

Meeting of the Town of St. Paul Council in the St. Paul Town Council Chambers on Monday, December 14<sup>th</sup>, 2015 at 18:00 Hours.

**MEMBERS PRESENT:**

Mayor Glenn Andersen, Edna Gervais, Ken Kwiatkowski, Norm Noel, Dwight Wiebe, Judy Bogdan, Harvey Filger CAO, Gary Ward assistant CAO and recording secretary Cindy Litwinski

**MEMBERS ABESENT:**

Don Padlesky

**PRESENTATION:** 2016 Temporary Operating Budget

- Administration presented council with the 2016 Temporary Operating Budget.
- Administration had some challenges with the budget.
- Last year we allowed for a \$150,000.00 contingency. That money has now been spent.
- We will have a couple of additional expenditures next year. One will be the appointment of a Chief Financial Officer, as well as a \$100,000.00 that will go towards the loan for the Golf Club House.
- The staff worked diligently operating within certain constraints.
- Administration did not budget any pay increases for staff for 2016 at this time.
- We put in the amortization amounts, as per the auditor's requests. This is a non-cash expense. Has been done to highlight what the amortizations of your assets are as you accumulate them, write off some and buy some. Believes the notion was to see what cost of replacing assets over time would be. Then the Municipality would use the amortization amounts and put this into reserves for those replacements in the future. This has not been the case.
- This represents the Operational Budget. It does not factor in a contingency or any new Capital.
- The managers are here to answer any questions Council may have.
  - ❖ The Alberta School Foundation numbers are based on the 2015 allotment, as we do not have the 2016 numbers at this time. The final budget will reflect the 2016 Alberta School Foundation requisition.
  - ❖ Council asked managers where they made cuts in their budgets:
    - The Fire Department made cuts to the Voluntary Fire Departments Honorariums. The Fire Department runs a tight budget to begin with so the only cuts that could be made were to Honorariums and Training and Development.
    - Public Works: The power expense for street lights is currently under the Public Works budget. In the past, the street lights were the property of the Town of St. Paul. The assets were sold to ATCO electric so the power expense stayed in that department. We cannot cut back on this cost, so other areas of the department would need to take larger cuts. He has reduced expenses in sidewalk maintenance, sand and gravel and street repairs. Will review moving the utilities expenses to a separate grouping for the final budget. Changing to LED Street lights will be discussed when we start working on our Capital Budgets. Will ask for tenders from local vendors for repairing/replacing sidewalks.
    - Water Treatment Plant – We will be switching the chemicals that we will be using next year in the Plant. We have an estimate of what those chemicals will cost. The actual cost will be based on the usage.
    - FCSS – FCSS is unique in funding. The Province provides 80% of the funding and the Municipality provides 20%. To make a one dollar cut would mean that they would lose four dollars. So FCSS did not make any cuts to their budget. The 2016 Provincial budget for FCSS has

increased. With the increased funding, FCSS will be able to offer more programs. The Municipal contribution to FCSS is less than \$50,000.00. The Municipal portion could also be "in kind" work. Parent Link is provincially funded.

