



2017 Budget

April 11, 2017



Executive Summary

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

Our Core Values are:

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

Council's Guiding Principles are:

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. Achieve operating cost reductions and operations stability over time to provide affordable services to residents.

Based on this vision, values and guiding principles, the County of St. Paul Council set the strategic direction for 2017 and have presented that in the 2017 Strategic Plan. From this plan, Administration has been working on the operational and capital budget for 2017.



Main highlights of the 2017 budget include:

Salaries – Council determined that there would be no cost of living for staff or Council in 2017.

Taxation and Requisitions – We have experienced an increase in the requisition for the MD Foundation in the amount of \$5,895 with our total requisition being \$270,983. The School Requisition has increased \$154,225.24 with our requisition for education being \$4,261,648. These requisitions are taxed for with separate Mill Rates and the money is then forwarded to the MD Foundation and the Government of Alberta respectively.

Assessment has remained stable in 2016. We had a decrease in Linear assessment of 13%. Additionally, we had an increase of approximately 7% in Residential assessment – 3% due to new construction and the balance attributed to changes in market values. Based on requirements of the 2017 Capital and Operational Budget Council has made no changes to the Municipal Mill Rate due to the changes to total taxes from increases in assessed values and changes to rates required to pay the increase in school requisition from the Province.

Overall tax revenue has decreased in this budget by \$ 822,591 over taxes achieved last year.

Administration – The budget for Administration has increased slightly this year. Council has approved the hiring of an Administrative Intern and received funding through Municipal Affairs for this position. The Intern will learn about all aspects of the County and participate with the new initiatives that will be required under the implementation of the Modernized Municipal Government Act. Council has included budget to run the municipal election as well as to undertake our own census this year as we anticipate that the numbers collected by the Federal Census are too low.



The Administration Budget also shows capital expenditures including upgrades to a washroom renovation to ensure we have a wheelchair accessible washroom at the Administration Office. The County was able to access an Enabling Accessibility Grant through the Federal Government to assist with this project. Additionally, there are land purchase expenditures that are budgeted to secure 50% ownership of the Elk Point Transfer Station as well as land for gravel extraction purposes.

Fire – The 2017 fire budget has increased slightly which represents a reallocation of salary of the Director of Community Services to this budget. In addition, we have some small equipment expense included in regards to upgrading breathing apparatus for volunteer fire fighters. The upgrade to breathing apparatus is more than 50% covered by a community grant received from Enbridge. No new capital is budgeted for this year, however County Council has determined that they will budget \$96,000 annually to be put into a capital reserve for equipment replacement. This reserve will be used as equipment is purchased in future years.

Emergency Management/Occupational Health and Safety – 2016 was the first year that this Regional expense was budgeted at the County. The Region of St. Paul works together to provide Emergency Management and Occupational Health and Safety for our municipalities. In 2017 the County will pay 100% of the expenses for this department and invoice our partners – Town of St. Paul, Town of Elk Point, and the Summer Village of Horseshoe Bay for their portion of the expenses. The cost allocation is based on population of municipalities. The County pays 45% of the cost.

Health Services – The expense that is required in this budget is for the Dr. Recruitment in St. Paul of \$10,000. We have also included a \$5,000 contribution to the Elk Point Medical Professional Recruitment. Council has also budgeted \$2.00/capita to contribute to STARS Air Ambulance. 2016 was the first year that Council provided a contribution to STARS.

Public Works –We have 14 miles of road building and replacement of 2 bridges budgeted in 2017, along with \$2,800,000 of oiling/paving budgeted. The County



will continue to use cold mix as well as traditional methods of mixing oil on the road. Council passed policy in early 2015 regarding how residents will receive dust controls. This policy specifies the use of MG30 as an alternative to oil and will reduce the cost of dust control significantly. Council is also looking to pay off the short-term loan that was taken out in 2014 for the overlay of Murphy Road (\$5,000,000). Council has also included an increase to both the operating and capital budget for gravelling of roads recognizing that the wet fall of 2016 and heavy snowfall in March of this year has left the roads in challenging conditions.

Council has approved an application for the Strategic Transportation Infrastructure Program for upgrade of 7 miles of the Northern Valley Road in partnership with CNRL. The Province has not announced the projects that will receive funding under this program. We were hoping announcements would be made prior to completion of our budget and had included this project in our 2017 Preliminary Budget, but have chosen to remove it for the final budget since no announcements have been made. We have also applied for the 2 bridge files that are included in the budget.

Water – This budget contemplates the completion of the Water for Life Project that has brought a new water source to Ashmont and Lottie Lake. In 2012 the County installed a Water Transmission Line from Ashmont to Lottie Lake. While the engineering for a new Water Treatment Plant was completed and the project tendered out in 2013, the bids came in higher than anticipated and the Province did not provide concrete evidence that they would provide further funding. This caused County Council to reconsider the options again. In 2014 Council spent a significant amount of time reviewing options for bringing water to Ashmont/Lottie Lake. The options reviewed included a connection to Spedden – which is a connection to the Highway 28/63 Water Commission that brings water from Edmonton to the region, or a connection to the St. Paul Water Treatment Plant. In November 2014, Council determined that the best alternative was to pursue a connection to Spedden as this was the lowest capital cost. The 2015 budget contemplated the building of this line, however due to the change in Provincial government, the approval to proceed with the waterline from Spedden to Ashmont was delayed to a point that we lost the window for construction in 2015. The



waterline was constructed during the 2016 season with water being turned on for residents in early December of 2016. There is still some outstanding work to be done on this project that we expect to be completed before the end of June 2017. Consequently this budget shows some outstanding grant dollars and expenses to complete the project.

The 2017 budget also contemplates water rate increases for residents accessing water through the St. Paul Regional system that currently services Ashmont and Lottie Lake effective mid-March. Rates are also increasing for residents in Mallaig at the same time. The new water rates more accurately reflect the cost of servicing residents benefiting from the water utility services. Previously the rates were subsidized by general taxes.

The County was fortunate to have grant funding announced in September of 2016 to extend the waterline from Ashmont to Mallaig which would complete the County of St. Paul's Regional Water System. This project was anticipated to be built in 2017, however the County is currently in the process of trying to obtain a Special Act of the Legislature authorizing an inter-basin transfer to get water to Mallaig. The need for an inter-basin transfer results because the water that currently services Ashmont originates in the North Saskatchewan water basin and Mallaig is in the Beaver River water basin. This process will delay the construction of the water line to 2018 pending approval of the inter-basin transfer. However a portion of the project will continue in 2017. This involves a pump upgrade on the Highway 28/63 Regional Water Commission line that will ensure there is sufficient water to supply Mallaig when we can build that waterline. The County will receive funding for this project and forward that funding to the Highway 28/63 Commission as the project is completed. We anticipate that the pump upgrade will cost \$3,000,000 which will be funded by grants. We will also be incurring costs associated with the inter-basin transfer work as well as expect to have detailed design completed in 2017 for tender in 2018. Overall we expect the Ashmont to Mallaig project to cost approximately \$10,200,000 with the County picking up an estimated \$720,000 of the cost of the project. The balance of the project will be funded by the Federal and Provincial governments.



The 2017 water budget also contemplates upgrades to the Ashmont Truck Fill station. Council is also considering a non-potable option for agriculture producers to use with rates much cheaper than the new rates currently charged at the potable truck fill station.

Sewer – In 2013, the County did a study of the Ashmont Lagoon. The study showed that the lagoon was nearing capacity. Based on these findings the County did further analysis and work in 2014 including expenses for desludging the lagoon, a geotechnical study of the area, a water receiving study, topographical survey, and installation of a flow meter that informed us regarding the quantities of waste going into the lagoon. In 2015 the County submitted a Building Canada Grant application for the expansion of the lagoon and a waste water transfer station that is a joint venture with the County of Two Hills. The County was successful in obtaining this grant. In 2016 the County was able to construct the lagoon portion of this project, with a small portion of work to be completed in spring 2017. The waste water transfer station was not constructed in 2016 as the County spent considerable time determining the best location for this facility. The 2017 budget includes funds to complete the Ashmont Lagoon as well as the waste water transfer station. In 2016 we took a portion of the debenture that would pay for the lagoon portion of the project. We plan to take the balance of the debenture amount in 2017 once costs are known for the waste water transfer station. The County of Two Hills is contributing \$175,000 of the cost of the waste water transfer station.

Planning & Development – The budget shows increases in revenue and expenses as the County was successful in obtaining an Alberta Community Partnership (ACP) Grant that will result in Rural Intermunicipal Development Plans (IDP) with our rural municipal neighbours. This is a new requirement that is being implemented with the passing of the Modernized Municipal Government Act. Our planning department will also be working on other projects involving new and updated IDPs



with our urban neighbours, the Town of St. Paul and the Town of Elk Point as well as the Summer Village of Horseshoe Bay. This will also be completed utilizing an ACP Grant that will be managed by the Town of Elk Point.

Recreation – The County has increased its contribution to recreation in both the Town of St. Paul and the Town of Elk Point. The County will contribute \$300,000 to the Town of St. Paul which doubles the previous contribution amount in 2016. The amount allocated to facilities in Elk Point will increase to \$75,000. The County will be working with our Regional neighbors to undertake a Recreation Services Study funded by an ACP Grant (managed by the Town of St. Paul) to better understand recreation facilities and needs in our Region.

Other capital items in the budget include: 2 floating piers at Lac Bellevue to complement the new boat launch budgeted through Public Works.

Library/Culture – Council approved the same contribution to library funding as the previous year. In total the County will provide \$118,955 in funding to the Library Boards as well as an additional \$31,272 to the Northern Lights Library System.

Budget Surplus – Council transferred a portion of their 2016 surplus to reserve for future expenditures in the amount of \$1,400,000. This reserve as at December 2016 was \$4,000,000. Council chose to use \$2,230,000 from this reserve to fund the 2017 operation and capital budget.



Grants – Provincial/Federal Grants the County expects to receive in 2017 include:

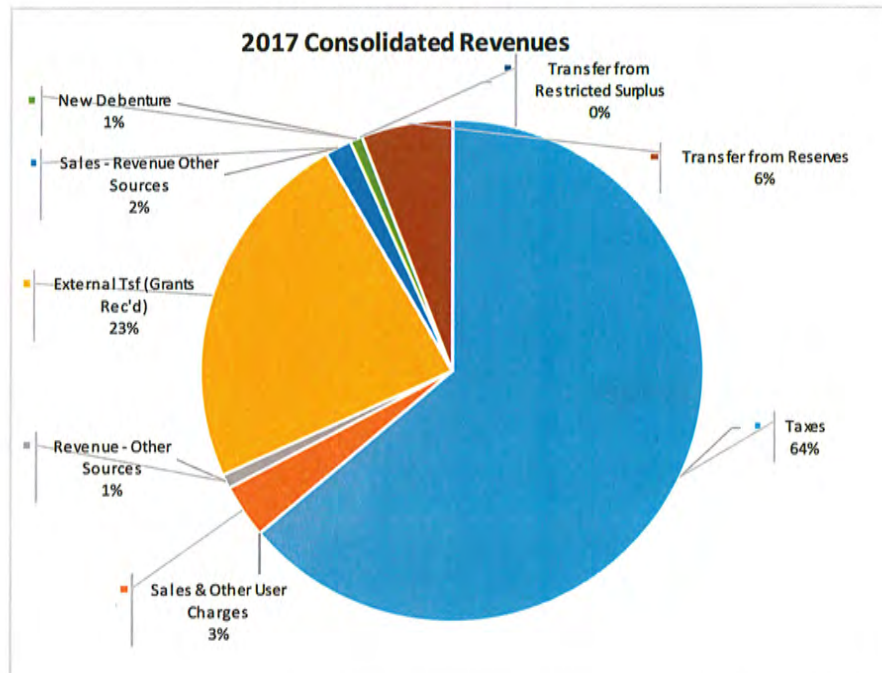
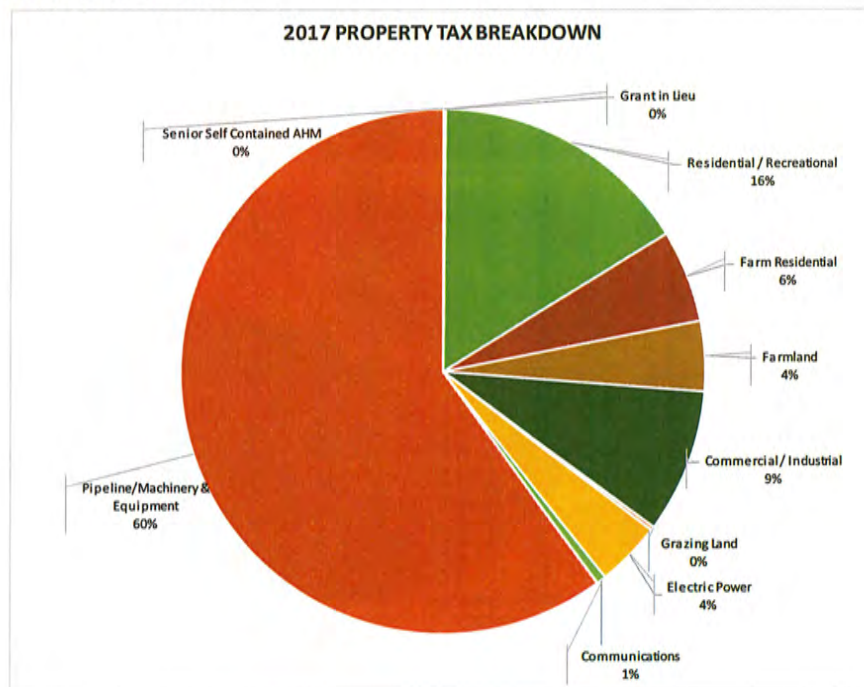
\$ 2,369,048 Municipal Sustainability Initiative - Capital • PW Capital Equipment • Roads	\$113,239 Municipal Sustainability Initiative - Operating • Libraries • Community Halls • Ag Societies	\$ 334,073 Federal Gas Tax • Road Projects
STIP	\$ 1,000,000 SCF/Building Canada • Wastewater Transfer Station • Balance of Ashmont Lagoon	\$3,960,910 Water For Life • Ashmont/Mallaig Water Supply Program • Completion of Spedden/Ashmont
\$ 11,222 Enabling Accessibility Fund • Barrier Free Washroom - Administration Building	\$ 43,000 Alberta Community Partnership • Municipal Internship Program - Administrator Stream	\$ 200,000 Alberta Community Partnership • Intermunicipal Collaborative Frameworks • Intermunicipal Development Plans
\$ 168,360 Agricultural Services Grant • Agricultural Services Programs	\$ 263,963 FCSS Grant • FCSS Programs	\$ 58,977 Adult Learning Grant • Transferred to Elk Point & District Further Education Council

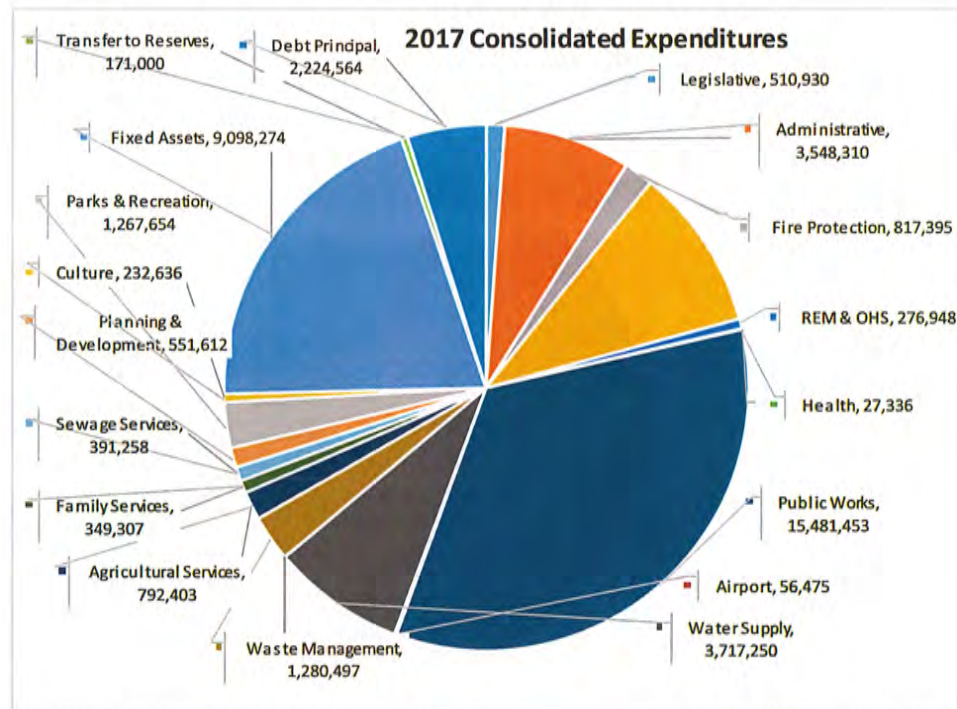


STEP	FCM	
• Student Temporary Employment Program - FCSS		



Consolidated Financial Charts





In conclusion, I would like to thank all the Managers and staff for their assistance with the budget preparation. And a special thank you to Darlene Smereka for her assistance with the budget.

Respectfully Submitted

Sheila Kitz, CLGM

Chief Administrative Officer



Summary

2017 Municipal Budget				
	2017 Budget		2016 Budget	
	<u>Revenues</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Expenditures</u>
Operating:				
Taxes	26,052,992	4,532,631	26,870,334	4,372,511
Legislative	-	510,929	-	506,279
Administrative	803,192	3,548,310	640,576	3,661,261
Fire Protection	82,920	817,395	159,314	800,559
REM & OHS	153,978	276,948	267,890	420,768
Health Services	-	27,336	-	20,000
Transportation	3,747,662	15,481,453	4,086,790	15,965,476
Airport	-	56,475	-	32,395
Water	4,321,682	3,717,249	5,119,818	747,978
Sewer	1,213,262	391,257	3,646,032	238,636
Environmental Health	193,500	1,280,497	192,997	1,127,998
FCSS	268,163	349,307	318,870	400,014
ASB	192,861	792,403	189,021	778,928
Planning & Development	390,530	551,612	186,574	449,171
Recreation	322,098	1,267,655	336,097	934,148
Culture (Library)	74,889	232,636	74,889	219,427
Capital Expenditures		9,098,274		16,136,588
Other:				
Back Out of Amortization	-	4,818,757	-	4,744,408
Funding from Restricted Surplus (Murphy Rd)			550,000	
Funding from Reserves (Gravel Levy)	153,779			
Funding from Reserves (Atco/Richland)				
Funding from Reserve for Future Expenditures	2,230,000			
Capital Lease Payout		1,320,000		
Replacement Reserve - Fire		96,000		
Debenture Principal Payments		782,285		1,091,093
Debenture Principal Payout in May (Murphy Rd)		122,279	-	985,000
Debenture - Water for Life	0		963,200	
Debenture - Lagoon/Building Canada	325,000		1,541,668	
Transfer Gravel Levy to Reserve		75,000	-	100,000
		-		
	40,526,508	40,509,174	45,144,070	44,243,822
	17,334		900,248	
Operating and Capital Revenues	37,817,729		42,089,202	
Debenture and Funding from Restricted Surplus	2,708,779		3,054,868	
Operations Expenditures		29,090,336		26,031,141
Replacement Reserve		96,000		-
Capital Lease Buyout		1,320,000		
Debenture Repayment		904,564		2,076,093
Capital Expenditures		9,098,274		16,136,588
Total	40,526,508	40,509,174	45,144,070	44,243,822
Surplus/(Deficit)	17,334		900,248	



Taxes

This budget is for the revenue projected from taxes and tax related revenue derived from penalties, costs, and return on investments. The expenses included in this department are for requisitions for the School Tax as well as Senior's Housing. There are no salaries reported in this department. Staffing for the taxation department is reported in Administration.

