jane Watson will present on all the various features and provide a general overview to ensure our libraries use these valuable products so their full value is realized.

### **Happy Harbor Comics**

*Jay Bardyla*

Who's the latest and greatest superhero and villain alive today? Find out in this latest session from the world of comic books.

### **Detecting Legal Resources with CPLEA**

*Margo Till Rogers*

The library is often the first place people go when looking for information to help them with legal problems. Keeping up-to-date on key sources of legal information can be a challenge for library workers. Understanding sources, terminology and jurisdiction is essential. Join Margo Till-Rogers to learn how to 'detect' the legal information your clients need.

### **Public Library Services Branch Technology Plan**

*Diana Davidson*

PLSB is involved in a number of initiatives, including working with APLEN to implement a provincial technology plan and leading development of an integrated library policy focused on achieving seamless access to library resources for all Albertans. Come hear about these initiatives as well as ongoing work the branch does to fund and support the provincial library network!

### **Empower your Presentation**

*Virginia Clevette*

Are you a librarian charged with delivering training sessions, or a board member needing to speak in front of a crowd on behalf of your library? If so, then this session is for you! Participants will be engaged in topics such as vocal technique, body language, audience rapport, and multimedia use.

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# Appendix 1 for 7.3.: Agenda - NLLS Conference

Contact [Northern Lights Library System](#) for event and ticket information.

## Lunch 12:00 - 1:00 pm

1:00 pm Keynote Speaker - Myrna Kostach - All of Baba's Children "Bloodlines"

## Session C 2:30 - 4:00 pm

### Tour of St. Paul and Elk Point Libraries - (Limit 20)

The bus will leave no later than 2:15 p.m. The tour will consist of two stops: the St. Paul Public Library and the Elk Point Public Library.

### Strengthen the network and Find Out What's New at APLEN

*Julia Reinhart, Bill Rice & Janelle Beblow*

There are all kinds of new things happening at the Alberta Public Library Electronic Network and you could have a front row seat. Check out what is set to take place technology wise around the province and learn more about current initiatives. We'll also be talking about the latest APLEN marketing campaign "Make it yours", how to make use of the tools that have been rolled out and what new elements will be coming for 2012.

### eReaders, Tablets, OverDrive and the Library (Limit 20)

*Kimberley Christmas*

This session is for anyone who will be training staff on the process of assisting customers with eReaders and tablets to access library resources using Overdrive. In this session trainers will get the opportunity to walk through a 4-step process that will provide you and your staff with the basic tools to deal with the variety of eReaders and tablets that are walking through your doors. Please bring your own eReaders, tablets and smart phones to the session for hands-on-practice.

### Serotonin chocolates - (Limit 35)

Learn about Chocolate making and mold-making. Will be bringing a chocolate fountain with fruit and chocolate samples. This session will include a presentation, some hands-on and time for Q&A.

### Assessing and Developing Intercultural Sensitivity in Your Community

*Sarah Apedaile*

Sensitivity to cultural difference is one of the challenges faced by host community members seeking to be welcoming and inclusive. But how can you tell how sensitive people are? You will leave this interactive session with concrete ideas for your community.

Supper Keynote - Sarah Apedaile - Assessing and Developing Intercultural Sensitivity in your community

## Saturday September 15, 2012

### Continental Breakfast 7:30 - 8:15 am

Closing Keynote 8:15 - 8:45 am

## Session D 9:00 - 10:30 am

### Book Repair - (Limit 8)

*Patty Mathiot & Sue Frisby*

Sue and Patty go through the process of what happens to a book when it reaches NLLS and what steps one can take to enhance the life of that book. They also go through steps to repair books that are showing wear and tear.

### Microsoft Word and Publisher for Library Promotions - (Limit 20)

*Caroline Vandriel*

Find the clues to Word and Publisher that will make your library promotional material sing. This hands-on session will take you through basic Word and Publisher as well as look at marketing techniques.

### Zumba -

*Laurianne Peters*

Email Share Tweet Like



Come with a change of clothes as you exercise your body and your right to explore a new idea for programs for your library. Be ready to sweat!

Contact [Northern Lights Library System](#) for event and ticket information.

[Email](#)
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### **Red Rover, Red Rover Calling School & Public Libraries Over: Breaking Down Barriers Between School & Public Libraries**

*Jocie Wilson*

This session will provide a framework for why building relationships between school and public libraries is important in all sizes of communities as well as provide specific examples of successful programs and future opportunities. The audience will leave the session with specific tools to begin a formal or informal relationship with other libraries in their communities.

### **Grow as a Trustee**

*Dwight Nagel*

This session will help you grow more confident in your role as a library trustee, more competent as you exercise your responsibilities and become a keen contributor to your Board of Trustees. Topics include; understanding your role, being an effective board member, knowing your local library, understanding who does what, knowing what your board does, knowing what to expect at meetings, talking up your library, learning financial basics, exploring the larger library community and growing into trusteeship.

## **Session E 10:45 am - 12:15 pm**

### **Board Round Table**

*Larry Tiedemann*

Larry and Dwight will lead the round table discussions.

### **Where in the Computer is Your Data? (Limit 20)**

*Jodi Arrowsmith and Kelly Ostropolski*

Join us and solve this mystery, as we introduce hazards of not protecting your files. We will show you where your data is stored and the many tools available to you to back up your files.

### **Emergency Prepared Plans. Do you have one?**

*Tina Henderson*

Does your library or community have an Emergency Prepared Plan which identifies key responsibilities and what one's role is should an emergency take place? We will cover what to do when severe weather situation arises, what to do if there are issues with utilities as well as unexpected encounters with violence. You will learn to identify the risks and the procedures that you should follow.

### **Extreme Couponing**

*Therese Poitras*

Come join us for a session of learning how to save hundreds of dollars on your grocery bill. Don't miss this opportunity to learn about using coupons to your advantage. You will learn how to buy items at rock bottom prices, sometimes free or at cost.

### **Copyright Convict**

*Gerri-Lynn Dolan*

Copyright, in short it has never been the most interesting topic of law. However, with piracy on the rise it is becoming an issue that is being prosecuted. A prosecution that includes 6 figure fines and prison time. Pirated material is tempting because it is readily accessible, and cheap, but in the end it costs us all. This session will explain Copyright, and how virtue of librarianship we are bound to uphold it. So come to this session, because its better than going to prison

Contact [Northern Lights Library System](#) for event and ticket information.

Use Eventbrite for [event ticketing](#) and [online event registration](#).

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## Issue Summary Report

### 7.4. SYNERGY ALBERTA CONFERENCE 2012 - OCT. 29 - 31

#20120711002

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

The Synergy Alberta Conference will be held October 29 to 31 in Red Deer. Some of the topics include:

|                      |                           |
|----------------------|---------------------------|
| Surface Rights       | Impacts of Agriculture    |
| Risk Management      | Social License to Operate |
| Shale Gas/Fracturing | Crisis Communications     |
| Government updates   | Environmental Monitoring  |
| Land Use Planning    | Odour Management          |
| Energy Economics     |                           |

Councillor Dach has expressed interest in attending this Conference.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** pcorbiere



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## Issue Summary Report

### 7.5. REQUEST FOR GRANT - ST. PAUL MUNICIPAL SEED CLEANING ASSN. #20120710007

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

The St. Paul Municipal Seed Cleaning Association is requesting a grant from the County to assist with their property taxes. In 2012 the property taxes were \$17,368.42, \$2,910.83 of which was school tax.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

Originated By : pcorbiere



## ST PAUL MUNICIPAL SEED CLEANING ASSOCIATION LTD

PH: (780) 645-3939 FAX: (780) 645-2122  
P.O. Box 1101, St. Paul, AB T0A 3A0  
Email Address: stplseed@telusplanet.net



---

**"We Specialize in Seed Cleaning"**

---

July 4, 2012

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

**ATTENTION: COUNTY COUNCIL**

**RE: REQUEST FOR GRANT FUNDING – PROPERTY TAXES**

We the Board of Directors, respectfully request the County's consideration for grant funding to assist with the cost of property taxes for the St. Paul Municipal Seed Cleaning Association Ltd.

Our Plant must continually assess the need for costly equipment and upgrades in order to manage the demand of producers. Our facility does not pose a competitive disadvantage to other businesses or market places within our County, but rather provides much needed and necessary processing/handling of our grain commodities.

Due to our processing commitment, we have dropped a significant portion of our retail sales to accommodate the ongoing need for our specialized services.

With the ever rising costs of operations, the St. Paul Municipal Seed Cleaning Association Ltd. sees the need to request assistance so that we may continue to be viable as an Agriculture based Co-operative.

Please advise as to the outcome of this request at your earliest convenience.

Respectfully yours,

The Board of Directors,  
St. Paul Municipal Seed Cleaning Association Ltd.

sb



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

## Issue Summary Report

### 7.6. REQUEST FOR GRANT FOR MANN LAKES GOLF COURSE

#20120710006

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

The owner of the Mann Lakes Golf Course is requesting an operating grant of \$2,898.27 to help offset the 2012 property taxes.

Since 2009, Council approved a grant to offset the property taxes and Mr. McDonald was advised that his request would be reviewed on an annual basis.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

Originated By : skitz

July 10, 2012

Dear Reeve and Council:

I am the owner of the Upper Mann Lake Golf Course and am probably the only recreational facility within the County that is not owned/operated by a Municipality. I keep the fees as low as I can for adults and allow kids to use the facility for free.

I have noticed in the past that you have provided grants to both the Town of St. Paul and Town of Elk Point Golf Courses. Though we don't operate at the level of these other two golf courses, we do offer a much needed recreational opportunity to County residents and do so at little or no profit.

I am asking Council for an operating grant of \$2,898.27 to help offset operating costs. This will allow me to continue to keep the fees as low as possible and to allow kids under 10 to golf with their parents or an adult for free.

I thank you for your consideration and look forward to a positive response.

Yours truly,

A handwritten signature in black ink, appearing to read "Ron McDonald". The signature is fluid and cursive, with a large loop at the end.

Ron McDonald



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

### 7.7. ST. PAUL SOCCER ASSOCIATION

**#20120712005**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### **Background**

---

The U-12 St. Paul Blue Crush girls soccer team attended the Provincial Tournament from July 6-8 in Beaumont. They are requesting financial assistance to help offset their costs.

#### **Recommendation**

---

Motion to approve a \$500 grant for the U-12 St. Paul Blue Crush girls team to attend the Provincial Soccer Tournament in Beaumont from July 6-8 in Beaumont, as per policy ADM-51.

#### **Additional Information**

---

**Originated By :** pcorbiere



**St Paul Soccer Association  
Box.1763  
St. Paul, AB  
T0A 3A3**



To Tim Mahdiuk and the County of St. Paul,

It is with great pleasure that we announce one of our St. Paul Soccer Association teams is heading to Provincials. The U-12 St. Paul Blue Crush girls team won the gold metal in the Lakeland Cup tournament in St. Paul on June.22-24. They are heading to Provincials on July 6-8 in Beaumont. It is our understanding that the County of St. Paul assists teams representing our community by giving a donation to the team for travel expenses or to help the team with any costs related to the tournament. If you can help this team make it to Beaumont, that would be great. Wish them luck!

Thank you for your time,

Michelle Duffy

S.P.S.A





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## Issue Summary Report

### 7.8. 26TH ANNUAL CONRAD JEAN SPECIAL OLYMPICS

#20120710008

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

The St. Paul Special Olympics is hosting the 26th Annual Slo Pitch Tournament on August 25 and 26, 2012. 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. They would also like a County representative to attend the banquet on August 25th.

For the past three years, Council gave a \$500 grant for the tournament.

#### Recommendation

---

Motion to approve a \$500 donation for the St. Paul Special Olympics to help offset the costs of hosting the 26th Annual Slo Pitch Tournament.

#### Additional Information

---

Originated By : skitz



RECEIVED JUN 14 2012

**Special Olympics**  
*Alberta*

Special Olympics St. Paul

Box 1600  
St. Paul, Alberta  
T0A 3A0

WINNING AT LIFE

May 29, 2012

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

Attention: Sheila Kitz,

RE: Special Olympics St. Paul 26<sup>th</sup> Annual Conrad Jean So-Pitch Tournament

We are pleased to be hosting the 26<sup>th</sup> Annual Special Olympics Slo-Pitch Tournament on August 25<sup>th</sup> and 26<sup>th</sup>, 2012. We will see athletes come to Town of St. Paul from Saskatchewan and all over Alberta and we anticipate over 400 athletes, coaches and volunteers.

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.

We sincerely thank you for your support. Should you wish any further information with regards to the tournament, please do not hesitate in contacting me at 780-614-2490 or 780-645-6333 (work) or Donna Desjardins at 780-645-5516. It is truly a weekend of fun, teamwork, and camaraderie and we sincerely hope that you can be a part of it. I look forward to hearing from you.

Yours very truly,

Special Olympics St. Paul

Per:

Nikki Gossmann, Chair

RSVP

*would like County representatives  
to attend banquet on Aug 25/2012.  
-time @ 6:00pm.  
-location - Ric Centre.*



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## Issue Summary Report

### 7.9. REQUEST FOR SPONSORSHIP - VILNA & DISTRICT AG SOCIETY #20120710009

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

The Vilna & District Ag Society will be hosting their Annual Show & Shine during Boomtown Days from August 17-19, 2012. They are looking for trophy sponsorship (\$45 - \$55), donation of items for silent auction, or smaller promotional items which can be given to participants.

#### Recommendation

---

Council to decide if they will support this request as the organization is outside of the Municipality.

#### Additional Information

---

**Originated By :** pcorbiere

Vilna & District Agricultural Society  
2012 Boomtown Days Fair  
August 17-19, 2012

The Vilna & District Agricultural Society is once again hosting our annual Show and Shine during Vilna's Boomtown Days. The Show and Shine has grown every year and we hope to host over 50 different entrants this year! Vilna's Historic Main Street is a perfect setting for this colorful event, and drivers love to show off their classic cars, trucks, and even boats against this unique backdrop. This year's Show and Shine will be held on Sunday, August 19. We look forward to welcoming new and old friends back to Vilna and our Historic Main Street.

We are currently looking for trophy sponsorships, donations of items for the silent auction, and smaller promotional items which will be given to all participants. The cost of sponsoring a trophy ranges from \$45-\$55. This year, proceeds from Show and Shine registrations and the silent auction will be donated to *Haying in the 30s*, in support of the work they do to help cancer victims with the costs they incur for their treatments. It is only with the help of dedicated volunteers and the kindness and generosity of businesses and individuals that our Show and Shine can reach the levels of success we have enjoyed. If your business has anything to contribute, we would certainly appreciate any support you can offer. We will issue receipts following Boomtown Days and the Show and Shine, and would be very happy to see you at the Show and Shine if you can make it to Vilna on August 19.

Thank you!

Sincerely,

Tim McEachern  
Show and Shine Organizer  
780-636-2294  
vilnashowandshine@gmail.com



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## Issue Summary Report

### 7.10. STRATEGIC PLAN UPDATE - QUARTER 2 - REQUEST FOR ADDITION

#20120711005

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

Please find attached Administration's update for the 2012 Strategic Plan.

Due to the County of St. Paul submitting an application under the Community Broadband Infrastructure Program, Administration would like to propose an added item under Goal 5 - "Examine Enhanced Services" portion of the Strategic Plan. We would like to add:

"Make application under the Community Broadband Infrastructure Program to ensure high speed internet is available for all residents of the County of St. Paul"

#### Recommendation

---

That Council accept the 2nd Quarter report of the 2012 Strategic Plan.

That Council include an addition to the 2012 Strategic Plan under Goal 5 - Examine Enhanced Services:

"Make application under the Community Broadband Infrastructure Program to ensure high speed internet is available for all residents of the County of St. Paul"

#### Additional Information

---

Originated By : skitz

2012

# Strategic Business Plan

## County of St. Paul No. 19

The Strategic Business Plan for the County of St. Paul No. 19 is intended to serve as a guide for programs, services and the operations of the municipality as well as coordination of the development of new programs and services based on identified areas of greatest opportunity and improvement.

Developed by the residents, staff and Council of the County of St. Paul, the Strategic Business Plan reflects the multifaceted and dynamic needs of the municipality. The strategic planning process has resulted in a plan unique to The County of St. Paul, to better serve the residents of the municipality.



**County of St. Paul**

**Strategic Business Plan – 2012**

**Vision:**

The County of St. Paul is a vibrant community which values a high quality of life, balancing rural heritage with a diverse economy

**Core Values:**

- ☐ Balance
- ☐ Respect
- ☐ Fairness
- ☐ Integrity
- ☐ Accountability
- ☐ Service/Serving

**Guiding Principles:**

- 1) Balance the rural character of the County with regional vitality, orderly growth and diversified economic opportunities.
- 2) Promote environmental stewardship and conservation of natural resources.
- 3) Foster innovation and research to improve the community.
- 4) Seek collaborative approaches for effective service delivery and quality of life improvement.
- 5) Strive for operations efficiency and stability to provide affordable services to residents.

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

| Goal 1 –Improved Infrastructure Management   |                |             |   |
|--|----------------|-------------|---|
| Action   | Lead           | Target Date | Quarterly Update  |
| Categorize roads for oiling, grading, gravel, construction, and plowing                  | Leo/Sheila     | June 2012   | <p>Quarter 1 – Administration staff have met with Accurate Assessment and Urban Systems to map out a process to categorize roads and service levels. Will be used in the asset management project.</p> <p>Quarter 2 – Administration team has met to determine best way to gather data for the categorizing roads – Grader Beat maps will be produced for operators to code – how often they are currently grading roads, having gravel applied, traffic volume/type, etc. Once the data has been collected this will be shared with Council prior to determining categories.</p> |
| Examine the use of MG30 for road oiling (desktop exercise)                               | Leo/Ken        |             |   |
| Complete an asset management project to determine life of assets within the municipality | Sheila/Darlene | Dec 2012    | <p>Quarter 1 - Administration staff have met with Accurate Assessment and Urban Systems to map out a process to record our linear assets in the GIS system.</p> <p>Quarter 2 - See road categorization above.</p>   |
| Examine transfer stations for snow removal to increase efficiency of snow removal        | Leo/Dennis     | Jan 2012    | Quarter 2 - Use of a front mounted snow blower, when required.  |
| Road and Bridge Construction   |                |             |   |
| CNRL paving 0.5 miles to Lindberg Plant  | Leo            | 2012 Season | <p>Quarter 1 – In progress</p> <p>Quarter 2 - Tender for paving has been awarded will be completed in 2012</p>  |
| Laurier Lake 1 mile  | Leo            | 2012 Season | Quarter 1 – Cancelled until 2013  |
| CCS tender repairs   | Leo            | 2012 Season |   |
| Langdon Rd 1 mile *CNRL contribution   | Leo            | 2012 Season | Quarter 1 – In progress   |



## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|   |     |             |  |
|---|-----|-------------|--|
| CNRL Paving 5.5 miles * grant available     | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Tender for paving has been awarded will be completed in 2012</b>   |
| WNW 12-57-07-W4M bridge file                | Leo | 2012 Season | Quarter 2 - <b>complete</b>  |
| Bugera Rd 2 miles *CNRL contribution        | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 – <b>Brushing done</b>  |
| N. Valley Rd 3miles *pending resource grant | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>in progress – paving tended has been awarded</b>   |
| Stark Rd 1.5 mile                           | Leo | 2012 Season | Quarter 1 – Being surveyed. Waiting for Transportation for approval<br>Quarter 2 - <b>have been in conversation with Ducks Unlimited who have a statement of concern regarding the project. Administration is working with them to address their concerns.</b> |
| Dakin Rd 1 mile                             | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 – <b>Brushing done</b>  |
| Bridge File 77775                           | Leo | 2012 Season | Quarter 2 - <b>BF 71794 complete BF 77775 in progress</b>  |
| Tkachyk Rd brushing                         | Leo | 2012 Season |  |
| Beau Rivage 2 miles                         | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 – <b>Brushing done</b>  |
| Abilene Rd 1 mile                           | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 – <b>Brushing done</b>  |
| Owlseye Rd 1 mile                           | Leo | 2012 Season | Quarter 1 - Waiting for approve from Environment   |
| Roeder Rd 2 miles pending water line        | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Complete</b>   |
| Flat Lake Rd ½ mile bridge file             | Leo | 2012 Season | Quarter 1 – In progress  |
| Beaver Rd 2.5 miles                         | Leo | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Complete</b>   |
| St. Lina Tender repairs – Bridge file       | Leo | 2012 Season |  |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

| Oiling and Dust Control  |           |             |  |
|--|-----------|-------------|--|
| Pavement to CNRL plant 0.5 miles<br>*resource grant            | Leo       | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Tender for paving has been awarded will be completed in 2012</b>                           |
| Northern Valley Rd. Pavement 2 miles<br>*resource grant        | Leo       | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Tender for paving has been awarded will be completed in 2012</b>                           |
| Repaid Orr Rd for oiling                                       | Ken       | 2012 Season | Quarter 1 - TBA  |
| Moose Hill slide   | Leo       | 2012 Season | Quarter 1 – In progress  |
| Moose Hill and Murphy Rd. Patching                             | Leo/Bobby | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Murphy Road Patching complete, Moosehills Road – Reclaimer being used to address slide</b> |
| Murphy road check for overlay                                  | Leo/Bobby | 2012 Season | Quarter 1 – TBA<br>Quarter 2 - <b>AMEC has been out – overlay should be done 2013 or 2014</b>  |
| Pavement Hwy 41 to Rg Rd 61 5 miles<br>*resource grant         | Leo       | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Tender for paving has been awarded will be completed in 2012</b>                           |
| Pavement Rg Rd 64 0.5 miles *resource grant                    | Leo       | 2012 Season | Quarter 1 – In progress<br>Quarter 2 - <b>Tender for paving has been awarded will be completed in 2012</b>                           |
| Zenko Rd – re-oiling   | Ken       | 2012 Season | Quarter 1 - TBA  |
| Danyluk Rd – re-oiling   | Ken       | 2012 Season | Quarter 1 – TBA<br>Quarter 2 – <b>Partially Complete</b>   |
| Ron Plante South 1 mile  | Ken       | 2012 Season | Quarter 1 - TBA  |
| Armistice Rd (after water line construction) 3 miles           | Ken       | 2012 Season | Quarter 1 - TBA  |
| North Rg Rd 91 1.5 miles                                       | Ken       | 2012 Season | Quarter 1 - TBA  |
| RR 84 1.5 miles  | Ken       | 2012 Season | Quarter 1 - TBA  |
| French Quarters 2.5 miles                                      | Ken       | 2012 Season | Quarter 1 - TBA  |
| Crestview Rd & Development 2 miles<br>South St. Paul 1.5 miles | Ken       | 2012 Season | Quarter 1 – TBA<br>Quarter 2 - <b>Complete</b>   |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|   |     |             |                             |
|---|-----|-------------|-----------------------------|
| Ternovoy Rd 1 mile                            | Ken | 2012 Season | Quarter 1 - TBA             |
| Chamberland Rd 1.5 miles                      | Ken | 2012 Season | Quarter 1 – TBA             |
| Sunset Bay Rd 1 mile                          |     |             | Quarter 2 - <b>Complete</b> |
| Flat Lake Rd 2 miles                          | Ken | 2012 Season | Quarter 1 - TBA             |
| Dolstad Rd 1.5 miles                          | Ken | 2012 Season | Quarter 1 - TBA             |
| Willow Grove Cemetery                         | Ken | 2012 Season | Quarter 1 - TBA             |
| Ashmont Development (south) 0.5 miles         | Ken | 2012 Season | Quarter 1 - TBA             |
| West Mallaig 1 mile                           | Ken | 2012 Season | Quarter 1 - TBA             |
| St. Lina South 1 mile                         | Ken | 2012 Season | Quarter 1 - TBA             |
| Transfer Station Rd Mallaig 0.5 miles         | Ken | 2012 Season | Quarter 1 - TBA             |
| Railroad Ave – Mallaig (reclaiming) 0.5 miles | Ken | 2012 Season | Quarter 1 - TBA             |
| St. Lina North 1 mile                         | Ken | 2012 Season | Quarter 1 - TBA             |

| Goal 2 – Successful Safety Program                            |              |             |  |
|---|--------------|-------------|--|
| Action  | Lead         | Target Date | Quarterly Update   |
| Adapt tailgate meeting forms to be more job specific          | Bryan        | April 2012  | Quarter 1 - Form updated and in use.<br>Awaiting feedback from staff.<br>Quarter 2 – <b>Form being used with no issues.</b>  |
| Increase the number of safety meetings with staff             | Bryan        | Dec 2012    | Quarter 1 – Ongoing<br>Quarter 2 – <b>Ongoing</b>  |
| Develop a safety rewards program                              | Bryan        | March 2012  | Quarter 1 - Under review.<br>Quarter 2 – <b>Under review.</b>  |
| Make safety vests and gloves more accessible to staff         | Bryan        | Jan 2012    | Quarter 1 - More inventory for staff.<br>Quarter 2 – <b>Inventory available for staff.</b>   |
| Emergency disaster training should be completed for all staff | Dennis/Bryan | Dec 2012    | Quarter 1 - Scribe course offered in March to applicable staff.<br>Look into Incident Command System training for all staff in 2012.<br>Quarter 2 – <b>ICS training should be held in the fall/winter as all staff are busy now.</b> |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

| Goal 3 – Effective External Committees  |                |             |   |
|---|----------------|-------------|---|
| Action  | Lead           | Target Date | Quarterly Update  |
| Review the library board structure and committee  | Sheila         | Jun 2012    | Quarter 1 – Irene VanBrabant provided an update to Council regarding County Library Board role and responsibility. I spoke to Northern Lights regarding this issue during AAMDC Spring Convention. Will provide recommendation to Council later in Spring.                                  |
| Review regional economic development – Community Futures – Portage College Funding – HUB funding increase | Sheila         | March 2012  |   |
| Review agricultural external committees including LARA and AESA   | Dennis         | Feb 2012    | Quarter 2 – <b>On going.</b>  |
| Goal 4 – Transparent Communication  |                |             |   |
| Action  | Lead           | Target Date | Quarterly Update  |
| Weekly County print ads in both Elk Point and St. Paul regarding what we do and what we are doing         | Sheila         | Feb 2012    |   |
| Process understanding for public – education regarding services and accessing services                    | Sheila         | Jun 2012    | Quarter 2 – <b>Public Open Houses for residents affected by the 2 waterlines in the County have been held. Regular communication has been sent out to residents regarding these lines.</b>  |
| 50 <sup>th</sup> anniversary celebration  | Sheila         | May 2012    | Quarter 1 – 50 <sup>th</sup> Anniversary Celebration scheduled for Saturday, June 9, 2012 at the Public Works Shop from 11:00 a.m. to 3:00 p.m. Some 50 <sup>th</sup> Anniversary promotional items will be ordered pens/travel mugs. Quarter 2 – <b>Anniversary celebration went well.</b> |
| LUB/MDP public consultation   | Dennis/Krystle | Jun 2012    | Quarter 1 - Tentative Date April 26, 2012<br>Quarter 2 - <b>Landowner survey has been sent out to residents regarding proposed changes</b>  |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|   |               |          |   |
|---|---------------|----------|---|
|   |               |          | <b>to the LUB/MDP – deadline is July 15 – approx 300 have been received back.</b>   |
| Increase website content  | Paulette      | Jun 2012 | <p>Quarter 1 - Added Policies, St. Paul Alberta News &amp; Linked, Agricultural Newsletter, our new Brochure promoting the County/Town and the regular monthly add ons. The Town &amp; County video promoting Dr. Recruitment will be added when ready.</p> <p>Quarter 2 – <b>Added the Municipal Development Plan &amp; Land Use Bylaw Survey online. Added the Public Meetings/Open Houses that occurred in this quarter. 2012 Census Survey will be finished end of June. Working on a new slideshow along with Townlife promoting our parks and special events held in our County for the 3<sup>rd</sup> quarter.</b></p> |
| FCSS newsletter <b>to be published twice a year</b>   | Janice/Debbie | Ongoing  | <p>Quarter 1 - 1<sup>st</sup> issue was sent out January 2012.</p> <p>Quarter 2 – <b>2<sup>nd</sup> issue was sent out in June</b></p>  |
| Council and staff reporting on conferences and training   | Council/Staff | Ongoing  |   |
| Public survey of services   | Paulette      | Jul 2012 | <p>Quarter 1 -Questions for the Survey are welcome.</p> <p>Quarter 2 – <b>No questions came forth to enter in survey.</b></p>   |
| Send out a request for day labour list of contractors – also request safety credentials for contractors | Sheila        | Mar 2012 | <p>Quarter 1 – an advertisement will be put in the local papers the 1<sup>st</sup> week of April according to our new policy.</p>   |

| Goal 5 – Examine Enhanced Services                 |        |             |  |
|--|--------|-------------|--|
| Action   | Lead   | Target Date | Quarterly Update   |
| Waste Storage Sites for Sunset Bay and Garner Lake | Dennis | Nov 2012    | <b>Quarter 2 - Presently will be developing waste storage site at Sunset Bay only.</b> |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|  |                   |              |  |
|--|-------------------|--------------|--|
|  |                   |              | <b>Garner lake looking for proper area, and will not be completed in 2012.</b>   |
| Explore joint Lagoon with the County of Two Hills for Lac Sante area | Sheila            | Sept 2012    |  |
| Laurier Lake park – examine the feasibility                          | Sheila/Leo        | Dec 2012     | <b>Quarter 2 - this was put on hold following announcement that the Province was re-opening Whitney lake for overnight camping.</b>  |
| Explore Tank loaders for non-potable water                           | Sheila/Dennis/Leo | Dec 2012     | <b>Quarter 2 - Nothing to report</b>   |
| Explore water to interested developments                             | Sheila            | As requested |  |
| Reclamation of Non-potable wells in subdivisions                     | Sheila            | Nov 2012     |  |
| Explore business case to support LED lighting with ATCO (new)        | Sheila            | Jun 2012     | <b>Quarter 1 – New policy regarding request for lighting indicates that LED lighting will be used for new lights</b>   |
| Explore the cost of providing water to the whole County              | Sheila            | Jun 2012     | <b>Quarter 2 – would like to defer – currently working on two waterlines</b>   |
| Purchase additional front load bins                                  | Dennis            | Dec 2012     | <b>Quarter 2 – Completed and received.</b>   |
| Coyote bounty for predation control                                  | Dennis            | April 2012   | <b>Quarter 1 – The Coyote bounty commenced in January and was completed on March 20 with 1414 coyotes being brought in for a total of \$21,210.</b>  |
| Beaver control – problem areas                                       | Dennis            | Dec 2012     | <b>Quarter 2 – On going.<br/>Quarter 2 – Working on Beaver Control Policy</b>  |
| Explore transportation options (removed to Edmonton)                 | Janice            | Jun 2012     | <b>Quarter 1 – Bus is running from St. Paul to Edmonton. Driving Miss Daisy should be operational in May 2012 – will be able to provide service to wheelchair clients. Another volunteer is willing to take clients. Any requests from residents should be</b> |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|   |        |            |   |
|---|--------|------------|---|
|   |        |            | forwarded to FCSS.<br>Quarter 2 – <b>Done. Two service providers in our Community and Elk Point.</b>  |
| Examine additional hours for Elk Point transfer station | Dennis | March 2012 | Quarter 2 - <b>There has been no discussion, with the town of Elk Point on this. Will be required to have this on the agenda at the next joint meeting.</b> |
| Examine expanding recycling program                     | Dennis | Sep 2012   | Quarter 2 – <b>Nothing to report</b>  |
| Water quality should be improved in Ashmont and Mallaig | Bryan  | 2013       | Quarter 1 - Treatment upgrades for Ashmont ongoing.<br>Quarter 2 – <b>Treatment upgrades for Ashmont ongoing.</b>   |
| Upgrade Mallaig lagoon for sewage truck dumping         | Bryan  | Sep 2012   | Quarter 1 -Discussion with Leo on construction ongoing.<br>Quarter 2 – <b>In permit stage.</b>  |

| Goal 6 – Specific Equipment   |            |             |  |
|---|------------|-------------|--|
| Action  | Lead       | Target Date | Quarterly Update   |
| Upgrade mower and side arm  | Dennis     | Jun 2012    | Quarter 1 – <b>Approved in the 2012 budget</b>   |
| Shop building efficiency – lighting and overhead doors, air handling and heating. | Sheila/Ken | Dec 2012    | Quarter 1 – Administration is presenting recommendations to Council regarding energy efficiencies as per our MCCAC grant approval as part of the 2012 Budget.<br>Quarter 2 - <b>lighting is almost complete. Engineers were in to determine/assess current system and provide recommendations for proceeding with upgrades. Oil Furnace installed. Welding shop has been cleaned up.</b> |
| New 2012 Equipment and Capital Assets   |            |             |  |
| 14M grader  | Leo        | Jun 2012    | Quarter 1 – <b>ordered</b><br>Quarter 2 – <b>Complete</b>  |



## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|                                 |               |          |  |
|---------------------------------|---------------|----------|--|
| 14M grader                      | Leo           | Jun 2012 | Quarter 1 – ordered<br>Quarter 2 - <b>Complete</b>                                 |
| 14M grader                      | Leo           | Jun 2012 | Quarter 1 – ordered<br>Quarter 2 - <b>Complete</b>                                 |
| Rock truck                      | Leo           | Jun 2012 | Quarter 1 - Received -Purchased \$402,800.00                                       |
| Bobcat                          | Leo           | Jun 2012 | Quarter 1 – Removed from 2012 budget   |
| Gravel truck tandem             | Leo           | Jun 2012 |  |
| Ashmont/Mallaig Fire Hall       | Sheila/Dennis | Dec 2013 | Quarter 2 - <b>Building design almost complete. Site preparations have started</b> |
| Pick-ups (\$100,000)            | Leo           | Jun 2012 | Quarter 1 – Budget reduced to \$70,000<br>Quarter 2 - <b>Ordered</b>               |
| Playground Floating Stone       | Leo/Ken       | Nov 2012 | Quarter 1 - Cancelled until 2013   |
| Mower for West Cove             | Leo/Ken       | May 2012 | Quarter 1 - Mower was bought for Grass Cutting Crew                                |
| Stoney Lake Playground          | Leo/Ken       | Nov 2012 | Quarter 1 - Cancelled until 2013   |
| Power at Stoney Lake campground | Leo/Ken       | Nov 2012 | Quarter 1 – Due date by late fall  |
| Lindbergh Playground            | Leo/Ken       | Nov 2012 | Quarter 1 - Cancelled until 2013   |

| Goal 7 – Proficient Organization   |        |             |   |
|--|--------|-------------|---|
| Action   | Lead   | Target Date | Quarterly Update  |
| Administrative Re-Organization – Finance Officer, transfer of utilities duties | Sheila | Jan 2012    | Quarter 1 – Darlene Smereka has moved into the role of Finance Officer – this move was advantageous during yearend audit. Paulette Mudryk has taken over the duties of Utilities processing – this transfer has gone very smoothly. <b>COMPLETE</b> |
| Succession Planning  | Sheila | Dec 2012    | Quarter 2 – <b>Administration is looking at Interactive Solutions as a process to work on Succession Planning – will be bringing Council more information at the July Council meeting.</b>  |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|   |            |           |   |
|---|------------|-----------|---|
| Team Building for all staff   | Sheila     | Dec 2012  | Quarter 1 – presentations on Employee Benefits – Blue Cross has been presented. BBQ's at Public Works every other Friday at lunch. Plans for bowling??<br>Quarter 2 – Annual Staff BBQ – June 9   |
| Planning and Development Summer Student                                 | Sheila     | May 2012  | Quarter 1 – presented in the 2012 Budget<br>Quarter 2 – <b>Hired - Complete</b>   |
| Automated vehicle locating (Public Works)                               | Sheila     | Dec 2012  | Quarter 1 – presented in the 2012 Budget<br>Quarter 2 - <b>have met with Accurate Assessment regarding the commencement of this project. Project will start with Fire Department rollout – there could be an opportunity for partnership with the Town of St. Paul for Peace Officers. Have received \$2500.00 funding from SV of Horseshoe Bay for the project</b> |
| Wi-fi at the shop to allow for repair research                          | Sheila     | Feb 2012  | Quarter 1 - <b>COMPLETE</b>   |
| Explore guaranteed wage changes   | Sheila     | Jan 2012  | Quarter 1 – approved in Council with salary negotiations. <b>COMPLETE.</b>  |
| Increase Blue Cross benefits  | Sheila     | Jan 2012  | Quarter 1 – Health Spending Account approved with salary negotiations. <b>COMPLETE.</b>   |
| Explore a health spending account                                       | Sheila     | Jan 2012  | Quarter 1 – approved with salary negotiations. <b>COMPLETE.</b>   |
| Explore rewards for staff who properly utilize sick days                | Sheila     | Sept 2012 |   |
| Professional training for shop techs to keep up with current technology | Leo        | Dec 2012  |   |
| Joint Bellamy training for Public Works and Office staff                | Sheila/Leo | Dec 2012  |   |
| Professional training for all staff                                     | Sheila     | Dec 2012  |   |
| Dealing with difficult people training                                  | Sheila     | Dec 2012  |   |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|                          |        |  |  |
|--------------------------|--------|--|--|
| Dedicated safety officer | Sheila |  |  |
|--------------------------|--------|--|--|

| Goal 8 – Responsible Policy   |            |             |   |
|---|------------|-------------|---|
| Action  | Lead       | Target Date | Quarterly Update  |
| Explore year round burning permits to decrease false calls  | Dennis     | Sept 2012   | <b>Quarter 2 – To be reviewed later this year.</b>  |
| Contributions to political parties policy   | Sheila     | June 2012   | <b>Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.</b>                 |
| Rural addressing sign policy  | Sheila     | June 2012   | <b>Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.</b>                 |
| Procedure for dealing with ratepayer/resident's concerns and difficult issues (per policy ADM-10) | Sheila     | June 2012   |   |
| Street light request policy   | Sheila     | June 2012   | <b>Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.</b>                 |
| Pathways at lake subdivision policy   | Sheila     | June 2012   |   |
| Fee schedule bylaw  | Sheila     | June 2012   |   |
| Council Policies  | Sheila     | June 2012   | <b>Quarter 1 – Council Remuneration policy approved at March Council Meeting. COMPLETE.</b> |
| Heavy Equipment Contracted Services Policy  | Sheila/Leo | June 2012   | <b>Quarter 1 – policy approved at March 2012 Council Meeting. COMPLETE.</b>                 |
| Replacement of dust controls following new road construction                                      | Sheila/Leo | June 2012   |   |
| Explore shelter belt policy for new road construction   | Sheila/Leo | June 2012   |   |
| Consistent speed limits within subdivisions   | Sheila/Leo | June 2012   |   |

## Goal 9 – Foster Safe and Healthy Communities

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

| Action  | Lead          | Target Date | Quarterly Update  |
|---|---------------|-------------|---|
| Develop a regional emergency management plan<br>Develop disaster social services plan | Sheila/Dennis | Dec 2012    | Quarter 2 - <b>Will require further meetings with the town of Elk point and St. Paul.</b>   |
| Work towards developing new fire halls in Ashmont and Mallaig                         | Sheila/Dennis | 2013        | Quarter 1 – presented in the 2012 budget.<br>Quarter 2 - <b>Building plans are almost complete. Site preparations have commenced.</b>   |
| Develop a “welcome baby” program  | Janice        | Dec 2012    | Quarter 1 – welcome baby packages have been sent to St. Paul Health Unit. Completed January 2012.   |
| Have a Seniors Festival   | Janice        | Dec 2012    | Quarter 2 – <b>Hall is booked in Elk Point for November 29, 2012.</b>   |
| Participate in Rural Crime Watch  | Janice        | Dec 2012    | Quarter 1 – Fan out calling system has been updated. Produced pamphlets for Rural Crime Watch and continue to photocopy as needed.<br>Quarter 2 – <b>Print monthly agendas and other info as requested.</b> |
| <b>Promote an Elder Abuse Awareness</b>   | Janice        | Dec 2012    | Quarter 1 – Grant application has been sent in – waiting from response.<br>Quarter 2 – <b>Grant approved – kick off was June 4, 2012.</b>   |
| Provide a “mom’s and tot’s” program   | Janice        | Ongoing     | Quarter 1 – New Coordinator hired for Ashmont Mom’s and Tot’s starting on April 5, 2012.<br>Quarter 2 – <b>On going...</b>  |
| Encourage volunteerism by the public  | Janice        | Dec 2012    | Quarter 1 – increased volunteers by 2 people. One will do senior visits.<br>Quarter 2 – <b>On April 20<sup>th</sup> we held a volunteer appreciation and recruitment event.</b>                             |
| GPS for 911   | Sheila        | Jun 2012    | Quarter 2 – <b>See AVL Project above.</b>   |
| Training for emergency vehicles in rural addressing                                   | Linda         | May 2012    |   |

## Appendix 1 for 7.10.: 2012 Strategic Plan - 2nd quarter update

|   |           |          |   |
|---|-----------|----------|---|
| Explore a Community Peace Officer to enforce bylaws, road bans, unsightly properties, speed limits – generating revenue to repair infrastructure as well as saving on court costs | Sheila    | Jun 2012 |   |
| Clean up unsightly areas  | Sheila    | Dec 2012 | <b>Quarter 2 – home demolished in Ashmont. Letters sent out to several properties in the municipality – in Crestview, St. Lina, rural.</b>  |
| Work with Wellness Center to insure quality medical care  | Steve/Tim | Dec 2012 | <b>Quarter 2 – Council has given 1<sup>st</sup> reading to Borrowing Bylaw to provide the Town of St. Paul with \$1,000,000 funding towards the Wellness Centre.</b>  |
| FCSS to meet with schools twice per year for needs assessment   | Janice    | Dec 2012 | <b>Quarter 1 – Janice met with Bridgette Noel February 29, 2012 to review needs within County schools.</b>  |
| Have joint board meetings with the Town of St. Paul FCSS  | Janice    | Dec 2012 | <b>Quarter 1 – meeting with Town of St. Paul FCSS to occur April 3, 2012.<br/>Quarter 2 – April 3, 2012 meeting completed. Next meeting on October 18, 2012 at 10:30am</b>  |
| Aid residents with income tax and seniors benefits  | Janice    | Dec 2012 | <b>Quarter 1 – Seniors income tax is very busy this quarter. Staff/Volunteers will be attending Mallaig, Ashmont, and Heinsburg to complete tax returns on scheduled days. Heinsburg was done March 27 – no seniors showed up.<br/>Quarter 2 – Seniors forms ongoing.</b> |



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

## Issue Summary Report

### 7.11. BYLAW NO. 1599 - FCSS BOARD

**#20120712001**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### **Background**

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Bylaw No. 1599 was presented to the FCSS Board at their June 25th meeting. The board approved the Bylaw and made a motion to submit it to Council for approval.