- Action Bus - Benefit costs will be increasing next year so managers were asked to budget benefits at approximately 25% of the salaries expenses. All departments' salary and benefit expenses include the wages and benefits of the staff electrician and IT person when they are required to provide services to those departments. Fire has moved IT and electrician to a different GL code. Will look into setting up a separate code for IT and electrician salaries and benefits during the final budget.
- Regional Emergency Management and Occupational Health and Safety. We have budgeted the total expense to be paid to the County of St. Paul for our portion of those positions. We do not have the complete breakdown of each individual line item included in our budget, as the Town will no longer be tracking the books for these positions. In January the person in this position will be working out of the County office instead of the Town. We budget a payment to other governments. Council would like to see a breakdown of the expenses for these positions, as the Town is responsible for 43% of the expenses. Administration will include a breakdown in the Final Budget.
- Parks & Recreation - Ball diamond maintenance: Last year we had an in/out expense for the score board. The Town purchased the score boards and Minor Ball reimbursed us the costs. This is not budgeted in 2016. Have reduced the budget for 2016 and are comfortable with the numbers. The reduced budget will not affect the Arena's start up and shut down times. CAP expenses are in/out expenses. They are not included in our budget, as per the auditors. The CAP reimburses the Town for the expenses. The pool has vending machines and the Town receives a percentage of the revenue from the machines.
- Golf Course and Club House - arrived at the budgeted numbers by reviewing the Golf Club's past budgets and financial statements for the last three years.
- Physician Recruitment – We have increased the budgeted expenses for this account because Administration is now paying for two rental apartments for new physicians coming to the area. The expenses include the cost of rent and utilities. There is also a revenue code to show the reimbursement from the tenants for the rent and utility expenses. The County and the Town also budget \$5,000.00 each for Physician Recruitment to reimburse moving expenses for new doctors. The County pays 50% of any unreimbursed expenses.
- LED sign - The budgeted amount is for any maintenance that would need to be completed on the sign.
- Evergreen Regional Waste – We know Evergreen will have a deficit. Administration does not have the final number and will have to add it to the final budget.
- Roll off bin fees – We are paying a lot of money for the County to take the roll off bins to Evergreen Waste Management. Administration will look into tendering the contract to haul the roll off bins to Evergreen Waste. Will follow up if the Town owns the roll off bins or if the County owns them. The County pays 25% of the costs of the Transfer and Recycling Station.
- Jump Start - Is an in/out account. Recreation applies for funding for each individual child and the Jump Start program sends the money to the Town who then pays the fees to the applicable sports group.
- Visual Arts - has sent a list of requested repairs to the Town. A lot of the work was completed in 2015. We did the windows, the hot water heater, changed the drainage and Dennis will be looking into lights for outside.

- Campgrounds – Have budgeted a slight increase in the revenue for 2016, as we have heard rumors that there will be another pipeline starting up in the spring and one through the summer. The revenue from 2015 was mostly from rural camping, we did not have many crews in 2015.
- Water and sewer service fees/charges - We just did a cost analysis of doing the upgrades to the Sewage Treatment Plant and it was \$10,000,000.00. Will have to analyze if the fees we are charging are enough to put reserves away for future upgrades.
- Policing - We just received a breakdown from Global regarding the revenue generated from Photo Enforcement. There will be an entry to move the revenue from Provincial Fines and tickets to Photo Enforcement revenue. The Province pays all revenue generated from Photo Enforcement, Provincial and Municipal fines in one lump sum. They are currently not able to split the revenue by each section. For the final budget we will create a simplified formula to calculate the revenue from Photo Enforcement. The Province reimburses \$450,000.00 of Policing expenses. The Municipality pays an additional \$1,000,000.00 over and above the reimbursed amount for policing. Saddle Lake has 8 officers. The Town has 11. 54% of the officer's time is spent outside of St. Paul and the Municipality is not reimbursed for that time. For example: if one of our officers spends ten hours in the County or Saddle Lake, and later that week needs to spend ten hours of overtime in St. Paul, the Town of St. Paul is not given credit for the hours our officer spent in Saddle Lake The Town is charged for the overtime with no reimbursement for the time our officer was not in St. Paul. Policing is really hard to budget due to the overtime the Town has to pay for. St. Paul is the only Municipality in our Constituency that pays for Policing.
- By-Law – Legal Fees: Did not require much legal fees in 2015. They are also contracting local lawyers which have reduced the costs.
- The managers have looked into reducing some of their costs and expenditures for 2016. Some managers have had to make cuts to equipment. Eventually, these cuts will catch up to us. In a few years, there could be requests for substantial increases to catch up. Fire Department has cut four sets of gear for 2016. In 2017, they may have to ask for 12 sets of gear. We know why we had to cut money from our budgets and we are looking at a 10 year amortization of a mortgage. Will look into reducing costs in other areas like policing.
- Mayor Andersen appreciates and thanked the Managers for going through the budget process. Council will work with the Managers through the budgeting process so there is better understanding of the departments and have the ability to plan for the future.
- Mr. Paul Boisvert a resident of St. Paul handed out a letter to Mayor and Council for their review.