County of St. Paul No.19					
Taxes					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Taxes	25,399,946	24,364,051	26,598,821	26,696,463	25,873,872
Other Revenue/Own Sources	253,134	139,427	262,439	173,671	178,921
External TSF (Grants Rec'd)	189	0	0	200	206
Revenue - Other Sources	0	0	0	0	0
Total Revenue	25,653,269	24,503,478	26,861,260	26,870,334	26,052,999
Expenditures:					
Other Transfers	4,079,352	4,079,352	4,380,310	4,372,511	4,532,631
Total Expenditures	4,079,352	4,079,352	4,380,310	4,372,511	4,532,631
Net Operating	21,573,917	20,424,126	22,480,950	22,497,823	21,520,368
Total Taxation Budget	21,573,917	20,424,126	22,480,950	22,497,823	21,520,368



Council

The Council is the legislative function of the municipality and represents the residents of the County of St. Paul.

Council's role is to set policy and objectives for the County. Council also annually sets the Strategic priorities for the municipal staff. This section provides for the direct operating costs of council as well as the various committee members.

Key 2016 Accomplishments

- 5 new policies approved, 8 policies updated
- Dealt with 2 Rezoning Bylaws
- 23 Bylaws passed (including Rezoning Bylaws)
- Council continued to hold joint meetings

Budget Highlights

No highlights for 2017



2017 Council Priorities

Goal	Objective
Host Annual Meeting – at County shop	To be held in May 2017
Acquire Muni-Corr Siding in Mallaig	
Continue joint meetings with both Town of St. Paul and Town of Elk Point	
Renew scholarships for the St. Paul Regional Education Division - 3 scholarships at \$1,000 for students who have high marks, community involvement, and volunteerism for students entering fulltime studies. - 1 scholarships at \$1,000 for students entering a trade	
Council Policy Issues for 2017:	Policy issues identified during Strategic Planning
• Salt Management Plan	
• Procurement Policy	
• Employee Code of Ethics - update	
• Council Code of Ethics per new MGA	
• Public Participation – per new MGA	
• Fee Schedule Bylaw as it relates to Fire Calls	
• Off Highway Vehicle Bylaw	
• Equipment Sanitation and Contamination Protection Policy update – in light of the presence of Club Root in the community.	



County of St. Paul No.19

Legislative

2017 Budget

	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Expenditures:					
Elect Off-Per Diem-Regular	109,078	98,770	96,732	99,273	99,273
Elect Off-Per Diem-Supervision	185,362	188,495	178,381	188,352	188,352
Elect Off-Per Diem-Convention	57,237	60,178	59,312	60,994	60,994
Elect Off-Taxable Mileage	3,186	5,323	2,904	3,390	3,390
Benefit-Dental	7,121	7,485	6,064	6,012	6,012
Benefit-CPP	10,838	10,708	10,169	10,700	10,700
Benefit-WCB	2,477	2,747	4,366	4,675	4,675
Benefit-Blue Cross	7,397	7,720	11,826	11,738	11,738
Benefit-Life Insurance	1,727	1,912	2,022	1,946	1,946
Benefit-EAP	336	466	336	348	348
Benefit-HSP	1,222	2,557	1,958	3,501	4,900
Benefit-AD&D	133		156	150	150
Benefit-Vision					1,523
Total Salaries & Wages	386,115	386,361	374,225	391,079	394,001
Non-Taxable Mileage	36,847	37,000	34,739	34,300	34,814
Travel Expense-Subsistence	54,378	47,997	48,149	49,800	50,548
Memberships/Registration	33,646	29,003	17,592	31,100	31,566
Total Expenditures	510,986	500,361	474,704	506,279	510,929
Net Operating	434,955	500,361	474,704	506,279	510,929
Legislative Surplus (Deficit)	434,955	500,361	474,704	506,279	510,929



Administration

Administration is responsible for providing a high level of administrative support to Council and its committees as well as the executive Leadership team. This section is responsible for corporate administration; processing, coordinating and managing Council and Committee business; assessment services; conducting elections and census' and managing corporate records.

Key 2016 Accomplishments

- Continued work on Asset Management Project - development of an Asset Management Strategy
- Effective Teams and Leadership training for staff
- Applied for various grants - successful , Alberta Community Partnership Grants - (applied for 6, received 5), Enabling Accessibility Grant to upgrade washroom in Administration building, Municipal Intern Grant
- Implementation of new Organizational Structure in anticipation of retirement of 2 of the Management team as per Organization Review.
- Hire and orientation of new Director of Public Works.



2017 Priority Departmental Initiatives

Goal
Continue work on asset management- begin implementation of Asset Management Strategy that is expected to take 3 years.
Host a Municipal Administration Intern under Municipal Affairs program.
Continue adding vehicles onto the automated vehicle locating system (GIS) – Fire vehicles, new waste truck
Communications Plan: • Ongoing Review of County Webpage • Explore/Implement Social Media options for Communication • Continue use of radio spots for positive communication and events • Continue Newspaper County Page 8 • Newsletter sent with tax notices (incl. transfer station/landfill info)
Develop a Digital Records Strategy that would include land files and planning and development files – tying into GIS mapping system
Develop fillable forms for enhancement to website
Work with new IT providers to implement new service, identify IT strategies, ensure able to meet Business Continuity Plan for the REMP
Succession Planning – team building, leadership training, knowledge transfer
Team building events for staff – 2 events per year
Explore Employee Attraction and Retention Strategies: • Participation in Job Fairs – start in high school • Continuation of team building events • Team and Leadership training • Affordable housing – for new employees moving to the area • Better background checks of new hires • 360 reviews for Management Team
Provide training for management staff conducting employee performance appraisals, review and update employee performance appraisal forms.
Determine strategy for dealing with change to Designated Industrial Property Assessment being centralized.
Work Regionally to submit a CARES application for Regional Economic Development strategy



County of St. Paul No.19					
Administration					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget					
Revenue:					
Sales & Other User Charges	20,043	24,204	19,212	21,000	8,800
Other Revenue/Own Sources	64,903	101,939	88,213	48,076	59,475
External TSF (Grants Rec'd)	210,556	187,820	167,749	124,680	201,505
Revenue - Other Sources	512,283	552,865	442,927	446,820	533,412
Total Revenue	807,785	866,828	718,102	640,576	803,192
Expenditures:					
Salaries & Wages	1,601,601	1,591,268	1,408,235	1,575,012	1,576,196
Contracted & General Services	1,046,998	1,396,335	1,206,323	1,300,694	1,343,613
Other Transaction, Discounts & Utilities	18,152	10,008	27,061	10,008	11,000
Materials, Goods, Supplies	18,358	20,004	17,093	20,004	19,140
External TSF (Grants PD)	53,666	120,996	90,834	155,179	110,793
Bank, Interest, Other	206,302	155,000	303,846	411,102	305,525
	192,379	179,842	181,698	189,262	182,043
Total Expenditures	3,137,456	3,473,453	3,235,091	3,661,261	3,548,310
Net Operating	-2,329,670	-2,606,625	-2,516,989	-3,020,685	-2,745,118
FA - Eng Structures					
FA - Buildings	26,250	25,000	64,050	58,500	22,444
FA - Land	2,266		248,198	199,000	800,000
Total Fixed Assets	28,516	25,000	312,248	257,500	822,444
Debt Principal Payments	201,053	201,054	208,952	208,952	217,215
Gravel Levy Reserve 2015/16					-153,779
Total Admin Budget	-1,947,482	-2,832,679	-3,038,189	-3,487,137	-3,630,998
Reverse Amortization	54,316	35,000	57,326	54,324	55,139
Administration Surplus(Deficit)	-1,947,482	-2,797,679	-2,980,863	-3,432,813	-3,575,859
Capital Purchases		Funded by:	Grant	Debenture and/or Reserve	Operation
Barrier Free Washroom	22,444		11,222		11,222
Land Purchase - Gravel	500,000			153,778	346,222
Elk Point T/S Land Purchase	300,000				300,000
	822,444				



2017 Budget Highlights

Provincial Grants include Adult Learning (Elk Point), Municipal Intern, Enabling Accessibility Grant

Consulting Fees included for Asset Management, Leadership/Effective Teams Training, Performance Appraisal training/forms revision

Budget includes Principal/Interest expense for loan for Wellness Center

Upgrade of washroom at Administration Building to be wheelchair accessible

Land Purchase for 50% share of Elk Point Transfer Station

Land Purchase for gravel extraction purposes



Fire Protection

The Protective Services- Fire section is responsible for providing service for the County of St. Paul that includes fire suppression, rescue, fire prevention and investigation. There are four volunteer fire departments in the County. The St. Paul Fire Department has 32 members, 2 -rescue vans equipped with Jaws of Life, APSS rescue kit, 1 pumper truck, 1 rapid response truck, 1 water truck, and a side-by-side. Ashmont Fire Department has 19 members, 1 pumper truck, 1 rapid response truck, 1 side-by-side with trailer, and 1 equipment van. Mallaig Fire Department has 30 members, 1 pumper truck, 1 rapid response truck and 1 water truck. The Elk Point Fire Department has 30 members, 1 pumper truck, 1 rescue van, 1 water truck, 1 rapid response truck, 1 side-by-side with trailer and 1 boat for water rescue.

2016 Key Accomplishments

- St. Paul Fire Department has a new Rescue Truck and side-by-side
- Received \$15,000 grant from Enbridge to provide/update SCBA Masks for our fire departments in 2017
- Signed new Fire Services Agreement with the Town of St. Paul. Commenced discussions regarding the Fire Services Agreement with the Town of Elk Point.
- Working regionally to determine strategy for delivery of fire training and administrative duties for our fire departments.



2017 Priority Departmental Initiatives

Goal
Fire Agreement with the Town of Elk Point
Updating of general equipment for all Fire Departments – including purchase of SCBA Masks as per Enbridge Grant.
New Fire Equipment: • No new equipment for 2017 • County set up an annual capital contribution for fire equipment to be set up in reserve to even out budget requirements over the years
Quality Management Plan update – inspection of commercial buildings

Budget Highlights

Capital Contribution for future equipment \$96,000
Update of Equipment for Fire department - including SCBAs
Contribution of 75% of operations for Elk Point Fire (based on call volumes)
Annual debt repayment for debenture on Ashmont and Mallaig Fire Halls



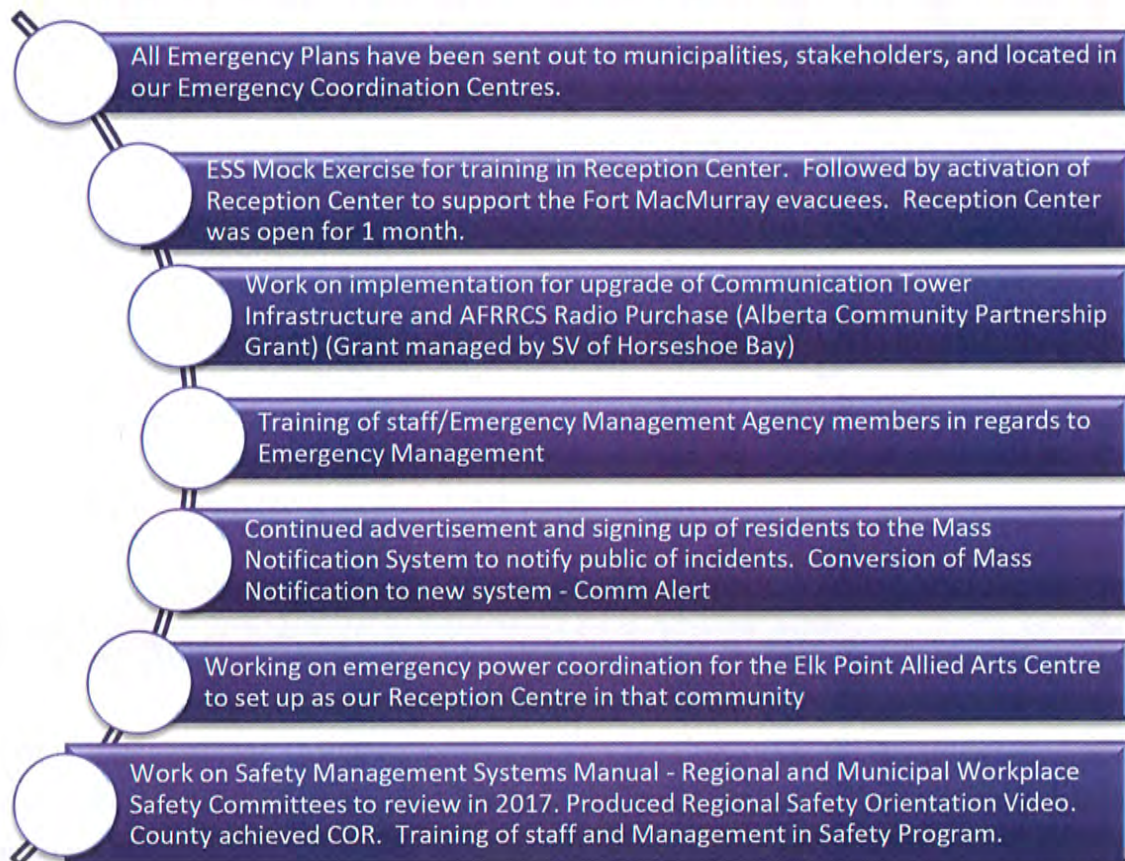
County of St. Paul No.19					
Fire					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	125,818	65,002	48,591	103,300	65,000
External TSF (Grants Rec'd)	95,888	143,391	88,790	56,014	17,920
Revenue - Other Sources	0	0	0	0	0
Other Transfers	0	0	0	0	0
Total Revenue	221,707	208,393	137,381	159,314	82,920
Expenditures:					
Salaries & Wages	0	0	0	0	35,898
Contracted & General Services	109,495	98,164	105,905	109,538	108,932
Utilities	16,358	19,992	16,585	15,800	17,505
Materials, Goods, Supplies	96,335	120,200	106,045	131,904	164,400
External TSF (Grants PD)	253,491	234,000	303,913	316,592	265,785
Bank, Interest, Other	229,543	205,316	238,187	226,725	224,875
Total Expenditures	705,222	677,672	770,634	800,559	817,395
Net Operating	-483,516	-469,279	-633,254	-641,245	-734,475
FA-Buildings	0	0	0	0	0
FA-Machinery & Equipment	26,750	28,000	29,388	0	0
FA-Vehicles	136,339	263,000	162,373	161,200	0
FA-Land Improvements	0	0	0	0	0
Total Fixed Assets	163,089	291,000	191,761	161,200	0
Fire Capital Reserve					96,000
Debt Principal Payments	113,175	113,175	117,269	117,269	121,512
Total Fire Budget	-302,047	-873,454	-942,284	-919,714	-951,987
Reverse Amortization	159,526	134,000	172,190	159,504	161,897
Fire Surplus (Deficit)	-302,047	-739,454	-302,047	-760,210	-790,090
Capital Purchases:		Funded by:	Grant	Debenture	Opr/Other



Emergency Management Services

This budget is for funding of the Emergency Management Plan. In 2014 the County was successful in obtaining a Regional Collaboration Grant for the development of a Regional Emergency Management Plan for the Region. The funding was for the development of the plan and one year of staffing of a Regional Director of Emergency Management. This funding ended in September 2015. The County continues to fund a percentage (based on population) of the costs of the Director.

2016 Key Accomplishments





2017 Priority Departmental Initiatives

Goal
Continue work on the Regional Emergency Management training
Exercise the Emergency Management Plan through use of SIM Cell Realistic Exercise
Look for larger Emergency Coordination Centre for St. Paul
Complete implementation of ACP Grant for Communication Tower Infrastructure upgrades and AFRRCS Radio Purchase
Continue to work on implementation and public education of the Mass Notification system
Install power converter for Elk Point Allied Arts to set up for Reception Centre.
Work on County's Business Continuity Plan
Ensure all stakeholders are kept up to date on REMP and sub plans
Implement Safety Management Systems update for all three municipalities
Leadership for Safety Excellence Courses for Supervisors
Explore Safety Incentives/recognition awards
Review Work Alone System
Motivational Speaker for safety event/regional team building day

Budget Highlights

No highlights



County of St. Paul No.19					
Regional Emergency Management & OHS					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Expenditures:					
Other Revenue/Own Sources	0	0	0	0	0
External TSF (Grants Rec'd)	89,374	89,376	344,717	267,890	153,978
Revenue - Other Sources	0	0	0	0	0
Total Revenue	89,374	89,376	344,717	267,890	153,978
Expenditures:					
Salaries & Wages	0	0	190,113	198,668	199,248
Contracted & General Services	5,984	14,909	49,929	43,100	52,100
Other Transaction, Discounts &	0	0	0	0	0
Utilities	0	0	0	0	0
Materials, Goods, Supplies	4,400	13,640	142,587	179,000	25,600
External TSF (Grants PD)	122,518	105,564	16,792	0	0
Bank, Interest, Other	0	0	2,696	0	0
Total Expenditures	132,902	134,113	402,116	420,768	276,948
Net Operating	-43,528	-44,737	-57,399	-152,878	-122,970
FA - Vehicle	0	0	24,260	0	0



Health Services

This budget includes expenses for the Dr. Recruitment Committee in St. Paul of \$10,000. It also includes expenses for Staff recruitment for the Elk Point Health Centre of \$5,000. Finally, we provide \$2.00/capita for STARS Air Ambulance.

County of St. Paul No.19					
Health Services					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	15,693	54,996	1,789	0	0
Total Revenue	15,693	54,996	1,789	0	0
Expenditures:					
Contracted & General Services	0	0	1,789	0	0
Materials, Goods, Supplies	15,693	54,996	0	0	0
External TSF (Grants PD)	1,890	10,000	21,967	20,000	27,336
Total Expenditures	17,583	64,996	23,756	20,000	27,336
Net Operating	-1,890	-10,000	-21,967	-20,000	-27,336
Ambulance Surplus (Deficit)	-1,890	-10,000	-21,967	-20,000	-27,336



Public Works

The County of St. Paul Public Works provides direction and assistance in the planning and execution of major capital projects while ensuring a financial plan is in place to fund required infrastructure upgrades needed to accommodate growth and long-term sustainability of municipal infrastructure.

Public Works is also responsible for the repair and maintenance of 2,029 km of roadways in accordance with the Traffic Safety Act, Transportation Association of Canada, Provincial Legislation and County of St. Paul standards.

