

The Organizational Meeting of the Town of St. Paul was held on Tuesday, October 14<sup>th</sup>, 2014 at 19:14 Hours.

**MEMBERS PRESENT:**

Mayor Glenn Andersen, Ken Kwiatkowski, Edna Gervais, Dwight Wiebe, Don Padlesky, Judy Bogdan, Ron Boisvert CAO and recording secretary Cindy Litwinski.

**MEMBERS ABSENT:**

Norm Noel

Mayor Glenn Andersen opened the Organizational meeting and advised Council the format he wanted to use regarding committees of Council.

Mayor Glenn Andersen reminds Councils chairs to confirm meeting times and dates for their committees.

- 1) Moved by Ken Kwiatkowski  
That, we adopt the committee structure of Council as discussed and agreed by Council.

“CARRIED”

- 2) Moved by Don Padlesky  
That, we adjourn the Organizational meeting at 19:28 Hours.

“CARRIED”

\_\_\_\_\_  
Glenn Andersen Mayor

\_\_\_\_\_  
Cindy Litwinski Recording Secretary

Regular meeting of the Town of St. Paul Council in the St. Paul Town Council Chambers on Tuesday October 14<sup>th</sup>, 2014 at 19:00 Hours.

**MEMBERS PRESENT:**

Mayor Glenn Andersen, Ken Kwiatkowski, Edna Gervais, Dwight Wiebe, Don Padlesky, Judy Bogdan, Ron Boisvert CAO and recording secretary Cindy Litwinski.

**MEMBERS ABSENT:**

Norm Noel

**PRESENTATION:-**Brandi Frowen-Halloween Hours

- In 2007 Council made a motion to permanently set the Trick or Treating Hours at 4:00PM-6:00PM. The hours were the same prior to 2007.
- Daylight savings time is now after Halloween.
- Brandi is asking to change the Trick or Treating Hours to 5:00PM-7:00PM.
- In the past when asked to change the Trick or Treating Hours there was a concern regarding the kids that do not catch the bus after school. They stay in Town to go Trick or Treating. They will now have 1.5 Hours between school getting out and Trick or Treating hours.
- General rule of thumb is that if a resident's porch light is off, they are not handing out candy.

**PRESENTATION:-**Regional Emergency-Rob Duffy-20:02 Hours

- Regional Emergency Management: Prevention/Mitigation, Preparedness, Response, Recovery
- Emergency Preparedness: Is the discipline which ensures a readiness to respond to an emergency or disaster in a coordinated, timely and effective manner.
- Roles and Responsibilities of the Regional Director of Emergency Management (RDEM):
  - ❖ Prepare and coordinate the Regional Emergency Management Plan (REMP) for the Municipalities.
  - ❖ Coordinate all emergency services and other resources used in an emergency.
  - ❖ Coordinate activities with the Agency.
  - ❖ Establish and maintain as the RDEM the ECC upon activation.
  - ❖ Coordinate public information programs regarding emergency management activities.
  - ❖ Exercise the REMP on an annual basis and ensure continuous improvement.
  - ❖ Keep Emergency Advisory Committee(s) informed of emergency management activities.
  - ❖ Liaise with Provincial Emergency Management authorities.
- The By-Law:
  - ❖ A Regional Emergency Management By-Law has been developed by the Town and County of St. Paul; Town of Elk Point and Summer Village of horseshow Bay. The By-Law is in place to meet the needs of citizens and resolve issues related to emergency response.
  - ❖ The By-Law gives us the power to declare, renew or terminate a state of local emergency under the Act. The power to declare, renew or terminate a state of local emergency under the Act is hereby delegated to the CEO.
  - ❖ In the absence of the CEO, the power to declare, renew or terminate a state of local emergency is delegated to the Deputy CEO, or Acting CEO, or any two (2) Councilors.
- The plan applies to all:
  - ❖ Natural emergencies or disasters (e.g. Severe Storms, Tornados, Wildfires, etc.). and