**PRESENTATION:** Municipal Enforcement-Shane Ashdown

- Shane has prepared a presentation for Council. The presentation is based on operations from January 1<sup>st</sup>, 2015 to November 6<sup>th</sup>, 2015.
- The Town of St. Paul Municipal Enforcement are Community Peace Officers. They are community minded.
- January 25<sup>th</sup>, 2015 - Shane attended the memorial service for RCMP Constable David Wynn. They marched 7 or 8 blocks to the center where the service was held. There were officers from across the Country, Province and the United States.
- On January 30<sup>th</sup>, 2015 - participated in Drug Alcohol Reduction Education (DARE) Officer training. It was a two week program at no cost other than the room.

- April 21<sup>st</sup>, 2015-St Paul had the Law Day at the Court House. They gave out copies of By-Laws, documents and souvenirs. They have a banner that they use for special events.
- This summer they did a check stop in Elk Point with the Students Against Drunk Driving (SADD) Campaign along with Commercial Vehicle Enforcement (CVE), RCMP from Elk Point and EMS.
- They rescued a cat from an engine/truck compartment at TD Bank.
- Completed a School Zone Speed Awareness Campaign on August 31<sup>st</sup> and September 1<sup>st</sup> – 2<sup>nd</sup>, 2015. RCMP, St. Paul Municipal Enforcement, Commercial Vehicle Enforcement, Alberta Health Services and Office of Regional Traffic Safety participated in the campaign. Handed out 2,000 School Zone Awareness Brochures and School Zone Speed decals to motorists in St. Paul over the three days. Locations were 50<sup>th</sup> Ave at Kings Motel, 50<sup>th</sup> Ave at Racette School, 48<sup>th</sup> Ave at Elementary School, 43<sup>rd</sup> Street at Glen Avon School and 40<sup>th</sup> Street at École du Sommet School. Results: noted decrease in school zone speeds as compared to other years.
- Other Projects/Accomplishments in 2015:
  - ❖ Community Peace Officer and RCMP Foot Patrol Program in St. Paul.
  - ❖ Taught three grade 6 DARE classes at Racette School.
  - ❖ Terry Fox Run: Traffic Control at Glen Avon and École du Sommet.
  - ❖ Vimy-Ridge Memorial Walk in March.
  - ❖ FCSS Kids Day: SPME.
  - ❖ Assisted FCSS on movie in the park night at the Reunion Station.
  - ❖ Candy Cane Check Stops (Impaired Driving Awareness/Education).
  - ❖ Numerous seatbelt check stops with RCMP and CVE.
  - ❖ Directed traffic for Rodeo Parade.
  - ❖ Stefan Donaldson completed Level 1 CPOIP training.
  - ❖ Shane Ashdown re-certified on PPCT/OC Spray.
  - ❖ Emergency Vehicle Operator Course for Stefan Donaldson.
  - ❖ 35 abandoned bicycles were donated to the Boys & Girls Club.
  - ❖ Directed traffic for Woman Abuse Awareness Walk.
- Community Peace Officer Induction Program: Class 18
  - ❖ Stefan Donaldson attended the class from October 29<sup>th</sup>, 2015-December 9<sup>th</sup>, 2015.
  - ❖ 1.5 months at Solicitor General & Public Security Staff College in Edmonton.
  - ❖ There were 29 recruits in the class.
  - ❖ Studies Included:
    - Enforcement Based Leadership Teamwork.
    - In depth legal studies: Provincial Laws, & Authorities, By-Laws, Criminal Code, research papers regarding case law.
    - High degree of physical ability.
    - Written and practical exams.
    - Use of Force Continuum, physical conditioning, officer safety, OC Spray & baton training, pressure point control tactics, ground fighting, edged weapon defense, cardiovascular endurance, and active shooter awareness.
    - Physical Abilities Requirement Evaluation.
    - Many high stress scenarios/stress inoculation scenarios
    - Verbal Judo: The verbal art of persuasion.
    - Marching Drills.
    - Dress and Deportment.
    - Mental Health Awareness.
    - Alberta Peace Officer Policy & Procedure Manual Review.
- Forecasted Programs/Community Involvement in 2016.
  - ❖ CPO/RCMP foot patrol programs.
  - ❖ DARE training for Stefan Donaldson.
  - ❖ Rodeo Parade/Rodeo weekend
  - ❖ May Long Weekend.
  - ❖ Increase Iron Horse Trail Patrols with ATV & patrol vehicles.
  - ❖ St. Paul Law Day at Courthouse.

