

## FINANCE



### Important Dates – 2018 Tax Year

Passing of the 2018 Tax Rate Bylaw: **May 28, 2018**  
 Mailing of your 2018 Combined Assessment & Tax Notice: **June 1, 2018**  
 Official "Notice of Assessment Date" (As per MGA Sec 308: **June 8, 2018**  
 Deadline\* for Payment of 2018 Taxes (\*for property owners who are not on the pre-authorized payment plan):  
 The **June 30th** payment deadline will be extended to **July 3rd** for the 2018 Tax Year  
 Deadline for Filing a Property Assessment Appeal: **August 7, 2018**



## PLANNING & DEVELOPMENT

**Are you planning on building this year?** Please stop and read the information below which may assist you in your planning. Please see below for development permit processing timelines and requirements in the Municipal Government Act (MGA) and Land Use Bylaw.

- Owner submits development permit application:
  - Application completed in its entirety;
  - Fee (Development Permit Fees and Securities if applicable);
  - Site Plan or Real Property Report showing information according to Land Use Bylaw Section 3.5.
- Within 20 days the Development Officer will send you a letter deeming your application complete or incomplete. If your application is deemed incomplete, the letter will outline the additional information that is required to be provided.
  - If your application is incomplete, then your application will be on hold until all outstanding information is required. When all information is received, go to Step 3.
  - If your application is deemed complete, go to Step 3.
- The Development Officer has 20 days to issue the Development Permit. This brings the total issuing time to 40 days from the date the application is received.



**Note:**  
 If your application is considered a discretionary use or you are requesting a variance to the Land Use Bylaw, the timeline to process your application will be increased. It is important to plan ahead! Submit your development permit application now if you are planning construction anytime in 2018! An issued development permit is valid to start within 1 year. In some cases, an issued Roadside Development Permit is required from Alberta Transportation before the Development Officer can issue the Town of St. Paul's development permit (municipal approval). Please contact Alberta Transportation to verify if a permit is required from their office at 780-675-2624.

## EVENTS & ACTIVITIES

**ST. PAUL GOLF COURSE**

**SPRING SCRAMBLE**

SATURDAY, JUNE 2, 2018 REGISTRATION 8 AM SHOT GUN START 10 AM  
 \$400 CASH ENTRY FOR A TEAM OF 4 \*POWER CARTS NOT INCLUDED  
 STEAK SUPPER, DOOR PRIZE GIVEAWAYS,  
 \$20 JACKOUT KP ON 8 & 18 \$100/SQUARE - 100% PAY OUT  
 REGISTER BY MAY 29TH. CONTACT PRO SHOP  
 AT 780-645-4077 TO BOOK A TEAM.



**SUMMER DAY CAMPS**

SWIMMING LESSONS, FIELD TRIPS, TENNIS LESSONS, SCIENCE EXPERIMENTS, CRAFTS, GAMES AND MUCH MORE...

\$ 200 PER WEEK AVAILABLE EVERY WEEK OF THE SUMMER 7:30 AM - 5:00 PM  
 REGISTRATION AVAILABLE @ THE POOL CONTACT: 780-645-3388

**Calling All Vendors**

THE TOWN OF ST. PAUL IS LOOKING FOR VENDORS TO PARTICIPATE IN OUR CANADA DAY OPEN MARKET.  
 SUNDAY, JULY 1ST LAGASSE PARK 2 P.M. - 4 P.M.

COST IS \$20.00/TABLE DEPOSIT FEE RETURNED TO VENDOR UPON ARRIVAL AT EVENT

TABLES WILL BE PROVIDED FOR VENDORS

Please call 780-645-4481 or email [acameron@town.stpaul.ab.ca](mailto:acameron@town.stpaul.ab.ca) to book a table today!

## EMPLOYMENT OPPORTUNITY



### HEAVY DUTY MECHANIC/SHOP FOREMAN

Our organization is adding a full-time mechanic to the team. Reporting to the Director of Public Works and Public Works Project Lead, and serving all Town departments – the successful candidate will:

- Perform preventative maintenance checks and diagnostic work on Town vehicles and equipment.
- Perform repairs and overhaul various components including; engines, brakes, transmissions, differentials, axle assemblies, hydraulic controls, pumps, air compressors and electrical components such as generators/starters.
- Communicate with the Project Lead to order parts and shop materials.
- Knowledge of operating equipment and motor vehicles to test functionality and train operators in use of equipment.
- Utilize and adhere to shop maintenance procedures and information systems.
- Record and complete all administrative procedures such as inspection sheets, authorization forms, Provincial certification forms, Commercial Vehicle Inspections, time entry and service records.
- On occasion, may be required to operate equipment to perform an assigned task.