Key 2016 Accomplishments

- Completed 6 miles of road construction (4 miles on NV Road to Resource Road Standard)
- Completed 1 bridge replacements
- Crushed 608,595 yards of gravel
- Graveled 430 miles of road and completed 119 dust controls
- Purchased 1 Grader, 2 Scrapers, 1 Excavator, 1 Sander, 3 Gravel Trucks
- Accepted retirement of PW Superintendent and hired new Director of Public Works.



2017 Priority Departmental Initiatives

Goal
Continue to work with gravel pit owners/operators for compliance with Gravel Levy Bylaw
Continue to utilize Road Use Agreements for road damages
Replace roof at Old Ashmont Fire Hall
Provide training opportunities for staff (succession planning, retention)
Update Public Works equipment as per Capital Plan
Build/Upgrade Roads and Bridges as per Road Plan



2017 New Equipment & Capital Purchases

- Skid Steer w/Attachment	\$ 66,000
- Chipper/Shredder	\$ 50,000
- Grader	\$ 588,000
- 2 x Belly Dump Converters	\$ 150,000
- 2 x Gravel Trucks	\$ 730,000
- 3 x Scale Loaders	\$ 27,000
- Packer	\$ 160,000
- Hydrovac	\$ 65,000
- 2 x 1 Ton Trucks	<u>\$ 100,000</u>
Total	\$1,936,000



2017 Road & Bridge Construction					
Division 1					
	Younghans Rd	.5 mile	W of 13-56-4-W4M	RR41	1C172
	Enbridge Rd	1 mile	W 27,34-55-5-W4M	RR53	1C162
Division 2					
	North NK Rd	1.5 miles	W 6,7-58-7-W4M	RR80	2C161
	Richland Road	1.5 miles	W of 16,21-56-7-W4M	RR74	2C171
BF72560	Richland Road Bridge			RR74	2BF72560
Division 3					
	Millar Rd	.5 mile	W 18-57-7-W4M	RR80	3C161
	Marcoux Rd	1.5 miles	W of 28, 29-57-8-W4M	RR85	3C171
Division 4					
	Looy Rd	2 miles	S 13,14-58-11-W4M	TR582	4C161
	Lafond Sewage Rd	1 mile	S of 29-56-11-W4M	TR564	4C171
Division 5					
	Berlinguette	1 mile	W 3-59-10-W4M	RR103	5C161
	Owlseye Rd	.5 mile	Thru 4-59-10-W4M	RR104	5C152
	H Dargis Rd	1 mile	W of 13-60-9-W4M	RR91	5C162
BF78684	Vincent Lake Bridge		ISW 17-59-9-W4M	TR592	5BF78684
Division 6					
	Garner Rd	2 miles	S 4,5-61-11W4M	TR610	6C151
	Total Miles: 14				



County of St. Paul No.19					
Public Works					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	578,917	1,114,596	1,240,765	976,967	510,779
Other Revenue/Own Sources	0	0	201,576	0	0
External TSF (Grants Rec'd)	3,320,735	3,272,197	2,665,310	2,988,323	3,141,883
Revenue - Other Sources	199,131	205,004	111,078	121,500	95,000
Total Revenue	4,098,783	4,591,797	4,218,729	4,086,790	3,747,662
Expenditures:					
Salaries & Wages	4,320,861	4,289,240	4,491,454	4,493,679	4,596,940
Contracted & General Services	1,834,219	1,110,294	684,343	2,412,024	1,285,786
Utilities	84,809	84,999	80,386	85,000	96,130
Materials, Goods, Supplies	4,315,371	5,305,590	5,800,076	4,064,997	5,037,217
External TSF (Grants PD)	15,000	25,309	15,108	425,000	45,000
Bank, Interest, Other	4,292,216	3,669,023	4,080,688	4,484,776	4,420,380
Total Expenditures	14,862,476	14,484,455	15,152,055	15,965,476	15,481,453
Net Operating	-10,763,693	-9,892,658	-10,933,326	-11,878,686	-11,733,791
FA - Engineering Structures	1,805,099	2,224,750	78,517	2,842,373	3,116,755
FA-Buildings	0	0	605,713	63,000	16,000
FA-Machinery & Equipment	2,219,904	1,648,000	4,049,783	104,000	1,106,000
FA-Vehicles	614,442	619,106	1,092,499	1,149,000	830,000
FA-Land Improvements	0	0	58,403	0	0
FA-Work in Progress	51,207	-53,122	2,138,374	0	0
Fixed Assets	4,690,652	4,438,734	8,023,288	4,158,373	5,068,755
Debt Principal Payments	3,434,595	949,025	1,514,012	1,152,601	490,312
Capital Lease Buyout - Scrapers					1,320,000
Total PW Budget	-18,888,941	-15,280,417	-20,470,626	-17,189,660	-18,612,858



Reverse Amortization	4,163,303	3,400,000	4,292,732	4,164,000	4,226,460
Transfer Gravel Levy to Reserve			-80,375	-100,000	-75,000
PW Surplus (Deficit)	-14,725,638	-11,880,417	-16,258,269	-13,125,660	-14,461,398
Capital Purchases:		Funded by:	Grant	Debenture and/or Reserves	Operations and/or Trade In
Building - Roof Mallaig Storage	16,000				16,000
Equipment:					
Packer	160,000	MSI	160,000		
Hydrovac (Used - 2000)	65,000	MSI	65,000		
3 Scale Loaders @ \$9000/ea	27,000	MSI	27,000		
Grader - MG-07	588,000	MSI	358,000		230,000
2x Belly Dump Converters	150,000	MSI	150,000		0
Chipper/Shredder	50,000	MSI	50,000		0
Skid Steer	56,000				56,000
Skid Steer Attachment	10,000				10,000
Vehicles:					
Gravel Truck w/Belly Dump	400,000	MSI	400,000		0
2 x 1 Tons	100,000				100,000
Additional Gravel Truck	330,000	MSI	330,000		
Roads/Bridges	3,116,755	MSI - 2017	829,048		1,559,872
		MSI - 2016	393,762		
		FGTX - 2017	334,073		
	5,068,755				



Budget Highlights

Capital Equipment Purchase - Packer, Hydrovac, Scale Loaders (3), Grader, Belly Dump Converters (2), Chipper/Shredder, Skid Steer with Attachments

Capital Vehicle Purchase - 1 Tons (2), Gravel Trucks (2)

14 miles of road construction,

Oiling Budget - \$2,800,000

Pay out of debt on Murphy Road loan



Airport

The County of St. Paul funds 50% of realized deficits for both the Town of St. Paul and Town of Elk Point Airports.

County of St. Paul No.19					
Airport					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Expenditures:					
Contracted & General Services	1,121	1,896	1,424	1,895	1,475
External TSF (Grants PD)	25,058	30,500	19,607	30,500	55,000
Total Expenditures	26,179	32,396	21,031	32,395	56,475
Net Operating	-26,179	-32,396	-21,031	-32,395	-56,475
Airport Surplus (Deficit)	-26,179	-32,396	-21,031	-32,395	-56,475



Water

The County of St. Paul owns and operates one water treatment plant within the Hamlet of Mallaig. In late 2016, a water transmission line was completed from Spedden to Ashmont that now provides the Hamlets of Ashmont and Lottie Lake with EPCOR water that is delivered through 2 water commissions before it comes to the County of St. Paul. The County also provides water services to residents of Riverview through operations of the Lindbergh Salt Plant.



Key 2016 Accomplishments/Highlights



2017 Priority Departmental Initiatives

Goal
Complete Water Transmission line from Spedden to Ashmont
Upgrade the truck fill at Ashmont
Work on Inter-Basin Transfer and detailed design of water transmission line from Ashmont to Mallaig – for construction in 2018.
Explore new funding opportunities under new Provincial/Federal governments for upgrading of water distribution systems in Lottie Lake and Ashmont. Consider local improvement tax as an option to replace water distribution lines if necessary.
Allow water connections for Smoky Lake County residents per agreement with Smoky Lake County and Highway 28/63 Water Commission. The cost of these connections to be paid by the resident.
Work with Elk Point to complete Truck Fill Station as per ACP Grant funding received in 2016
Determine strategy for upgrade/change of water service in Riverview after consultation with residents and Salt Plant



County of St. Paul No.19					
Water					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	124,766	117,996	121,757	117,200	360,772
External TSF (Grants Rec'd)	440,994	5,335,187	3,552,677	5,002,618	3,960,910
Total Revenue	565,760	5,453,183	3,674,434	5,119,818	4,321,682
Expenditures:					
Salaries & Wages	101,843	98,245	92,289	78,900	89,577
Contracted & General Services	73,615	161,217	107,540	148,827	143,083
Other Transaction, Discounts &	597	1,000	8,534	500	130,489
Utilities	31,464	38,501	31,180	30,800	35,437
Materials, Goods, Supplies	52,891	55,301	33,536	52,300	145,925
External TSF (Grants PD)	14,188	12,888	1,367,783	290,625	3,015,540
Bank, Interest, Other	130,303	102,606	136,693	146,026	157,198
Total Expenditures	404,901	469,758	1,777,554	747,978	3,717,249
Net Operating	160,859	4,983,425	1,896,880	4,371,840	604,433
FA-Eng Structures	26,121	6,916,000	35,087	5,915,565	505,910
FA-Machinery & Equipment	0	0	0	45,000	0
FA-Work in Progress	440,994	0	3,039,977	0	520,000
Total Fixed Assets	467,115	6,916,000	3,075,065	5,960,565	1,025,910
Debt Principal Payments	6,000	6,003	6,313	15,886	23,852
Total Water Budget	-312,256	-1,938,578	-1,184,498	-1,604,611	-445,329
Water for Life Debenture	0	930,814	785,000	963,200	0
Reverse Amortization	123,711	96,000	124,102	124,000	130,000
Water Budget Surplus	-188,545	-911,764	-275,396	-517,411	-315,329
Capital Purchases		Funded by:	Grant	Debenture	Operation
Mallaig/Ashmont Line - WIP	520,000		520,000	0	0
Ashmont/Spedden Completion	440,910		440,910		
Ashmont Truckfill	65,000				65,000



Budget Highlights

Water for Life Project for Supply of Water to Ashmont/Lottie Lake - project completion early 2017.

Work on Inter-Basin Transfer consultation to bring water from Ashmont to Mallaig.
Work on detailed design for this project for construction tender to be in early 2018.

Work on solution for residents in Riverview for water services

Upgrade Truck Fill at Ashmont.



Sewer

The County of St. Paul currently supplies Sewer Service to the Hamlets of Ashmont and Mallaig. A lagoon is also located at Whitney Lake for trucked waste only. The County is also planning a waste water transfer station to be shared with the County of Two Hills in the Lac Sante area as there is a lot of trucked waste from that area and this facility will reduce the distance private septage haulers will need to travel to dump the waste.

Key 2016 Accomplishments



Ashmont Lagoon was constructed and put in use by late fall 2016. There is some additional work to be completed in early 2017



Engineering design and location chosen for Waste Water Transfer Station.



2017 Priority Departmental Initiatives

Goal
Complete lagoon upgrade at Ashmont as per the Building Canada Grant
Build a Joint waste water transfer station – location to be determined – as per the Building Canada Grant

Budget Highlights

Complete upgraded lagoon at Ashmont as per the Building Canada Grant

Construct a waste water transfer station as per the Building Canada Grant

Fund non-grantable portion of the waste water transfer station by debenture

Work on solution for residents in Riverview for sewer services

Install gate and access pad at Mallaig Lagoon



County of St. Paul No.19					
Sewer					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	61,187	50,991	37,291	37,700	38,262
External TSF (Grants Rec'd)	14,560	5,256	1,784,741	3,608,332	1,175,000
Total Revenue	75,747	56,247	1,822,031	3,646,032	1,213,262
Expenditures:					
Salaries & Wages	56,928	61,237	57,136	52,296	57,876
Contracted & General Services	64,715	69,744	77,170	121,736	236,730
Utilities	13,374	15,996	13,155	13,400	16,711
Materials, Goods, Supplies	8,517	12,384	4,861	11,400	7,799
Bank, Interest, Other	39,737	36,996	47,995	39,804	72,141
Total Expenditures	183,271	196,357	200,317	238,636	391,257
Net Operating	-107,524	-140,110	1,621,714	3,407,396	822,005
FA-Engineering Structures	32,141	235,000	0	5,150,000	1,500,000
FA-Land Improvements					40,000
FA-Work in Progress	14,560	0	2,718,549	0	0
Fixed Assets	46,701	235,000	2,718,549	5,150,000	1,540,000
Debt Principal Payments	0	0	0	31,385	51,673
Total Sewer Budget	-154,225	-375,110	-1,096,835	-1,773,989	-769,668
ACFA Debenture	0	0	1,112,525	1,541,668	325,000
Reverse Amortization	39,737	36,996	0	39,804	40,401
Sewage Surplus (Deficit)	-114,488	-338,114	15,690	-192,517	-404,267
Capital Purchases:		Funded by:	Grant	Debenture	Operation
Mallaig Lagoon Gate/Reader	40,000				40,000
Ashmont/TH Sewage Transfer	1,500,000			325,000	0
		Two Hills	175,000		
		Prov-SCF	500,000		
		Fed-SCF	500,000		
	1,540,000				



Environmental Health

Environmental Health is responsible for Waste Management through the operation of six municipal transfer stations and numerous waste bin sites throughout the municipality.

The County of St. Paul also contributes towards the costs of transfer stations operated by the Towns of Elk Point and St. Paul.

Waste from municipal transfer stations is hauled to the Evergreen Regional Waste Management Services Commission Regional Site, of which the County of St. Paul is a member.

Key 2016 Accomplishments

-  Purchased additional bins for increasing residential bin rentals
-  Completed new waste bin site at Poirier Development
-  Ordered chassis for new Roll Off Truck to be funded from 2017 budget



2017 Priority Departmental Initiatives

Goal
Lac Bellevue Bin Site – at overflow camping area
Purchase of frontload and roll off bins
Purchase of new Roll Off Truck
Obtain joint ownership of land at Elk Point Transfer Site

Budget Highlights

☐	Purchase of new roll off truck
☐	Replace and purchase bins
☐	Lac Bellevue Bin Compound
☐	Replace Owlseye Compound due to road realignment
☐	Floatingstone pad for bins



County of St. Paul No.19					
Environmental Health (Waste Management) Services					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	186,879	171,988	191,877	181,597	182,000
External TSF (Grants Rec'd)	34,785	10,850	69,820	11,400	11,500
Total Revenue	221,664	182,838	261,698	192,997	193,500
Expenditures:					
Salaries & Wages	417,933	411,144	445,879	419,712	547,560
Contracted & General Services	324,312	281,261	448,630	369,294	375,500
Materials, Goods, Supplies	99,990	115,000	102,782	109,992	127,100
External TSF (Grants PD)	118,429	135,000	113,671	139,996	140,000
Bank, Interest, Other	83,984	84,694	110,371	89,004	90,337
Total Expenditures:	1,044,648	1,027,099	1,221,333	1,127,998	1,280,497
Net Operating	-822,984	-844,261	-959,635	-935,001	-1,086,997
FA - Machinery & Equipment	29,012	10,000	31,352	40,000	41,165
FA - Vehicles	278,282	300,000	0	0	225,000
FA - Land Improvement	0	30,000	6,681	10,000	40,000
Fixed Assets	307,294	340,000	38,033	50,000	306,165
Total Environmental Budget	-1,130,278	-1,184,261	-997,668	-985,001	-1,393,162
Reverse Amortization	88,984	86,694	110,371	89,004	90,339
Environmental Budget Surplus	-1,041,294	-1,097,567	-887,297	-895,997	-1,302,823
Capital Purchases:		Funded by:	Grant	Debenture	Operation
Waste Bins	41,165				
Roll Off Truck	225,000				
Lac Bellevue Bin Compound	20,000				
Floatingstone Pad	10,000				
Owlseye Site Replacement	10,000				



Family & Community Support Services

Family and Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and the municipality. The FCSS program receives its mandate from the Family and Community Support Services Act and Regulations.

The Regulation sets out the service requirements that a municipality must meet to be eligible for funding. Section 2.1(1)(a) of the FCSS Regulations states – “Service under a program must be of a preventive nature that enhances the social wellbeing of individuals and families through promotion or intervention strategies provided at the earliest opportunity”.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. Programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

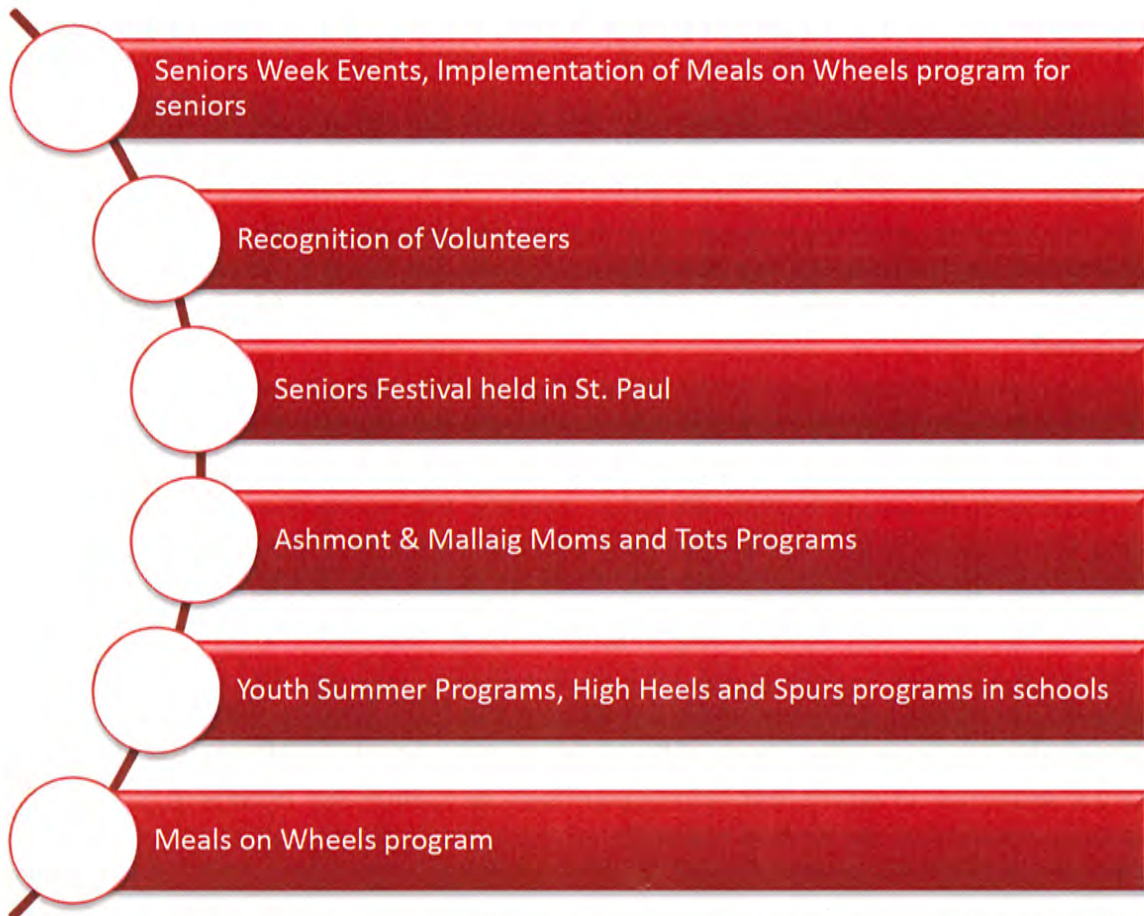
One of the key principles of the FCSS Program is local responsibility for priority setting and resource allocation. Within the parameters of the FCSS Act and Regulation, each municipality or Metis Settlement determines how the FCSS funding they receive should be allocated to best meet the needs of their community. Local FCSS Programs are part of the larger provincial Program that collectively helps to ensure that Albertans have access to a strong network of prevention supports.