- ❖ PARTY program with AHS, RCMP, Regional Traffic Services, CVE & EMS.
- ❖ Vimy-Ridge Memorial Walk/March.
- ❖ Seatbelt check stops with RCMP, CVE.
- ❖ Candy Cane Check Stops with AHS, RCMP.
- ❖ Direct traffic for Woman Abuse Awareness, Terry Fox Run.
- ❖ Serve food at High School during lunch hours/other schools.
- ❖ Assist with RCMP Road Race.
- ❖ Food Bank Program: Parking tickets paid to Town by food donations of money through November 1<sup>st</sup> – December 30<sup>th</sup>.
- Food & Toys For Fines Program:
  - ❖ November 1<sup>st</sup> –December 30<sup>th</sup>, 2016
  - ❖ Consider accepting 10 nonperishable food items in payment for parking tickets. Canned or dry food only. Option of donating new or gently used toys in payment for parking tickets.
  - ❖ Turns a negative experience of getting a parking ticket into a positive; helping others in need.
  - ❖ This program has started in the United States, consider adopting here. There are still some details that need to be worked out.
- Bicycle Licensing Program to begin:
  - ❖ Free of charge.
  - ❖ Similar to animal license program.
  - ❖ New bicycles bought in Town, will be stamped with an identifying number and recorded.
  - ❖ Allows bicycles to be returned to owners when found abandoned.
  - ❖ To date, 35 abandoned bicycles were found in St. Paul. One was returned to the rightful owner.
- 2014 SPME Statistics:
  - ❖ 279 Municipal files and tickets. 425 Provincial files and tickets.
- 2015 SPME Statistics:
  - ❖ 459 Municipal files and tickets. 230 Provincial files and tickets.
  - ❖ 59% of our Community Standards By-Laws were used for unsightly files.
  - ❖ Reviewed the By-Law files on Traffic Control.
  - ❖ Reviewed the By-Law files on Animal Control.
  - ❖ Reviewed the By-Law files on Garbage, Business & Other By-Laws
  - ❖ Reviewed the By-Law files on Gaming and Liquor Act
  - ❖ Reviewed the Provincial files on Gaming & Liquor Act.
  - ❖ Reviewed the Provincial files on TSA & Regulations.
  - ❖ Reviewed the Provincial files on Assisting RCMP/Other
- How do people know when school zones end in the summer? Could look at covering the signs in the summer when the school zones are no longer in effect.
- Mayor Andersen thanked Shane for the report on Municipal Enforcement.

Mayor Andersen called the Regular Meeting to order at 19:40 Hours.

- 1) Moved by Ken Kwiatkowski  
That, the Agenda be adopted as read.

“CARRIED”

- 2) Moved by Dwight Wiebe  
That, the minutes of November 18<sup>th</sup>, 2015 and November 23<sup>rd</sup>, 2015 be adopted as read.

“CARRIED”

#### **BUSINESS FROM THE MINUTES:**

- Page 138-Marketing: The Brett Kissel and Calvin Vollrath signs are now up on the Welcome Signs.

## **COUNCIL COMMITTEE REPORTS:**

### **Judy Bogdan**

#### **HUB**

- Attended meeting in Smoky Lake on November 27<sup>th</sup>, 2015.
- They will be reducing membership fees by 10%, due to HUB having a surplus and the economic times everyone is dealing with right now.
- They invested \$200,000.00 for 3.5% in a GIC.
- Discussed Industry to replace oil and gas and diversification is the way to go in the future.
- The North East Alberta Food Marketers Association is planning an international trade show in St. Paul next year, focusing on “buy Local”.
- The HUB’s biggest selling point is that we are a region.
- Encouraging HUB membership to link to Town websites.
- Rural Alberta Business Centre (RABC)-have satellite programs in different communities. They were hoping to use it as a tool to promote employment and training.