- ❖ Manmade/Technological Emergencies or Disasters (e.g. Fires, Explosions, Threats, etc. That significantly exceeds normal operating functions).
- The Plan:
  - ❖ Involves a structured approach to mitigation, preparedness, response and recovery in order to lessen the impact of emergencies and/or disasters that affect our region.
  - ❖ Emergency management requires a partnership among all levels of government and also the private sector (business, industry, voluntary organizations, and the public).
  - ❖ Successful preparedness requires detailed planning and cooperation among all sectors.
    - Emergency preparedness involves developing an all-inclusive plan to mitigate emergencies and/or natural disasters; and
    - To ensuring the individual is prepared on how to take care and manage their family during an emergency.
- Exercising the Plan:
  - ❖ Planning for emergencies cannot be considered reliable until it is exercised and has proved to be workable.
  - ❖ Exercises are not to catch people doing something wrong. It tests the plan, not people. An important aim of an exercise is to make people feel more comfortable in their roles in the event of an emergency and to build confidence.
  - ❖ Training staff who are involved in emergency planning and response is fundamental to an organization's ability to handle any type of emergency.
- What we can do in the Community:
  - ❖ By educating the public on taking an active role in the community, we are helping to build a culture of preparedness in our region and Canada. While governments at all levels are working hard to keep Canada safe, everyone has a role to play in being prepared for an emergency.
  - ❖ The 72 hour preparedness message is a common standard used across North America by first responders (fire, police, and paramedics), all levels of government and non-governmental relief organizations. Experience has shown that 72 hours is the length of time it takes to mobilize a relief effort in a significant way.
  - ❖ That's why we all should be prepared to cope on our own for the first three days of an emergency, so that first responders can assist those in urgent need.
- Mayor Andersen thanked Rob for his presentation.
- Mayor Andersen called the regular meeting to order at 19:29 Hours.
- 1) Moved by Dwight Wiebe  
That, the Agenda be adopted with the following amendment: Change "Brandi Findley" to "Brandi Frowen".

"CARRIED"

- 2) Moved by Judy Bogdan  
That, the minutes of September 22<sup>nd</sup>, 2014 Regular Council meeting and the minutes of September 30<sup>th</sup>, 2014 Special meeting be adopted as read.

"CARRIED"

**BUSINESS FROM THE MINUTES:**

- Ron will contact Roch regarding Concerto-Eco-West.

## **COUNCIL COMMITTEE REPORTS:**

### **Dwight Wiebe**

#### **MPC**

- At the August 12<sup>th</sup>, 2014 Municipal Planning Commission discussed a QMP amendment that “Any new commercial/retail building and/or any commercial building that is undergoing significant renovations will require a fire inspection prior to an occupancy permit being issued by the municipality”.

#### **FCSS**

- We have currently budgeted for 2 people to attend the FCSS conference on November 12<sup>th</sup>-14<sup>th</sup>, 2014. FCSS is requesting to cover the mileage, hotel and registration for a third member (Edna Gervais) to attend.

#### **3) Moved by Dwight Wiebe**

That, we allow 3 members to attend the FCSS conference on November 12<sup>th</sup>-14<sup>th</sup>, 2014 in Edmonton.

“CARRIED”

### **Ken Kwiatkowski**

- Attended the AUMA convention in Edmonton from Sept 23<sup>rd</sup> – 26<sup>th</sup>, 2014. One of my sessions was the untapped labor pool, which are persons with disabilities. The sessions were good and the networking was great. Talked to one municipality and they invite two councilors from their neighboring county to the AUMA and in turn they invite a couple of councilors to their AAMDC. It is just so each one gets a look at how they each do business.
- Attended a Community Futures Network of Alberta (CFNA) conference on October 2<sup>nd</sup> – 3<sup>rd</sup>, 2014 in Canmore. Something that was suggested is that whichever municipality holds the Conference will budget the cost for all CF offices to attend. Every municipality would have to host one. They are looking at holding training sessions at the conference instead of doing them on a different date.
- Western Economic Diversification Canada (WD) is requesting an appeal policy for all CF offices. The policy would be different for each province. The appeal would be non-binding to that CF office. If there would be an appeal it would go to the regions board.
- WD is putting a 9 year term policy to all Board members. This will be in place by 2016. CF has asked for some leeway on this policy as there are some members that have been on for years because there are some communities that are having issues recruiting members. There was also talk about putting in an Honorarium to encourage new and young board members. There is also talk about changing the executive positions to give other board members an opportunity to get more involved and this may encourage new board members.