#### **Recommendation**

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Motion to give all three readings to Bylaw No. 1599.

#### **Additional Information**

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**Originated By :** pcorbiere

COUNTY OF ST. PAUL NO. 19  
BY-LAW NO. 1599

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A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to establish the Family and Community Support Services Board (FCSS) of the County of St. Paul.

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**WHEREAS**, Section 145 of the Municipal Government Act. S.A. 2000, Chapter M-26 enables a Council to pass a bylaw to establish the functions of an FCSS Board.

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

- 1. Area
  - 1.1 The County of St. Paul No. 19 FCSS Board will encompass the area designated as the County of St. Paul.
- 2. Purpose

The County of St. Paul No. 19 FCSS shall manage the ongoing development and operation of the FCSS Program within the Alberta Act and Regulations of Family and Community Support Services.
- 3. Membership
  - 3.1 The County FCSS Board shall have a total of seven (7) members.
  - 3.2 County Council shall appoint three (3) elected members to the FCSS Board for a three (3) year term.

Four (4) Board Members at large, shall be appointed by County Council for a three (3) year term. Although not a requirement, due consideration will be given to members-at-large from Divisions that are not represented by Council.
  - 3.3 All appointed FCSS Board Members will serve as a people’s representative for the Municipality as a whole.

Remuneration will be paid as per section 4(f) of the Family and Community Support Services Regulations.
  - 3.4 FCSS Board Members may be required to serve as a County FCSS representative on other Boards, Agencies or Committees.
  - 3.5 If an appointed Board Member is absent from three (3) regular consecutive meetings without being authorized by a resolution of the FCSS Board, he/she will be disqualified from the Board.
- 4. Officers and Duties
  - 4.1 Chairperson

The FCSS Board Chairperson shall be appointed by the elected County Council for a three year term.



Bylaw No. 1599  
Page 2

The Chairperson shall in conjunction with the FCSS Director, plan monthly meetings, prepare Agendas, chair monthly meetings, appoint representatives or sub-committees and call special meetings if required.

4.2 Vice-Chairperson

The Vice-Chairperson shall be elected by the FCSS board for a three year term and will assume the Chairperson's role in the absence of the Chairperson.

4.3 Recording Secretary

The recording secretary shall be appointed by the FCSS Board to meet the needs of the FCSS Board.

5. Regular Meeting

- 5.1 The FCSS Board shall meet once a month at an established date, time and designated place agreed to by the membership.
- 5.2 Agenda items shall be submitted to the FCSS Director prior to the meeting date; however any board member may raise additional items not previously raised before the board. All unfinished business shall be forwarded to the next meeting.
- 5.3 A quorum for conducting business at a regular meeting shall not be less than four (4) members.

6. Bylaw No. 1560 is hereby repealed.

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

Read a first time in Council this            day of            , A.D. 2012.  
Read a second time in Council this            day of            , A.D. 2012.  
Read a third time in Council this            day of            , A.D. 2012.  
  
Signed by the CEO and Chief Administrative Officer this    day of    , 2012.

|       |                              |
|-------|------------------------------|
| _____ | _____                        |
| 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

### 7.12. BYLAW NO. 1600 - REZONE SW 25-57-7-W4 FROM AG TO IND/COM.

#20120711006

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

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Bylaw No. 1600 is being presented to Council to Amend the Land Use Bylaw as it relates to rezoning 155 acres in SW 25-57-7-W4 from Agricultural to Industrial/Commercial. He needs more truck space and he does not want all the traffic through his yard. He does not want to subdivide the 155 acres.

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 will be in to speak to this proposed rezoning.

#### Recommendation

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Motion to give first reading to Bylaw No. 1600.

#### Additional Information

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Originated By : kfedoretz

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

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

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

Applicant: Name Brad Friesen Telephone No. 780-614-3795  
Address Box 1029 Elk Point AB T0A1A0

Registered Owner of Land:  
Name Brador Holdings LTD Telephone No. 780-614-3795  
Address Box 1029 Elk Point AB T0A1A0  
(If different from Applicant)

Description of Land: Parcel/Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_  
or as described on Certificate of Title No. SW Section 25  
Twp. 57 Range 7 West of the 4<sup>th</sup> Meridian.

Situated within the Elk Point (County of St Paul) Land Use District.

Amendment applied for

From the following designated permitted Land Use(s).

Agriculture

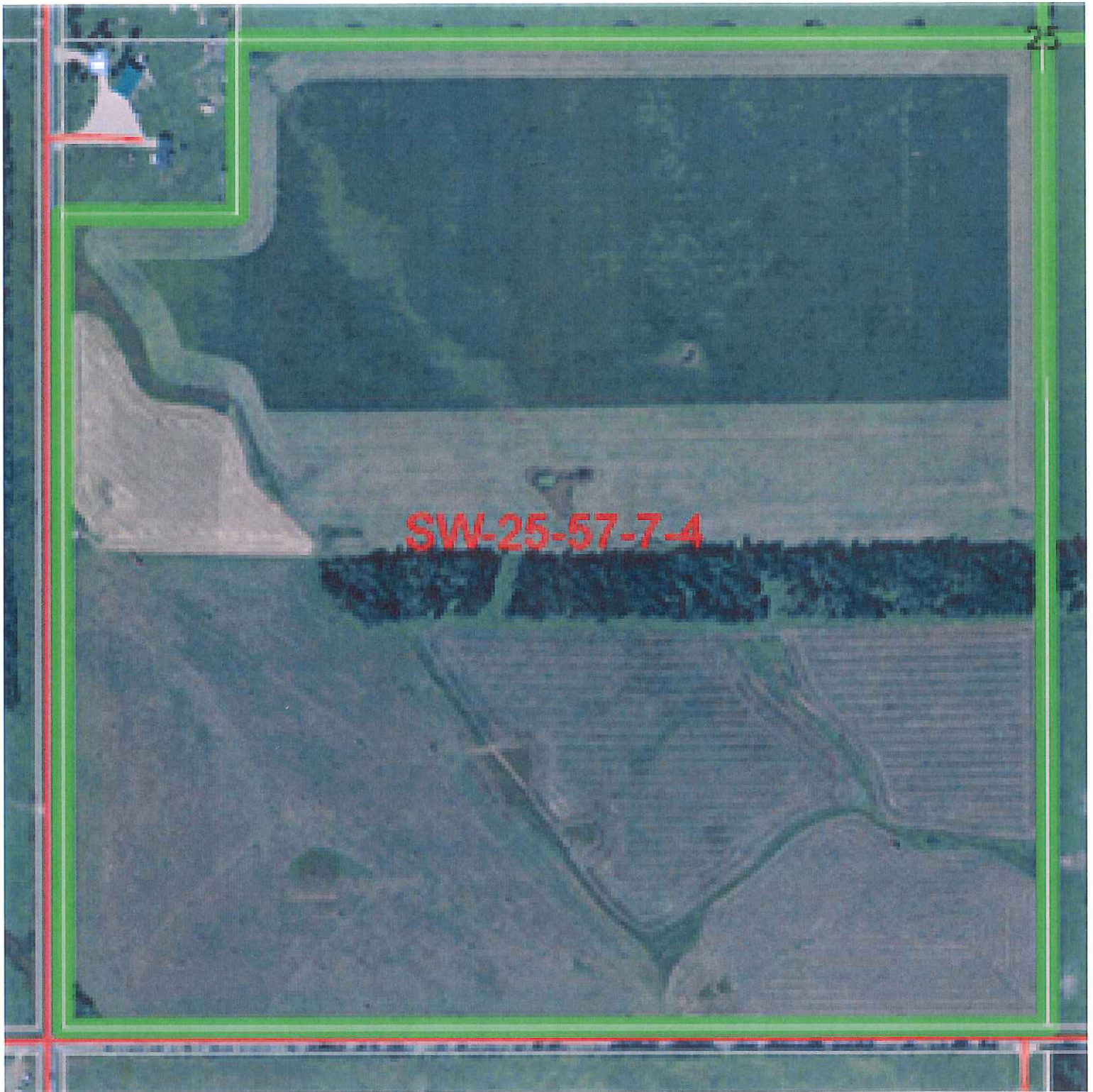
To approx 5 acre Commercial Land Use.

Reasons in support of this Application:

Need more shop space and don't want all  
the truck traffic on my yard

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

Date June 16/12   
Signature of Applicant or Registered Owner







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

## Issue Summary Report

### 7.13. BYLAW NO. 1601 - REZONE NE 35-5810-W4 FROM AG. TO INDUSTRIAL & CR2

#20120711007

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Executive Summary

---

Bylaw No. 1601 is being presented to Council to Amend the Land Use Bylaw as it relates to rezoning 37.99 acres in PNE 35-58-10-W4 from Agricultural to one lot of Industrial Commercial and 3 lots of Country Residential 2 (see map attached.) The industrial/commercial lot will be used for a truck repair shop.

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 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 will be in to speak to this rezoning.

#### Recommendation

---

Motion to give first reading to Bylaw No. 1601.

#### Additional Information

---

Originated By : kfedoretz



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

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

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

Applicant: Name Lewis NOEL Telephone No. 780 715-4959  
SCOTT NOEL  
Address 4410-48 AVE ST. PAUL ALA TO A 3A3

Registered Owner of Land:

Name same as above Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_  
(If different from Applicant)

Description of Land: Parcel/Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_  
or as described on Certificate of Title No. 122 187 594 NE Section 35  
Twp. 58 Range 10 West of the 4<sup>th</sup> Meridian.

Situated within the County of St. Paul Agricultural Land Use District.

Amendment applied for Commercial from farm

From the following designated permitted Land Use(s).

Commercial USE. TRUCK REPAIR Shop.

Agricultural

To Industrial/Commercial + Country Residential 2 Land Use.

Reasons in support of this Application:

Business from farm.  
Landowner wishes to subdivide property into 4 parcels.  
3 parcels to be residential, 1 parcel to house a truck repair  
shop.

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

Date JUNE 27 / 2012

Signature of Applicant or Registered Owner

Lewis NOEL

Figure 1.0 – Subject Property





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

## Issue Summary Report

### 7.14. BYLAW NO. 1602 - REZONE NW 19-60-9-W4 FOM URBAN EXPANSION TO IND/COM.

#20120711008

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

Bylaw No. 1602 is being presented to Council to Amend the Land Use Bylaw as it relates to rezoning 144 acres in NW 19-60-9-W4 from Urban Expansion to Industrial/Commercial. A fertilizer plant is proposed for this parcel.

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.

#### Recommendation

---

Motion to give first reading to Bylaw No. 1602.

#### Additional Information

---

Originated By : kfedoretz

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

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

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

Applicant: Name RACHYNSKI LAND SURVEYS LTD. Telephone No. 780-645-3399  
Address Box 1987, ST. PAUL, AB T8A 3N0

Registered Owner of Land:

Name RAYMOND AMYOTTE Telephone No. 780-645-1688  
Address Box 208, MALLAIG AB T0A 2K0  
(If different from Applicant)

Description of Land: Parcel/Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_  
or as described on Certificate of Title No. 194 W 265 Section NW 19  
Twp. 60 Range 9 West of the 4<sup>th</sup> Meridian.

Situated within the ~~(AGRICULTURAL)~~ Urban Expansion Land Use District.

Amendment applied for

From the following designated permitted Land Use(s).

~~(AGRICULTURAL)~~ Urban Expansion

To INDUSTRIAL / COMMERCIAL Land Use.

Reasons in support of this Application:

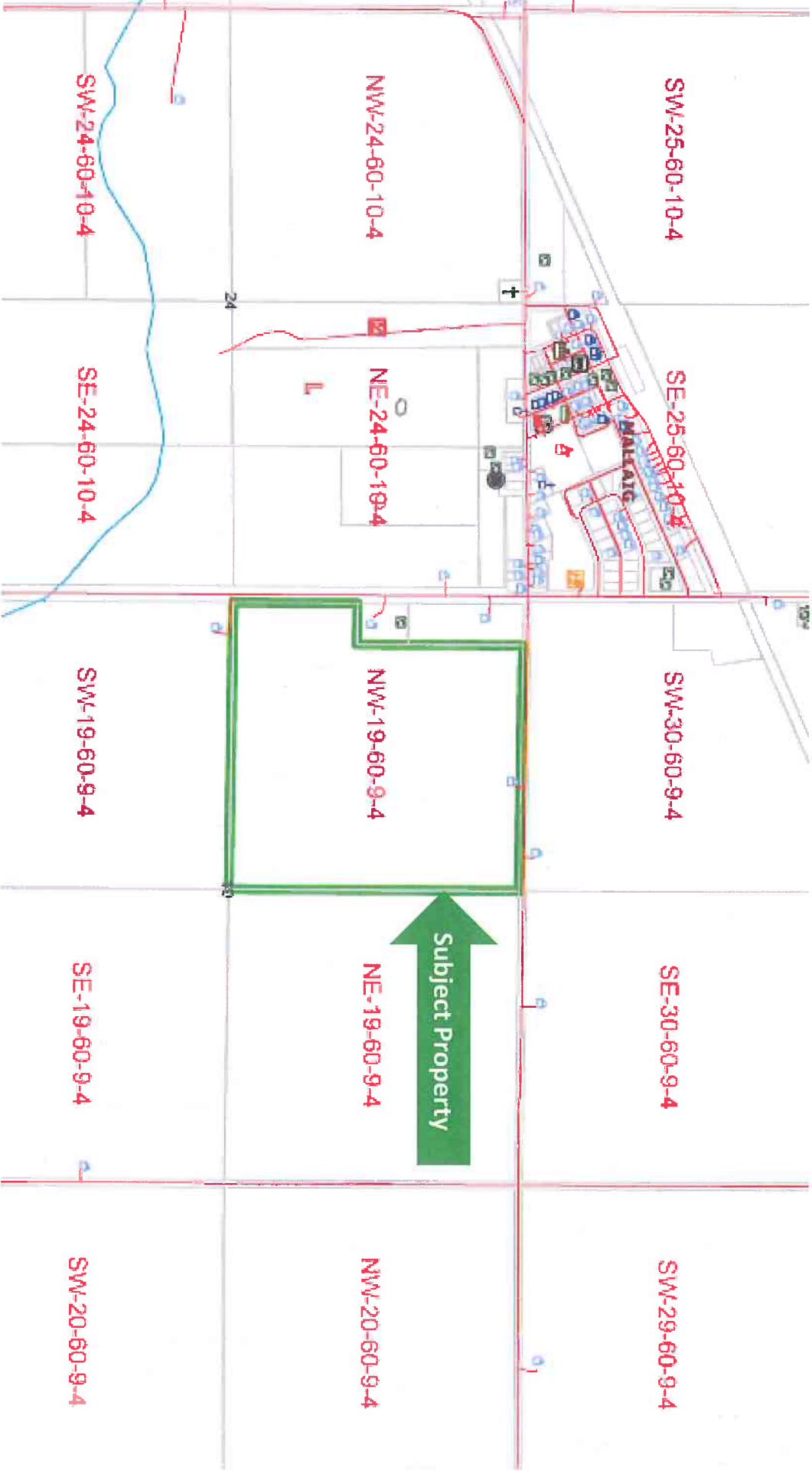
A FERTILIZER PLANT IS PROPOSED FOR THIS  
PARCEL.

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

Date JULY 5, 2012

[Signature]  
Signature of Applicant or Registered Owner

Figure 1.0 – General Location Map





TENTATIVE PLAN  
SHOWING PROPOSED REZONING OF

N.W. 1/4 SEC.19 - TWP.60 - RGE.9 - W.4 MER.  
COUNTY OF ST. PAUL, ALBERTA



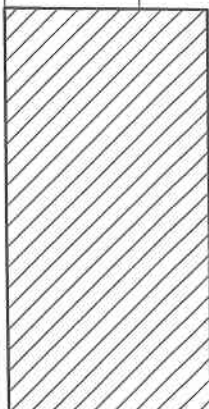
GOVERNMENT ROAD ALLOWANCE

C.O.T.  
212-F-156

LOT 1  
PLAN  
872 2413

N.W. 1/4 SEC.19 - TWP.60 - RGE.9 - W.4 MER.

GOVERNMENT ROAD ALLOWANCE



19  
60-9-4

ROAD PLAN 1277 PX

SCALE 1:5000

RACHYNSKI LAND SURVEYS(1998) LTD.  
BOX 1987, ST. PAUL, AB.  
780-645-3399  
SP-468-12A



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

## Issue Summary Report

### 7.15. ATCO - LICENSE OF OCCUPATION

#20120711011

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

At the June Meeting, Council passed a motion to enter into a Licence of Occupation Agreement for a portion of Range Road 124 between NE 32-62-12-W4 and NW 33-62-12-W4 with ATCO, but not to charge them a lease fee as they are paying the lawyers fees for the agreement.

ATCO made some changes to reflect regulatory timelines and clarification on what they are obstructing in regards to the undeveloped road right of way. The revised relocation agreement is attached.

Krystle will be in to discuss the proposed changes to the agreement.

#### Recommendation

---

Motion to approve the Agreement with the proposed amendments from ATCO.

#### Additional Information

---

Originated By : kfedoretz

## Appendix 1 for 7.15.: ATCO - Whitefish Telecommunication Tower Agreement

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN:

County of St. Paul No. 19  
A municipal corporation in the Province of Alberta  
(Hereinafter called the "County")

OF THE FIRST PART

-and-

Atco Electric Ltd.  
Of \_\_\_\_\_, in the Province of Alberta  
(Hereinafter called the "Atco Electric")

OF THE SECOND PART

### LICENSE OF OCCUPATION

WHEREAS the County has direction, control and management of the undeveloped road allowance described in Schedule "A" (the "Road"); and

WHEREAS Atco Electric wishes to use a portion of the Road for an overhead guy wire ~~placement of a tower~~; and

WHEREAS the County may, pursuant to the *Traffic Safety Act*, enter into a License of Occupation allowing ~~temporary the~~ occupation and use of a road allowance when such road allowance is not required for public use; and

NOW THEREFORE this Agreement witnesses that in consideration of the premises, the covenants herein contained and other good and valuable consideration, the parties hereby agree as follows:

IN CONSIDERATION OF ZERO (\$00.00) DOLLARS plus G.S.T. now paid and exchanged between the parties hereto, the receipt and sufficiency of which is acknowledged, and of the promises and covenants herein contained and for other good and valuable consideration, the parties hereby agree as follows:

1. Subject to the terms of this License, the County grants to Atco Electric rights to use and occupy that portion of the Road necessary for an overhead guy wire ~~purposes of placement of a Tower~~ in the area illustrated on Schedule "B" (the "Tower").

- 2 -

2. Atco Electric is hereby entitled to use and occupy the portion of the Road necessary for a normal operation, use, maintenance and repair of the Tower provided that no provision herein shall restrict, hinder or prohibit the County's use of the Roads for other uses as may be approved for the Road. With respect to any work carried out by Atco Electric in or on the Road and with respect to Atco Electric's Tower on the Road, Atco Electric shall:
  - a. provide all materials, equipment and labor;
  - b. restore the Road, including any surface disturbance, insofar as is practical to their former condition upon removal of the Tower from the Road; and
  - c. provide to the County a contact person and contact information, in case of emergency.
3. Atco Electric shall at all time and at their own expense keep and maintain the Tower in good and sufficient repair to the reasonable satisfaction of the County.
4. Neither party shall be considered in default in performance of its obligations under this Agreement, to the extent that the performance of such obligations is delayed by circumstance which are beyond the control of the County or Atco Electric; provided however, Atco Electric shall not be in default in the performance of any of its covenants or obligations under this Agreement until the County has notified Atco Electric of such default and Atco Electric has failed to commence timely action to remedy the same upon receipt of such notice.
5. If Atco Electric violates any provision of this Agreement, all rights accruing to Atco Electric under this Agreement shall, unless the County otherwise decides, cease upon THIRTY (30) DAYS written notice if ~~not remedied~~ATCO Electric has not begun to take steps to remedy the violation within that period, but the County shall retain the right to proceed with the enforcement of any security or indemnity provided in satisfaction of any claim, loss or expense of any kind whatsoever arising under this Agreement.
6. Atco Electric shall indemnify and hold harmless the County against all actions, suits, claims, demands and expenses made or suffered by any person or persons, in respect of

- 3 -

any loss, injury, damage or obligation to compensate, arising out of, or in connection with, or as a result of the development of the Tower. Atco Electric shall carry general liability insurance in the amount of at least \$2 Million which shall provide coverage to the County as a named insured, in respect of any loss, injury or damage arising out of, or in connection with the use of the Tower and any breach by Atco Electric of the terms and conditions of this Agreement, and this obligation shall survive the expiration or termination of this Agreement.