#### **Community Futures**

- Attended meeting on November 27<sup>th</sup>, 2015.
- There are two new board members: Bernice Capjack and Laurent Amyotte.
- Supporting local entrepreneurs.
- The loans are in good standing. They have approved three new loans.

#### **Community Events Attended**

- Blue Quills Inauguration Round Dance on December 4<sup>th</sup>, 2015. They are now an accredited University.
- December 12<sup>th</sup>, 2015-attended the Filipino Christmas Party. It was a great event.
- Attended the Mannawanis Christmas Dinner on Thursday evening. Over 300 were in attendance. Sobey’s donated the food for the event.
- Co-op is providing community funding in the categories of recreational, environment conservation and urban agriculture. More information can be found on-line.

### **Norm Noel**

#### **Parks & Recreation**

- Attended meeting on November 25<sup>th</sup>, 2015.
- Discussed the user fees and schedule of the arenas. There was a concern from Minor Hockey regarding the usage of the rink from the Skating Club and the distribution of funding.
- Swimming Pool had to repair a boiler.
- December 1<sup>st</sup>, 2015 - attended a Chamber of Commerce Special meeting where they discussed their By-Laws and passed them.
- December 9<sup>th</sup>, 2015- attended the Chamber regular meeting. Walter from Portage College has joined us on the Board of Directors.

### **Dwight Wiebe**

- Attend the FCSS Provincial Conference at the end of November. It was a good conference. Everyone was excited about getting more funding from the Provincial Government. There are a lot of diverse programs that Municipalities offer. One of the highlighted sessions was caregiver sessions. Taking care of your family has more of an impact than I thought. Went to a Circus for youth. They do a youth program where they go to different municipalities and teach youth how to do different circus acts. Interesting way to get the youth involved.

### **Ken Kwiatkowski**

- No report

### **Edna Gervais**

St. Paul & District Chamber of Commerce

- Loss Prevention Meeting is December 15<sup>th</sup>, 2015 at 10:00AM. This meeting was put together in a very short time period, as some of the larger retailers (particularly, the grocers) have been seeing major losses leading up to the holiday season. If there is interest, another meeting can be set in the new year to include all businesses wishing to participate. This meeting is not meant to exclude anyone, but rather to be responsive to a specific request.
- Christmas Mix & Mingle is December 17<sup>th</sup>, 2015 from 5:00PM-8:00PM. Everyone is welcome to drop in.
- The Chamber has received Alice Herperger's resignation as president. The board and all Chamber members wish to thank Alice for her many years of service as president. She will remain on the board as past president. Kevin Bernhardt has now moved from VP to President. The Chamber has also welcomed a new director, Walter Trebickock from Portage College.

### **FCSS Conference**

- I attended the FCSS Power Prevention Conference in Edmonton from November 25<sup>th</sup>-27<sup>th</sup>, 2015.
- There were great sessions and very a positive atmosphere.
- With the new Provincial Governments increased funding for FCSS, there was a lot of enthusiasm about Municipalities being able to offer more programs to help their residents during these stressful times in Alberta.

### **Concerto Network**

- Concerto Network is looking into the possibility of joining an international network called Francophone & Francophile Cities of America. The project leaders are Quebec City, Moncton New Brunswick & Lafayette Louisiana. The objective of this network is similar to Concerto but on an international level. There is no cost to join and one of the objectives is to promote Tourism. We will be getting more details on this initiative.
- Concerto members are being updated in regards to the St. Paul Waste Management Project. We have received confirmation of a \$150,000.00 grant from Alberta innovates, supported by EcoQuest & CDEA. There are two more grant possibilities from FCM & Municipal Affairs.
- Administration had a conference call on December 2<sup>nd</sup>, 2015 with FCM to discuss some details. Will be getting an update on that later.