In 2015 the County of St. Paul and the Town of Elk Point merged their FCSS departments into one service effective August 1, 2015.

This budget contemplates continued funding to the Family School Liaison Worker program offered by St. Paul Regional Education Division \$30,000.



Key 2016 Accomplishments





2017 Priority Departmental Initiatives

Goal
Meet the target set by the province to spend 50% of the budget on children and youth programs
Assist the general public with ongoing support and direction
Hold a senior's clinic on Alberta Seniors Benefits changes once per year
Organize and host Seniors Festival
Provide recognition to Community Volunteers
Update FCSS Policy and Procedures Manual as requested
Welcome Baby program, implement changes as requested
Welcome to the County Packages and implement changes as requested
Lead the 7 th annual Ashmont Summer Program & 3 rd annual Mallaig Summer Program
Administer the Mallaig Moms N Tots
Administer the Ashmont Moms N Tots
Coordinate the Volunteer Income Tax Program
Coordinate Seniors Week Events
Complete Annual Reporting as requested by the Province
Complete Outcome Measures as requested by the Province
Provide support and direction to seniors that are being abused
Monitor the community counselling program and implement changes as requested
Provide 1:1 support to individuals that request assistance
Administer the Meals on Wheels Program
Manage and Coordinate the Community Connector Trailer – have necessary staffing to complete this task
Coordinate the Elk Point Community Information Night
Coordinate the Community Night Movies
Coordinate and partner with Extreme for community bussing



County of St. Paul No.19					
FCSS					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	4,158	3,995	6,274	7,700	4,200
External TSF (Grants Rec'd)	263,020	170,985	315,292	311,170	263,963
Total Revenue	267,178	174,980	321,566	318,870	268,163
Expenditures:					
Salaries & Wages	145,453	108,001	217,652	216,872	253,072
Contracted & General Services	142,498	104,978	143,108	148,926	62,018
Materials, Goods, Supplies	21,847	4,621	7,688	4,216	4,217
External TSF (Grants PD)	30,000	30,000	30,000	30,000	30,000
Total Expenditures	339,799	247,600	398,449	400,014	349,307
Net Operating	-72,620	-72,620	-76,882	-81,144	-81,144
FCSS Surplus (Deficit)	-72,620	-72,620	-76,882	-81,144	-81,144



Budget Highlights

Host Seniors Festival

Continue Summer Programming for Youth

Continue Ashmont and Mallaig Moms and Tots

Seniors Week Events

Funding of FSLW Program - \$30,000

Movies in the Park

Continue summer staffing for Community Connector Trailer



Agricultural Service Board

The County of St. Paul Agricultural Service Board's main focus is to deliver programs that aid our local producers, under the guidelines of the Provincial ASB Act. These programs and services include: rental equipment, weed and brush control, pests, livestock and crop disease, predators and conservation programs.

The duty of the Agricultural Service Board is to act as an advisory body and to assist the Council and the Minister in matters of mutual concern; to advise on and help organize and direct weed and pest control, as well as soil and water conservation programs; to assist in the control of livestock disease under the Livestock Diseases Act.

Controlling noxious, nuisance weeds and brush along roadways and municipally controlled lands are a priority; as well as working with producers to eliminate weed infestations on private land.

Equipment that is not readily available or used often enough for producers to own is offered for rent. The Agricultural Service Board also keeps producers up to date on new trends and issues in agriculture by hosting events and contributing towards various extension programs with other partners. The Alberta Environmentally Sustainable Agriculture Program (AESAP) was entered into in 2000, in partnership with the County of Smoky Lake. The County of St. Paul ASB is also in partnership with the Lakeland Agricultural Research Association (LARA).



Key 2016 Accomplishments



2017 Priority Departmental Initiatives

Goal
Work with highway maintenance contractor to ensure weeds are controlled along highways
Continue the coyote/wolf reduction program
Advocate to the Province regarding the control of Wolf population
Continue with Oxeye Daisy program – 2017 - education
New Tractor/mower for Mowing subdivisions/trail
Spraying maps to be communicated to Bee Keepers in the area
Club Root education for producers – increase staffing to do field mapping and club root inspections of canola fields
Ensure backsloping and new road construction is set up for spraying within 5 years
Transfer of planning for Mulching from PW to ASB – to assist with coordination of spraying program



County of St. Paul No.19 Agricultural Service Board 2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	12,058	11,000	15,584	12,900	15,500
Other Revenue/Own Sources	10,979	8,109	9,346	7,761	9,001
External TSF (Grants Rec'd)	168,359	168,359	168,359	168,360	168,360
Total Revenue	191,397	187,468	193,289	189,021	192,861
Expenditures:					
Salaries & Wages	338,443	310,226	342,023	360,528	353,602
Contracted & General Services	26,334	44,012	27,465	35,820	30,200
Materials, Goods, Supplies	318,265	312,502	319,727	333,084	349,601
Bank, Interest, Other	54,911	51,500	43,474	49,496	59,000
Total Expenditures	737,953	718,240	732,690	778,928	792,403
Net Operating	-546,556	-530,772	-539,400	-589,907	-599,542
FA-Machinery & Equipment	30,730	63,000	141,450	141,450	167,000
FA-Vehicles					90,000
Fixed Assets	30,730	63,000	141,450	141,450	257,000
Total ASB Budget	-577,286	-593,772	-680,850	-731,357	-856,542
Reverse Amortization	54,911	55,000	54,600	55,000	55,000
ASB Surplus (Deficit)	-522,375	-538,772	-626,250	-676,357	-801,542
Capital Purchases:		Funded by:	Grant	Debenture	Operation
Mower Replacement	35,000				35,000
10' Mower	42,000				42,000
Tractor for 10' Mower	65,000				65,000
Side x Side	25,000				25,000
3/4 Ton	60,000				60,000
1/2 Ton (Office)	30,000				30,000
	257,000				



Budget Highlights

Coyote/Wolf Reduction Program - \$20,000 Jan-Mar and \$10,000 in fall

Purchase of new tractor/mower for subdivisions/Iron Horse Trail

Continue with additional staffing to assist with the Club Root inspections



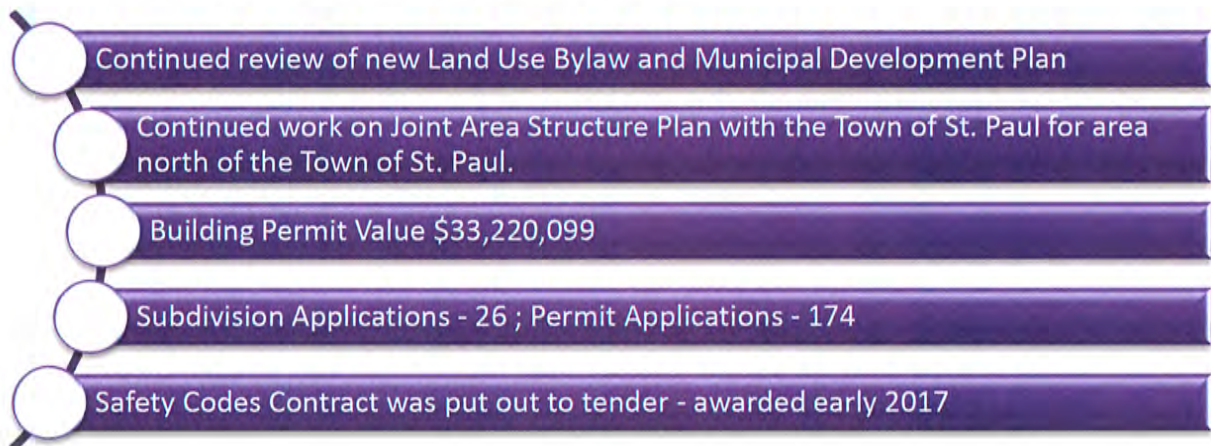
Planning & Development

Planning and Development is responsible to provide one stop customer focused service in the administration of planning, development, safety codes, economic development and environmental services ensuring they are completed within relevant requirements of provincial and municipal legislation.

This service includes, but is not limited to the following:

- Process all development permit applications
- Process subdivision applications
- Provide information and support to the public regarding planning & development enquiries, including the issuance of permits as required by provincial regulation
- Process all statutory planning documents and amendments
- Process all Certificates of Compliance
- Provide planning advice to Council

Key 2016 Accomplishments





2017 Priority Departmental Initiatives

Goal
Completion of Joint Area Structure Plan with the Town of St. Paul for area north of the Town.
Review of County owned land – possible sale of properties
Review and update of the Lac Sante Area Structure Plan – County of Two Hills may propose changes
Work on Urban IDP's with Town of St. Paul, Town of Elk Point, and SV of Horseshoe Bay as per ACP Grant received
Cross training of staff to ensure customer support when staff members are absent
Work on Rural IDP's with MD of Bonnyville, Lac La Biche County, Smoky Lake County, County of Two Hills, and County of Vermilion River as per ACP Grant received
Work with residents at Vincent Lake where houses are not currently on lots – have the area re-surveyed and determine value of land to sell to residents to correct subdivision that was done many years ago.

County of St. Paul No.19 Planning & Development 2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	1,960	3,252	1,875	1,650	1,580
Other Revenue/Own Sources	204,531	233,996	211,715	117,000	121,750
External Tsfr (Grants Received)					200,000
Revenue - Other Sources	148,175	33,497	94,353	67,924	67,200
Total Revenue	354,665	270,745	307,943	186,574	390,530
Expenditures:					
Salaries & Wages	305,294	304,647	326,201	316,513	202,908
Contracted & General Services	347,908	147,008	142,550	129,650	342,704
Materials, Goods, Supplies	10,643	1,996	18,336	3,008	6,000
Total Expenditures	663,846	453,651	487,088	449,171	551,612
Net Operating	-309,180	-182,906	-179,145	-262,597	-161,082
P&D Surplus (Deficit)	-309,180	-182,906	-179,145	-262,597	-161,082



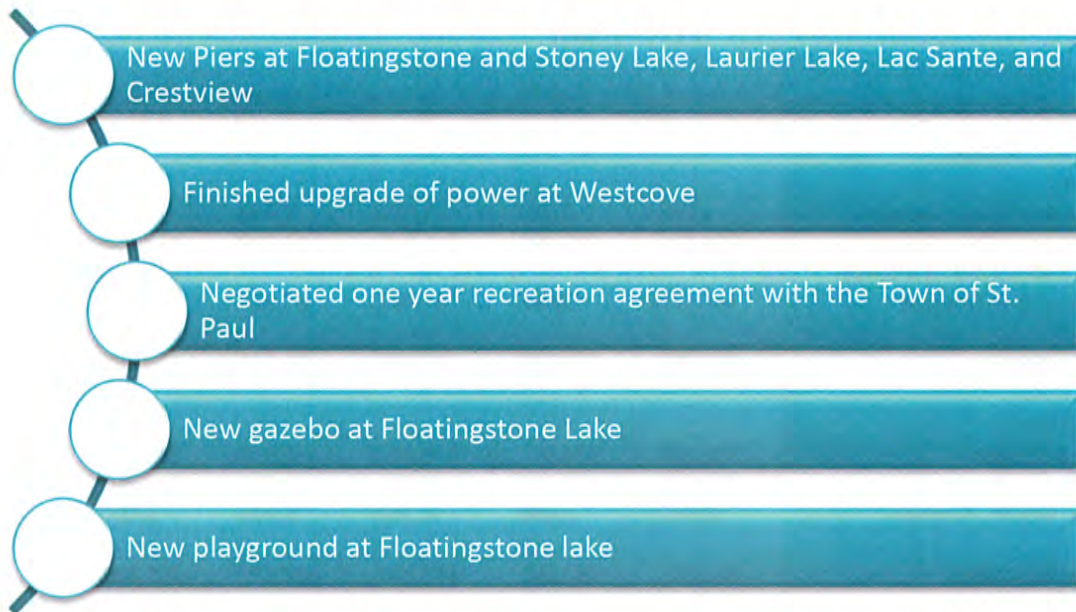
Recreation

The County of St. Paul No. 19 operates four municipal campgrounds – Floatingstone, Lac Bellevue, Stoney Lake and Westcove.

Funding is also given to the Towns of Elk Point and St. Paul to assist with Recreational facilities within these municipalities utilized by County ratepayers.

Additionally, the County assists local community groups who are running recreational facilities in our hamlets as well as local community halls.

Key 2016 Accomplishments





2017 Priority Departmental Initiatives

Goal
New Pier at Lac Bellevue
Consider future funding to Mallaig for Gazebo
Playground at Stoney Lake, Install Playground at Floatingstone that was purchased in 2016
Explore developing overflow camping area at Lac Bellevue – include washrooms
Explore solar street lighting for new parking lot at Westcove
Re-negotiate Recreation Agreement for St. Paul
Consider purchase of Provincial lands for County operated parks that we do not own – Lac Bellevue
Explore upgrade of boat launches at County Municipal Parks, and other lake subdivisions in the County
Metal Roof upgrade office/garage/bathrooms at Lac Bellevue

Budget Highlights

Pier at Lac Bellevue
Overflow camping at Lac Bellevue Park
Playground for Stoney lake
Upgraded boat launch by PW - Lac Bellevue
Recreation support of Ag Societies, and local halls in the County



County of St. Paul No.19					
Recreation					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
Sales & Other User Charges	242,932	228,000	222,429	233,000	219,001
External TSF (Grants Rec'd)	103,097	103,097	103,097	103,097	103,097
Other Transfers	0	0	0	0	0
Total Revenue	346,029	331,097	325,526	336,097	322,098
Expenditures:					
Salaries & Wages	369,952	369,045	271,181	234,838	325,971
Contracted & General Services	47,102	51,358	158,027	164,663	210,007
Utilities	25,631	29,484	27,634	29,503	30,130
Materials, Goods, Supplies	46,441	49,992	89,688	90,592	52,500
External TSF (Grants PD)	333,400	354,896	364,900	364,896	598,646
Bank, Interest, Other	46,995	45,664	54,900	49,656	50,401
Total Expenditures	869,522	900,439	966,330	934,148	1,267,655
Net Operating	-523,493	-569,342	-640,804	-598,051	-945,557
FA-Engineering Structures-Gen	82,582	110,000	134,408	130,000	13,000
FA-Buildings	9,753	10,000	0	0	0
FA-Machinery & Equipment	38,427	45,000	61,453	62,500	25,000
FA-Land Improvements	0	0	35,400	65,000	40,000
Total Fixed Assets	130,762	165,000	231,261	257,500	78,000
Total Recreation Budget	-654,255	-734,342	-872,065	-855,551	-1,023,557
Reverse Amortization	49,648	45,664	54,900	49,656	50,401
Recreation Surplus (Deficit)	-604,607	-688,678	-817,165	-805,895	-973,156
Capital Purchases:					
		Funded by:		Grant	Debenture Operation
SPAK Playground Replacement	30,000				30,000
LPAK Piers 2 x \$12,500	25,000				25,000
LPAK Septic Field/Tank	13,000				13,000
LPAK Overflow Camping	10,000				10,000
WPAK Solar Lighting					
	78,000				



Culture

Culture is comprised of the following:

- Allocation to Northern Lights Library System set on a per capita basis
- Allocation to the County of St. Paul Library Board which is used to cover the Boards Northern Lights Library Fees, with the remainder distributed between the four local libraries (Ashmont, Mallaig, Elk Point and St. Paul) at the Board's discretion
- Salaries of Librarians at Ashmont and Mallaig libraries for community hours of operation

Key 2016 Accomplishments



Increased funding to the Library Board

2017 Priority Departmental Initiatives

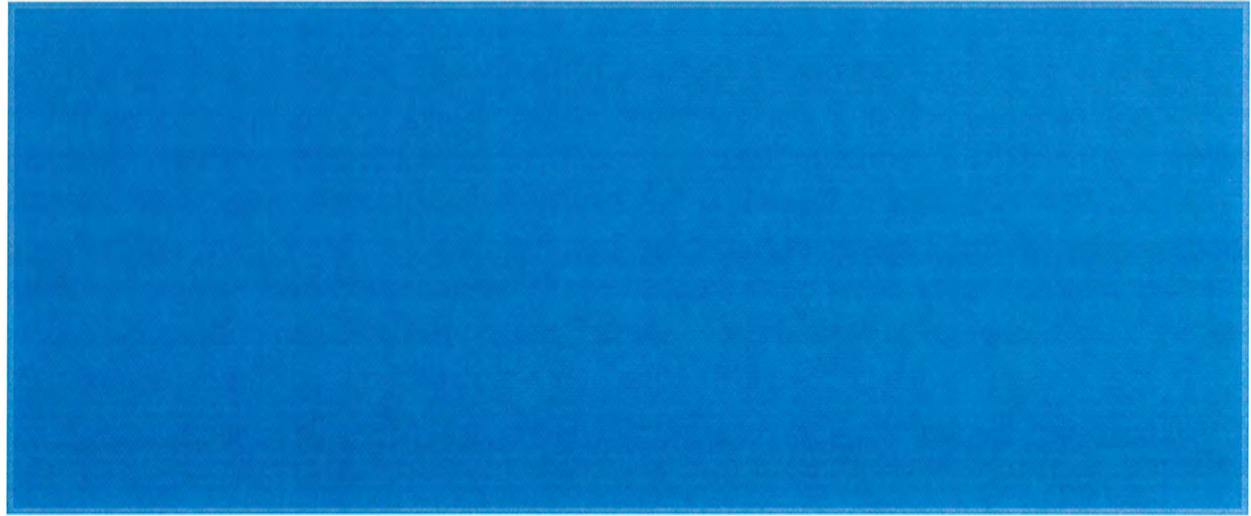
Goal
Potential assistance to Allied Arts if they are successful in grant application for LED lighting
Potential replacement of Action Van in St. Paul
Condo Bylaw and Party Wall Agreement complete for building that houses Northern Lights Library and Allied Arts