7. The County's officers, employees, agents and contractors and invitees shall have the right at any time to enter upon the Road for the purpose of using the Road, reconstruction, maintaining, repairing or inspecting the Road or improvements thereto. The County shall in undertaking such activities use reasonable efforts to cause its officers, employees, agents and contractors to minimize disruption or damage to ~~the pipeline crossing~~[ATCO Electric's facilities](#) and shall repair or replace any damage to the Tower which occurs pursuant to such activities to the extent that any loss, damage or injury shall have been caused by the acts of the County's officers, employees, agents or contractors.
8. If any section, subsection, sentence, clause or phrase of this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
9. This Agreement shall enure to the benefit of and be binding upon the parties hereto notwithstanding any rule of law or equity to the contrary; and this Agreement shall be governed and construed in accordance with the laws of the Province of Alberta.
10. Atco Electric shall be liable for and pay all taxes, rates and assessments of every description whatsoever, that may be imposed by any lawful authority, by reason of the presence of the Tower, or by reason of this Agreement or of anything done pursuant to this Agreement and shall indemnify the County from and against all such taxes, rates and assessments.
11. In the case of default by Atco Electric in carrying out any of the provisions of this Agreement, the County may give Thirty (30) days' notice thereof to Atco Electric to rectify same, and Atco Electric covenants and agrees to proceed with due diligence to



- 4 -

carry out the same. If Atco Electric fails to proceed to remedy such default within the said Thirty (30) day period, will cause the termination of this Agreement.

12. As required by the *Traffic Safety Act*, the County may terminate this Agreement upon 30 days written notice to Atco Electric if the County, in its sole discretion, determines that the Road is required for a municipal or other public purpose, where upon ATCO Electric shall have six months to file applications with all applicable regulatory agencies seeking all necessary approvals to relocate any of its facilities. Upon receipt of all necessary approvals, ATCO Electric shall have six months to complete the relocation of its facilities.
13. This Agreement shall be for Twenty (20) years from the date above stated, unless earlier terminated. If Atco Electric is not in default of any provisions of this Agreement (having received notice of said default as per clause 11 of this Agreement), this License shall be automatically renewed for a further Ten (10) year term and shall include this right of renewal~~(excluding the right of renewal)~~.
14. In the event that Atco Electric and the County cannot agree on compensation for the subsequent ten (10) year term or for damages to the Roads, the matter at issue will be determined by three independent arbitrators in accordance with the provisions of the arbitration legislation then in force in the province of Alberta. Where the matter at issue is to be determined by arbitration, one arbitrator will be appointed by Atco Electric, one by the County, and the third by the other two arbitrators so appointed, and the decision of any two of such three arbitrators shall be final and conclusive. The appointed arbitrators shall determine the responsibility for the arbitration costs.
15. All notices, reports and other communications required or permitted by this Agreement shall be deemed to have been properly given and delivered when delivered by hand or sent by written telecommunication or registered mail with all postage or charges fully prepaid and addressed to the parties, respectively, as follows:

County of St. Paul  
5015 - 49 Avenue  
St. Paul, AB T0A 3A4  
  
(P) 780-645-3301

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Attention: Sheila Kitz

Atco Electric Ltd.

Lands and Properties

10035 – 105 Street NW

PO Box 2426 Station Main

Edmonton, Alberta T5J 2V6

(P) 1-866-600-0022

Attention:

or to the latest known address of the party concerned, as furnished pursuant to subsection (c) of this section.

**Comment [SJ1]:** Please clarify. This appears to be an error?

Any notice, report or communication so mailed shall be deemed to have been received by the addressee fourteen (14) days after posting thereof. In all other instances, the date of receipt by addressee shall be the date of actual delivery at the said address.

Either party may change its address for the purposes hereof by giving written notice thereof to the other party at its latest known address.

This Agreement is and shall be binding upon and ensure to the benefit of the parties hereto, their executors, administrators, successors and assigns, as the case may be.

16. In the event of any conflict between a metric and imperial expression of measurement in this agreement, the metric expression of measurement shall govern.

IN WITNESS WHEREOF, the parties hereto have hereunder executed these presents as of the day, month, and year first above written.

**COUNTY OF ST. PAUL**

Per:

\_\_\_\_\_(c/s)

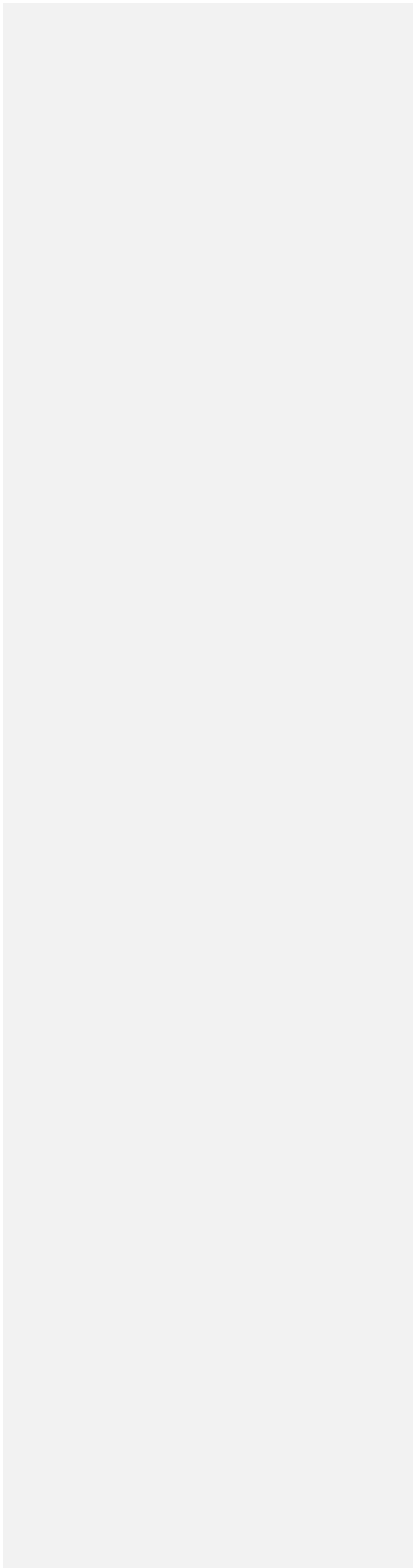
\_\_\_\_\_

**ATCO ELECTRIC LTD.**

Per:

- 6 -

\_\_\_\_\_(c/s)  
\_\_\_\_\_

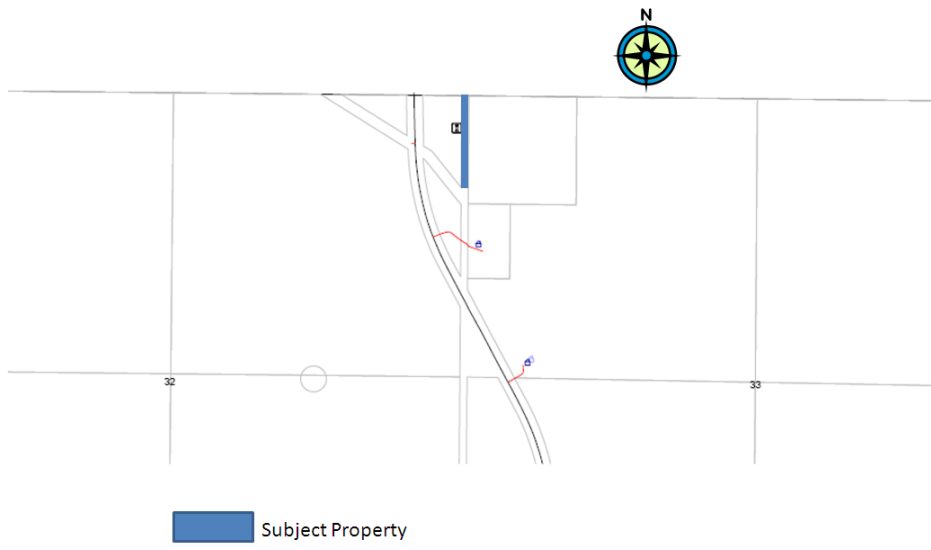


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**SCHEDULE "A"**

Description of Road

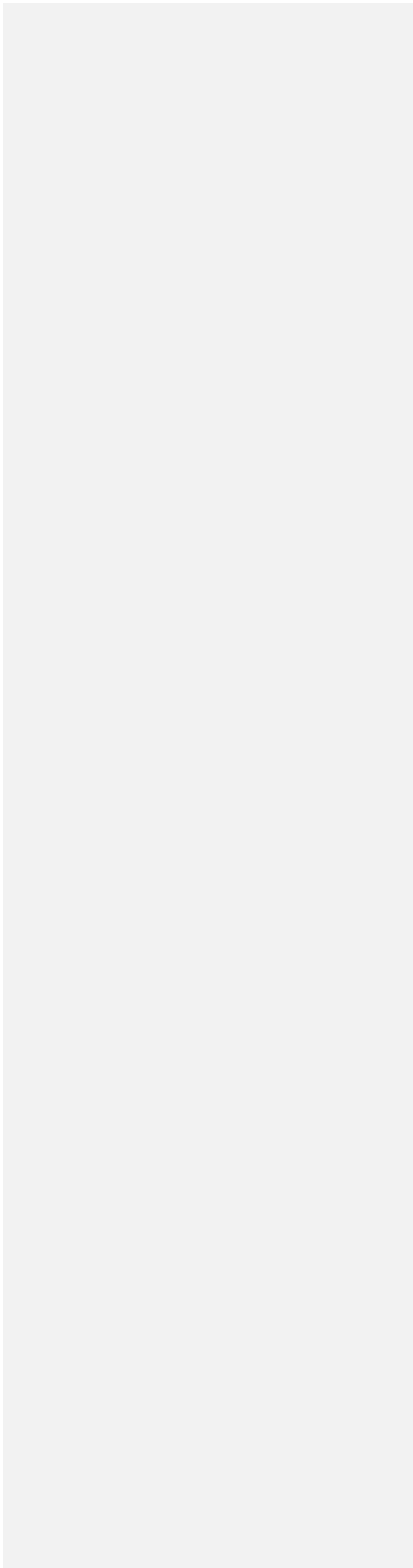
Portion of Range Road 124, between NE 32-62-12-W4M and NW 33-62-12-W4M



- 8 -

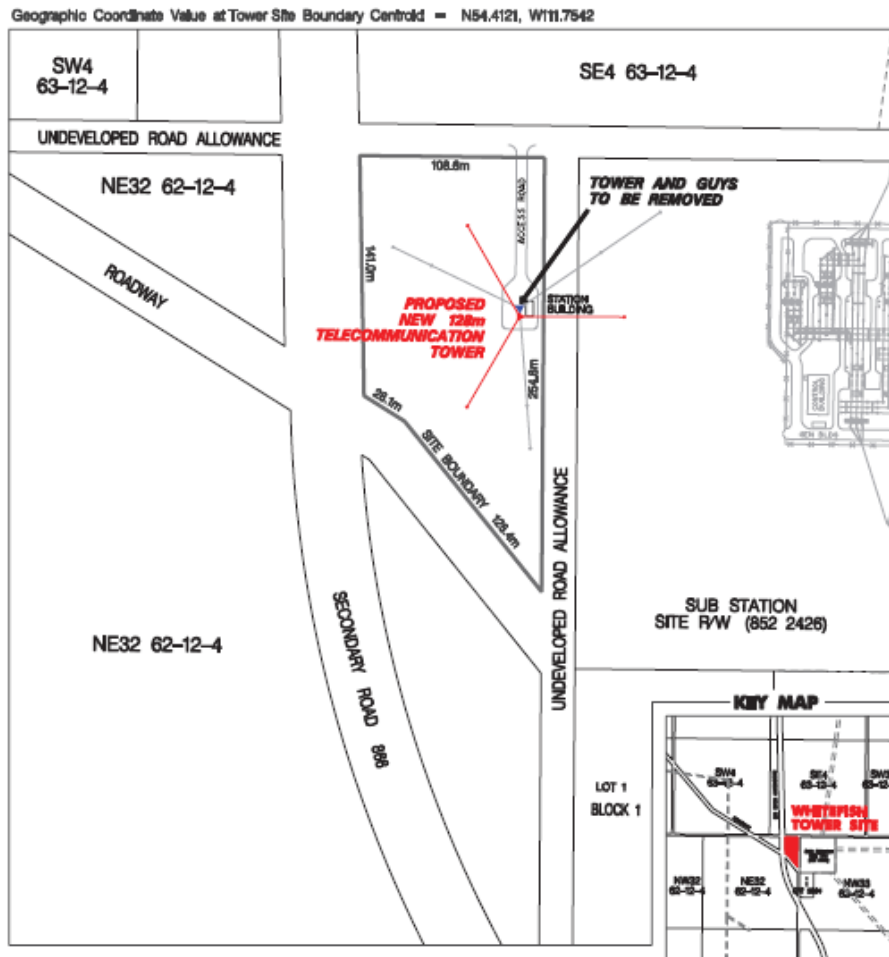
**SCHEDULE “B”**

Sketch of placement of Tower

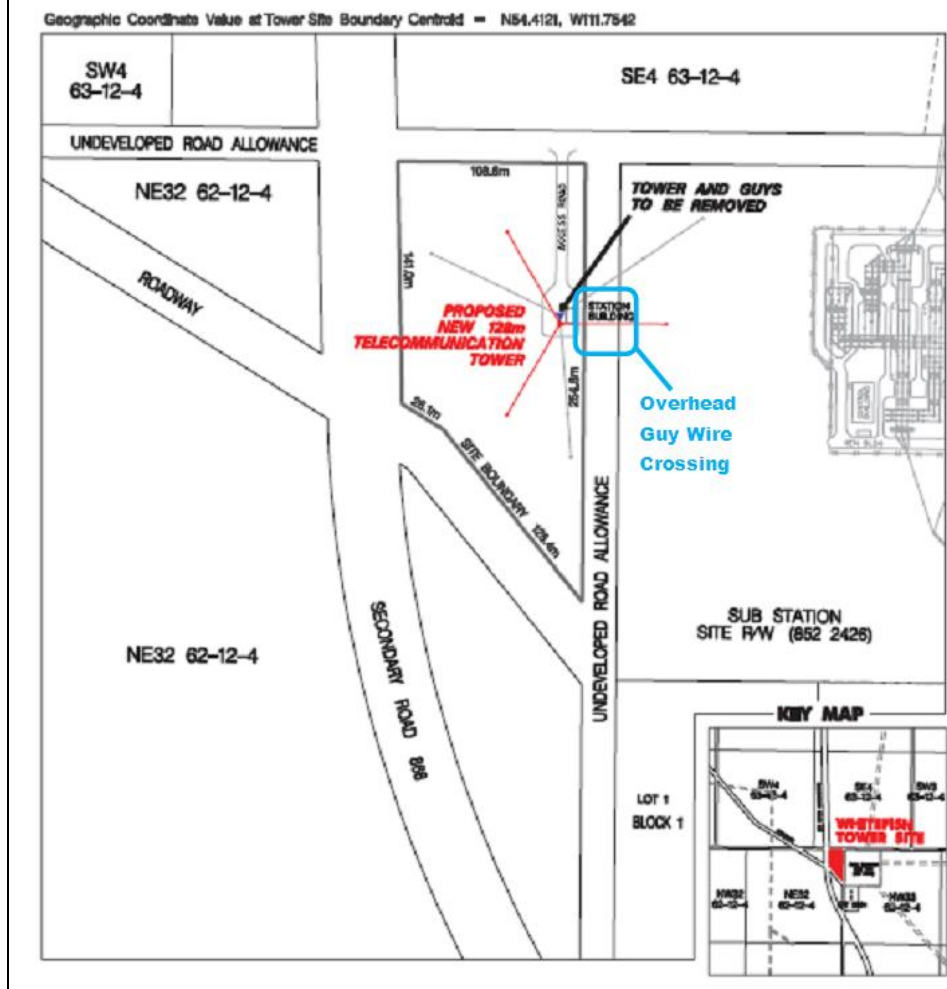




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- 10 -



911795.doc; July 11, 2012; June 26, 2012; June 21, 2012



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

## Issue Summary Report

### 7.16. LAKELANDER'S TRAILER CLUB

**#20120711014**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

Following their presentation to Council on June 22, 2012, Lakelander's Trailer Club is requesting to enter into another short term access agreement for the 2012 camping season, under the same terms and conditions as last year's agreement . The agreement would allow access to their leased land for the summer of 2012 while they are constructing their own road. The group has been informed by Wally Peters, Public Lands, that the Province of Alberta will allow the club to construct the road. They hope to have the road completed by the end of the summer 2013.

A copy of the Agreement for the 2011 camping season is attached.

#### Recommendation

---

As per Council's wishes.

#### Additional Information

---

**Originated By :** skitz

## Appendix 1 for 7.16.: Email from Lakeland Trailer's Club

**Sheila Kitz**

---

**From:** Starbrite <startro@telusplanet.net>  
**Sent:** Friday, June 22, 2012 12:18 PM  
**To:** Sheila Kitz  
**Subject:** Fw: Access renewal

----- Original Message -----

**From:** Starbrite  
**To:** [shitz@county.stpaul.ab.ca](mailto:shitz@county.stpaul.ab.ca)  
**Sent:** Friday, June 22, 2012 11:36 AM  
**Subject:** Access renewal

Hello Sheila,

On behalf of the Lakelanders Trailer Club, I would ask that the County of St. Paul renew the access agreement. Giving the Lakelanders Trailer Club permission to access our leased site through Floating Stone Park.

Thanks,

Brad Shapka  
Lakelanders Trailer Club  
(780) 645-5298

May 12, 2011

Lakelander's Trailer Club  
4417-51 Street  
St. Paul, Alberta T0A 3A2

Attention: Brad Shapka

Dear Mr. Shapka:

Re: Short Term Access through Floatingstone Municipal Park

County Council at their May 10, 2011 Council Meeting resolved to provide the Lakelander's Trailer Club access through Floatingstone Municipal Park to MLL Lease No. 2202 located at NW 29-60-11-W4th during the 2011 camping season with the following conditions:

- All members of Lakelander's Trailer Club will follow Floatingstone Municipal Park rules. This applies to all rules, however as per our discussion it is imperative that:
  - Park hours are followed – park gates close at 11:00 p.m. and re-open at 8:00 a.m. (deviation from these hours must be negotiated with park attendant in advance)
  - Speed limit must be complied with.
  - No use of shower facilities for Lakelander's Trailer Club members – showers are for the use of campers only.
  - Club members will not be able to purchase firewood at the Park – the sale of firewood is for campers only.
- Lakelander's Trailer Club members will no longer have keys to the main park gate. All keys will be returned (approx 22) to the County of St. Paul – Danny Weinmeier. These keys will be available to club members following the 2011 camping season in order for members to access their lease in the fall.
- Lakelander's Trailer Club members and County staff will have keys to the gate near Group "C" leading to your crown lease.
- The Lakelander's Trailer Club will undertake the building of a road that will provide them an alternate access to their crown lease during 2011. They will also provide an update to the County regarding the progress of this access by December 31, 2011.



Please indicate that you agree with the above conditions for access through Floatingstone Municipal Park for the 2011 camping season by signing one copy of this letter and returning it to the County.

Sincerely,

Sheila Kitz, CLGM  
Chief Administrative Officer

The Lakelander's Trailer Club agrees to the conditions of access through Floatingstone Municipal Park for the 2011 camping season as outlined above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Shapka



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

## Issue Summary Report

### 7.17. ROAD CLOSURE - FROG LAKE HISTORIC SITE

#20120712004

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

At the June meeting, Council approved the resolution for the road cancellation for the undeveloped road Plan 2457EU located near the Frog Lake Historic Site in LSD 11 and LSD 15-10-56-3-W4. When Crystal submitted the resolution for final approval, Alberta Transportation requested that she amend the legal description and include the whole area when calculating the hectares.

The amended resolution is being submitted for approval.

#### Recommendation

---

Motion to cancel the following road plan as requested by the Government of Alberta, Culture and Community Spirit which is located near the Frog Lake Historic Site as it is no longer being used for public travel:

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Statutes of Alberta, 2000, c. M-26, as amended.

**WHEREAS**, the land hereafter described is no longer required for public travel.

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

All that portion of Road Plan 2457EU in ~~LSD 11 & LSD 15-10-56-3-W4~~ N 1/2 10-56-3-W4 containing ~~0.146 Hectares (0.36 acres)~~ **1.706 Hectares (4.23 acres)** more or less, Excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective title.