## **MAYOR'S REPORT:**

### **Glenn Andersen**

- Received an invitation to the Portage College Sports & Education Dinner on April 22<sup>nd</sup>, 2016, at the Lac La Campus. Tickets are \$150.00 each. The head speaker will be Paul Coffey of the Edmonton Oilers. Administration will scan and send out to Council.
- Reminder that December 18th, 2015 is the Renewable Energy Presentation in Vermillion. The bus will be leaving at 12:30PM from the Town Office Building.
- Hauling Waste Options: Administration has received one quote and has requested a couple more quotes that have not been received yet.
- Muni-Corr: update on trestle. The final inspection was done on the trestle but we have not received the report yet. The trestle is open; however, it does not have its grand opening until spring 2016. A group went to Legislature to meet with the Minister, and they got to meet the chief of staff instead. Applied and got an extra \$23,000.00 in funds. Marvin has met with nine out of the ten councils so far.
- Municipal Solid Waste to Energy Initiative - we also have a grant application with the Green Municipal Fund.

**ADMINISTRATION REPORT:**

- County of St. Paul has appointed Councillor Maxine Fodness to represent the County of St. Paul on the St. Paul Municipal Library Board. As per the Libraries Act, a motion is required by the Town of St. Paul Council endorsing her appointment.

- 3) Moved by Dwight Wiebe  
That, Maxine Fodness be added as a member to the St Paul Municipal Library Board.

“CARRIED”

- Christmas Holiday Hours: Administration is requesting to permanently set the Christmas Holiday Hours for the Town of St. Paul Offices as follows: December 24<sup>th</sup> – Closed at noon, December 25<sup>th</sup> – Closed, December 31<sup>st</sup> – Closed at noon and January 1<sup>st</sup> – Closed. December 26<sup>th</sup> (Boxing Day) is a statutory holiday. If it falls on a weekend the Town Offices will be closed the following Monday.

- 4) Moved by Ken Kwiatkowski  
That, we permanently set the Town of St. Paul Offices Hours as follows: December 24<sup>th</sup>- Closed at noon, December 25<sup>th</sup> – Closed, December 31<sup>st</sup> – Closed a noon and January 1<sup>st</sup>-Closed. December 26<sup>th</sup> (Boxing Day) is a statutory holiday. If it falls on a weekend the Town Offices will be closed the following Monday.

“CARRIED”

- St. Paul Fire Department Standard Operating Guidelines: The policies were presented to Council a couple meetings ago. The Fire Department would like Council to adopt: 1-13 No Smoking Policy and 1-14 Levels of Service Policy.

- 5) Moved by Norm Noel  
That, we approve the St. Paul Fire Department’s 1-13 No Smoking Policy and 1-14 Levels of Service Policy.

“CARRIED”

**Council Remuneration**

- 2e) Councilors attend conferences and functions: Would like to change the wording to “If a Councilor commits to attend a conference or a function, or a hotel room is booked and the councilor does not participate in the conference or function (for any reason other than medical circumstances); the registration fees or ticket price, along with any hotel room or cancelation fees, must be reimbursed to the Town of St. Paul by the councilor.”
- 3-Change last sentence to read: Approving authorities may approve or decline approval for any cost that does not appear reasonable under the circumstances.
- Administration will make the changes and bring the policy back to Council at the next meeting for approval.
- Meeting and Travel Claim Form: The mileage rate has been adjusted to the Provincial Government Rate of \$0.445 per KM and the Per Diem rate has been increased to \$225.00.

- 6) Moved by Edna Gervais  
That, we approve the Meeting and Travel Claim Form.

“CARRIED”

- Approval of the 2016 Temporary Operating Budget.

- 7) Moved by Norm Noel  
That, the 2016 Temporary Operating Budget be approved as attached.

“CARRIED”



By-Law #1220-A By-Law of the Town of St. Paul, in the Province of Alberta to authorize the financing from Servus Credit Union Ltd. of the financing of the guarantee granted by the Town of St. Paul to Servus Credit Union Ltd., in favour of the St. Paul Golf Club.