County of St. Paul No.19					
Culture					
2017 Budget					
	2015 Actual	2015 Budget	2016 Actual	2016 Budget	2017 Budget
Operational Budget:					
Revenue:					
External TSF (Grants Rec'd)	77,809	74,772	77,696	74,889	74,889
Total Revenue	77,809	74,772	77,696	74,889	74,889
Expenditures:					
Salaries & Wages	21,317	18,708	21,469	22,216	23,432
Contracted & General Services	5,702	1,644	3,497	5,822	5,315
Materials, Goods, Supplies	29,274	29,256	31,298	29,725	29,725
External TSF (Grants PD)	150,080	150,096	156,544	152,544	165,044
Bank, Interest, Other	9,101	9,101	9,101	9,120	9,120
Total expenditures	215,475	208,805	221,909	219,427	232,636
Net Operating	-137,666	-134,033	-144,213	-144,538	-157,747
Culture Surplus (Deficit)	-137,666	-134,033	-144,213	-144,538	-157,747
Reverse Amortization	9,101	9,101	9,101	9,101	9,120
Culture Budget Surplus	-128,565	-124,932	-135,111	-135,437	-148,627

Budget Highlights

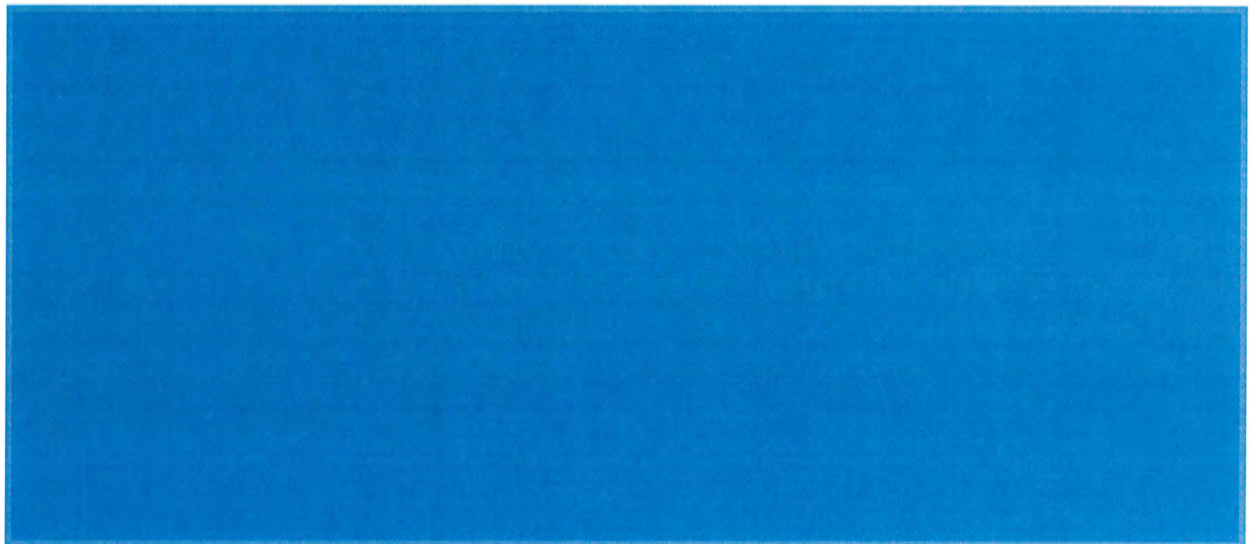
Stable funding for libraries in 2017



Service Fees

Refer to 2017-06 Fee Schedule Bylaw

Refer to 2017-05 Utility Fee Bylaw for new water/sewer rates



COUNTY OF ST. PAUL NO. 19

BYLAW NO. 2017-06

A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to establish a Fee Schedule Bylaw.

WHEREAS, pursuant to provisions of the Municipal Government Act, 2000, Chapter M-26.1 with amendments thereto it is deemed desirable to set fees for goods and services provided or made available by the County of St. Paul;

WHEREAS, the fees approved by this bylaw will replace existing fees in a number of bylaws; and

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

1. The Schedule of Fees, attached to and forming Schedule "A" of this bylaw is adopted;
2. Schedule A to this bylaw will be reviewed by Council on an annual basis; and
3. The fees contained in the following bylaws are repealed and replaced by the fees approved by this bylaw:

Bylaw 1179	Cash Deposit – Municipal Elections
Bylaw 1304	Assessment Appeals
Bylaw 1555	Subdivision Processes and Appeals Bylaw
Bylaw 1568	Records and Data Retrieval Bylaw

4. That Bylaw No. 2016-22 is hereby repealed.
5. This Bylaw comes into force and effect upon its final passing thereof

Read a first time in Council this 14th day of March, A.D. 2017.

Read a second time in Council this 14th day of December, A.D. 2017.

Read a third time in Council and duly passed this 14th day of March, A.D. 2017.

(Original signed by Deputy Reeve C. Martin) *(Original signed by CAO S. Kitz)*

Reeve

Chief Administrative Officer

Schedule A

Administration 12

Credit Cards

Credit card acceptance fee 3%

Data Retrieval

Administration Fee \$10.00 per 1/4 hour
 Photocopying Fee No charge for first 50 pages
 \$0.25/page for each additional page
 (Provided on CD or DVD) - \$5.00
 Electronic Copy Fee Cost of retrieval + 10%
 Outside Retrieval Fee

Election Deposit (cash)

\$100.00

NSF Cheques

\$20.00

Promotional Items (Shirts, Caps, Flags etc.)

Cost Recovery

Geographical Information System

Custom GIS Mapping/ Analysis \$65.00

Maps

County Land Ownership \$15.00
 Parcel Map 8.5"x11" \$5.00 for non owners
 Parcel Map 11" x 17" \$5.00 for non owners
 Parcel Map 18"x24" \$10.00
 Subdivision \$0 for owners
 Subdivision \$5 for non owners
 Map Binder of all Subdivisions \$75.00
 Postage on Map Sales \$13.00

Ortho Photo

8.5"x11" \$10.00 for non owner
 11" x 17" \$12.00 for non owner
 18" x 24" \$12.00 for non owner
 No mass sales as per agreement

Rural Address

Rural Address Binders \$100.00
 Rural Address Replacements Signs Cost Recovery
 Rural Address New Signs \$0

Assessment & Taxation

Tax Certificates \$20.00
 Tax Searches \$20.00
 Re-print Tax Notices \$10.00
 Assessment Appeals- Residential \$50.00
 Assessment Appeals- Non Residential \$200.00
 (refundable if Successful)

Assessment Records to Landlord

\$0

Assessment Records to Firms (per roll number)

\$20.00

Tax Notifications

Registering Tax Notification \$25.00
 Discharge Tax Notification \$0

Tax Recovery Process

Admin Fee	As per MGA 427(1)(d)
Final Acquisition	No Charge
Revival of Title	Cost
Tax Sale	\$50.00

County Office

Lower Level Board Room- ½ day	\$50.00
Lower Level Board Room -1 day	\$75.00

Access to Information (FOIP)

As per Freedom of Information &
Protection of Privacy Regulations

Fire 23**Fire**

Extinguish Fire Call	\$450.00
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District Fire Dept Responds

District Fire Dept Responds	\$250.00 each Hour or Fraction
Each additional fire fighter	\$20.00 per hour portion

PW 32**Cemeteries**

Interment Plots- 5'x10'	\$600.00
One Cremation in existing Plot	\$200.00
2 nd Interment in existing Plot	\$300.00

Cremation Plots

5'x10'	\$600.00
2 nd interment in same plot	\$200.00

Newborn/Infant Plots	\$200.00
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Disinterment	\$600.00
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Snow Plow Flags

\$20.00 - one time plow

Gravel- Private Sales

\$15.00/ yd delivered – 1st 20 cubic yds
\$25.00/ yd delivered – max 80 cubic yds

\$10.00/ yd self-haul - 1st 20 cubic yds
\$20.00/ yd self-haul – max 80 cubic yds

Custom Grader Work

\$60.00/hr

Unsightly Properties

\$250 Administration Fee on any cleanup

Travis – MJ

\$20 Permit Application Fee
\$20 Permit Cancellation Fee

Airport 33

St. Paul Airport Parking Fees- Grass	- \$200.00 per unit per year - \$125.00 per unit per half-year (six months) - \$5.00 per unit overnight fee - \$5.00 per unit plug-in fee
St. Paul Aircraft Parking Fees- Tarmac	\$10.00 per day (min of four hours) or \$100.00 per month \$100.00 per day for agricultural spray planes
St. Paul Hangar Land Lease Rates	As per Agreement approved by the St. Paul Airport Committee.

Notes: i) Fees for Grass area will not be applied to aircraft on lease lot

Waste 43

Front Load Bin Rental Fees

4 yard bin:

- Once per month	\$75.60
- Every 2 Weeks	\$86.40
- Once per Week	\$97.20

6 Yard Bin:

- Once per month	\$ 81.00
- Every 2 Weeks	\$ 91.80
- Once per Week	\$102.60

Bin Delivery Charge	\$ 75.00
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Bin Delivery Charge to re-deliver a bin after it has been removed Due to suspension of services	\$150.00
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Roll Off Bin Rental Fees

- Monthly	\$135.00
- Weekly	\$ 33.75
-Plus Bin delivery/removal:	\$110.00/hr

-Plus Landfill Tipping Fee:	As Per site attendant
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All Commercial Rentals will be charged extra monthly fee	\$ 25.00
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Agriculture Service Board 62

Agriculture - Rental Equipment

Rental Equipment	Damage Deposit	Rental
- Post Pounder	\$100.00	\$80.00/day \$160.00/weekend
- Cattle Weigh Scale (Imperial)	\$100.00	\$20.00
Portable Corrals and Loading Chute	\$100.00	\$20.00
- Squeeze Chute	\$100.00	\$20.00
- Insecticide Sprayer 200 gal	\$100.00	\$50.00
Tree Planter	N/C	N/C
- Skunk Traps	\$150.00	N/C
- 16' Land roller - \$3.50/ac	\$200.00	\$250.00 min chg
- Mag Pie Trap & Scare Cannons	\$50.00	N/C

Mouse Poison

\$2.00/bag

Beaver Control

\$200/dam removed

Mowing Charges

\$125 per lot
\$125 per hour

Planning and Development 66

Planning Documents

Land Use Bylaw- Document	\$25.00
Land Use Bylaw- Disc	\$10.00
Municipal Development Plan- Document	\$25.00
Municipal Development Plan- Disc	\$10.00
Area Structure Plan- Document	\$25.00
Area Structure Plan-Disc	\$10.00
St. Paul InterMunicipal Development Plan- Document	\$25.00
St. Paul InterMunicipal Development Plan- Disc	\$10.00
Elk Point InterMunicipal Development Plan- Document	\$25.00
Elk Point InterMunicipal Development Plan- Disc	\$10.00
Land Use Bylaw, MDP, ASP, IDP Amendment	\$1,000

Undeveloped Road Allowance Licensing Applications

Application Fee	\$250.00
Annual License Fee	\$100.00

Land Leases

Application Fee	\$250
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Subdivision Applications

Application Fee	\$400.00 plus \$150.00 per lot to be created
Endorsement Fee	\$100.00 per lot
Extension (1year)	\$100.00 per file
Municipal Reserve	Cash in lieu -Fair Market Value

Appeal Fee	\$200.00
Requests for time extensions	\$100 – Sec. 657(6) of the Act made to the subdivision Authority
Copy of Current Land Title	\$20.00
Copy of ERCB Abandoned Well Records	\$20.00

2017 Permit Fee Schedule Attached

Parks 74

Campground Fees

Gazebo	\$100.00
Wood	\$10.00/wheel barrow

Westcove

- Non Power	\$25.00
- Power	\$35.00
- Day Use for Spray Park	\$ 3.00

Floatingstone, Lac Bellevue, Stoney Lake

- Non Power	\$20.00
- Power	\$30.00

COUNTY OF ST. PAUL NO. 19
2017 FEE SCHEDULE

RESIDENTIAL BUILDING FEES

Description of Work	Permit Fee
New Single Family Dwelling (<i>Total Developed Area</i>)	\$0.48/sq.ft. + SCC levy
New Single Family Dwelling (<i>Attached Garage at time of new construction</i>)	\$0.10/sq.ft. + SCC levy
Home Relocation on Foundation, Basement, or Crawl Space (Min. Fee \$350.00)	\$0.30/sq.ft. + SCC levy
Modular/RTM on Foundation, Basement, or Crawl Space (Min. Fee \$300.00)	\$0.25/sq.ft. + SCC levy
Manufactured/ Mobile Home on blocking or piles	\$225.00 + SCC levy
Additions (Minimum Fee \$125.00)	\$0.30/ sq.ft. + SCC levy
Renovations/Basement Development (Minimum Fee \$125.00)	\$0.25/sq.ft. + SCC levy
Bunkhouses (Minimum fee \$200.00)	\$0.25/sq.ft. + SCC levy
Garage/ Shop / Pole Shed (Minimum Fee \$125.00)	\$0.25/ sq.ft. + SCC levy
Carport (Minimum Fee \$100.00)	\$0.18/ sq.ft. + SCC levy
Storage Shed (<i>sheds less than 10' x 10' do not require a building permit</i>)	\$100.00 + SCC levy
Decks (<i>if not included at time of new construction</i>)	\$100.00 + SCC levy
Gazebo (Minimum Fee \$100.00)	\$0.25/ sq.ft. + SCC levy
Wood Burning Stove/Fireplace (<i>if not included at time of new construction</i>)	\$100.00 + SCC levy
Outdoor Privy - complete with holding tank	\$100.00 + SCC levy
Demolition	\$125.00 + SCC levy

COMMERCIAL BUILDING FEES

Minimum Fee: \$350.00

Total Permit Fee (Per \$1,000.00 Value)

First \$1,000,000	\$5.00 + SCC levy
Over \$1,000,000 (\$5,000 plus)	\$3.00 + SCC levy
Commercial Demolition	\$5.00 + SCC Levy

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY BUILDING PERMIT ISSUED WITH A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00

ELECTRICAL PERMIT FEES
New- Single Family Dwellings Attached Garage

Square Footage	Home Owner Fee	Contractor Fee
Up to 1200	\$150.00 + SCC levy	\$130.00 + SCC levy
1201- 1500	\$165.00 + SCC levy	\$135.00 + SCC levy
1501- 2000	\$180.00 + SCC levy	\$140.00 + SCC levy
2001- 2500	\$195.00 + SCC levy	\$150.00 + SCC levy
2501- 3500	\$210.00 + SCC levy	\$160.00 + SCC levy
Over 3500	\$210.00 plus \$0.10/ sq.ft.	\$160.00 plus \$0.10/ sq.ft.
Manufactured Home Connection Only	\$100.00 + SCC Levy	\$100.00 + SCC levy

Detached Garage/Accessory Buildings

Square Footage	Home Owner Fee	Contractor Fee
Up to 750	\$125.00 + SCC levy	\$100.00 + SCC levy
Over 750	\$125.00 plus \$0.10/ sq.ft.	\$100.00 plus \$0.10/ sq.ft.

Basement Development/ Renovations/ Additions

Square Footage	Home Owner Fee	Contractor Fee
Up to 1000	\$125.00 + SCC levy	\$100.00 + SCC levy
Over 1000	\$125.00 plus \$0.10/ sq.ft.	\$100.00 plus \$0.10/ sq.ft.

Other Electrical Fees

Description of Work	Permit Fee
Permanent Service Connection Only	\$75.00 + SCC levy
Temporary Power/ Underground Service	\$75.00 + SCC levy
Panel Change or Service Upgrade Only	\$75.00 + SCC levy
Air Conditioning Units or Hot Tubs	\$75.00 + SCC levy
Annual Electrical Permit	\$400.00 + SCC levy

Please allow up to five business days for permits to be issued.

Express 24 Working Hour Service Charge (Electrical, Gas, Plumbing Applications) \$50.00 plus permit fee & SCC levy.

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

Installation Cost (Labour & Materials)	Permit Fee - Not Including SCC levy	Installation Cost (Labour & Materials)	Permit Fee - Not Including SCC levy
0 - 1,000.00	\$85.00	38,001.00 - 39,000.00	\$445.00
1,001 - 1,500.00	\$95.00	39,001.00 - 40,000.00	\$460.00
1,500.01 - 2,000.00	\$100.00	40,001.00 - 41,000.00	\$475.00
2,000.01 - 2,500.00	\$105.00	41,001.00 - 42,000.00	\$490.00
2,500.01 - 3,000.00	\$110.00	42,001.00 - 43,000.00	\$505.00
3,000.01 - 3,500.00	\$120.00	43,001.00 - 44,000.00	\$520.00
3,500.01 - 4,000.00	\$130.00	44,001.00 - 45,000.00	\$535.00
4,000.01 - 4,500.00	\$135.00	45,001.00 - 46,000.00	\$550.00
4,500.01 - 5,000.00	\$140.00	46,001.00 - 47,000.00	\$565.00
5,000.01 - 5,500.00	\$145.00	47,001.00 - 48,000.00	\$580.00
5,500.01 - 6,000.00	\$150.00	48,001.00 - 49,000.00	\$595.00
6,000.01 - 6,500.00	\$155.00	49,001.00 - 50,000.00	\$610.00
6,500.01 - 7,000.00	\$160.00	50,001.00 - 60,000.00	\$625.00
7,000.01 - 7,500.00	\$175.00	60,001.00 - 70,000.00	\$640.00
7,500.01 - 8,000.00	\$180.00	70,001.00 - 80,000.00	\$655.00
8,000.01 - 8,500.00	\$185.00	80,001.00 - 90,000.00	\$670.00
8,500.01 - 9,000.00	\$190.00	90,001.00 - 100,000.00	\$695.00
9,000.01 - 9,500.00	\$195.00	100,001.00 - 110,000.00	\$720.00
9,500.01 - 10,000.00	\$205.00	110,001.00 - 120,000.00	\$745.00
10,000.01 - 11,000.00	\$215.00	120,001.00 - 130,000.00	\$770.00
11,000.01 - 12,000.00	\$225.00	130,001.00 - 140,000.00	\$795.00
12,000.01 - 13,000.00	\$230.00	140,001.00 - 150,000.00	\$820.00
13,000.01 - 14,000.00	\$235.00	150,001.00 - 160,000.00	\$845.00
14,000.01 - 15,000.00	\$240.00	160,001.00 - 170,000.00	\$870.00
15,000.01 - 16,000.00	\$245.00	170,001.00 - 180,000.00	\$895.00
16,000.01 - 17,000.00	\$255.00	180,001.00 - 190,000.00	\$920.00
17,000.01 - 18,000.00	\$260.00	190,001.00 - 200,000.00	\$945.00
18,000.01 - 19,000.00	\$265.00	200,001.00 - 210,000.00	\$970.00
19,000.01 - 20,000.00	\$270.00	210,001.00 - 220,000.00	\$1,020.00
20,000.01 - 21,000.00	\$275.00	220,001.00 - 230,000.00	\$1,070.00
21,000.01 - 22,000.00	\$280.00	230,001.00 - 240,000.00	\$1,120.00
22,000.01 - 23,000.00	\$285.00	240,001.00 - 250,000.00	\$1,170.00
23,000.01 - 24,000.00	\$290.00	250,001.00 - 300,000.00	\$1,220.00
24,000.01 - 25,000.00	\$295.00	300,001.00 - 350,000.00	\$1,270.00
25,000.01 - 26,000.00	\$300.00	350,001.00 - 400,000.00	\$1,345.00
26,000.01 - 27,000.00	\$310.00	400,001.00 - 450,000.00	\$1,420.00
27,000.01 - 28,000.00	\$320.00	450,001.00 - 500,000.00	\$1,495.00
28,000.01 - 29,000.00	\$330.00	500,001.00 - 550,000.00	\$1,570.00
29,000.01 - 30,000.00	\$340.00	550,001.00 - 600,000.00	\$1,645.00
30,000.01 - 31,000.00	\$350.00	600,001.00 - 650,000.00	\$1,745.00
31,000.01 - 32,000.00	\$360.00	650,001.00 - 700,000.00	\$1,845.00
32,000.01 - 33,000.00	\$370.00	700,001.00 - 750,000.00	\$1,945.00
33,000.01 - 34,000.00	\$380.00	750,001.00 - 800,000.00	\$2,045.00
34,000.01 - 35,000.00	\$390.00	800,001.00 - 850,000.00	\$2,145.00
35,000.01 - 36,000.00	\$400.00	850,001.00 - 900,000.00	\$2,295.00
36,000.01 - 37,000.00	\$410.00	900,001.00 - 950,000.00	\$2,445.00
37,000.01 - 38,000.00	\$420.00	950,001.00 - 1,000,000.00	\$2,595.00

For projects over \$1,000,000 divide the total installation cost by \$1,000 and multiply by 2.595 + SCC Levy

SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A

A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00

GAS PERMIT FEES
Residential Installations

Number of Outlets	Home Owner Fee	Contractor Fee
1 to 2	\$125.00 + SCC levy	\$100.00 + SCC levy
3	\$130.00 + SCC levy	\$105.00 + SCC levy
4	\$135.00 + SCC levy	\$110.00 + SCC levy
5	\$140.00 + SCC levy	\$115.00 + SCC levy
6	\$145.00 + SCC levy	\$120.00 + SCC levy
7	\$150.00 + SCC levy	\$125.00 + SCC levy
8	\$155.00 + SCC levy	\$130.00 + SCC levy
9	\$160.00 + SCC levy	\$135.00 + SCC levy
10	\$165.00 + SCC levy	\$140.00 + SCC levy
Over 10	\$165.00 plus \$10.00/outlet over 10	\$140.00 plus \$10.00/outlet over 10

Other Gas Fees

Description of Work	Permit Fee
Residential Propane Tank Set (does not include connection to appliance)	\$75.00 + SCC levy
Temporary Heat	\$75.00 + SCC levy

Please allow up to five business days for permits to be issued.