#### Additional Information

---

Originated By : pcorbiere



## County of St. Paul No. 19

July 17, 2012

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Statutes of Alberta, 2000, c. M-26, as amended.

**WHEREAS**, the land hereafter described is no longer required for public travel.

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

***All that portion of Road Plan 2457EU in the N ½ 10-56-3-W4 containing  
1.706 Hectares (4.23 acres) more or more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective title.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION





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

## Issue Summary Report

### 7.18. ROAD CANCELLATIONS

**#20120712003**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

Listed below are more road cancellations that were presented to Council on May 22nd. This is the continuation of the process to cancel road plans that are no longer being used for public travel or do not exist.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

Resolutions and Maps for each road cancellation are attached. We require a separate motion to cancel each Road Plan.

#### Recommendation

---

Motion to cancel:

1. Road Plan 4933EO in NE 6-57-6-W4; NW 6-57-6-W4
2. Road Plan 5237RS in NE 29-57-6-W4; SE 29-57-6-W4
3. Road Plan 3206ET in SE 2-58-7-W4
4. Road Plan 980KS in NW 8-59-11-W4; NW 8-59-11-W4
5. Road Plan 1643ET in NE 7-57-4-W4
6. Road Plan 939ET in SW 3-58-5-W5
7. Road Plan 7793AU in SE 21-57-5-W4; NE 16-57-5-W4; SE 16-57-5-W4
8. Road Plan 816ET in SE 4-57-5-W5
9. Road Plan 7835AU in NW 27-57-5-W4
10. Road Plan 8021531 in NW 19-56-5-W4

#### Additional Information

---

**Originated By :** pcorbiere





## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 4933EO in NE 6-57-6-W4; NW 6-57-6-W4  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

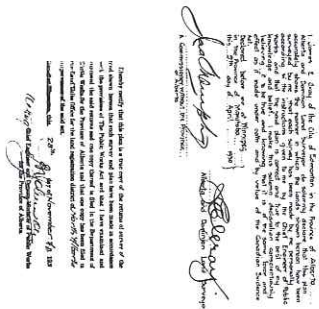
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months



PLAN  
OF  
NEW ROAD  
THRU  
Section 6, Twp. 57, Rge. 6, W. 4, M.  
NEED  
ELK POINT  
ALBERTA  
Scale: 1 inch = 100 feet.  
Surveyed by J. E. Gural, D. M. 12, 1920.

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## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 5237RS in NE 29-57-6-W4; SE 29-57-6-W4  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months

I certify that the within instrument is  
duly Entered and Registered in the Land  
Titles Office for the North Alberta Land  
Registration District at Edmonton, in the  
Province of Alberta at 10.15 o'clock  
A.M., on the 14th day of May  
A.D. 1971, Number 5237  
Book 15 Folio 191  
D. H. L. Registrar

IRON POSTS FOUND SHOWN --- ●  
IRON POSTS PLANTED SHOWN --- ○  
A TO BE REGISTERED COLORED RED

Mp. indicates 6 foot metal Marker Post with plaque placed on line of survey at a distance of one foot from Iron Post towards previous survey.

SWORN BEFORE ME AT THE  
CITY OF EDMONTON IN THE  
PROVINCE OF ALBERTA, THIS  
3<sup>RD</sup> DAY OF JAN. A.D. 1946.  
12<sup>th</sup> Jan - A 8791

ALBERTA LAND SURVEYOR  
A-566

I HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAN HAS BEEN MADE IN ACCORDANCE WITH THE INSTRUCTIONS OF THE COMMISSION OF THE COUNTY OF ST. PAUL HAS. 13

UNDER THE PROVISIONS OF THE COUNTY ACT

*A. Kay*  
SECRETARY - THE INSURANCE

SURVEY APPROVED 24/2/71 DATE  
*D. C. H. H. H. H.*  
 DIST. DIRECTOR OF SURVEYS  
 EXPD 24.2.1971 1.2.71

**ABANDONED  
IN FULL  
BY 062 010 993  
ON 9 JAN, 2006**

**ABANDONED  
IN FULL**  
BY 062 010 993  
ON 9 JAN, 2006







## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 3206ET in SE 2-58-7-W4 containing  
(1.20 acres) more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months



C.B. ATKINS. A.L.S. 1938 Scale 4 cms to 1 inch

Rds: 11898

A. For the 24 day of Nov.  
 39 3206  
 57 135

Conleigh

M & Pils 1/4

North  
13.815

*I.P.P.R.I*

547° 10W  
4.142

I.P.P.R.11

529° 38W  
3.348

I.P.P.R.III  
S 39° 30' E  
3.381

I.P.P.R.IV

561° 36' 4  
2.88

*I.P.P.R.V.*

S.E. 1/4 Sec 2-58-7-4.

Area Req'd for Road = 1.20 acs

**APPROVED**

Director of Surveys

Ex'd 3-10-39  
K.C.

C.B. Atkins of the City of Edmonton, Alberta Land Surveyor, make oath and say:- That the survey represented by this plan has been made by me in accordance with the provisions of the Alberta Surveyors Act; that this survey was performed between the date of 24th..... end July..... A.D. 1938, and that this plan is correct and true and is prepared in accordance with the provisions of the Land Titles Act. Sworn before me at the City of Edmonton in the Province of Alberta, this 14th day of April 1939.

*E. Spillman*  
 Agent for and for the Province of Alberta.

I hereby certify that the survey represented by this plan has been made in accordance with the instructions of the Council of the Municipal District of Lewyier - No. 543 under the provisions of the Municipal District Act.

G.B. Atkins <sup>the pro</sup>

*J. H. Rice*  
Secretary-Treasurer

M & P 175

Page 110 of 180



## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 980KS in NW 8-59-11-W4; NE 8-59-11-W4  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

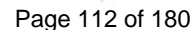
\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months

*J.B. UNDERWOOD A.L.S.*

Distances in blue are computed.  
All Distances are checked chained.

I certify that the within instrument has been duly entered and registered in the Land Titles Office for the North Alberta Land Registration District at Edmonton, in the Province of Alberta at 10.33 o'clock A.M., on the 20th day of Oct. A.D. 1955, Number 900 Book K.S. Folio 33





## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 1643ET in NE 7-57-4-W4 containing  
0.721 Hectares (1.78 acres) more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

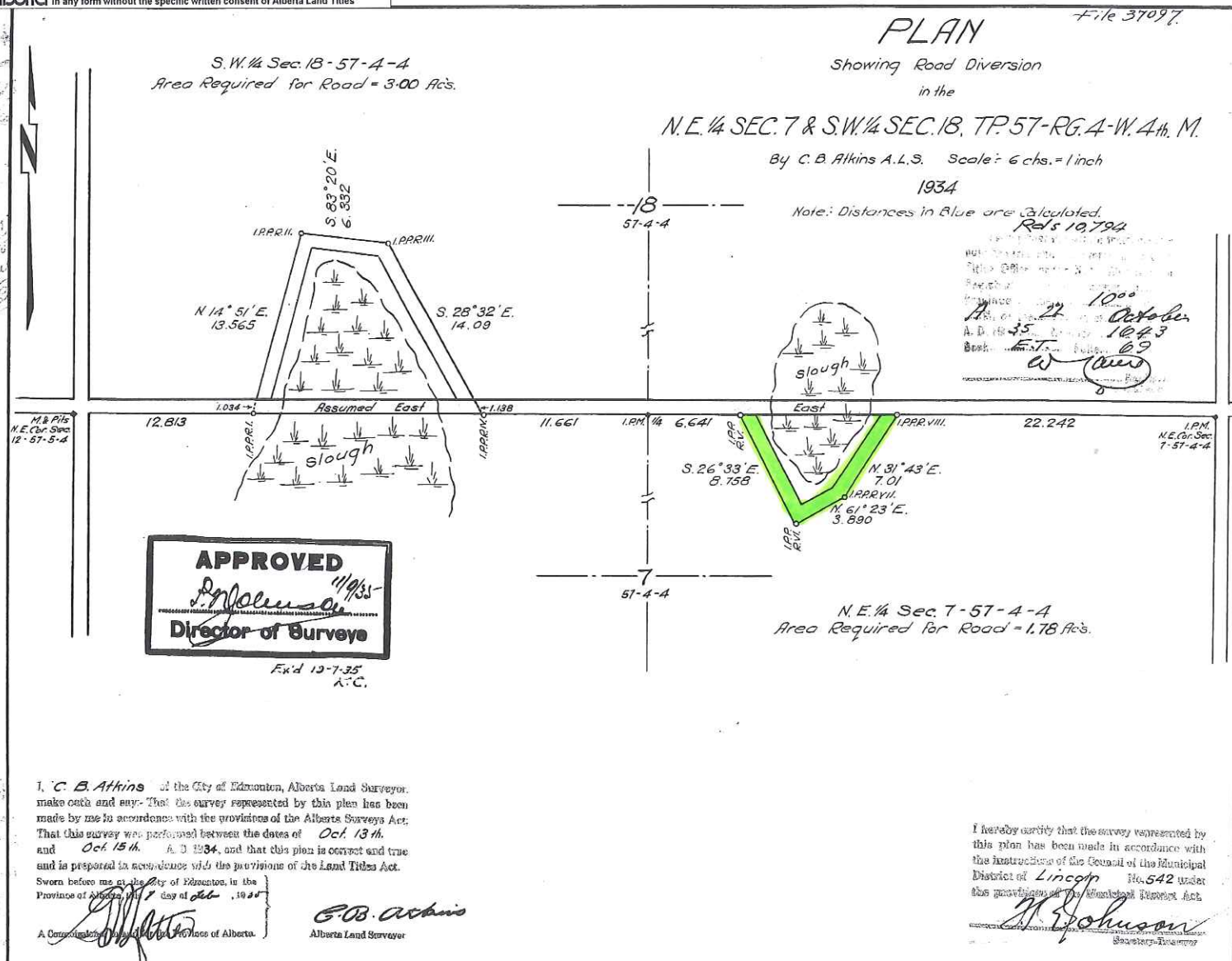
APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months



## Appendix 5 for 7.18.: Road Plan 1643ET in NE 7-57-4-4



# PLAN 1643ET





## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 939ET in SW 3-58-5-W4 containing  
0.194 Hectares (0.48 acres) more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months

Alberta This plan may not be commercially re-distributed, transferred or manipulated in any form without the specific written consent of Alberta Land Titles

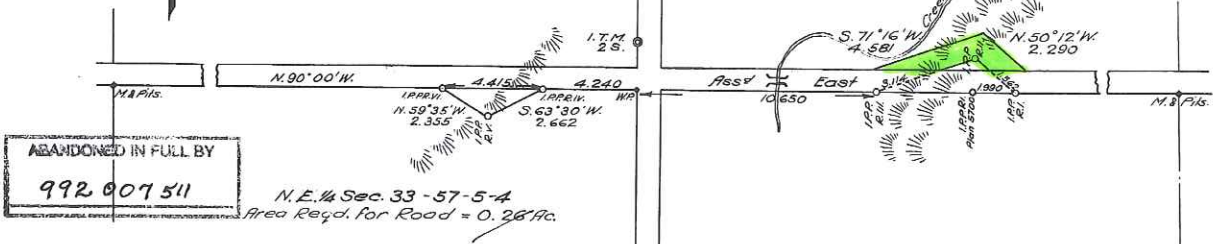
F. 7/6 36758



EXD-11-33  
133  
Fds 10,358  
A. 26 1130  
134 April  
E.T. 939  
38

**PLAN**  
OF  
**ROAD DIVERSION**  
IN  
S.W. 1/4 SEC. 3-TP. 58 & N.E. 1/4 SEC. 33-TP. 57-R. 5-W. 4th. M.  
C.B. ATKINS. A.L.S. 1933 Scale: 4 chs. = 1 inch  
Note: Distances in Blue are Computed.

S.W. 1/4 Sec. 3-58-5-4  
Area Req'd. for Road = 0.48 Ac.  
R. C. Lyette Registrar N.A.L.R.O.



I, Cecil B. Atkins of the City of Edmonton, Alberta Land Surveyor, make oath and say: That the survey represented by this plan has been made by me in accordance with the provisions of the Alberta Surveys Act; That this survey was performed between the dates of May 8th and A. D. 1933, and that this plan is correct and true and is prepared in accordance with the provisions of the Land Titles Act.  
Sworn before me at the City of Edmonton, in the Province of Alberta, this 23 day of Oct, 1933  
C.B. Atkins  
Alberta Land Surveyor

I hereby certify that the survey represented by this plan has been made in accordance with the instructions of the Council of the Municipal District of Lincoln No. 542 under the provisions of the Municipal District Act.  
Thorvald Johnson  
Secretary-Treasurer

PLAN 939ET



## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 7793AU in SE 21-57-5-W4;  
NE 16-57-5-W4; SE 16-57-5-W4  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

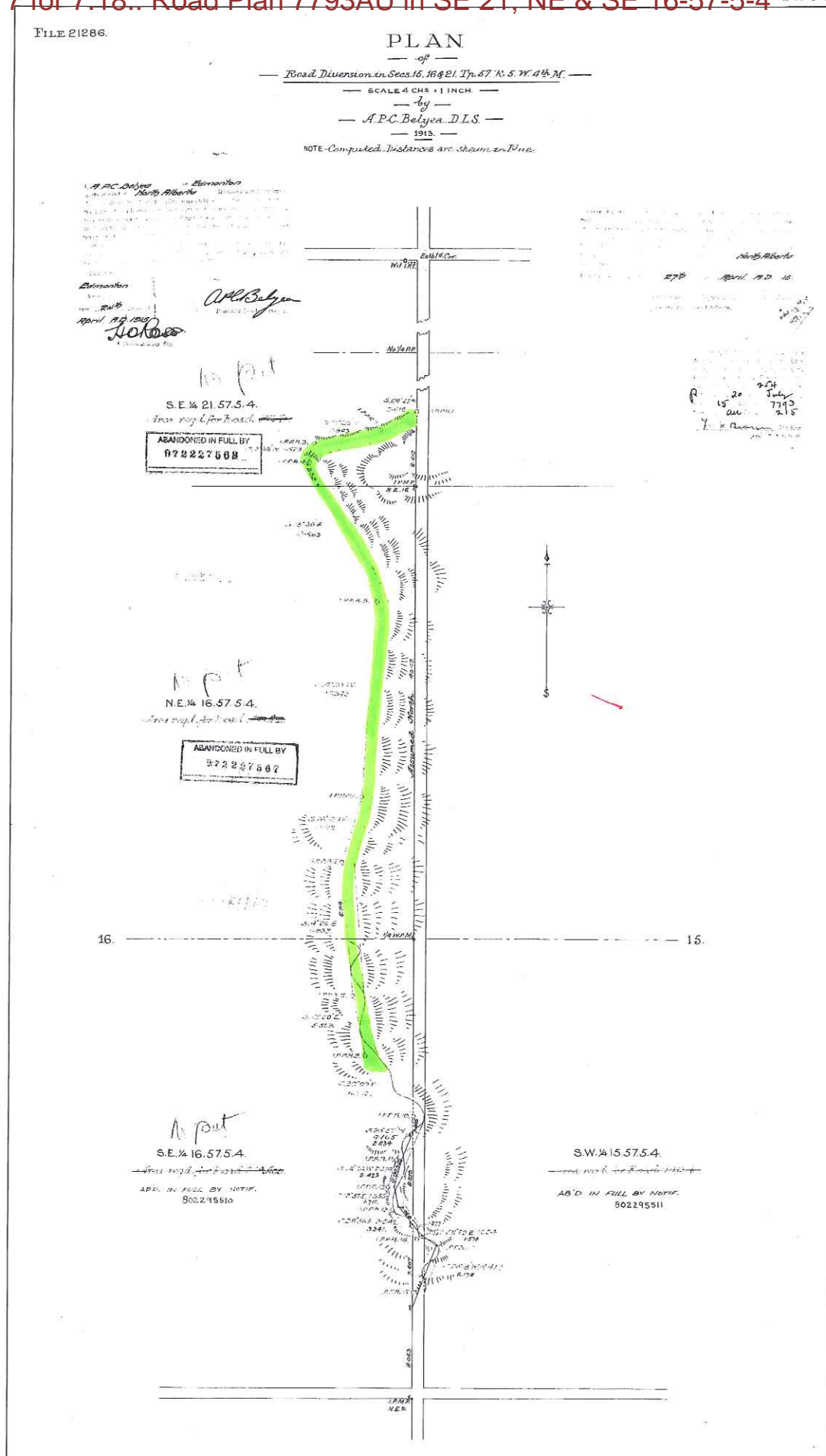
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months







## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 816ET in SE 4--57-5-W4 containing  
2.23 Hectares (5.51 acres) more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months



Alberta This plan may not be commercially re-distributed, transferred or manipulated in any form without the specific written consent of Alberta Land Titles

# PLAN

OF ROAD DIVERSION IN  
SEC. 4 - TR. 57 - RG. 5 - W. 4<sup>th</sup> M.

C.B. ATKINS. A.L.S. 1933 Scale: 6 chs. = 1 inch

Note: Distances in Blue are Calculated.

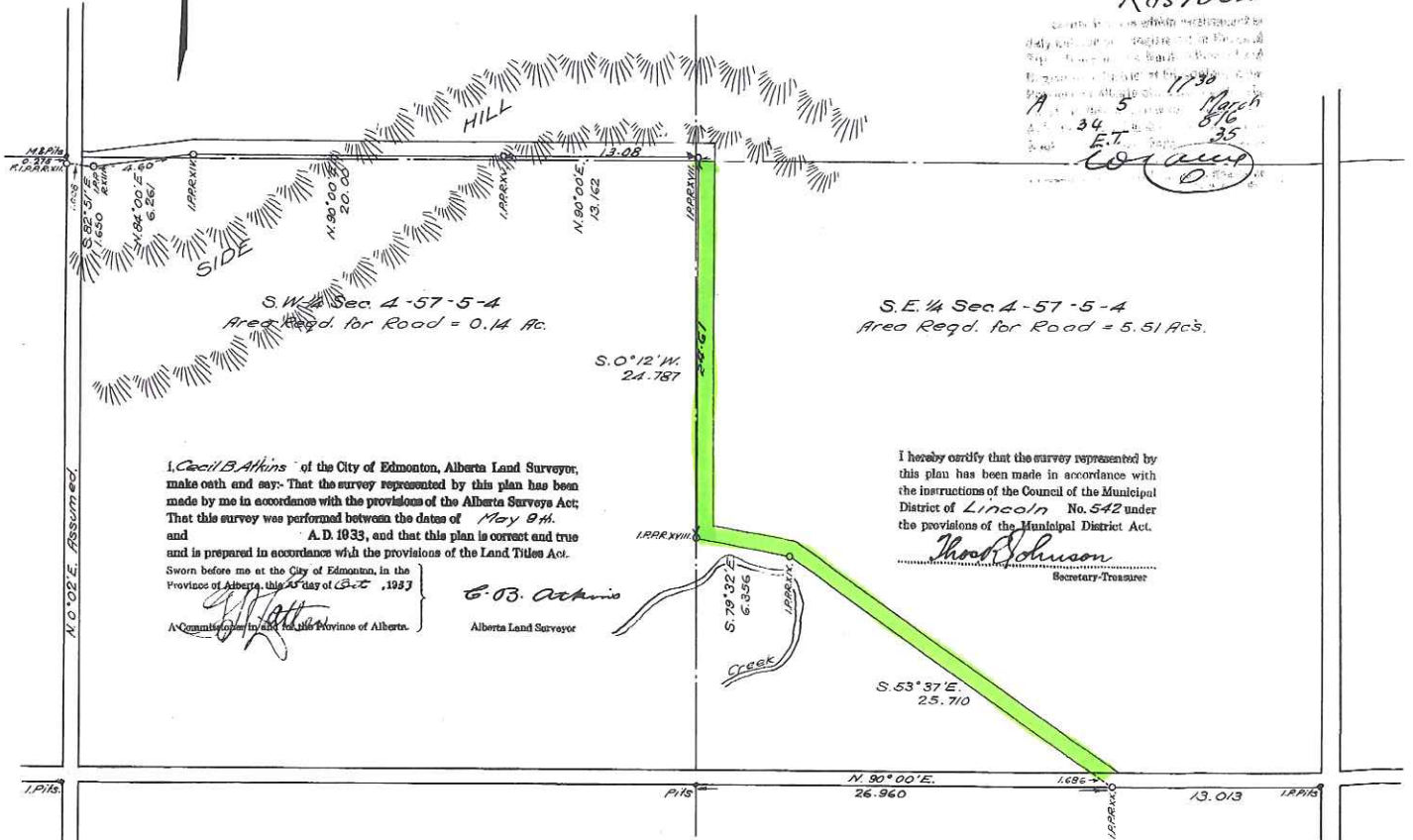


Exd 21-11-33  
A.C.

N.W. 1/4 Sec. 4 - 57 - 5 - 4  
Area Req'd. for Road = 3.86 Ac's.