### **Judy Bogdan**

- Would like to thank council members who attended meetings on my behalf.

### **Edna Gervais**

#### **Concerto Network**

- The next step is to pass a resolution to enroll in Eco-West Partners for Climate Protection (PCP) and determine an official launch date.
- Council has chosen February 6<sup>th</sup>, 2014 as the official launch date for the Concerto Network.

#### **4) Moved by Edna Gervais**

That, we enroll the Town of St. Paul in the Partners for Climate Protection (PCP)

“CARRIED”

### **Don Padlesky**

- September 30<sup>th</sup>, 2014 attended MD of St. Paul Foundation meeting. They are converting 3 smaller rooms into a bigger room to accommodate couples.

- October 2<sup>nd</sup>, 2014 while outside my work office dropping a letter into the street box, Hub Director Bob Bezpalko cornered me into attending the Hub Board/Membership meeting at the Seniors Centre as there were no other Town reps available. There were over 30 communities in attendance. Lloydminster has rejoined and LeCDEA Francophone economic development voted in as a new member. Hub is growing fast. Handed a copy of the financial statements to administration.
- October 6<sup>th</sup>, 2014 attended the NLLS Executive meeting in Elk Point. They now have reached their limit of 19 employees. There are 2 pages of corrections to the 2015 budget.
- October 9<sup>th</sup>, 2014 attended the St. Paul Municipal Library Board meeting. Our librarian will be working with the Regional Emergency Manager Rob Duffy to develop an Emergency plan for the Library. A total of 3,310 patrons went through the doors last month. This is the highest amount of patrons at the Library in one month this year. The library is getting busier. County patrons are close to 50% of the total attendees coming through the doors. County Councilor board member will try to ask for more funds at their next budget planning meeting. September meeting minutes and manager's report will be forwarded to administration. The 2015 Library budget was passed. There is an increase of \$5,000.00 so that the Library can hire a programmer. This increase will be split between the County and Town of St. Paul. They will each have an increase of \$2,500.00.

## **MAYOR'S REPORT**

### **Glenn Andersen**

- Received a thank you card from Juliette Langevin for installing the pedestrian crossing on Highway 881 North.
- Have been invited to attend the Lakeland MS Society's Evening of research updates with Dr. Makus and NP Margaret Prociuk on Friday October 17<sup>th</sup>, 2014 at the St. Paul Senior Citizens Centre from 6:00PM-8:00PM. Administration will send the invitation to Council.
- Have received a request from St. Paul Ag Society to cook a steak supper for about 200 guests on April 18<sup>th</sup>, 2014 for the High School Rodeo. St. Paul Ag Society will provide all the food; they are looking for volunteers to cook.

### 5) Moved by Judy Bogdan

That, Council will cook for the St. Paul High School Rodeo on April 18<sup>th</sup>, 2015.

"CARRIED"

- Have received a complaint regarding the garbage bins on the East End of Lagasse Park. People are filling up the bins and ravens are getting into the barrel garbage bin.
- Alberta First Responder Radio Communications System (AFRRCS) is a new two-way radio network for first responders and municipal, provincial and First Nations agencies across the province. The Fire Department should have one or two of these radios. Should look into having a presentation on this in the future.
- While in Edmonton met and discussed municipal solid waste. Council has an opportunity to take a tour of the recycling facility to see how they make methanol and ethanol. Mayor Andersen will make arrangements for the site visit.
- October 5<sup>th</sup>, 2014 was Muni-Corrs strategic planning from 1:-:00 AM-2:00PM. Will see more communication with municipalities.
- The Flu Shot clinic opens on October 20<sup>th</sup>, 2014. Councilor Gervais, Padlesky, Wiebe and Mayor Andersen will go for their flu shot between 6:00PM-7:00PM on October 20<sup>th</sup>, 2014.
- Would like administration to clarify the budget to actual on line #33 & #49.