Whereas pursuant to the Town of St. Paul's (the "Town") guarantee By-Law #1196 (the "Guarantee By-Law"), the Town had agreed to guarantee the St. Paul Golf Club's (the "Golf Club") indebtedness to Servus Credit Union Ltd. ("Servus");

And Whereas the Town had agreed to guarantee the Golf Club's indebtedness to Servus because the Town thought it in the Town's best interest for the Golf Club to have a successful operation of the St. Paul Golf Course, which is located on lands owned by the Town, but leased by the Town to the Golf Club;

And Whereas Servus has demanded from the Golf Club, repayment in full of the entire \$932,459.03 owed by the Golf Club to Servus;

And Whereas the Golf Club is insolvent;

And Whereas, as the Town is a guarantor of the Golf Club's indebtedness to Servus, pursuant to the Guarantee By-Law, Servus has also demanded from the Town, payment in full of the entire \$932,459.03, owed by the Golf Club to Servus.

And Whereas the Town wishes to borrow \$815,000.00 from Servus such that the Town can make orderly payments to Servus on the guarantee that the Town granted to Servus;

And Whereas the Town wishes to obtain a \$2,000,000.00 overdraft facility from Servus to be used on an as needed basis for general operation of the Town.

- By-Law #1220 will receive first reading today. It will then be advertised and there will be a public hearing on January 11<sup>th</sup>, 2016 prior to the By-Law receiving second and third reading. The total amount that is owed is \$932 459.03. The line of credit will be paid out in full and there will be a borrowing of \$815,000.00.
- The second aspect of the By-Law is the outstanding line of credit that has been in existence for a few years. This By-Law is supposed to be passed yearly and it has not. Servus has requested that the line of credit be included in the borrowing By-Law.
- The Golf Course requested that the Town purchase their assets for approximately \$500,000.00. We had our lawyer complete a search of the assets and a lot of the assets are held on a lean through National Leasing. So they are ineligible to be sold. At this time, the other assets have been frozen by the Servus Credit Union. With respects to the assets frozen by Servus Credit Union, no action can be taken until the By-Law assuming the mortgage for the clubhouse is passed (tentatively January 11<sup>th</sup>, 2016). The Town, once it "officially" assumes the mortgage can instruct Servus to provide it with an Assignment of Security. Options: Prior to January 11<sup>th</sup>, 2016, Council needs to decide on a course of action. The options involve:
  1. Instructing the Administration to advise legal counsel to forward an Assignment of Security request to the Servus Credit Union.
  2. Option 1 but also agreeing to pay out the amount owing to CRA (an estimated \$122,000.00).
  3. After the By-Law is passed, allow the items frozen by Servus Credit Union to be transferred to the St. Paul Golf Club.

8) Moved by Judy Bogdan

That, we choose option #1 to instruct the Administration to advise legal counsel to forward an Assignment of Security request to the Servus Credit Union.

"CARRIED"

- 9) Moved by Dwight Wiebe  
That, By-Law #1220 receives first reading.

“CARRIED”

- Community Donations Policy-At Strategic Planning session decided to create a Donations Policy. Normally a Donation Policy is a subset of an overall Financial Administrative Law or a procedural manual. Admin has found some financial policies that are over ten years old. After Christmas Administration would like to review these policies. Recommend to have a form available for organizations to apply for funding for the next fiscal year. The Donations Policy will be a part of the Financial Plan.
- Received a letter form Alberta Innovates – Energy and Environment Solutions; thanking the Town for the application titled “Conversion of St. Paul Region Organic Waste into Value-Added Products”. They have reviewed the project and are pleased to inform us that the proposed project has been approved for funding to a maximum of \$200,000.00
- Regional Emergency Management Master Plan 2015 needs approval.

- 10) Moved by Norm Noel  
That, we approve the Regional Emergency Management Master Plan 2015.

“CARRIED”

- Reminder to Council to have their Committee meeting minutes forwarded to Harvey and Cindy.
- Harvey will be away from the office December 21<sup>st</sup>, 30<sup>th</sup> & 31<sup>st</sup>, 2015.

- 11) Moved Ken Kwiatkowski  
That, we move into Camera to discuss a personnel issue at 20:20 Hours.

“CARRIED”

- 12) Moved by Judy Bogdan  
That, we move out of Camera at 20:40 Hours

“CARRIED”

- 13) Moved by Dwight Wiebe  
That, we Adjourn at 20:41 Hours.

“CARRIED”

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**Glenn Andersen** Mayor

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**Cindy Litwinski** Recording Secretary