N.E. 1/4 Sec. 4 - 57 - 5 - 4  
Area Req'd. for Road = 0.13 Ac's  
R4510321

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8/16  
34  
E.T.  
35  
COT  
D



I, Cecil B. Atkins of the City of Edmonton, Alberta Land Surveyor, make oath and say: That the survey represented by this plan has been made by me in accordance with the provisions of the Alberta Surveys Act; That this survey was performed between the dates of May 9th and A.D. 1933, and that this plan is correct and true and is prepared in accordance with the provisions of the Land Titles Act. Sworn before me at the City of Edmonton, in the Province of Alberta, this 17th day of Dec, 1933

A Commissioner in and for the Province of Alberta.

C.B. Atkins  
Alberta Land Surveyor

I hereby certify that the survey represented by this plan has been made in accordance with the instructions of the Council of the Municipal District of Lincoln No. 542 under the provisions of the Municipal District Act.

Thos. Johnson  
Secretary-Treasurer

PLAN 816ET



## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 7835AU in NW 27-57-5-W4 containing  
0.31 Hectares (0.77 acres) more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months

## 1913

Note :- All Distances Shown in Blue are Compared.

A.P.C. Belyea      Edmonton  
North Alberta

North Alberta

2015 April A.D. 15

*Edmonton*

9th  
April A.D. 1914

A. B. Belyan

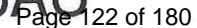
Commissioner, etc.

I hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the files of the Bureau of Land Management, Department of the Interior, at Washington, D.C.

Special Agent in Charge

A. H. B. 15, Number 7-805  
 Date July 21-19-

S. J. [Signature]





## County of St. Paul No. 19

JULY 17, 2012

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

**WHEREAS**, the lands hereafter described are no longer required for public travel.

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

***All that portion of Road Plan 8021531 in NE 19-56-5-W4 containing  
0.567 Hectares (1.40 acres) more or less  
Excepting thereout all mines and minerals***

Cancelled portions to be consolidated with respective titles.

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

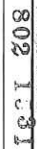
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REEVE

APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2012.

\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Approval valid for \_\_\_\_\_ months





N.W. 1/4 SEC. 20-56-5-4

ALLOWANCE

[illegible]

PLAN  
SHOWING SURVEY OF ROAD  
IN THE  
N.E. 1/4 SEC. 19, TWP. 56, RGE. 5, W. 4th N.  
COUNTY OF ST. PAUL No. 15  
ALBERTA  
BY A. MACNISKI A.L.S.  
SCALE 1"=2000

[illegible]

PLAN NUMBER 802 1431  
IS HEREBY CERTIFIED AS DUE  
ENTERED AND RECORDED  
IN THE LAND TITLES OFFICE  
FOR THE NORTH ALBERTA  
LAND REGISTRATION DISTRICT.  
*M. L. M.*  
A. E. Moussey

802 F531

PLAN 8021531





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

## Issue Summary Report

### 7.19. 2012 MUNICIPAL CENSUS RESULTS

#20120711012

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

Following Council's approval to conduct a Municipal Census, Administration undertook the project which was completed as of June 30, 2012. The final census numbers are in. Our last census that we are currently being funded at is 5,925. The 2011 Federal Census indicated our population was 5,831. The 2012 Municipal Census is finalized with a reported 6,168. This represents a 4.1% increase from the 2006 Census (which we are currently funded on for grants) and a 5.8% increase in the 2011 Federal Census. Administration will be forwarding our final numbers to Municipal affairs so that our grant funding will be calculated on the 2012 Municipal Census.

Linda Meger, Census Coordinator has provided the census information to us broken down by division as well as total County - see attached.

The cost of doing the census is approx. \$12,500 - this does not include the internal staff time that was used to coordinate, mail out, and tabulate the census, however this was utilizing staff that we already had.

#### Recommendation

---

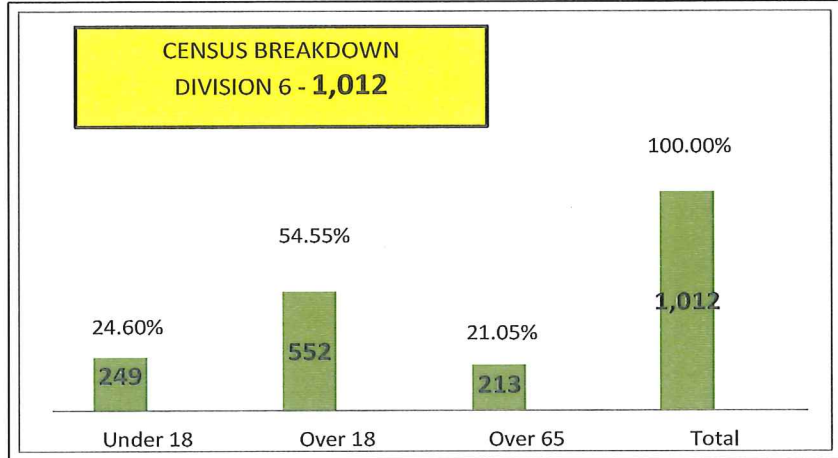
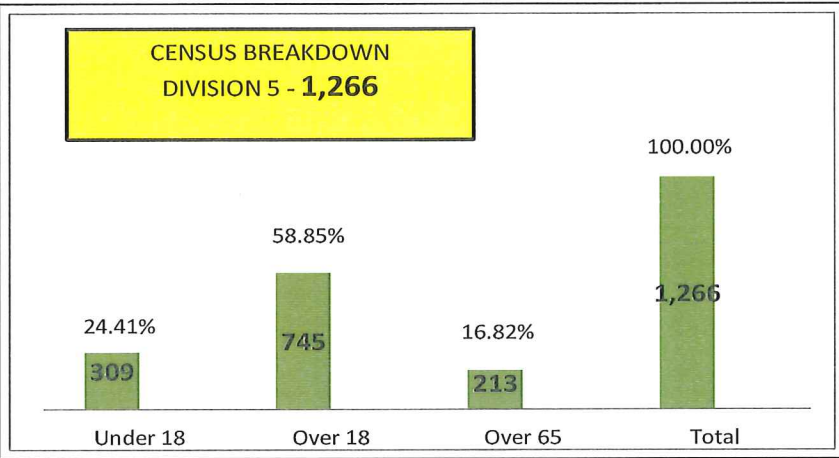
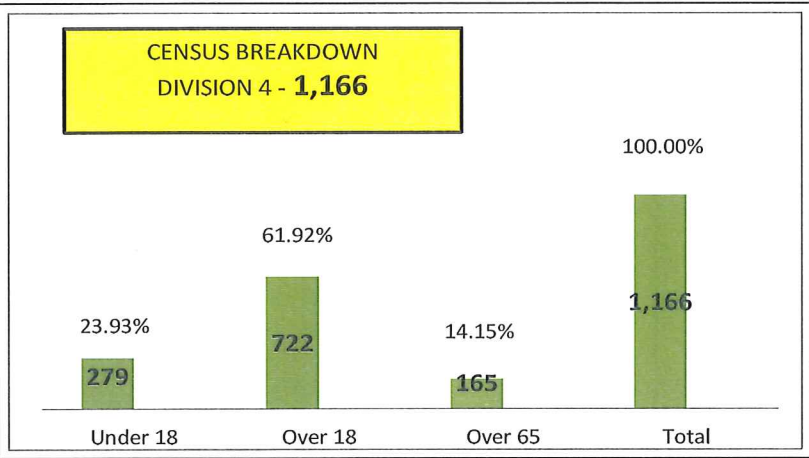
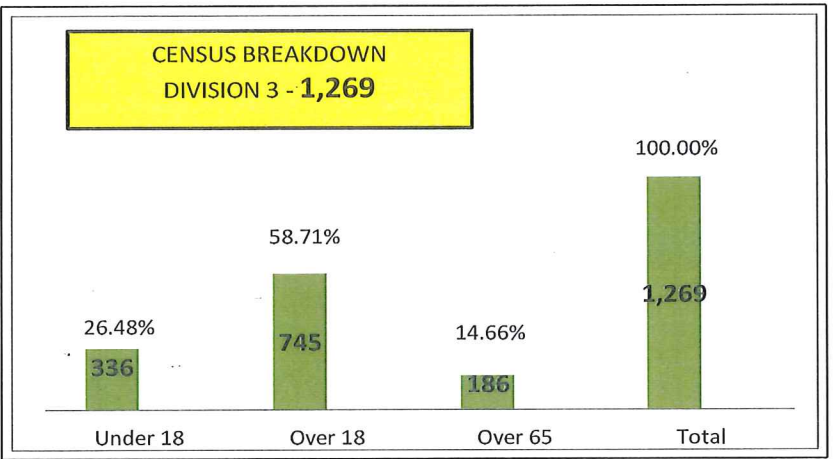
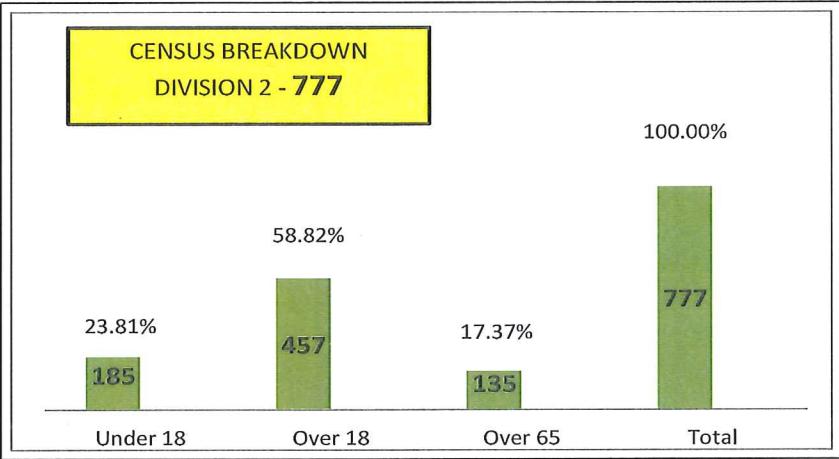
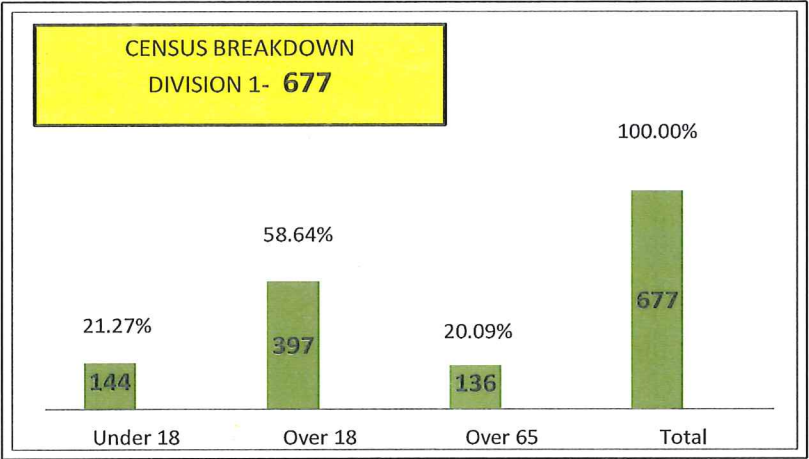
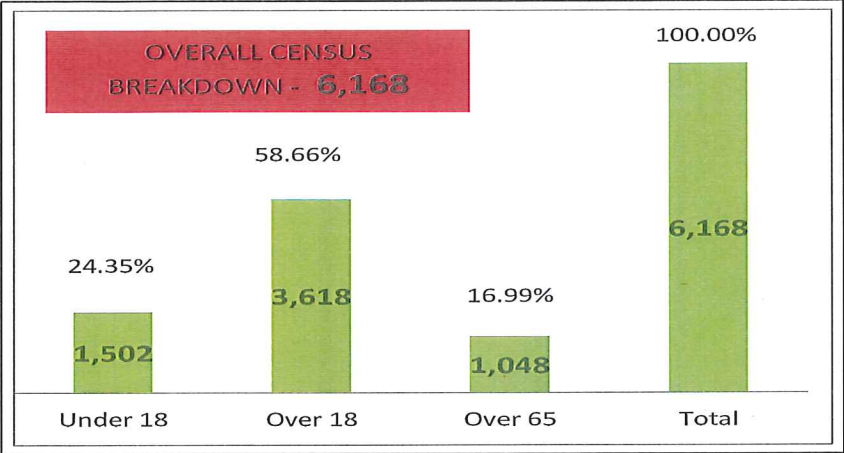
That Council approve the 2012 Municipal Census results as tabulated by Administration.

#### Additional Information

---

Originated By : skitz

2012 MUNICIPAL CENSUS





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

## Issue Summary Report

### 7.20. MUNICIPAL INTERNSHIP PROGRAM

#20120711010

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

Municipal Affairs has recently announced invitations for municipalities to participate in the 2013 Municipal Internship Program which falls under the Regional Collaboration Grant 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.

In 2011, Council agreed to make an application under the Land Use Planners stream, however the County was denied under that application due to not having a certified planner on staff. They did however indicate that the County would be eligible to apply under the Administrative stream.

If successful, the County would get an intern in May of 2013.

#### Recommendation

---

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

#### Additional Information

---

Originated By : skitz

Dear Chief Administrative Officer:

The Municipal Internship Program is being offered for a twelfth year, starting in May 2013. To date, more than 175 interns have participated in or are currently part of this program. It 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 2013 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**

- 12 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 Chief Administrative Officer/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).

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### **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 stream, 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 stream, 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 project manager for the initiative. The project manager 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. 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](http://www.municipalaffairs.alberta.ca/ms/internship) for the specific date. Once the Web Portal is updated with the Program Guidelines and Application Form for 2013, the instructions to apply for the 2013/14 Administrator stream and 2013-15 Land Use Planner stream are:

1. Go to the Municipal Grants Web Portal  
[www.municipalaffairs.alberta.ca/municipalgrants.cfm](http://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](http://www.municipalaffairs.alberta.ca/ms/internship).

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Page 3

To ensure your application is considered, please have your completed documentation returned to the ministry no later than **September 10, 2012**. The Minister will select the hosts for the 2013/14 Administrator stream and 2013-15 Land Use Planner stream by November 2012. 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](http://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



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

## Issue Summary Report

### 7.21. INTERACTIONS HR SOLUTIONS

#20120711025

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

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At the June 22 Public Works Meeting, Administration presented a proposal by Interactions HR Solutions to be a Partner in their Toolkit development project to create a County Edition of their Organizational Enhancement Toolkit series. As a partner the County would be required to contribute \$20,000 as well as travel expenses and \$300/day honorarium for consultant to work with staff, but would have no update costs in the future for any updates to the material over time. Since Interactions HR Solutions is already working with the Town of St. Paul there is opportunity to save on travel costs for the consultant. The County of St. Paul will be one of the first recipients of the County version of the Toolkit and would be recognized as a contributor to the development and validation of the materials included in the County version. Being a partner would require input from administration and staff along with the Reeve and Council to validate work completed on the municipal series of the toolkits that have been done for towns and villages.

The Town of St. Paul has been working with Interactions HR Solutions for the last four years and have benefited greatly from the process allowing the knowledge that is held in their staff head to be transferred into guiding documents for staff into the future. These manuals are kept within the departments and provide staff and Council with responsibilities and expectations within their areas. It will provide existing and new staff with detailed look at what functions need to be done in their positions. It is not all inclusive, however for new staff it will provide direction to assist them in completing tasks. The CAO at the Village of Holden stated "It will provide a structure that is flexible enough to track and adapt to changes as they occur over the year, yet comprehensive and stable enough to maintain continuity for Council and staff."

I have been able to obtain 2 manuals from the Town of St. Paul for Council to review - these can be viewed on Monday or prior to the meeting or during a break should Council want to get a better idea of the layout of the manuals. The Town has 19 manuals to date and feel that they greatly assist them in orientating staff to new positions or to provide clarification for existing staff on accountability and process in their departments. Ron Boisvert feels it is a great succession planning tool they are using to ensure that long term staff's knowledge can be retained within the organization when they leave. Administration feels that this would be a great move to completing Goal 7: Proficient Organization - Succession Planning of the County's Strategic Plan.

#### Recommendation

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That Council approve becoming a partner with Interactions HR Solutions Inc. to develop a County Edition of the Organizational Enhancement Toolkit series for a cost of \$20,000 plus expenses.

#### Additional Information

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Originated By : skitz

# INTERACTIONS

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HR SOLUTIONS INC.

## *Setting Organizations up for Success*

5204B 49th Street  
Rocky Mountain House, Alberta, T4T 1G7  
Phone: (403) 845-2792  
Fax: 1-877-826-5510

June 20, 2012

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

ATTENTION: Sheila Kitz, CAO

Re: Organizational Enhancement Toolkit™ – *County Edition*

Dear Ms. Kitz:

We are pleased that the County of St Paul has expressed interest in becoming part of our Toolkit development project to create a County Edition of our Organizational Enhancement Toolkit™ series. I would like to thank you for providing feedback to assist us in determining the overall scope of the project. Please find enclosed background information along with a Memorandum of Understanding (MOU) for your review.

I thoroughly enjoyed meeting you at the FCM Conference. We are looking forward to the possibility of working with you and your organization. On behalf of INTERACTIONS HR Solutions Inc., I would like to thank you for considering the opportunity to become a part of our Toolkit community. If you have any questions, please contact me at 1.888.44TEAMS (83267) or via email at [roxane.laslo@interactionsshr.com](mailto:roxane.laslo@interactionsshr.com).

Sincerely,



CEO, INTERACTIONS HR Solutions Inc.

# INTERACTIONS

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HR SOLUTIONS INC.

## *Setting Organizations up for Success*

5204B 49th Street  
Rocky Mountain House, Alberta, T4T 1G7  
Phone (403) 845-2792

June 20, 2012

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

ATTENTION: Sheila Kitz, CAO

Re: Memorandum of Understanding  
Organizational Enhancement Toolkit™ – *County Edition*

Dear Ms. Kitz:

The following is intended to serve as a Memorandum of Understanding (MOU) between the County of St Paul and INTERACTIONS HR SOLUTIONS INC (INTERACTIONS) regarding the development of the County version of the Organizational Enhancement Toolkit™ (Toolkit). This MOU serves as confirmation that INTERACTIONS HR SOLUTIONS INC and the County of St Paul have agreed to work together for mutual benefit.

As a result of this working relationship, the County of St Paul will be one of the first recipients of the County version of the Toolkit. The County of St Paul will be recognized as a contributor to the development and validation of the materials included in the County version of the Toolkit. As a member of the pilot group, the input from administration and staff along with the Reeve and Council will be used to validate work completed thus far on INTERACTIONS municipal series of the Toolkit (in partnership with a number of Alberta villages and towns) and to further create content specific to Counties.

INTERACTIONS will retain all copyright and intellectual property rights to the Toolkit and any materials developed as a result of this working relationship. The County of St Paul will receive a license to use all materials created for a one-time only reduced fee with no annual renewal fees for continual use of the Toolkit. A set of hard copy manuals along with electronic versions of the files will be provided to ensure that the County of St Paul can continue to make ongoing changes to its customized version.

This partnership will see the County of St Paul benefiting from over 15 years of Toolkit development. To date, INTERACTIONS has invested well over \$550,000 in its development of the municipal versions of the Toolkit. The completed product (Toolkit) will be made available for purchase to other Counties, so that they too can customize the content to reflect their specific operations. INTERACTIONS will take all responsibility and related costs to the marketing of the Toolkit.

The County of St Paul will be required to pay a onetime only license fee of \$20,000 (plus GST) to use the Toolkit within its operations. In addition, the County of St Paul will be required to cover travel expenses and an honorarium of \$300 per day/consultant to have an INTERACTIONS consultant work on-site directly with County of St Paul staff. Technology such as video conferencing and telephone sessions will also be utilized.

It is INTERACTIONS intent to engage 3 -5 Counties (maximum of 7) in this development project. The goal is to create the Toolkit based on a model municipal organization with the input and guidance of those within the industry. Therefore, the County of St Paul will be responsible for any costs incurred to send County of St Paul representatives to attend focus groups sessions at a mutually agreed upon location, i.e. Red Deer, Alberta, to work collaboratively and to share best practices. If focus groups are held with multiple participating pilot sites, INTERACTIONS will cover the costs of hosting such events in Red Deer (i.e. meeting room, lunch and refreshments).

Additional services, including on-site staff and Council orientation sessions are not included in the cost. Such services are not necessary for participation in the pilot, however, may be a desired service in the future.

The Toolkit will enable all staff to understand the workload and workflow associated with the County's organizational, departmental and positional accountability. Accountability frameworks, key process steps, procedures, policies, and position descriptions are identified and developed for each department, as applicable.

In order to develop and validate materials created, your organization may be asked to provide copies of existing policy or relevant information for review. INTERACTIONS is accountable for drafting content and the overall development of the Toolkit, while the County of St Paul is required to provide content recommendations, participate in interviews and focus groups as well as provide any final edits, changes, etc. Once components are complete, the County of St Paul will be able to readily implement the Toolkit. A fully co-branded and customized version specific to your organization will be provided.