- 6) Moved by Ken Kwiatkowski  
That, we Adjourn the regular meeting at 20:02 Hours.

“CARRIED”

- 7) Moved by Don Padlesky  
That, we call the regular meeting to order at 20:34 Hours.

“CARRIED”

### **ADMINISTRATION REPORT**

- Reminder of Policy Manual meeting on October 18<sup>th</sup>, 2014 at 9:00AM.
- Was contacted by Cora Houle for tentative dates for a joint meeting between Town of St. Paul Council and Saddle Lake Council. Will propose a meeting date of either November 3<sup>rd</sup> or 17<sup>th</sup>, 2014 at 5:30PM at Milano's Steakhouse.
- By-Law #1209-A By-Law of the Town of St. Paul in the Province of Alberta to establish an Emergency Advisory Committee, and Regional Emergency Management Agency.

- 8) Moved by Don Padlesky  
That, By-Law #1209 receives first reading.

“CARRIED”

- 9) Moved by Dwight Wiebe  
That, By-Law #1209 receives second reading.

“CARRIED”

- 10) Moved by Judy Bogdan  
That, By-Law #1209 receives unanimous consent and third and final reading.

“CARRIED”

- Received information from Trans Canada Trail extending an invitation to become a Municipal Champion of the Trans Canada Trail. There is a grand vision of connecting Canada and Canadians from coast to coast through the Trans Canada Trail. They are inviting all mayors in Towns and cities located on the Trans Canada Trail to declare themselves to be Champions of the Trans Canada Trail on behalf of the residents of their communities.

- 11) Moved by Edna Gervais  
That, we declare the Town of St. Paul Champions for the Trans Canada Trail.

“CARRIED”

- Would like to set up an open discussion with the Chamber of Commerce and some businesses to discuss business licenses and selling spray paint. The RCMP will be invited to the meeting. Will set up an agenda and propose a meeting date of November 4<sup>th</sup> or 5<sup>th</sup>, 2014.
- Roll 538-submitted a request to write off their tax penalties. They were waiting for a revised assessment and did not pay their taxes by the due date. Residents who were requesting revised assessments were told to pay their taxes and if there was a revision to their assessment they would be issued a refund. Request to write off the tax penalty for roll #538 is denied.

- The Town of St. Paul and County of St. Paul have applied for a joint grant for an area structure plan. A joint meeting has been scheduled for November 24<sup>th</sup>, 2014 at 4:30PM at the County office to review the details of the grant. Ron will e-mail the information to Council. A round table discussion is scheduled for November 25<sup>th</sup>, 2014 at the Multi-purpose room for residents that are in the affected area.
- Rodeo events: other groups who host breakfasts and suppers have increased their prices from \$2.00 per person to \$3.00 per person. Money collected from the Town Rodeo supper is donated to a non-profit organization.

12) Moved by Edna Gervais

That, we increase the price for our annual Rodeo supper from \$2.00 per person to \$3.00 per person.

“CARRIED”

- Wild Pink Yonder Recap: The Town spent \$1,044.57 on decorations and food for the Wild Pink Yonder event. Councilor Bogdan will submit a list to administration of the businesses who donated items for the event and it will be added to the spreadsheet. Gibbons won the Pinkest Little Town for 2014.
- Reminder that the Walk of Hope is on November 6<sup>th</sup>, 2014 at 10:00AM. It will start at the Elementary School.
- Administration has an update to 6.8 Long Term Disability Policy in the Town’s Personnel Handbook (attached).

13) Moved by Don Padlesky

That, we approve 6.8 Long Term Disability Policy update in the Town of St. Paul’s Personnel Handbook as attached.

“CARRIED”

- We have received a letter of engagement and terms of engagement from Joly, McCarthy & Dion.

14) Moved by Ken Kwiatkowski

That, we approve Joly, McCarthy & Dion to complete the Town of St. Paul’s 2014 audit.