The ideal candidate will have:

- Class 3 Motor Vehicle Operator's License including Air Brake Endorsement
- Alberta Vehicle Inspection Certification – Heavy Trucks with Air Brakes
- Certified Alberta Journeyman in the trade of Heavy Duty Mechanic, with additional Journeyman in Alberta Motor Mechanic being an asset
- Welding experience

This position includes a competitive salary and offers a comprehensive benefit and pension plan. Qualified applicants should send a cover letter, resume, references and applicable certifications to: Human Resources  
 Box 1480  
 St. Paul, AB T0A 3A0  
 Email: [humanresources@town.stpaul.ab.ca](mailto:humanresources@town.stpaul.ab.ca)  
**This posting will remain open until a qualified applicant is hired.**  
 The Town of St. Paul thanks all applicants, but only those selected for an interview will be contacted.

### Utilities Operator I – Water & Wastewater Treatment

The Town of St. Paul is seeking a mature, dedicated, team member to join the Utilities Department and is accepting applications for one (1) permanent full time (40 hours per week) employee.

Reporting to the Director of Utilities, the successful applicant will join the team to perform the day-to-day operations at our Level III Water Treatment Plant and Level II Wastewater Treatment Plant. The Utilities Operator is responsible for the safe operation of the water and wastewater treatment plants, as well as ensuring safe treatment, disinfection and transmission of potable water to the Town of St. Paul and surrounding area.

Responsibilities include, (but are not limited to), daily maintenance of buildings and equipment, laboratory analysis, precise documentation, data organization and record management, as well as the repair and maintenance of pump houses, lift station and water/wastewater treatment facilities.

The successful applicant shall perform all work in a safe and time efficient manner, following the safe work policies, practices and procedures for the Town of St. Paul, in addition to the guidelines stipulated by Alberta Environment and Parks.

**Qualifications:**

- Minimum level of education required: Grade 12 diploma - or equivalent
- Strong analytical, decision-making, teamwork and communication (written and verbal) skills
- Proven mechanical and instrumentation aptitude
- Demonstrated ability to work both independently and as part of the team
- Proficiency with Microsoft Applications and SCADA software
- Be physically fit and able to work in all environmental conditions
- Hold a valid Class 5 Driver's License – Class 3 with Q endorsement is considered an asset
- A current Level I Alberta Environment and Parks Water Treatment & Wastewater Treatment Certificate and Cross Connection Control Specialist Technician Certificate are preferable, but not necessarily required

The successful candidate must be able to meet the on-call protocols and participate in the shift schedule/on-call rotation within the Utilities Department. Regular hours of operation are Monday to Friday from 7:30 A.M. to 4:30 P.M.

Annual starting salary for this position is dependent on qualifications and suitability. The Town of St. Paul offers an attractive benefits and pension package.

Individuals interested in this position are asked to submit a cover letter and resume, via email, as indicated below. A pre-condition of employment consists of a current/clean Criminal Record Check and Driver's Abstract.

Deadline for applications: May 24, 2018 at 4:30 P.M.

**Contact:**  
 Bert Pruneau  
 Director of Utilities  
 Email: [bpruneau@town.stpaul.ab.ca](mailto:bpruneau@town.stpaul.ab.ca)

The Town of St. Paul thanks all applicants, but only those selected for an interview will be contacted.

**FCSS Family & Community Support Services**  
 Town of St. Paul

**Grand Opening!**

**JUNE 1, 2018**

**FCSS & Parent Link in our new location!**  
 5002 - 51 Ave • 1:00 - 5:00 P.M.  
 Ribbon Cutting: 1:15 P.M.

Special thanks to:  
**Employment and Social Development Canada and Cornerstone Co-op for their support of this project.**

**parentLINKcentre** **Canada** **CO-OP** **Cornerstone**

**SENIORS' WEEK**

**PIE & ICE CREAM SOCIAL**

Town of St Paul FCSS celebrates Seniors' week June 3-9, 2018

Seniors Week is a fantastic opportunity to Celebrates the Seniors (residents aged 55+) of our community! Join us for Pie & Ice Cream, presentations, live entertainment and a seniors' information fair. It's going to be a wonderful afternoon!  
 To reserve your spot, please contact Karen Cole @ 780-645-5311

Join us for our seniors Pie & Ice Cream Social  
 Date: June 8th  
 Doors Open: 12pm Event: 12:30 P.M.-2:30 P.M.  
 Location: Recreation Centre

**CONTRIBUTING PARTNERS**

St. Paul Education Regional Division 1  
 St.Paul Municipal Library  
 Alberta Seniors & Housing  
 Town of St Paul FCSS