## Appendix 1 for 7.21.: Information from Interactions HR Solutions

The completed Toolkit will consist of a set of manuals related to a typical County operation. Based on the input of your organizational structure, it is anticipated that the County version of the Toolkit will address the following key functional areas: *(subject to change)*

| Manual Sets                           | Manual Title   |
|---------------------------------------|--|
| Legislated Services                   | Governance & Leadership (Council and CAO)            |
|                                       | Corporate Services                                   |
|                                       | Planning & Development                               |
|                                       | Assessment   |
| Protective Services                   | Municipal Enforcement                                |
|                                       | Fire Department                                      |
| Public Works & Environmental Services | Public Works   |
|                                       | Environmental Services                               |
|                                       | Public Works & Environmental Services Administration |
| Agricultural Services                 | Agricultural Services Advisory Board                 |
|                                       | Agricultural Services Administration                 |
| Recreation                            | Recreation Advisory Board                            |
|                                       | Recreation Administration                            |
| Family & Community Support Services   | FCSS Advisory Board                                  |
|                                       | Administrative Services                              |
| Health & Safety                       | Program Management                                   |
|                                       | Administration                                       |
|                                       | Protective Services                                  |
|                                       | Public Works   |
|                                       | Environmental Services                               |
|                                       | Agricultural Services                                |

## Appendix 1 for 7.21.: Information from Interactions HR Solutions

The County of St Paul will be provided with the Governance and Leadership manual, immediately following execution of this agreement and upon receipt of payment. A work plan acceptable to both parties will be developed. Project completion is set for March 31, 2013.

INTERACTIONS and the County of St Paul are committed to work together to help set organizations up for success, as they strive for excellence using the Organizational Enhancement Toolkit™ – *Municipal Edition*.

INTERACTIONS HR SOLUTIONS INC

Per:

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Date:

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County of St Paul

Per:

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Date:

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# Client Feedback

## **Organizational Enhancement Toolkit™ - *Municipal Series***

"The Interactions HR Solutions Toolkit provides Towns and Villages with a set of organized, customized documents that outlines policy and clearly identifies job functions. This tool can not only be used for personnel to understand their role and function within an organization but also is a great tool to use for strategic and business functional organizational planning. Roxane has worked diligently with the Town of Sundre to ensure that that Toolkit suits our needs and will be relevant for years to come."

**Wanda Watson-Neufeld**  
**Director of Corporate Services**  
**Town of Sundre, Toolkit Pilot Site**

"The Town of Coronation is very pleased to be playing an active role in the development of the Organizational Enhancement Toolkit™. Our Governance Committee has just completed a full review of the Governance and Leadership Module. We were excited to discover that the majority of the policies, process steps and job descriptions so closely aligned with our own written (and unwritten) policies, procedures and guidelines. Because we do not have a comprehensive policy manual developed for the Town, the Governance Committee has been thrilled to discover that years' worth of time that could be spent developing the various policy statements and documents can be condensed into a few hours' worth of review and fine-tuning of the template documents provided. We look forward to the release of the remaining editions of the Toolkit series."

**Sandra Kulyk**  
**Chief Administrative Officer**  
**Town of Coronation, Toolkit Pilot Site**

"The Village of Holden was trying to compile its policies and procedures when INTERACTIONS introduced the Village model of its Organizational Enhancement Toolkit. Encouraged by a positive reference from other users, we joined the pilot village project. We are excited about getting the final product set up in our office. It will provide a structure that is flexible enough to track and adapt to changes as they occur over the years, yet comprehensive and stable enough to maintain continuity for Council and staff."

**Katherine Whiteside**  
**CAO, Village of Holden, Toolkit Pilot Site**

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**Organizational Enhancement Toolkit™ - County Edition**

## Executive Summary

INTERACTIONS HR Solutions Inc. (INTERACTIONS) is pleased to present the County of St Paul with the following information and quote pertaining to our Organizational Enhancement Toolkit™ - *Municipal County Edition* (Toolkit) partnership opportunity. This Toolkit contains a set of comprehensive industry-specific operations manuals and provides everything you need to successfully govern, manage and operate an accountable municipal organization.

An Accountability Framework for every department, from Reeve and Council through to Public Works, provides clarity regarding areas of accountability, primary job functions and performance standards to measure success. Key workflows, policies, procedures, and health and safety are included to guide the daily efforts of each department. Accountability-Centered Position Descriptions™ and competency/skill profiles are also available to ensure that each employee understands positional accountability and the skills required for job success.

The Toolkit is fully customizable and is supported by our on-line Shared Learning Network™. Your organization can access downloadable files to customize the manuals specific to your operations. You can complete the work required on your own or opt to have the Toolkit Development Team assist you. Either way, the Shared Learning Network™ provides the opportunity to seek support from our team during customization, implementation and ongoing use of the Toolkit. Ongoing updates are posted on the Shared Learning Network™ along with professional development opportunities for your management team, staff and Council members.

While every organization has position descriptions, policies and procedures to some extent, the Toolkit provides a comprehensive, consistent and fully aligned system. The Toolkit ensures that accountability is deeply embedded throughout an organization thus ensuring that everyone knows and understands what is required to fulfill organizational, departmental and positional accountability. This knowledge eliminates operational overlap and gaps, greatly enhancing organizational efficiency. Clear accountability also significantly increases staff morale as each member of the team knows how they fit into the organization and how their individual efforts contribute to the overall success. The Toolkit enhances decision making, communication and collaboration throughout the organization.

Additional Toolkit benefits can be measured throughout the human resource management continuum, from guiding the recruitment, selection, training and performance management of new hires, to capturing and recognizing the experience and knowhow of veteran employees. The Toolkit is a highly effective succession planning tool which will help sustain the future of your organization.

Over the past four years, INTERACTIONS has worked extensively with the Town of St Paul, the Town of Sundre and the Village of Clive, our Toolkit partners, to develop the Organizational Enhancement Toolkit™ - *Municipal Edition for Towns and Villages*. Each edition reflects the daily operations of a town or village. There are 5 manuals to guide the efforts of villages and 19 for towns – all of which have been further validated by a number of Toolkit pilot sites. Primary pilot sites include the Town of Tofield, the Town of Viking, the Town of Coronation, and the Village of Holden. Towns with smaller populations may

### **Organizational Enhancement Toolkit™ - County Edition**

obtain a blended solution whereby applicable content from the village and/or town versions is used to better reflect their operations.

The 19 manuals contained in the Town Edition of the Toolkit are arranged into the following sets:

- Legislated Services
- Protective Services
- Parks and Recreation
- Public Works and Utilities
- Health and Safety

The 5 manuals included in the Village Edition of the Toolkit are as follows:

- Governance and Leadership
- Administration
- Municipal Planning and Development
- Public Works and Utilities
- Health and Safety

The municipal edition of the Toolkit represents a massive knowledge transfer. Extensive time has been spent with our partner and pilot organizations to capture the great work completed within a municipal government organization. Leadership, management and staff have contributed greatly as our team conducted numerous workshops and interviews and spent time job shadowing staff in a quest to capture the incredible knowledge within each organization. The INTERACTIONS team listened, researched, analyzed and developed the content of the Toolkit based on our learnings and our proven Organizational Enhancement Process™ and Organizational Enhancement Toolkit™ series.

The Toolkit is written in the positive and incorporates the behaviours of high-functioning organizations and human resource and municipal administration best practices. This format is extremely well received by those using the materials. The overall intent of the Toolkit, in addition to enhancing efficiency and documenting the work of the organization, is to increase job satisfaction and morale within the organization by addressing common workplace issues and challenges that naturally emerge.

Our approach to product development and investment is truly unique and fosters the concept of shared learning. As a result, this Toolkit is now readily available and affordable for any size of town and/or village. Our team is committed to continuously enhance and develop content associated with the Toolkit to ensure it remains relevant. In addition, our work has recently been recognized by educational institutions such as Red Deer College and Thompson Rivers University. Our Toolkit series now forms a number of continuing education programs. This opportunity provides further validation of Toolkit content and ensures its ongoing relevancy.

As per this proposal, our next Toolkit development project is to create a County version of the municipal edition of the Toolkit. The following provides background information regarding the components of the Toolkit.





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

## Issue Summary Report

### 7.22. LOCAL AUTHORITIES ELECTIONS ACT SURVEY

#20120711013

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

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Municipal Affairs has requested feedback from municipalities regarding amendments to the Local Authorities Elections Act. They have developed a survey which has been sent out to Council via email. Responses to the survey can be either individual or as a Council. Administration is looking for direction from Council regarding if they want to submit a consolidated response to the survey or if council members want to submit individually. Suvey is attached.

#### Recommendation

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As per Council's wishes.

#### Additional Information

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Originated By : skitz

## Local Authorities Election Act Consultation

The *Local Authorities Election Act* sets out the election processes and procedures for municipal and school board elections. It was enacted in 1983 and has been amended several times since that date.

The Minister of Municipal Affairs has committed to a review of the *Act* to ensure that it continues to provide an effective framework to support secure, fair and impartial elections. Stakeholder feedback will be considered in making any recommendations for amendments, and public input is welcomed. The consultation is open from June 11 – July 31, 2012, and you can provide your input by completing this survey.

This survey consists of 36 questions. The area provided for additional comments is optional. The space provided for additional comments will expand to accommodate your response.

### Contributor Information

This form is to be used for official responses of organizations such as municipal councils, school boards, municipal associations, school associations, and other organizations. In order to identify your response, please provide the following information:

**Name of Organization:**

**Authorized Contact Name:**

**Phone Number:**

**Email:**

If you have questions or require technical assistance in completing the survey, please contact one of our municipal advisors. The following contact information can be used for questions, requests or survey submissions.

Alberta Municipal Affairs  
Municipal Services Branch  
17th Floor, 10155 - 102 St.  
Edmonton, AB T5J 4L4  
Ph: 780-427-2225 (or Toll-free: 310-0000)  
Fax: 780-422-9133  
Email: [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca)

## Term of Office

*This section applies to both municipal and school board elections.*

**Q1.: Currently under the Act, the term of office for a local elected representative is three years. Should the term of office for a local elected authority be changed to four years?**

**[Section 10]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q2.: Election day for a local election is held in October for a general election. Should the timing of elections be changed to the Spring for a general election year, and be aligned to occur mid-way between provincial elections? [This does not apply to summer villages because their general elections are held in the Summer.]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q3.: If general elections were held mid-way between provincial elections as suggested above, should the existing terms be extended from October 2013 until Spring 2014 to achieve this alignment?**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q4.: If the timing for a general election was changed to occur in the Spring, which would be your preferred month in which to hold the general election?**

☐ March ☐ April ☐ May ☐ No opinion

Additional Comments:

## Nominations

*This section applies to both municipal and school board elections.*

**Q5.: Currently, the Act does not specify the actions that a returning officer is to take if a submitted candidate nomination form does not contain the required number of elector signatures. Should the Act be changed to require the returning officer to declare the nomination form invalid if the form does not contain the required number of elector's signatures? [Section 27]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q6.: Currently, a candidate who has resigned at some point during their term can submit a nomination form and run in the subsequent by-election for the same office. Should the Act be changed to prevent the candidate from submitting a nomination form for a by-election for the same office during the same term? [Section 22]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

## Eligibility to Vote

*This section applies to both municipal and school board elections.*

**Q7.: Currently, the requirement for voters to produce identification to vote is not mandatory under the Act. Should the Act be changed to require that all persons provide identification to verify their identity to vote? [Section 53 provides a discretionary provision for the passing of a bylaw.]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q8.: The current Act establishes rules to determine a persons place of residence for the purposes of voting. Are the rules of residence clear enough to determine who is eligible to vote in an election? [Section 47 and 48]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q9.: Currently, the Act allows a person to vote in only one local jurisdiction, except for summer village property owners, who can vote in multiple jurisdictions. Should the Act be amended to adopt a standard approach for all Albertans? [Section 12, 47 and 48]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q10.: If a standard approach for all Albertans is adopted, should a person be allowed to vote in more than one local jurisdiction if they are a resident or own property in each local jurisdiction?**

☐ Yes

☐ No

☐ No opinion



Additional Comments:

**Q11.: If a standard approach for all Albertans is adopted that allows a person to vote in only one local jurisdiction, should the person be allowed to choose which local jurisdiction they wish to vote in if they are a resident or own property in multiple local jurisdictions?**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q12.: Currently, the Act provides local authorities with discretionary power to prepare a list of voters. Should all local jurisdictions be required to prepare and use a voters list for all elections, by-elections, and votes on questions? [Section 50]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

## Campaign Contribution Limits

*This section applies to municipal elections only.*

**Q13.: Currently, there is a limitation of \$5,000 on any campaign contribution by a person, corporation, trade union or employee organization to a candidate in any year. Should the limitation amount of \$5,000 be removed from the Act, which would mean that local jurisdictions would be able to establish their own limits, if they choose to? [Section 147.2]**

☐ Yes

☐ No

☐ No opinion

## Appendix 1 for 7.22.: Municipal Affairs Survey - Local Authorities Elections Act

### Local Authorities Election Act Consultation

Additional Comments:

**Q14.: Currently, candidates in local elections are limited to paying a maximum of \$10,000 from their own funds to fund their campaign within a campaign period. Should the limitation amount of \$10,000 be removed from the Act, which would mean that local jurisdictions would be able to establish their own limits, if they choose to? [Section 147.2]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q15.: Currently, the Act prohibits specific entities and organizations from making campaign contributions to a candidate. Should these restrictions be removed from the Act, which would mean that local jurisdictions would be able to establish their own restrictions, if they choose to? [Section 147.1(1)(g)]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q16.: Currently, a potential candidate may accept campaign contributions and is not accountable for the funds collected if they decide not to submit a nomination form. Should a potential candidate be required to formally declare their intent to submit a nomination form to the local jurisdiction before they receive any contributions to their campaign? [Section 147.2 and 22]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q17.: Currently, the Act does not permit campaign contributions from residents outside Alberta. Should the Act be amended to allow campaign contributions from persons who are normally resident outside of Alberta but who are a resident of Canada? [Section 147.2(3)]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q18.: Currently, candidates must pay any anonymous campaign contributions to the municipality. Should the Act be changed to allow for an anonymous contribution to a campaign up to and including \$100? [Section 147.3]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q19.: Currently, the Act requires that candidates issue receipts for all campaign contributions. Should the Act be changed to only require that receipts be issued for campaign contributions on amounts exceeding \$100? [Section 147.3]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

## Holding and Use of Campaign Funds

*This section applies to municipal elections only.*

**Q20.: Currently, candidates are required to account for campaign contributions and open a campaign bank account. Should these requirements be removed from the Act, which**

## Appendix 1 for 7.22.: Municipal Affairs Survey - Local Authorities Elections Act

### Local Authorities Election Act Consultation

**would mean that local jurisdictions would be able to establish their own requirements, if they choose to? [Section 147.3]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q21.: Currently, there is a provision in the Act that is scheduled to come into effect on December 1, 2015. The provision states that if a candidate has a campaign surplus exceeding \$500, the surplus must be paid to the municipality, to be held in trust until the next general election. Should this requirement be removed from the Act, which would mean that local jurisdictions would be able to establish their own requirements, if they choose to?**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q22.: If a candidate declares their intention to be nominated in a general election, should the Act be changed to allow candidates to access surplus amounts carried forward from a previous campaign at the time this declaration of intent is made? [Section 147.5]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q23.: Currently, the Act sets out requirements on how campaign surpluses exceeding \$500 are to be distributed in the event that a candidate decides not to run in the next general election. Should this requirement be removed from the Act, which would mean that local jurisdictions would be able to establish their own requirements for the distribution of campaign surpluses, if they choose to? [Section 147.5]**

☐ Yes ☐ No ☐ No opinion

## Appendix 1 for 7.22.: Municipal Affairs Survey - Local Authorities Elections Act

### Local Authorities Election Act Consultation

Additional Comments:

**Q24.: Currently, the Act requires a candidate who is not running in the next general election to donate campaign surpluses exceeding \$500 to a registered charitable organization or the municipality. If the Act continues to specify how campaign surpluses are distributed, should candidates be required to give the surplus to the municipality, and remove the option to donate to a charity? [Section 147.4(1.1)]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q25.: Currently, the Act requires a candidate who is not running in the next general election to donate surplus funds in excess of \$500. If the Act continues to specify how campaign surpluses are distributed, should the requirement to donate the campaign surplus apply to any campaign surplus funds, including those under \$500? [Section 147.4(1.1)]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q26.: Currently, the Act does not specify how campaign deficits are to be cleared. Should the Act be changed to require candidates to clear any campaign deficits?**

☐ Yes ☐ No ☐ No opinion

Additional Comments:



## Reporting on Campaign Funds

*This section applies to municipal elections only.*

**Q27.: Currently, candidates in a municipal election (excluding candidates who fund their campaign exclusively out of their own funds) are required to report information about their campaign funds in a disclosure statement to the municipality. Should the current reporting requirements be removed from the Act, which would mean that local jurisdictions would be able to establish their own disclosure requirements, if they choose to? [Section 147.4]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q28.: Currently, campaign disclosure statements require that the contributors name and address be reported on contributions over \$100. Should the requirement to report the contributor's address be replaced with a requirement to report the contributor's municipality of residence only? [Section 147.4(1)(b)]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q29.: Currently, the Act requires candidates to disclose the total amount of campaign surplus in excess of \$500. If reporting on campaign contributions and costs continues to be required, should candidates be required to report on any campaign surplus or deficit amount, including those under \$500? [Section 147.4]**

☐ Yes ☐ No ☐ No opinion

Additional Comments:

**Q30.: Currently, the Act requires candidates to disclose the total amount of campaign expenses, without requiring any breakdown by cost type or category. If reporting on campaign contributions and costs continues to be required, should candidates be required to report campaign expenses by category? [For example, total amounts spent on advertising, entertainment and hosting, office leases, staff support, travel, etc.]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q31.: Currently, a candidate in a general election whose campaign is funded exclusively out of the candidate's own funds does not have to report on campaign contributions and expenses. If reporting on campaign contributions and costs continues to be required, should the reporting requirements also apply to candidates who fund campaign expenses exclusively out of their own funds? [Section 147.4]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q32.: Currently, the Act requires that the disclosure statement about campaign funds be filed by March 1 after a general election, or 120 days after a by-election. If not filed by that date, the Act imposes a \$500 late-filing fee to be paid to the municipality, but there is a 30 day grace period before the failure to file becomes an offence. If reporting on campaign contributions and costs continues to be required, should the 30 day grace period be removed? [Section 147.7(1)]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q33.: If reporting on campaign contributions and costs continues to be required, should a candidate be eligible to run in a current election if they ran in a previous election and their disclosure statement was not filed? [Section 22]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

## Ballot Procedure

*This section applies to both municipal and school board elections.*

**Q34.: Currently under the Act, the use of special ballots (e.g. mail-in ballots) is not mandatory. Should the Act be changed to require that local jurisdictions provide voters with the option to vote by special ballot for all elections and votes? [Section 77.1]**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

**Q35.: Should alternative voting methods such as telephone and internet voting be allowed, provided that the method ensures the security and integrity of the voting process?**

☐ Yes

☐ No

☐ No opinion

Additional Comments:

## Other Issues

**Q36.: Do you have any other concerns, comments, or questions about the Act?**

|  |
|--|
|  |
|--|

### Information Collected During Consultations

The information collected through the public consultation is being used to obtain the views and opinions of Albertans with respect to the *Local Authorities Election Act*. The information is being collected under the authority of the *Government Organization Act* and will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the use of the information being collected, please contact: the Capacity Building Unit in Municipal Affairs at (780) 427-2225, toll free by dialing 310-0000 first.



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## Issue Summary Report

### 7.23. COMMUNITY INFRASTRUCTURE IMPROVEMENT FUND APPLICATION

#20120711009

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

The Federal Government has recently announced a new grant program called the Community Infrastructure Improvement Fund (CIIF). This program is geared mainly for the rehabilitation or improvement of existing community infrastructure that is non-commercial and accessible by the public. Examples of eligible projects are recreation infrastructure, libraries, and tourism facilities, or other facilities that improve connectivity - broadband or airports. This program will fund projects to a maximum of \$250,000 at 50% - therefore the municipality will need to come up with the balance of the cost. The deadline for application is August 2, 2012, however there will be a second intake of applications in November if there is funding available.

The feedback I have received from Council for projects to make an application under this program include:

- playgrounds for Floatingstone, Stoney Lake, Lindbergh (that were removed from the 2012 budget)
- Lottie Lake - upgrade of playground, cookhouse at ball diamonds

The parks department will provide updated the quotes for these items for the Council meeting.

#### Recommendation

---

That the Council make application under the CIIF Program for the project of their choice.

#### Additional Information

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Originated By : skitz



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

Canada

## Community Infrastructure Improvement Fund

### What is the Community Infrastructure Improvement Fund (CIIF)?

The Community Infrastructure Improvement Fund (CIIF) is a new, two-year national program that will invest \$150 million to rehabilitate and improve existing community infrastructure across Canada. It will help to modernize infrastructure and provide broad-based economic benefits to communities.

Western Economic Diversification Canada (WD) will invest over \$46 million under CIIF in Western Canada.