“CARRIED”

- Statement of account-Petition against photo radar: The Town of St. Paul has spent \$5,553.00 on legal fees, \$1,225.00 in honorariums for Council special meeting to respond to petition and \$400.00 in staff labor to validate names on petition. Total cost to date on petition against photo radar is \$7,178.00. Photo Enforcement is currently in warning mode and will start to issue tickets in November. Photo Enforcement does not stop RCMP or Peace Officers from doing their own photo enforcement. This is an added tool for RCMP and Peace Officers.
- The Megan Wolitski Memorial Walk has requested financial support for 2014 and the use of the Reunion Station on October 25<sup>th</sup>, 2015, October 23<sup>rd</sup>, 2016 and October 22<sup>nd</sup>, 2017.

15) Moved by Edna Gervais

That, we donate \$1,000.00 to the Megan Wolitski Memorial Walk in 2014.

“CARRIED”

16) Moved by Dwight Wiebe

That, we allow The Megan Wolitski Memorial Walk to use the Reunion Station on October 25<sup>th</sup>, 2015, October 23<sup>rd</sup>, 2016 and October 22<sup>nd</sup>, 2014 at no cost.

“CARRIED”

Wellness Centre

- Some of the doctors are separating at the Clinic.
- We have received concern regarding privacy and security regarding patients walking around the clinic.
- Administration is recommending putting the following policy into place for the St. Paul Wellness Centre:
  1. The security doors that were installed to separate the waiting room and the clinics remain closed at all times for safety reasons.
  2. There will be no patients sitting in hallways waiting to see the doctors due to privacy issues. Patients have to remain in the waiting room.
  3. There will be no office storage equipment placed in the hallways. Office storage equipment should be placed in offices or storage area for Fire Safety.
  4. Tenants not paying for Janitorial Services are responsible for all waste or garbage removal from the building. Keys will be supplied to the tenants in order to access the Waste Management Bin. Tenants have to maintain clean rooms for health reasons.

17) Moved by Ken Kwiatkowski

That, we approve the St. Paul Wellness Centre Policy as stated above.

“CARRIED”

- The St. Paul Museum is requesting to place some equipment on the south side of the fence until the new shed is built. The Town needs to check where we are at regarding the drainage in that area.

18) Moved by Edna Gervais

That, we allow the Museum to park equipment on the South side of their fence until the new shed is built.

“CARRIED”

- We have received the tenders for the construction of the North side of the Wellness Centre. The lowest bid is \$1,591,750.00 one tenant will be paying for their own improvements. Our cost will be \$1,261,750.00 less the contingency charges.

19) Moved by Don Padlesky

That, we award the tender for the North Side of the Wellness Centre to the lowest bidder in the amount of \$1,591,750.00.

“CARRIED”

- The Town of St. Paul and County of St. Paul are applying for the Alberta Community Partnership Grant for the Fire Departments to purchase equipment. Will need more information on which equipment is going to each Fire Department.

20) Moved by Judy Bogdan

That, we support the joint application for the Alberta Community Partnership Grant for the Fire Departments.

“CARRIED”

- The Town and County Ladies Funspiel is requesting support for their curling event on November 22<sup>nd</sup>, 2014.

21) Moved by Dwight Wiebe

That, we donate a silent auction item.

“CARRIED”



- Halloween Hours: we can change the hours for 2014 and discuss if we want to keep them at 5:00PM-7:00PM in future years or go back to 4:00PM-6:00PM.

22) Moved by Edna Gervais

That, we change the Halloween Trick or Treating Hours to 5:00PM-7:00PM for 2014.

“CARRIED”

23) Moved by Ken Kwiatkowski

That, we move into Camera to discuss a land issue at 21:30 Hours.

“CARRIED”

24) Moved by Edna Gervais

That, we move out of Camera at 22:00 Hours.

“CARRIED”

25) Moved by Dwight Wiebe

That, we purchase the 2 shell lots located at 4610-53<sup>rd</sup> Ave. & 4618-53<sup>rd</sup> Ave. for \$87,500.00.

“CARRIED”

26) Moved by Don Padlesky

That, we accept the Northern Lights Library System 2015 budget as presented.

“DEFEATED”

27) Moved by Judy Bogdan

That, we Adjourn at 22:02 Hours.

“CARRIED”

\_\_\_\_\_  
Glenn Andersen Mayor

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Cindy Litwinski Recording Secretary