Express 24 Working Hour Service Charge (Electrical, Gas, Plumbing Applications) \$50.00 plus permit fee & SCC levy.

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

GAS - NON RESIDENTIAL INSTALLATIONS

BTU Input	Permit Fee
0 to 150,000	\$110.00 + SCC levy
150,001 to 250,000	\$120.00 + SCC levy
250,001 to 350,000	\$130.00 + SCC levy
350,001 to 500,000	\$150.00 + SCC levy
500,001 to 750,000	\$170.00 + SCC levy
750,001 to 1,000,000	\$190.00 + SCC levy
Over 1,000,000	\$190.00 plus \$50.00 per 1,000,000 (or portion of) over 1,000,000 BTU

Other Non Residential Gas Fees

Descripti	Permit Fee
Propane Tank Set (does not include connection to appliance)	\$100.00 + SCC levy
Add \$50.00 for each additonal tank set	
Add \$50.00 when connecting a vaporizer	

Temporary Heat Non Residential

BTU Input	Permit Fee Not including SCC levy
0 to 250,000	\$100.00
250,001 to 500,000	\$225.00
Over 500,000	\$225.00 plus \$10.00 per 100,000 BTU (or portion of) over 500,000 BTU

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

PLUMBING PERMIT FEES

Residential & Non Residential Installations

Number of Fixtures	Home Owner Fee	Contractor Fee
1	\$130.00+scc levy	\$105.00+scc levy
2	\$130.00+scc levy	\$105.00+scc levy
3	\$130.00+scc levy	\$105.00+scc levy
4	\$130.00+scc levy	\$105.00+scc levy
5	\$130.00+scc levy	\$110.00+scc levy
6	\$135.00+scc levy	\$115.00+scc levy
7	\$140.00+scc levy	\$120.00+scc levy
8	\$145.00+scc levy	\$115.00+scc levy
9	\$150.00+scc levy	\$125.00+scc levy
10	\$155.00+scc levy	\$130.00+scc levy
11	\$160.00+scc levy	\$135.00+scc levy
12	\$165.00+scc levy	\$140.00+scc levy
13	\$170.00+scc levy	\$145.00+scc levy
14	\$175.00+scc levy	\$150.00+scc levy
15	\$180.00+scc levy	\$155.00+scc levy
16	\$185.00+scc levy	\$160.00+scc levy
17	\$195.00+scc levy	\$170.00+scc levy
18	\$200.00+scc levy	\$175.00+scc levy
19	\$205.00+scc levy	\$180.00+scc levy
20	\$210.00+scc levy	\$185.00+scc levy
Over 20	\$210.00 plus \$5.00 per fixture over 20	\$185.00 plus \$5.00 per fixture over 20

Please allow up to five business days for permits to be issued.

Express 24 Working Hour Service Charge (Electrical, Gas, Plumbing Applications) \$50.00 plus permit fee & SCC levy.

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

PRIVATE SEWAGE PERMIT FEE

Description	Home Owner Fee	Contractor Fee
Holding Tank	\$125.00 + SCC levy	\$100.00 + SCC levy
Fields/Mounds /Open Surface Discharge / Lagoons	\$300.00 + SCC levy	\$250.00 + SCC levy
Any System with Treatment Plant	\$400.00 + SCC levy	\$300.00 + SCC levy

Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

THE COUNTY OF ST. PAUL NO. 19

BYLAW NO. 2017-05

A BYLAW REGULATING AND PROVIDING FOR THE TERMS AND CONDITIONS FOR THE SUPPLY AND USE OF WATER SERVICES AND SEWER SERVICES PROVIDED BY THE COUNTY OF ST. PAUL NO. 19

WHEREAS, pursuant to section 3 of the *Municipal Government Act* the purposes of a municipality are to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality; and

WHEREAS, pursuant to section 7(g) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting public utilities; and

WHEREAS, Council is desirous of establishing Rates, Fees, and Other Charges for utilities.

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

PART I - TITLE AND DEFINITIONS

Bylaw Title

- 1 This Bylaw shall be known as "The Utilities Bylaw".

Definitions

- 2 In this Bylaw, unless the context otherwise requires:

- (a) **"Account"** means an agreement between a Customer and the County for the supply of Utility Services of which the terms of this Bylaw shall form a part and includes the amounts payable from time to time by the Customer to the County;
- (b) **"Chief Administrative Officer"** means the Chief Administrative Officer of the County or their delegate;
- (c) **"Council"** means the municipal council of the County of St. Paul No. 19;
- (d) **"County"** means the municipal corporation of the County of St. Paul No. 19 and its duly authorized employees, agents, contractors and other representatives or the geographic area contained within the boundaries thereof, as the context requires;
- (e) **"Cross Connection"** means any temporary, permanent, or potential connection of any piping, fixture, fitting, container or appliance to the Water System that may allow backflow to occur, including but not limited to: swivel or changeover devices, removable sections, jumper connections, and bypass arrangements;
- (f) **"Customer"** means any Person that receives Utility Services and where the context or circumstances so require includes any Person who makes or has made an application for Utility Services or otherwise seeks to receive Utility

Services and also includes any Person acting as an agent or representative of a Customer;

- (g) **“Dwelling”** means a private residence with sleeping and cooking facilities used or intended to be use as a residence;
- (h) **“Engineering Design Standards”** means the County’s Minimum Engineering Design Standards, or in the absence of such standards, generally accepted municipal engineering standards;
- (i) **“Emergency”** means a condition that creates an imminent danger or a real possibility of Property damage, or personal injury, or when a condition or situation is declared to be an emergency by Council, or the Federal or Provincial Crown, or other civil authority having jurisdiction;
- (j) **“Facilities”** means any infrastructure forming part of:
 - i. the Water System, including without limitation: water treatment plants, reservoirs, pumping stations, Water Mains, Water Service Lines, truck fill facilities, curb stops, valves, fittings, fire hydrants, chambers, Meters, Cross Connection control devices and all other equipment and machinery of whatever kind owned by the County that is used to produce and supply potable water to Customers; or
 - ii. the Sewer System, including without limitation: Wastewater treatment plants, sewage lagoons, pumping stations, Sewer Mains, Sewer Service Lines, valves, fittings, chambers, Meters, and all other equipment and machinery of whatever kind owned by the County that is used for the collection and transmission of Wastewater;

as the context requires.

- (k) **“Hazardous Waste”** has the same meaning as in the *Environmental Protection and Enhancement Act* and any regulations thereunder;
- (l) **“Meter”** means the individual or compound water meter and all other equipment and instruments, including but not limited to, radio frequency units and remote meter reading devices supplied and used by the County to calculate and register the amount of water consumed relative to the land and buildings that the Meter is designed to monitor;
- (m) **“Multiple Dwelling”** means a wholly or partially residential development containing more than one Dwelling, whether or not the development is within a single building;
- (n) **“Municipal Tag”** means a tag or similar document issued by the County pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the County in lieu of prosecution for the offence;
- (o) **“Non-Pressurized System”** means the Facilities used by the County to supply non-pressurized (atmospheric pressure) potable water to Customers for storage in the Customer’s water cistern and, as required, pressurization of the water by the Customer;

- (p) **“Owner”** means:
- i. in the case of land, the Person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the parcel of land; or
 - ii. in the case of any property other than land, the Person in lawful possession of it;
- (q) **“Peace Officer”** includes a Bylaw Enforcement Officer appointed by the County, a Community Peace Officer whose appointment includes enforcement of the County’s Bylaws and a member of the Royal Canadian Mounted Police;
- (r) **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative to whom the context applies according to law;
- (s) **“Pressurized System”** means the Facilities used by the County to supply pressurized potable water to Customers;
- (t) **“Private Drainage Line”** means that portion of a Service Connection, which extends from the Service Connection Point to and within a Customer’s Property, comprised of the Customer owned assembly of pipes, fittings, fixtures, traps and appurtenances for the collection and transmission of Wastewater into the Sewer System;
- (u) **“Private Water Line”** means that portion of a Service Connection, which extends from the Service Connection Point to and within a Customer’s Property, comprised of the Customer owned assembly of pipes, fittings, fixtures, traps and appurtenances for providing water to a Customer’s Property, excluding the Meter owned by The County;
- (v) **“Property”** means:
- i. in the case of land, a parcel of land including any buildings; or
 - ii. in other cases, personal property;
- (w) **“Service Connection”** means all of the Facilities required to achieve a physical connection between:
- i. the County’s Water Main abutting a Customer’s Property and a Private Water Line to allow a Customer to receive potable water, which includes a Water Service Line, a Service Connection Point and a Private Water Line; or
 - ii. the County’s Sewer Main abutting a Customer’s Property and a Private Drainage Line to allow a Customer to discharge Wastewater, which includes a Sewer Service Line, a Service Connection Point and a Private Drainage Line,
- as the context requires;
- (x) **“Service Connection Point”** means the point on the Service Connection where:
- i. a Water Service Line physically connects to a Private Water Line; or

- ii. a Sewer Service Line physically connects to a Private Drainage System;
- (y) **"Sewer Main"** means those pipes installed for the collection and transmission of Wastewater within the County to which a Service Connection may be connected;
- (z) **"Sewer Services"** means the removal of Wastewater by the County from a Customer's Property and associated services offered to the Customer under this Bylaw;
- (aa) **"Sewer Services Guidelines"** means those guidelines, procedures, protocols, requirements, specifications or standards adopted by the Chief Administrative Officer from time to time, which are not inconsistent with the Terms and Conditions of Sewer Services attached as Schedule "C" to this Bylaw;
- (bb) **"Sewer Service Line"** means that portion of a Service Connection owned by the County that extends from the Sewer Main to the Service Connection Point;
- (cc) **"Sewer System"** means the Facilities used by the County for the collection, storage and transmission of Wastewater for Customers, which is deemed to be a public utility within the meaning of the *Municipal Government Act*;
- (dd) **"Subsidiary Meter"** means a privately owned Meter installed on Property at the Customer's expense and utilized strictly for the Customer's purposes;
- (ee) **"Tenant"** means a Person who is not a Customer but who is in legal possession of a Property to which Water Service is provided;
- (ff) **"Terms and Conditions"** means the terms and conditions in respect of Water Services and Sewer Services described in Schedules "A", "B", "C" and "D";
- (gg) **"Utility Services"** means Water Services or Sewer Services or both;
- (hh) **"Utility Services Guidelines"** includes Water Services Guidelines and Sewer Services Guidelines;
- (ii) **"Violation Ticket"** has the same meaning as in the *Provincial Offences Procedure Act*;
- (jj) **"Wastewater"** means the composite of water and water-carried wastes discharged from residential, commercial, industrial or institutional Properties;
- (kk) **"Water Demand Management Measures"** means restrictions upon the use of water for non-essential purposes, including but not limited to: irrigation, watering livestock, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a building and on any certain day or for a certain time period;
- (ll) **"Water Main"** means those pipes installed for the conveyance of water within the County to which Service Connections may be connected;
- (mm) **"Water Services"** means the provision of either pressurized or non-pressurized (atmospheric pressure) potable water, as applicable, by the County to a Customer's Property and associated services offered to the Customer under this Bylaw;

- (nn) **“Water Services Guidelines”** means those guidelines, procedures, protocols, requirements, specifications or standards adopted by the Chief Administrative Officer from time to time, which are not inconsistent with the Terms and Conditions of Water Services attached as Schedule “B” to this Bylaw;
- (oo) **“Water Service Line”** means that portion of a Service Connection owned by the County that extends from the Water Main to the Service Connection Point; and
- (pp) **“Water System”** means the Facilities used by the County to supply potable water to Customers through either a Pressurized System or a Non-Pressurized System, as applicable, which is deemed to be a municipal public utility within the meaning of the *Municipal Government Act*.

PART II - PROVISION OF UTILITY SERVICES

Other Public Utilities Prohibited

- 3 All Utility Services provided within the County shall be provided by the County.

Terms and Conditions

- 4 All Utility Services provided by the County shall be provided in accordance with Schedules “A” “B” “C” “D” and “E” as applicable.

Rates, Fees and Other Charges

5

- (1) The County will provide Utility Services to Customers within the County at the rates, fees or other charges specified in Schedule “D”.
- (2) Where rates, fees or charges have not been established in Schedule “D” for a particular service the Chief Administrative Officer may establish charges for services provided. Without limiting the generality of the foregoing, the Chief Administrative Officer may establish charges for the following:
 - (a) Service connection fees and/or developer contributions;
 - (b) Meter accuracy tests;
 - (c) Meter resizing;
 - (d) Repair or replacement of damaged County Facilities where the Facilities are under the Customer’s care or have been operated or interfered with by the Customer;
 - (e) Disconnection of service for non-payment;
 - (f) Missed appointment;
 - (g) Fire hydrant permits;
 - (h) Construction water;

- (i) Water Service turn-on/turn-off at Customer request;
 - (j) After hour service callout;
 - (k) Frozen/damaged Meter.
- (3) All additional services provided by the County to a Customer will be billed to the Customer in accordance with an agreement between the Customer and the County.
- (4) The County will operate and maintain the Water System and Sewer System at no additional charge to any Customer beyond the charges outlined in subsections (1), (2) and (3) except for costs arising from:
- (a) requirements or requests for specific non-routine services not more particularly described in this Section or the acts or omissions of any particular Customer or defined group of Customers, or
 - (b) repairs or remedies of any loss or damage to Facilities or other property that is caused by a Customer or any other party for whom a Customer is responsible in law, including, without limitation, any costs or damages described in any judgment of a court in the County 's favour

and such additional costs may at the Chief Administrative Officer's sole option (and in addition to any other legally available remedies) be added to a Customer's Account as an additional amount due and payable by the Customer to the County.

Utility Services Guidelines

6

- (1) The Chief Administrative Officer may adopt, amend, repeal and replace Utility Service Guidelines from time to time as the Chief Administrative Officer deems advisable.
- (2) Without limiting the generality of subsection (1), Guidelines may deal with any or all of the following subject matters:
 - (a) procedures or requirements that a Customer must comply with before a Service Connection is installed or activated, or before Utility Services are provided, or as a condition of ongoing provision of Utility Services;
 - (b) Customer Accounts, including without limitation provisions or requirements concerning: opening an Account, making payments on an Account, consequences for failure to pay Accounts in full, lost bills, dishonoured cheques, collection of delinquent Accounts, adjusting improperly billed Accounts, Utility Services application fees, handling of confidential Customer Account information, closing an Account, and any other matter relating to Customer Accounts;
 - (c) measurement of water consumption, including without limitation provision or requirements concerning: meter inspection and testing, meter settings, chambers and installations, meter reading, disputes concerning meter data, estimates of consumption private or subsidiary meters, remote meter reading devices, relocation of meters, access for meter readers, and adjustments to bills when meters have malfunctioned;

- (d) procedures or requirements concerning investigating Customer complaints and concerns;
- (e) procedures or requirements for provision of temporary Water Services, including without limitation Water Services provided during the construction phase of a development;
- (f) procedures or requirements that a Customer may comply with in order to access a truck fill facility;
- (g) procedures or requirements for upgrading, re-sizing, relocating or otherwise changing a Service Connection, whether at the instigation of the County or at the request of a Customer;
- (h) the turn-on and turn-off of Water Services, whether at the instigation of the County or at the request of a Customer; and
- (i) supply of water for firefighting purposes, including without limitation procedures or requirements concerning the maintenance of public and private fire hydrants and permissible use of water from fire hydrants.

Notices

- 7 In any case in which written notice is required to be provided to a Customer pursuant to this Bylaw, the Chief Administrative Officer shall serve notice either:
- (a) personally; or
 - (b) by mailing or delivering a copy of the notice to the last known address of the Customer as disclosed in the Alberta land titles registry certificate of title for the Property.

PART III - ENFORCEMENT

Offence

- 8 A Person who contravenes any provision of this Bylaw is guilty of an offence.

Continuing Offence

- 9 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

Vicarious Liability

- 10 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

11

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

12

- (1) A Person who is guilty of an offence is liable to a fine in an amount not less than \$100.00 and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
- (2) Without restricting the generality of subsection (1) the fine amounts established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered are as set out in Schedule "E".

Municipal Tag

13

- (1) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (2) A Municipal Tag may be issued to such Person:
 - (a) either personally; or
 - (b) by mailing a copy to such Person at his last known post office address.
- (3) The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (a) the name of the Person;
 - (b) the offence;
 - (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within 30 days of the issuance of the Municipal Tag; and
 - (e) any other information as may be required by the Chief Administrator.

Payment in Lieu of Prosecution

14 Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified within the time period indicated on the Municipal Tag.