CIIF is part of Canada's Economic Action Plan 2012, the Government of Canada's multi-faceted plan to aid in creating jobs, growth, and prosperity.

#### WHAT IS THE STATUS OF THE APPLICATION PROCESS?

Applications are now being accepted and must be received by: **August 2, 2012\***

[Find out more about the application process.](#)

\*Note: There will be a second call for applications in November and additional intakes if funding is available.

### What is the status of the Community Infrastructure Improvement Fund (CIIF)?

CIIF is currently accepting applications for funding for this two-year program.

### What funding is available?

Applicants seeking less than \$250,000 in CIIF funding will receive priority. Total federal funding for a project will not exceed 50% of total eligible project costs.

### Who can apply for funding?

Organizations eligible to apply for funding under CIIF include:

- local or regional governments or related agencies;
- provincial entities that provide municipal-type services to communities;
- non-profit organizations; and
- First Nation governments, including Band or Tribal Councils or their legally-designated representatives.

[top of page](#)

### What kinds of projects are eligible for funding?

CIIF supports the rehabilitation or improvement of existing community infrastructure that is non-commercial and accessible to the public. Examples of the type of community infrastructure that can be supported under CIIF include:

- community centres;
- cultural centres;
- parks;
- libraries;



- recreational facilities (e.g. local arenas, swimming pools, sports fields, and other types of recreational facilities);
- tourism facilities having a local impact; and
- other existing community infrastructure assets which have a local community impact such as connectivity and broadband and local airports.

Eligible projects will also:

- leverage at least 50% of total eligible project costs from other sources than the federal government;
- complete all work prior to March 31, 2014.

The construction of new infrastructure and the significant expansion of existing infrastructure are not eligible under CIIF.

## What costs are eligible for funding?

CIIF will support eligible costs directly related to a project that have been incurred and paid by a successful applicant. Examples of eligible costs under CIIF include:

- costs incurred between April 1, 2012 and March 31, 2014;
- costs to rehabilitate or improve fixed capital assets of community facilities, including minor expansions to existing infrastructure;
- fees paid to consultants/contractors or other professional or technical personnel directly related to the rehabilitation or expansion of the community facility;
- costs related to signage, which are required for CIIF projects and need to be included in the project budget;
- costs for assessments, monitoring and follow-up as required by the Canadian Environmental Assessment Act (CEAA) or related legislation; and
- other costs directly related to the success of the project and approved in advance.

Costs and services normally covered by the applicant (i.e. maintenance) are not eligible, and only in select cases will incremental employee costs be considered.

Other costs that are ineligible under the program include:

- costs incurred before April 1, 2012 or after March 31, 2014;
- movable equipment (e.g. zambonies, snow groomers and ATVs), including costs for leasing equipment;
- overhead costs, including direct and indirect operating and administrative costs (e.g. management, planning, engineering, and other related costs) normally carried out by the applicant;
- costs for salaries and benefits of existing employees and general administration costs unrelated to the project;
- costs for land; feasibility and planning studies and legal fees; and
- taxes, such as GST, for which the applicant is eligible for a tax rebate.

[□top of page](#)

## How can I apply for funding?

Applicants are encouraged to apply for CIIF funding by applying online, although there are also opportunities to apply by email, mail or fax. [Find out more about the application process](#) for CIIF.

## Who can I contact for more information?

For additional information on CIIF, read our [frequently asked questions](#). You may also contact us at any of [our offices](#) by email, telephone, fax or call us at 1 888 338-WEST (9378).

Date Modified: 2012-07-09



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## Issue Summary Report

### 7.24. ASHMONT SEWER SYSTEM - 3 LOTS NOT SERVICED

#20120711017

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

In 2011 the County had received a request from a resident in Ashmont who does not have a sewer connection. His lot and 2 others are not connected to the sewer system. Last summer Bryan Bespalko received a quote of approx \$30,000 to run a sewer line for these three lots complete with a lift station to connect these properties to the sanitary sewer system. This information was brought to a Public Works meeting, however there was no resolution made at a Council meeting regarding this information. Since that time Council has adopted a Vision Statement, Core Values, and Guiding Principles as well as Water Policy that indicates that utilities will be based on a user pay principle.

Bryan Bespalko has researched some different methods of providing these 3 properties access to the sanitary sewer system. We have updated quotes of \$9,400 + GST to connect all three properties or \$5,200 + GST to connect one property (should all three properties not be interested in connecting).

#### Recommendation

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That Council approve the connection of 1-3 lots to the Ashmont Sanitary Sewer System having the lot owners be invoiced for the cost of the installation of the service to their lots.

#### Additional Information

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Originated By : skitz



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## Issue Summary Report

### 7.25. BACKSLOPING POLICY

**#20120711018**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### **Background**

---

The Policy Committee has reviewed and is bringing forth a policy regarding Backsloping in the County. See attached.

#### **Recommendation**

---

That the Council approve the Backsloping Policy as per the Policy Committee's Recommendation.

#### **Additional Information**

---

**Originated By :** skitz

## COUNTY OF ST. PAUL #19

**Policy Number**

**ASB-82**

**Title**

**Backsloping**

**Page 1 of 2**

**Date Approved**

**Purpose:** To provide landowners with the opportunity to assist the County in maintaining the safety of County Right of Ways by the clearing of trees, weeds and rocks on maintained road allowances that benefit both the County and landowner by reducing the control of brush and weeds along the roadway and reducing snow drifting onto the road, and the landowner by extending his cultivated land to the edge of the roadway.  
To ensure that brush is controlled along roadways ensuring safety of County roads for the travelling public.

**Policy:**

1. Landowners who are clearing trees on their land and positively affecting the County's Right of Way may be eligible for backsloping assistance. Landowners must contact the Director of Environmental and Emergency Services prior to commencing any clearing of brush to be eligible under this policy.
2. The attached Backsloping Application form will be completed and submitted to the Director of Environmental and Emergency Services.
3. The Director of Environmental and Emergency Services along with the Superintendant of Public Works or designates will inspect the proposed area to determine the amount of brush, rocks and debris that has to be removed in order to complete the backsloping. This inspection will be recorded on the Inspection Report and indicate to the resident how much will be paid under this policy. The report will also indicate if the resident would be required to plant grass, and/or trees for conservation or snow purposes. If trees are required the landowner can access trees as per the Shelterbelt Policy. It also will indicate the responsibilities for weed and brush control. Upon the initial inspection, the resident will confirm that he/she accepts the terms and level of payment indicated.

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

|                      |                    |                             |
|----------------------|--------------------|-----------------------------|
| <b>Date Approved</b> | <b>Page 2 of 2</b> | <b>Policy Number ASB-82</b> |
|----------------------|--------------------|-----------------------------|

4. Payment will be made according to five levels up to a maximum of \$2500 per 0.5 miles /0.8 k.m.
  - a) Level 1 -\$500.00
  - b) Level 2 - \$750.00
  - c) Level 3 –\$1000.00
  - d) Level 4 – \$1500.00
  - e) Level 5 - \$2500.00
5. Once the backsloping is completed, the resident will notify the Director of Environmental and Emergency Services in order to have a post-inspection of the project. This inspection will ensure that the project has been completed as per the application/pre-inspection. Following this inspection, the payment will be approved and processed for the resident.
6. Funding may not be approved if the road along which the backsloping is proposed is on the 3 year construction plan.

|                     |             |
|---------------------|-------------|
|                     | <b>DATE</b> |
| APPROVED BY COUNCIL |             |
| AMENDED             |             |
| AMENDED             |             |



COUNTY OF ST. PAUL NO. 19  
BACKSLOPING APPLICATION



DATE \_\_\_\_\_

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

LEGAL LOCATION OF BACKSLOPING PROJECT:

QUARTER SECTION \_\_\_\_\_ TWP \_\_\_\_\_ RG \_\_\_\_\_ W4 MERIDIAN

DISTANCE TO BE BACKSLOPED \_\_\_\_\_ MILE(S)

|                                   |    |    |
|-----------------------------------|----|----|
| COMMENTS: _____<br>_____<br>_____ | NW | NE |
|                                   | SW | SE |

- ▶ This program is set out to reduce the control of brush and weeds along the roadway and to reduce snow drifting onto the road.
- ▶ The objective is to allow the farmer to extend his cultivated land to the edge of the roadways.
- ▶ The County of St. Paul No. 19 requires all brush, rocks and debris to be removed. Brush is to be buried or burned on landowners property.
- ▶ The area backsloped is to be kept free of weeds, brush and rocks in future years:
  - The applicant agrees to allow the County of St. Paul No. 19 to control the brush and weeds in future years.
  - If the applicant refuses to allow the County of St. Paul No. 19 to control the brush and weeds, the applicant will be held responsible for the control of brush and weeds.
- ▶ The applicant may be required to plant grass on the disturbed area.
- ▶ Let it be understood there will be no compensation paid by the County of St. Paul No. 19 for losses of upgrading of roads at a later date within the road right-of-way.
- ▶ The site will be inspected before commencement of the project and after completion by the County of St. Paul No. 19.
- ▶ The applicant may have to turn in all bills and receipts for the expense of the project to the County of St. Paul No. 19.
- ▶ There are three payment levels per ½ mile:  
Level 1 - \$ 500.00    Level 2 - \$ 750.00    Level 3 - \$ 1,000.00    Level 4 - \$1,500.00  
Level 5 - \$2,500.00 or as otherwise determined.
- ▶ Funding may not be approved if the road along which the backsloping is proposed is on the three year construction plan.
- ▶ Applicant must follow government regulations pertaining to environmental matters. The County will determine which payment level will be paid to the applicant. The level will be determined by the amount of brush, rocks and debris that has to be removed in order to complete the backsloping.

**NOTE:** No funds will be paid unless the project is viewed by County personnel before commencement of work.

I/We, the undersigned have read over this Application and I/We am/are aware of the contents. I/We agree to the above conditions.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
County Agricultural Fieldman

Freedom of Information and Protection of Privacy Notice. The information on this form is being collected for the purpose of administration and inspection of the Backsloping Program under the authority of the Municipal Government Act.

**INSPECTION REPORT**

**Date of initial Inspection:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures of initial Inspection Team:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Inspection Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved:** \_\_\_\_\_ **or** **Rejected:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Issue Summary Report

### 7.26. TREE SHELTERBELT POLICY

**#20120711019**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### **Background**

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The Policy Committee is presenting the Tree Shelterbelt Policy for Council's consideration. Attached.

#### **Recommendation**

---

That Council approve the Tree Shelterbelt Policy as recommended by the Policy Committee

#### **Additional Information**

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**Originated By :** skitz

## COUNTY OF ST. PAUL #19

**Policy Number**

**ASB-83**

**Title**

**Tree Shelterbelt**

**Page 1 of 1**

**Date Approved**

**Purpose:** To allow landowners to obtain trees from the County at no cost following either Road Construction or Backsloping for the creation of a shelterbelt.

**Policy:**

1. Landowners may request to obtain trees from the County at no cost following either Road Construction or Backsloping done by the County.
2. The Agriculture Services Department will also assist landowners in determining a species of trees to plant and recommend land preparation for planting and the appropriate spacing for the trees. A maximum of 3 rows will be allowed for a shelterbelt.
3. Trees must be ordered through the Agriculture Services Department by March 15 of each year in order for them to be delivered for planting.
4. Trees must be planted on the landowner's property. The County may rent a tree planter to the landowner for the purpose of planting the shelterbelt. Rental of the tree planter can be obtained by contacting the Public Works Department at (780) 645-3006.
5. Trees must be planted a minimum of 100 feet from the property line or as recommended or approved by the Agriculture Services Department.
6. Landowners are responsible for the ongoing maintenance and care of the trees.

|                     | DATE |
|---------------------|------|
| Approved by Council |      |
| Amended             |      |
| Amended             |      |



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## Issue Summary Report

### 7.27. SPRAYING OF PROHIBITED NOXIOUS AND/OR NOXIOUS WEEDS ON PRIVATE PROPERTY POLICY

#20120711021

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Background

---

The Policy Committee is presenting the Spraying for Prohibited Noxious and/or Noxious Weeds on Private Property Policy for Council's consideration.

#### Recommendation

---

That Council approve the Spraying for Prohibited Noxious and/or Noxious Weeds on Private Property Policy as recommended by the Policy Committee.

#### Additional Information

---

Originated By : skitz

## COUNTY OF ST. PAUL #19

**Title**

**Spraying of Prohibited  
Noxious and/or Noxious  
Weeds on Private  
Property**

**Policy Number**

**ASB-84**

**Page 1 of 1**

**Date Approved**

**Purpose:** To provide landowners with an option of having the Agriculture Services Department spray for Prohibited Noxious and/or Noxious Weeds as a fee for service.

**Policy:**

1. Landowners who have Prohibited Noxious and/or Noxious Weeds on their property can contact the Agriculture Services Department to arrange for spraying of these weeds.
2. Residents must sign the Spraying Agreement (attached) prior to any spraying to occur.
3. The Agriculture Services Department will spray the appropriate chemical on the landowner's property and invoice the landowner for all associated costs per the agreement.

|                     | DATE |
|---------------------|------|
| Approved by Council |      |
| Amended             |      |
| Amended             |      |





# County of St. Paul No. 19

5015 – 49 Ave., St. Paul, Alberta T0A 3A4 Phone 780.645.3301 Fax 780.645.3104  
Email Address: [countysp@stpaul.ab.ca](mailto:countysp@stpaul.ab.ca) Website: [www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

## Spraying Agreement

---

I, the undersigned, request the assistance of the Agricultural Service Board of the County of St. Paul No. 19 chemical control of Prohibited Noxious, Noxious Weeds. I also agree to pay for this service and all costs, including herbicide, and an hourly fee for the sprayer and Pesticide Applicator required for the requested control work.

The hourly fee will apply from time entering land to time leaving land and will not include travel time. The rate will be \$50/hour for personal and equipment used. The chemical cost (including any additives deemed necessary) will be passed onto the undersigned. The chemical cost will be done on a cost recovery basis.

The County of St. Paul No. 19 Agricultural Service Board gives no guarantee, written or implied that the herbicide treatment will eradicate the weeds that were sprayed, and is supplying this service only to assist landowners in controlling these problem weeds.

I, the undersigned, owner or lessee of the said land do hereby grant permission to the County of St. Paul No. 19, St. Paul, Alberta and/or its employees and/or agents who have been duly appointed to enter upon the following land,

namely, \_\_\_\_\_ of section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian, in the said Province, and to permit the use of such equipment and/or materials at such places and in such quantities as an employee of the said County considers necessary for the purpose of weed control.

And in consideration of the benefits and the performance of the work as afore said I do hereby waive any right, cause of action or other claim of whatever kind which I might have against the County of St. Paul No. 19 and/or its employees, contractors and/or agents arising out of or incidental to anything done or not done in the performance of the said work.

Landowner Name & Address: \_\_\_\_\_

Date: \_\_\_\_\_ Legal Land Location: \_\_\_\_\_

Phone#: \_\_\_\_\_

---

Signature of Landowner/Renter

---

Signature of County Pesticide Applicator

---

This personal information is being collected under the authority of Section 33C of the Freedom of Information and Protection of Privacy Act, and will be used for administration purposes. If you have any questions about the collection contact the Chief Administrative Officer or Assistant Chief Administrative Officer at 780-645-3301.

---



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## Issue Summary Report

### 7.28. DATE FOR JULY PUBLIC WORKS MEETING

**#20120712002**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Background

---

The regular scheduled date for the July Public Works meeting conflicts with staff being on vacation.

Section 193(3) of the Municipal Government Act allows a council to change the date of a regularly scheduled meeting, providing the municipality gives at least 24 hours notice of the change to any Councillors not present at the meeting and to the public.

#### Recommendation

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Motion to reschedule the July Public Works Meeting to July 31, 2012 as per section 193(3) of the Municipal Government Act.

#### Additional Information

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**Originated By :** pcorbiere

## 9. Reports

- 9.1. CAO REPORT
- 9.2. JOINT HEALTH & SAFETY MINUTES



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

### 9.1. CAO REPORT

#20120710001

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Additional Information

---

Originated By : skitz



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## Issue Summary Report

### 9.2. JOINT HEALTH & SAFETY MINUTES

#20120710002

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Additional Information

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Originated By : pcorbiere

**COUNTY OF ST. PAUL NO. 19  
JOINT HEALTH AND SAFETY COMMITTEE MEETING  
May 3, 2012**

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

**Absent:** Ken Warholik, Stewart Bintz

**1. CALL MEETING TO ORDER**

The 22nd Joint Health and Safety Committee meeting of the County of St. Paul No. 19 was called to order by Steven Jeffery, Co-Chairperson for the Employee Group at 3:08 p.m., May 3, 2012 at the Administration Office.

**2. ADDITIONS AND ACCEPTANCE OF THE AGENDA**

Moved by Steve Upham and Seconded by Ron Dechaine to adopt the agenda with no additions. All in favor.

**3. MINUTES**

Moved by D.D. Skawronski Munro and Seconded by Danny Weinmeier that the minutes of the April 5, 2012 meeting be approved with the correction adding Ron Dechaine and Bryan Bepalko as members present. All in favour.

**BUSINESS ARISING**

**Team Building Event**

This item was brought to Council and they are in full support of having team building events, however, they would not support closing the office to hold these events. Alternative solutions will have to be discussed.

**ICS 100 Courses.**

This item will be discussed in the fall.

**Northern Alberta Safety Council**

Bryan and Steven attended the meeting on April 19th. The meeting was held in a round table discussion format. One of the major issues brought forward was WCB claims. A new structure is being introduced that will deal with how loss time is categorized. A Disability management course will be offered that deals with the way claims are now managed. It was decided that Tim, Bryan, Leo and Sheila should attend this course when Bryan gets more details.



### **Policy for Blasting Beaver Dams**

It was decided that Dennis and Bryan will be working on a policy that deals with blasting of beaver dams. The policy will cover items such as "what causes us to go out and blow up the dam" and costs that are incurred.

### **On Call Schedule for Fire Season**

Bryan will work with Lawrence and Randy on setting up a schedule.

### **Orientation and Training**

Bryan advised the group that he has trained approximately 60 staff in the past week and will continue to do training as staff arrive. He is trying to schedule the training sessions around everyone's work schedule. Steven is also do more training of staff, which included WHMIS and TDG.

## **4. ROUND TABLE DISCUSSIONS**

### **INCIDENT REPORTS**

Bryan reported that during a house demolition in Ashmont part of a wall fell on the gas riser and broke it. There were no injuries as a result, however, Alta Gas was called and they came to cap it off. An incident investigation has been done indicating that the incident was preventable and a call should have been made to Alta Gas prior to commencing work. During the toolbox meeting the hazard was identified, but not dealt with.

### **BRYAN BESPALKO**

Bryan reported that he had attended a disaster planning conference.

Bryan also advised the group that he will arrange more training for performing hazard assessments.

### **DENNIS BERGHEIM**

No issues to report

### **STEVE UPHAM**

No issues to report

**ROUND TABLE DISCUSSIONS (CONT)**

**STEVEN JEFFERY**

Steven advised the group that one of the items that was discussed at the NASC meeting was disposing of break pots. This was an item of concern to many municipalities. He advised that there are companies out there that help to dispose of break pots. Staff will be working on solutions.

Steven also advised the group that staff orientation is going well and he will be working with park staff on conducting hazard assessments.

**LINDA MEGER**

No issues to report

**SHEILA KITZ**

Sheila discussed the internal audit for 2012 which will be conducted in the fall.

**CLAUDE DUBRULE**

Claude advised the group that he is having telephone issues at Westcove. Solutions for using the debit machine from a cell phone may have to be looked at.

**LAWRENCE THEROUX**

No issues to report.

**DANNY WEINMEIER**

No issues to report.

**RON DECHaine**

Ron advised that the Heavy Equipment Operators went through safety training. He also advised that a blasting course will be scheduled through ASB and himself, Jack & Keith will be taking the course and Dean will be doing a refresher training session.

**D.D. SKAWRONSKI-MUNRO**

No issues to report

**LEO DEMOISSAC**

Leo advised that lots of new staff have started work and hopes all goes well.

**GENERAL INFORMATION**

There was a general discussion of screens being removed out of culverts.

**5. NEW BUSINESS**

Some tree cutting has taken place at Lac Bellevue. The big trees have not yet been cut as we are waiting on the tree removal company

**6. DATE OF NEXT MEETING**

The next meeting is scheduled for June 7, 2012

**7. ADJOURNMENT**

Steven adjourned the meeting at 3:45 p.m.

# 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

**#20120710003**

**Meeting :** July 17, 2012

**Meeting Date :** 2012/07/17 09:00

#### Additional Information

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**Originated By :** tmahdiuk



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## Issue Summary Report

### 11.2. LISTING OF ACCOUNTS PAYABLE

#20120710004

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Additional Information

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Originated By : pcorbiere





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## Issue Summary Report

### 11.3. BUDGET TO ACTUAL

#20120710005

Meeting : July 17, 2012

Meeting Date : 2012/07/17 09:00

#### Additional Information

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Originated By : skitz