Violation Ticket

15

- (1) If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;
- (2) Notwithstanding subsection (1), a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
- (3) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
 - (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

16 A Person who commits an offence may:

- (a) if a Violation Ticket is issued in respect of the offence; and
- (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

Obstruction

17 No Person shall obstruct, hinder or impede any authorized representative of the County in the exercise of any of their powers or duties pursuant to this Bylaw.

PART IV - GENERAL

Schedules

18 The following schedules are included in, and form part of, this Bylaw:

- (a) Schedule "A" – General Terms and Conditions of Utility Services;
- (b) Schedule "B" – Terms and Conditions of Water Services;

- (c) Schedule "C" – Terms and Conditions of Sewer Services;
- (d) Schedule "D" – Rates, Fees, and Other Charges; and
- (e) Schedule "E" – Specified Penalties.

Severability

19 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Recission

20 This Bylaw repeals Bylaw No. 2015-21 as amended.

Enactment

21 This Bylaw shall come into force and effect on March 14th, 2017.

READ A FIRST TIME IN COUNCIL THIS 14TH DAY OF MARCH 2017.

READ A SECOND TIME IN COUNCIL THIS 14TH DAY OF MARCH 2017.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 14TH DAY OF MARCH 2017.

(Original signed by Deputy Reeve C. Martin)

REEVE

(Original signed by CAO S. Kitz)

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

GENERAL TERMS AND CONDITIONS OF UTILITY SERVICES

PART I - GENERAL WATER AND SEWER PROVISIONS

Duty to Supply

1

- (1)The County having constructed, operated and maintained a Water System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Water Services, upon such terms as Council considers advisable, to any Customer within the County situated along a Water Main.
- (2)The County having constructed, operated and maintained a Sewer System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Sewer Services, upon such terms as Council considers advisable, to any Customer within the County situated along a Sewer Main.
- (3)All Utility Services provided by the County shall be provided in accordance with these Terms and Conditions, and these Terms and Conditions shall apply to and be binding upon all Customers receiving Utility Services from the County.

No Guarantee of Continuous Supply

2

- (1)The County does not guarantee or warrant the continuous supply of potable water and the County reserves the right to change the operating pressure, restrict the availability of Water Services or to disconnect Water Services, in whole or in part, with or without notice, in accordance with this Bylaw. The County will endeavor to notify residents of any temporary alterations to their water service as soon as is practicable.
- (2)Customers depending upon a continuous and uninterrupted supply or pressure of water or who require or have processes or equipment that require particularly clear or pure water shall provide such facilities, as they are considered necessary, to ensure a continuous and uninterrupted supply, pressure or quality of water required for this use. The County assumes no responsibility for same.
- (3)The County does not guarantee or warrant the continuous capacity to collect, store and transmit Wastewater and the County reserves the right to restrict the availability of Sewer Services or to disconnect Sewer Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- (4)The County shall not be liable for damages, including losses caused by a break within the County's Water System or Sewer System or caused by the interference or cessation of water supply including those necessary or advisable regarding the repair or proper maintenance of the County's Water System or Sewer System, or generally for any accident due to the operation of the County's Water System or Sewer System or for the disconnection of a Service Connection nor by reason of the water containing sediments, deposits, or other foreign matter.

Fees, Rates and Charges

3

- (1) The County will provide Utility Services at the fees, rates and other charges specified in the Schedule "D" as may be amended by Council by bylaw from time to time.
- (2) Where rates, fees or charges have not been established in Schedule "D" for a particular service the Chief Administrative Officer may establish charges for services provided.
- (3) All additional services provided by the County to a Customer will be billed to the Customer in accordance with a written agreement between the Customer and the County.

PART II - SERVICE CONNECTIONS

Application for Service Connection

4

- (1) A Customer requesting Utility Services involving a new Service Connection shall apply to the Chief Administrative Officer by paying all associated fees and supplying information regarding the location of the Property to be served, the manner in which the Service Connection will be utilized, and any other information that may be reasonably required by the Chief Administrative Officer.
- (2) Upon receipt of all required information and fees, verification of the Customer's identity and the accuracy of the information, the Chief Administrative Officer will advise the Customer whether and on what terms the County is prepared to supply Utility Services to the Customer, the type and character of the Service Connection(s) it is prepared to approve for the Customer, and any conditions, including without limitation, payments by the Customer, that must be satisfied as a condition of installation of a Service Connection(s) and supply of Utility Services.

Easements and Rights-of-Way

- 5 At the request of the Chief Administrative Officer, the Customer shall grant or cause to be granted to the County, without cost to the County, such easements or rights-of-way over, upon or under Property owned or controlled by the Customer as the County may reasonably require for the construction, installation, maintenance, repair, and operation of the Water System or Sewer System.

Design and Engineering Requirements for Service Connections

- 6 Detailed requirements for engineering and construction of Service Connections are set out in the Engineering Design Standards, or as may be otherwise directed by the Chief Administrative Officer. It is the Customer's responsibility to supply, at the Customer's cost, any plans and engineering reports pertaining to the Service Connection that the County may reasonably require, signed and sealed by a professional engineer.

Construction of Service Connections

7

- (1) The County shall provide and install all Facilities up to the Service Connection Point, subject to the terms of the Utilities Bylaw including without limitation, payments by the Customer.
- (2) The Customer shall be responsible for the installation and condition of the Private Water Line or Private Drainage Line and all other piping and equipment or other facilities of any kind whatsoever on the Customer's side of the Service Connection Point, including but not limited to any cistern and pump required if Water Services are to be supplied through a Non-Pressurized System and:
 - (a) shall ensure that the Customer's proposed Private Water Line or Private Drainage Line receives approval from the County prior to construction;
 - (b) shall not backfill the excavation until such time as the County has inspected the work or has advised approval of the work.

Customer Responsibility for Service Connection

8

- (1) The Customer assumes full responsibility for the proper use of any Service Connection and any Utility Services provided by the County and for the condition, suitability and safety of any and all devices or equipment necessary for receiving Utility Services that are located on the Customer's Property.
- (2) The Customer shall be responsible for determining whether the Customer requires any devices to protect the Customer's Property from damage that may result from the use of a Service Connection or Utility Services, or to protect the safety or reliability of the Water System or Sewer System. The Customer shall provide and install any such devices at the Customer's sole expense.

Compliance with Requirements and Use of Service Connection

9

- (1) A Customer shall ensure that the Customer's facilities comply with the requirements of the Utilities Bylaw, all applicable statutes, codes, standards and regulations and with the County's specifications.
- (2) A Customer shall not use a Service Connection or any Utility Service received in a manner so as to interfere with any other Customer's use of a Service Connection, or Utility Services.
- (3) A Customer who has breached subsection (2) shall, at the Chief Administrative Officer's request, take whatever action is required to correct such interference or disturbance at the Customer's expense.

Abandonment of Service Connection

- 10 Whenever a Customer no longer requires a Service Connection, or wishes to abandon a Service Connection, the Customer shall first obtain approval from the Chief Administrative

Officer for the method and location of abandonment and the Customer shall assume responsibility for all costs associated with the same.

Ownership of Facilities

11

- (1) The County retains ownership of all Facilities necessary to provide Utility Services to a Customer, up to and including the Service Connection Point, unless a written agreement between the County and a Customer specifically provides otherwise.
- (2) Payment made by a Customer for costs incurred by the County for supplying and installing Facilities does not entitle the Customer to ownership of any such Facilities, unless a written agreement between the County and the Customer specifically provides otherwise.

Access to Facilities

12

- (1) No Person shall obstruct or impede the County's free and direct access to any Facilities.
- (2) A Customer shall be responsible for managing vegetation on the Property owned or controlled by the Customer to maintain adequate clearances and reduce the risk of contact with the County's above-ground Facilities.
- (3) A Customer shall not install or allow to be installed on Property owned or controlled by the Customer any temporary or permanent structures that could interfere with the proper and safe operation of the County's Facilities or result in non-compliance with applicable statutes, regulations, standards or codes.
- (4) Where a Customer contravenes any provision of this Section and fails to remedy such contravention within 10 days after receiving from the Chief Administrative Officer a notice in writing to do so, then in addition to any other legal remedy available the Chief Administrative Officer may take any steps necessary to remedy the contravention and may charge any costs of doing so to the Customer's Account.

Interference with or Damage to Facilities

13

- (1) No Person shall interfere with or alter any Meter, seals or other Facilities or permit the same to be done by any Person other than an authorized agent of the County.
- (2) A Customer is responsible to pay for the cost of repairing, replacing or otherwise remedying any damage to or loss of Facilities located on the Customer's Property unless occasioned by circumstances as determined in the Chief Administrative Officer's sole discretion to have been beyond the Customer's control.

Protection of Facilities on Customer's Property

- 14 The Customer shall furnish and maintain, at no cost to the County, the necessary space and protective barriers to safeguard Facilities installed or to be installed upon the Customer's Property. If the Customer refuses, the Chief Administrative Officer may, at his or her option, furnish and maintain, and charge the Customer for furnishing and maintaining, the necessary protection. Such space and protective barriers shall be in conformity with

applicable laws and regulations and subject to the Chief Administrative Officer's specifications and approval.

Customer to Pay Relocation Costs

- 15 The Customer shall pay all costs of relocating the County's Facilities at the Customer's request, if such relocation is for the Customer's convenience, or if necessary to remedy any violation of law or regulation caused by the Customer. If requested by the County, the Customer shall pay the estimated cost of the relocation in advance.

Prohibited Extension of Customer Owned Facilities

- 16 A Customer shall not extend or permit the extension of a Private Water Line, Private Sewer Line or any other Customer-owned piping, equipment or other assets that are connected directly or indirectly to the Water System or Sewer System, beyond the Property in respect of which they are used to supply Utility Services through a Service Connection.

PART III - UTILITY ACCOUNTS

Requirement for Account

17

- (1) The Owner of a Property shall apply for an Account with the County and pay all applicable fees as a condition of obtaining Utility Services, regardless of whether the provision of services requires installation of a new Service Connection(s) or construction of any new Facilities.
- (2) In the case of a Multiple Dwelling, the Chief Administrative Officer may require that a separate Account be opened in respect of each Dwelling within the Multiple Dwelling, regardless of the number of Service Connections through which water is delivered to the Multiple Dwelling.
- (3) Except as provided under the Utilities Bylaw, the County shall not grant Utility Services to a Tenant.
- (4) Notwithstanding subsection (3) above, an Owner may request to have bills mailed to the Tenant at a Property under the Owner's name; however, the Owner of a Property where Utility Services are received shall be responsible for all services delivered or consumed and all fees, rates and charges levied for services delivered or consumed.
- (5) Upon the change of ownership of a Property supplied with Utility Services, the new Owner shall apply for an Account with the County, failing which the County may deem an application to have been received from the new Owner of the Property and open an Account in the new Owner's name.

Security Deposits

18

- (1) The Chief Administrative Officer may, in his or her sole discretion, at the time of a Customer's application for Utility Services or at any time thereafter require the Customer to post a security deposit or increase an existing security deposit.

- (2) The Chief Administrative Officer may, in his or her sole discretion, determine that a Customer is not required to post a security deposit or is no longer required to maintain an existing security deposit.
- (3) A deposit made by a Customer shall be returned to the Customer when a Customer's Utility Services are terminated and the Customer's Account is closed. Where a Customer's Utility Services are terminated and the Customer's Account is closed for non-payment, prior to any refund, the security deposit will be applied to the balance owing by the Customer to the County.
- (4) The County is not obliged to pay interest on any security deposit held by the County to a Customer.

Obligation to Pay

19

- (1) The Chief Administrative Officer may add to a Customer's Account the charges for all Utility Services provided by the County to the Customer, and the Customer is obligated to pay in full all such charges without reduction or set-off for any reason whatsoever, on or before the due date for the charges.
- (2) No reduction in charges for Utility Services will be made for water supplied to or made available for use by any Customer because of any interruption due to any cause whatsoever of the water supply.
- (3) The amount of the billing shall be based upon the rates, fees and charges set out in the County's Fee Schedule Bylaw, with water consumption being determined by the applicable Meter reading obtained on a bi-monthly basis, or such other frequency in the discretion of the Chief Administrative Officer. Where a Meter reading is not obtainable, at the discretion of the Chief Administrative Officer, a system-generated estimate may be used.
- (4) Payment on Accounts may be made to the County at such locations designated, and under any payment methods approved, by the Chief Administrative Officer from time to time.

Past Due Accounts

20

- (1) A late payment charge shall be applied to all charges on a Customer's Account if the Customer's payment has not been received by the County by the due date. The Customer may also be charged a dishonoured cheque charge for each cheque returned for insufficient funds.
- (2) Any charge on a Customer's Account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable by any or all of the following methods, namely:
 - (a) by action, in any Court of competent jurisdiction;
 - (b) by disconnecting the Service Connection to the Customer, and imposing a re-connection fee prior to re-establishing Utility Services;

- (c) by Council adding the outstanding Account balance to the tax roll of an Owner of a Property in accordance with the *Municipal Government Act*.

Disconnection without Notice

- 21 If the Chief Administrative Officer believes there is any actual or threatened danger to life or Property, or in any other circumstances the nature of which, in the Chief Administrative Officer's sole judgment, requires such action, the Chief Administrative Officer has the right to withhold connection or to disconnect a Service Connection without prior notice to the Customer.

Disconnection with Notice

- 22 The Chief Administrative Officer may withhold connection or may disconnect a Customer's Service Connection (without prejudice to any of the County's other remedies) after providing 48 hours advance notice to the Customer, as applicable, in the following circumstances:

- (a) if the Customer neglects or refuses to pay when due any amounts required to be paid under this Bylaw, which amount is not the subject of a good faith dispute;
- (b) as required by law;
- (c) if the Customer is in violation of any provision of the Utilities Bylaw or any agreement between the Customer and the County for the provision of Utility Services; or
- (d) any other similar circumstances to those described above that the Chief Administrative Officer determines, in its sole discretion, acting reasonably, require the withholding or disconnecting of service upon 48 hours' notice.

Reconnection of Service

- 23 Before the County reconnects or restores Utility Services, the Customer shall pay:

- (a) any amount owing to the County for the provision of Utility Services;
- (b) the applicable reconnection charges; and
- (c) any applicable security deposit.

The County's Right of Entry

24

- (1) As a condition of receipt of Utility Services and as operational needs dictate, authorized representatives of the County shall have the right to enter a Customer's Property at all reasonable times, or at any time during an Emergency, for the purpose of:

- (a) installing, inspecting, maintaining, replacing, testing, monitoring, reading or removing the County's Facilities;
- (b) investigating or responding to a Customer complaint or inquiry;
- (c) conducting an unannounced inspection where the Chief Administrative Officer has reasonable grounds to believe that unauthorized use of water or interference

with Facilities, including but not limited to a Meter, has occurred or is occurring;
and

- (d) for any other purpose incidental to the provision of Utility Services.
- (2) The Chief Administrative Officer will make reasonable efforts to notify the Customer in advance of entering a Customer's property or to notify any other Person who is at the Customer's property and appears to have authority to permit entry, except:
- (a) in cases of an Emergency;
 - (b) where entry is permitted by order of a court or other authority having jurisdiction;
 - (c) where otherwise legally empowered to enter;
 - (d) where the purpose of the entry is in accordance with subsection (1)(c) above.
- (3) The Customer shall pay a no access fee sufficient to cover the County's reasonable out-of-pocket and administrative costs, if the County's lawful entry to a Customer's Property is prevented or hindered, whether by a Customer not keeping a scheduled appointment or for any other cause.

Removal of County Facilities

25 Where any Customer discontinues Utility Services furnished by the County, or the County lawfully refuses to continue any longer to supply it, any authorized representative of the County may at all reasonable times enter the Customer's Property to remove any Facilities in or upon such Property.

False Information

26 No Person shall supply false information or make inaccurate or untrue statements in a document or information required to be supplied to the County pursuant to the Utilities Bylaw.

SCHEDULE "B"

TERMS AND CONDITIONS OF WATER SERVICES

Water Demand Management Measures

1

- (1) The Chief Administrative Officer may, at such times and for such lengths of time as is considered necessary or advisable, implement Water Demand Management Measures to restrict water usage to any or all parts of the County.
- (2) All water restrictions shall be duly advertised by use of local media, printed or otherwise, prior to taking effect.
- (3) No Person shall contravene the terms or conditions of any Water Demand Management Measures, without first obtaining the Chief Administrative Officer's authorization.

Alternate Water Supply

2

- (1) Except as provided for in this Section, once a Property is connected to the Water System, no Person shall allow water to be supplied to that Property by way of a well, spring, or other source of water supply that is not connected to the Water System.
- (2) In rural areas of the County, a Person may use an alternate source of water supply for irrigation, livestock watering, or other non-domestic purposes.
- (3) In a hamlet of the County, a Person may use a well existing on a Property prior to the coming into force of this Bylaw for irrigation or other non-domestic purposes, but no new well may be drilled on any Property.
- (4) No Person shall allow an alternate source of water to be connected, directly or indirectly, to the Water System.

Resale and Supply of Water

3 No Person shall, unless authorized by the Chief Administrative Officer in writing:

- (a) resell water obtained from the Water System to any other Person;
- (b) supply water obtained from the Water System to any Person who intends to sell the water; or
- (c) supply water from the Water System to any Property that could be supplied with water through its own Service Connection.

Unauthorized Use of Water

4

- (1) No Person shall use water from the Water System, or allow water obtained from the Water System to be used:
 - (a) in a manner that will impede water use by other Customers;
 - (b) unless an Account has been opened by the Customer;
 - (c) unless the water has first passed through a Meter, except in the case of unmetered temporary Water Services in accordance with Section 6; or
 - (d) in any other unauthorized manner.
- (2) If the Chief Administrative Officer finds an unauthorized use of water including without restriction as a result of any tampering with a Meter or other Facilities, the Chief Administrative Officer may make such changes in the County's Meters, appliances, or other Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.
- (3) Upon finding an unauthorized use of water, the Chief Administrative Officer may disconnect the Service Connection immediately, without notice and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the County.
- (4) A Person that uses water in contravention of this Section shall pay the following charges:
 - (a) the applicable rate for the water used and, where necessary, based on an estimate by the Chief Administrative Officer of the amount of water used in contravention of this Section;
 - (b) all costs incurred by the County in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in Schedule "D."

Authorizations and Approvals for Private Water Line

5

- (1) The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Water Line.
- (2) The County shall not be required to commence Water Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the County's requirements applicable to the installation and operation of the Private Water Line. The County reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

Temporary Water Services

- 6 The County may provide temporary Water Services wherever practicable to a Customer for purposes of facilitating construction of a new development. The Customer will pay a rate,

charge or fee for such Water Services as specified in the Utilities Bylaw. A Customer who is receiving temporary Water Services for the construction phase of a development ceases to be entitled to take temporary Water Services at the construction rate and is required to apply for metered Water Services when

- i) a County final inspection is issued for the development; or
- ii) the development is being used for its intended purpose;

whichever event occurs first.

PART IV - WATER METERS

Provision and Ownership of Meters

7

- (1) All water supplied by the County through each Service Connection shall be measured by one Meter unless the Chief Administrative Officer, in his or her sole discretion, has specified otherwise.
- (2) The County shall, at the Customer's sole cost, supply and install one or more Meters for the purpose of measuring the volume of water delivered to a Customer by way of a Service Connection. Each Meter shall remain the sole property of the County, notwithstanding the Customer has paid the County's costs of supply, unless the Chief Administrative Officer and the Customer have expressly agreed in writing otherwise.
- (3) In the case of new construction, a Customer's Property may only be occupied after the Meter is installed and an Account opened.

Responsibilities of Customer

8

- (1) Each Customer shall ensure that a location on the Customer's Property for Meter installation is provided, and that access to the Meter is provided for the purpose of reading or servicing the Meter, in accordance with all applicable Water Service Guidelines.
- (2) Each Customer shall provide adequate protection for the Meter supplied by the County against freezing, heat or any internal or external damage.
- (3) When a Meter is damaged due to frost, heat or any other condition or means against which the Customer neglected to provide adequate protection, the cost of removal and repair or replacement of the Meter shall be borne by the Customer.

General Meter Restrictions

9

- (1) No Person, other than an authorized agent of the County, shall install, test, remove, repair, replace, or disconnect a Meter.
- (2) No Person shall break, tamper, or interfere with any Meter.

- (3) If a Meter is lost, damaged or destroyed, the Customer shall pay for the entire cost of the Meter removal, repair and reinstallation or for the cost of replacing the Meter.
- (4) No Person shall obstruct or impede direct and convenient access to Meters for the purpose of inspection, removal, repair, replacement or reading.

Subsidiary Meters

10

- (1) A Customer may, for his own benefit, and at his own cost, install a Subsidiary Meter between the Meter supplied by the County and the point of use of the water supplied, provided that the County shall under no circumstances be required to maintain or read a Subsidiary Meter installed under this Section.
- (2) All Subsidiary Meters shall remain the property of the Owner.
- (3) Where, in the opinion of the Chief Administrative Officer, a Subsidiary Meter has been installed in a manner so as to interfere with the operation of or access to the County's Meter, the Chief Administrative Officer may direct, in writing, that the Customer relocate or remove the Subsidiary Meter within a time frame selected by the Chief Administrative Officer.

Access to Meters

- 11 The Chief Administrative Officer may, at any reasonable time, read, inspect, remove or test a Meter installed on Property owned or controlled by the Customer.

Meter Readings

- 12 Where 3 consecutive estimated Meter readings have been used for billing purposes due to the Meter not being read by an authorized representative of the County as a result of the Customer failing to provide or allow the County access to the Meter during a billing period:
 - (a) a notice may be left at the Customer's address requesting the Customer to contact the Chief Administrative Officer within 2 working days, advising of the date and time that the Chief Administrative Officer will be able to have access to the Meter for the purpose of obtaining an actual Meter reading; or
 - (b) in the case where the Customer does not contact the Chief Administrative Officer within 2 working days, the County may disconnect the Service Connection without any further notice until such time as an actual Meter reading can be obtained.

Meter Testing

13

- (1) At the request of a Customer, the Chief Administrative Officer shall arrange for on-site Meter verification and if necessary, shall arrange for a Meter to be tested by a person qualified to perform such work. If, upon verification or testing or both, the Meter is found to be recording accurately, which for this purpose is defined as recording between 97% and 103% of actual consumption, then the Customer shall pay all applicable fees and charges for this service.

- (2) If the Meter is found to be recording inaccurately as defined above, the Chief Administrative Officer will:
 - (a) repair or replace the Meter and the cost, along with the costs of verification and testing, shall be borne by the County; and
 - (b) the Account based on the readings of that Meter during the period of 4 months immediately preceding the date of the test or calibration shall be corrected to reflect the error in the Meter and the Customer shall pay, or shall be refunded, as the case may be, the amount so determined, which payment or refund shall be accepted by both the County and the Customer in full settlement of any claim that may arise out of the error in the Meter.
- (3) The Chief Administrative Officer may at any time inspect or test any Meter, on its own initiative, regardless of whether the Customer has requested inspection or testing. In such case no fees or charges are payable by the Customer.

Circumvention of Meter

14

- (1) If under any circumstances, a Person other than an authorized agent of the County prevents a Meter from accurately recording the total volume of water supplied, the County may disconnect the Service Connection or take other appropriate actions to ensure access to accurate Meter data or both.
- (2) The Chief Administrative Officer may then estimate the demand and amount of water supplied but not recorded by the Meter at the Service Connection. The Customer shall pay the cost of the estimated water consumption plus all costs related to the investigation and resolution of the matter.

PART V - FIRE HYDRANTS AND OTHER FACILITIES

Use of Water from Fire Hydrants

15

- (1) Unless authorized by the Chief Administrative Officer, no Person shall operate or interfere with a fire hydrant, whether owned by the County or privately owned, except as necessary for firefighting purposes.
- (2) A Customer requesting authorization to use water from a fire hydrant shall apply to the Chief Administrative Officer by paying all associated fees and supplying information regarding the location of the fire hydrant to be accessed, the manner in which it will be used, and any other information that may be reasonably required by the Chief Administrative Officer.
- (3) The Chief Administrative Officer will advise the Customer whether and on what terms the County is prepared to authorize use of a fire hydrant and any conditions (including without limitation, payments by the Customer) that must be satisfied as a condition of using a fire hydrant.

Fire Hydrant Flow Tests

16

- (1) No Person shall conduct fire hydrant flow tests without first obtaining the authorization of the Chief Administrative Officer.
- (2) Fire hydrant flow tests shall be conducted at the Customer's sole expense, including all costs associated with having a County representative attend to witness the test.

Private Fire Hydrants

17

- (1) A Customer who wishes to install a private fire hydrant on the Customer's Property may, upon obtaining approval for the installation from the Chief Administrative Officer, do so at the Customer's sole expense.
- (2) A Customer shall ensure that every private fire hydrant located on the Customer's Property maintains an adequate volume, pressure and flow rate of water required for firefighting purposes.
- (3) The Chief Administrative Officer may, at any reasonable time, inspect and test a private fire hydrant for compliance with the Water Bylaw.

Interference with Fire Hydrants

18

- (1) No Person shall do anything to obstruct access to, or interfere with the operation of, a fire hydrant.
- (2) Each Customer who owns Property on which a fire hydrant is located or Property that is adjacent to Property on which a fire hydrant is located shall maintain a clearance of at least 1 meter around a fire hydrant and shall not permit anything to be constructed, erected, placed or planted within that minimum clearance.

Operation of Curb Stops

- 19 No Person, other than an authorized representative of the County, shall operate a Curb Stop on any Property.

Cross Connections

20

- (1) No Customer shall install or allow to exist any connection or Cross Connection that could cause or allow drinking water in any part of the Water System to become contaminated or polluted in any way.
- (2) Where the Chief Administrative Officer determines that there exists a connection or Cross Connection prohibited by this Section, the Chief Administrative Officer shall give notice to the Customer to correct the connection or Cross Connection at the expense of the Customer within the time specified in the notice and may, in addition to any other

legal remedy, disconnect the Service Connection immediately for such time as the prohibited connection or Cross Connection continues.

SCHEDULE "C"

TERMS AND CONDITIONS OF SEWER SERVICES

Unauthorized Use of Sewer System

1

- (1) No Person shall use the Sewer System, or allow the Sewer System to be used:
 - (a) in a manner that will impede the Sewer System's use by other Customers;
 - (b) unless an Account has been opened by the Customer; or
 - (c) in any other unauthorized manner.
- (2) If the Chief Administrative Officer finds an unauthorized use of the Sewer System including without restriction any tampering with any of the Facilities, the Chief Administrative Officer may make such changes in its Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.
- (3) Upon finding an unauthorized use of the Sewer System, the Chief Administrative Officer may disconnect the Service Connection immediately, without notice and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the County.
- (4) A Person that uses the Sewer System in contravention of this Section shall pay the following charges:
 - (a) the applicable rate for the Sewer Services used based on an estimate by the Chief Administrative Officer of the value the contravention of this Section;
 - (b) all costs incurred by the County in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in Schedule "D."

Alternate Wastewater Collection

- 2** Once a Property is connected to the Sewer System, no Person shall, unless authorized in writing by the Chief Administrative Officer, maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the collection or disposal of Wastewater on that Property.

- (1) The Chief Administrative Officer may allow a Person to maintain alternate Wastewater collection facilities described in subsection (1) subject to such terms and conditions as the Chief Administrative Officer deems necessary, including but not limited to imposing a limit on the period of time for which the alternate Wastewater collection facilities may be used.
- (2) No Person who has been granted permission by the Chief Administrative Officer to maintain an alternate Wastewater collection facility shall allow that alternate facility to be connected, directly or indirectly, to the Sewer System.

Authorizations and Approvals for Private Sewer Line

3

- (1) The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Sewer Line.
- (2) The County shall not be required to commence Sewer Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the County's requirements applicable to the installation and operation of the Private Sewer Line. The County reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

Discharge into Sewer System

4

- (1) Except as agreed to in writing by the Chief Administrative Officer, no Person shall discharge or permit to be discharged into the Sewer System any matter other than domestic Wastewater resulting from normal human living processes.
- (2) For greater certainty, and without in any way restricting subsection (1), no Person shall discharge or permit to be discharged into the Sewer System:
 - (a) any matter containing Hazardous Waste;
 - (b) any flammable liquid or explosive matter which, by itself or in combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion;
 - (c) any matter which, by itself or in combination with any other substance, is capable of obstructing the flow of or interfering with the operation or performance of the Sewer System;
 - (d) any matter with corrosive properties which, by itself or in combination with any other substance, may cause damage to the Sewer System;
 - (e) any condensing water, heated water or other liquids of a temperature higher than one hundred and seventy (170) degrees Fahrenheit;
 - (f) the contents of any privy vault, manure pit or cesspool; or
 - (g) the contents of a sump pump or surface drainage.

Commercial or Industrial Wastes

5

- (1) No Wastewater or other matter resulting from any commercial, trade, industrial or manufacturing process shall be discharged or permitted to be discharged into the Sewer System unless prior approval has been granted by the Chief Administrative Officer and only then after any required pretreatment of the Wastewater or other matter as prescribed by the Chief Administrative Officer.
- (2) All necessary pretreatment equipment or works shall be installed by the Customer, at the Customer's sole expense, prior to the construction of the Service Connection and thereafter shall be continuously maintained and operated by the Customer.

No Dilution

- 6 No Person shall dilute or permit to be diluted any Wastewater in order to enable its discharge in compliance with these Terms and Conditions.

Oil, Grease and Sand Interceptors

7

- (1) The Customer of any Property on which there is commercial or institutional food preparation shall provide a grease and oil interceptor on all fixtures that may release oil and grease.
- (2) The Customer of any industrial, commercial or institutional Property where vehicles or equipment are serviced, repaired, disassembled or washed shall provide a grease, oil and sand interceptor on all fixtures that may release grease, oil or sand.
- (3) The Chief Administrative Officer may require a Customer of any Property to install an interceptor if the Chief Administrative Officer, in its sole discretion, determines that an interceptor is required.
- (4) All interceptors shall be:
 - (a) of sufficient capacity and appropriate design to perform the service for which the interceptors are used;
 - (b) located to be readily accessible for cleaning and inspection; and
 - (c) maintained by the Owner.

Protection of Sewer System

8

- (1) No Person shall remove, damage, destroy, alter or tamper with any Facilities forming part of the Sewer System, except as authorized by the Chief Administrative Officer.
- (2) No person shall interfere with the free discharge of any Sewer Main or part thereof, or do any act or thing that may impede or obstruct the flow to, or clog up, the Sewer System.
- (3) In case of a blockage, either wholly or in part, of the Sewer System by reason of negligence or the failure or omission to strictly comply with the provisions of this Bylaw, the Customer concerned or Person responsible shall be liable for all clogs and the

cleaning of such blockages and for any other amount for which the County may be held liable for due to such blockages.

Hauled Wastewater

- 9 No Person shall discharge or permit the discharge of hauled Wastewater except at a hauled Wastewater discharge location approved by the Chief Administrative Officer and only then in accordance with any terms and conditions imposed by the Chief Administrative Officer, including payment of applicable fees and charges.

Spills

10

- (1) Any Person who discharges or permits the discharge of any Wastewater or other matter contrary to this Bylaw shall, immediately after becoming aware of the discharge, notify:

- (a) the Chief Administrative Officer and provide the following information:
 - i. name of the Person causing or permitting the discharge;
 - ii. location of the release;
 - iii. name and contact information of the Person reporting the discharge;
 - iv. date and time of the discharge;
 - v. type of material discharged and any known associated hazards;
 - vi. volume of the material discharged; and
 - vii. corrective action being taken, or anticipated to be taken, to control the discharge;
- (b) the Owner of the Property, where the Person reporting the discharge is not the Owner and knows, or is readily able to ascertain the identity of the Owner; and
- (c) any other Person whom the Person reporting knows or ought to know may be directly affected by the discharge.

- (2) The Person who discharged or permitted the discharge pursuant to subsection (1) shall, as soon as the Person becomes aware or ought to have become aware of the discharge, take all reasonable measures to:

- (a) confine, remedy and repair the effects of the discharge; and
- (a) remove or otherwise dispose of the matter in a lawful manner so as to minimize all adverse effects.

SCHEDULE "D"

COUNTY OF ST. PAUL WATER AND SEWER SERVICE FEES AND CHARGES

1

(1) The following fees and charges will apply for water and sewer services:

Monthly Water Rates for Pressurized System Customers:

County of St. Paul Regional System (Hamlets of Lottie Lake and Ashmont)

- Fixed Water Service Fee	\$60.00 per month
- Consumption	\$4.90 per cubic meter

Mallaig Regional System

- Fixed Water Service Fee	\$26.00 per month
- Consumption	\$3.49 per cubic meter

Monthly Water Rates for Non-Pressurized System Customers

Elk Point Regional System

- Fixed Water Service Fee	\$51.65 per month
- Consumption	\$2.02 per cubic meter

County of St. Paul Regional System (Outside Hamlet Boundaries)

- Fixed Water Service Fee	\$50.85 per month
- Consumption	\$2.65 per cubic meter

Bulk Potable Water Sales:

Ashmont Truck Fill	\$6.50 per cubic meter
Mallaig Truck Fill	\$4.50 per cubic meter

Monthly Sewer Rates:

Ashmont

- Fixed Monthly Sewer Service Fee	\$10 per month
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Mallaig

- Fixed Monthly Sewer Service Fee	\$20 per month
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Exceptions to the above rates are as follows:

Mallaig

Account No.	Name	Amount	Service
20054.1	Heritage Homes	\$92.00	Flat Sewer
20055.1	Mallaig School	\$284.00	Flat Sewer

Ashmont

30009.1	Ashmont School	\$200.00	Flat Sewer
30012.1	Heritage Homes	\$50.00	Flat Sewer

Additional Fees:

Sewer Work	\$150.00/ hour, Minimum of 2 hours
Frozen water Line	\$150.00/ hour, Minimum of 2 hours
Valve Change	Hourly Rate, Plus Parts
Frost Plate	\$150.00
Power Auger	\$150.00/ hour, Minimum of 2 hours
Water Thawer	\$150.00/ hour, Minimum of 2 hours
Snake	\$150.00/ hour, Minimum of 2 hours

Turn on/Turn off Fee (All customers receive one free every calendar year; customers will be charged for second turn on/shut off in a year)	\$100.00
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<u>Connection to Regional Line</u>	At Cost
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<u>New Water Service Connection</u>	\$1,500.00
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<u>New Sewer Service Connection</u>	\$1,000.00
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SCHEDULE "E"

SPECIFIED PENALTIES

1

(1) Penalties under this By-law will be applied as follows:

Section	Offence	Specified Penalty
s. 17	Obstruct an authorized representatives	\$200
Schedule "A", s. 7(2)(b)	Backfill before Service Connection inspection	\$250
Schedule "A", s. 9(2)(c)	Interfere with another Customer's Service Connection/Water Services	\$200
Schedule "A", s. 12(1)	Obstruct access to Facilities	\$500
Schedule "A", s. 12(2)	Failure to manage vegetation on Property	\$200
Schedule "A", s. 12(3)	Install structure that interferes with proper and safe operation of Facilities	\$200
Schedule "A", s. 13(1)	Interfere with or alter Facilities	\$500
Schedule "A", s. 16	Extend Customer-owned infrastructure beyond Property	\$750
Schedule "A", s. 26	Supply false or inaccurate information	\$200
Schedule "B", s. 1(3)	Fail to comply with Water Demand Management Measures	\$500
Schedule "B", s. 2(1)	Obtain water from source not connected to the Water System	\$500
Schedule "B", s. 2(3)	Connect an alternate water source to the Water System	\$500
Schedule "B", s. 3(a)	Unauthorized resale of water	\$500
Schedule "B", s. 3(b)	Supply water to Person intending to resell water	\$500

Schedule "B", s. 3(c)	Supply water to Property capable of own Service Connection	\$500
Schedule "B", s. 4(1)(a)	Use water in unauthorized manner	\$500
Schedule "B", s. 4(1)(b)	Impede water use of other Customers	\$200
Schedule "B", s. 4(1)(c)	Use water without an Account	\$500
Schedule "B", s. 4(1)(d)	Use water that did not pass through a Meter	\$500
Schedule "B", s. 9(1)	Unauthorized installation, testing, removal, repair, replacement or disconnection of Meter	\$500
Schedule "B", s. 9(2)	Break, tamper or interfere with Meter	\$500
Schedule "B", s. 9(4)	Obstruct access to Meter	\$250
Schedule "B" s. 15(1)	Unauthorized operation of a fire hydrant	\$750
Schedule "B", s. 16(1)	Unauthorized fire hydrant flow test	\$750
Schedule "B", s. 18(1)	Obstruct access to or operation of a fire hydrant	\$300
Schedule "B", s. 18(2)	Fail to maintain one meter clearance around fire hydrant	\$300
Schedule "B", s. 19	Unauthorized operation of Curb Stop	\$500
Schedule "B" s. 20(1)	Connection/Cross Connection that could contaminate water	\$750
Schedule "C", s. 1(1)(a)	Use Sewer System in unauthorized manner	\$500
Schedule "C", s. 1(1)(b)	Impede Sewer Use of other Customers	\$200
Schedule "C", s. 1(1)(c)	Use Sewer Service without an account	\$500
Schedule "C", s. 2	Unauthorized alternate sewer supply	\$500
Schedule "C", s. 4(1)	Discharge matter other than	\$500

	household waste	
Schedule "C", s. 5(1)	Discharging industrial wastewater without approval or proper pretreatment	\$500
Schedule "C", s. 6	Diluting Wastewater to allow for discharge into Sewer	\$500
Schedule "C", s. 8(1)	Tampering with Sewer System without authorization	\$500
Schedule "C", s. 8(2)	Interfering with the free discharge of Sewer Main	\$500
Schedule "C", s. 9	Discharge of hauled wastewater at location not approved by the Chief Administrative Officer	\$500
Any subsequent offence		Double the specified penalty listed above