

**TOWN OF ST. PAUL  
ORGANIZATIONAL MEETING  
TOWN COUNCIL CHAMBERS  
OCTOBER 23, 2017 - 7:00 p.m.**

Minutes of the Town of St. Paul Organizational Meeting held October 23, 2017 at 7:00 p.m.

**CALL TO ORDER** Mayor Miller called the meeting to order at 7:00 p.m.

<b>PRESENT</b>	Maureen Miller	Mayor
	Ron Boisvert	Councillor
	Tyson deMoissac	Councillor
	Brad Eamon	Councillor
	Norm Noel	Councillor
	Nathan Taylor	Councillor
	Gary Ward	Councillor

**REGRETS**

<b>STAFF IN ATTENDANCE</b>	Holly Habiak	Chief Administrative Officer
	Martin Belanger	Public Works Foreman
	Trevor Kotowich	Director of Protective Services
	Rod Griffiths	Director of Corporate Services
	Lynn Smid	FCSS Director
	Bert Pruneau	Utilities Director
	Rob Duffy	Regional Director of Emergency Management of Occupational Health & Safety
Lyle Hannan	General Manager Community & Protective Services	
Aline Brousseau	Recording Secretary and Planner/Legislative Services Coordinator	

**Resolution #OM20171023.1001** Moved by Councillor Boisvert to approve the October 23, 2017 Organizational Council meeting agenda as presented.

**CARRIED**

Mayor Initials: *MM*

Recording Secretary Initials: *ATB*

**PROCEDURAL  
INFORMATION:**

**Resolution  
#OM20171023.1002**

**3.1 Request For Decision – Oath of Office: Elected Officials**

Mayor Miller swore the Oath of Office for Mayor in accordance with Section 156 of the Municipal Government Act and as prescribed by the Oaths of Office Act.

Each Member of Council swore their Oath of Office for Councillor in accordance with Section 156 of the Municipal Government Act and as prescribed by the Oaths of Office Act.

**Resolution  
#OM20171023.1003**

**3.2 Request For Decision – Election of Deputy Chief Elected Official (Deputy Mayor)**

Moved by Boisvert that Councillor Noel be nominated as Deputy Chief Elected Official (Deputy Mayor) for the period of October 23, 2017 to June 30, 2018.

CARRIED

**Resolution  
#OM20171023.1004**

Moved by Mayor Miller that Councillor Boisvert be nominated as Deputy Chief Elected Official (Deputy Mayor) for the period of July 1, 2018 to February 28, 2019.

CARRIED

**Resolution  
#OM20171023.1005**

Moved by Mayor Miller that Councillor deMoissac be nominated as Deputy Chief Elected Official (Deputy Mayor) for the period of March 1, 2019 to October 31, 2019.

CARRIED

**Resolution  
#OM20171023.1006**

Moved by Mayor Miller that Councillor Eamon be nominated as Deputy Chief Elected Official (Deputy Mayor) for the period of November 1, 2019 to June 30, 2020.

CARRIED

**Resolution  
#OM20171023.1007**

Moved by Mayor Miller that Councillor Taylor be nominated as Deputy Chief Elected Official (Deputy Mayor) for the period of July 1, 2020 to February 28, 2021.

CARRIED

Mayor Initials: 

Recording Secretary Initials: 

**Resolution  
#OM20171023.1008**

Moved by Mayor Miller that Councillor Ward be nominated as Deputy Chief Elected Official (Deputy Mayor) for the period of March 1, 2021 to October, 2021.

CARRIED

3.3 Request For Decision – Management and Staff Introductions and Organizational Chart

**Resolution  
#OM20171023.1009**

Moved by Deputy Noel that Council accept the roles and responsibilities chart and organizational chart presented as information.

CARRIED

3.4 Request For Decision – Remuneration Policy

**Resolution  
#OM20171023.1010**

Moved by Councillor Taylor that the “Remuneration – Mayor and Council Policy” expenses be accepted and referred to the next Regular Council Meeting.

CARRIED

3.5 Request For Decision – Bylaw 1219: Procedural Bylaw

**Resolution  
#OM20171023.1011**

Moved by Councillor Taylor that Council direct Administration to table the procedural bylaw and bring back any proposed changes to Council until the adoption of the modernized MGA.

CARRIED

**Resolution  
#OM20171023.1012**

Moved by Deputy Mayor Noel direct Mayor/CAO to secure firm and dates for Council’s Orientation and Strategic Priorities Session.

CARRIED

3.6 Request For Decision – Upcoming Meetings / Events

**Resolution  
#OM20171023.1013**

Moved by Mayor Miller that Council hold Special Council Meeting for the purpose of department reporting on October 27, 2017 at 3 p.m.

CARRIED

Mayor Initials: HM

Recording Secretary Initials: ATB

**Resolution  
#OM20171023.1014**

Moved by Deputy Mayor Noel to accept meeting schedule as information.

CARRIED

3.7 Request For Decision – Appointment of Auditors

**Resolution  
#OM20171023.1015**

Moved by Councillor Taylor that Council appoint JMD Group LLP Chartered Accountants as the Town of St. Paul's auditors.

CARRIED

3.8 Request For Decision – Appointment of Signing Authorities

**Resolution  
#OM20171023.1016**

Moved by Councillor Boisvert that Holly Habiak, Chief Administrative Officer, Rod Griffiths, Director of Corporate Services, Maureen Miller, Mayor and Councillor Norm Noel be appointed as signing authorities for the Town of St. Paul. Further to that Glenn Andersen be removed from having any signing authority.

CARRIED

3.9 Request For Decision – Appointment of Solicitor

**Resolution  
#OM20171023.1017**

Moved by Councillor Taylor that Council appoint Brownlee LLP, Reynolds Mirth Richards & Farmer LLP, and Alberta Council as the Town of St. Paul's solicitors.

MOTION DEFEATED

**Resolution  
#OM20171023.1018**

Moved by Councillor Ward that Council appoint Brownlee LLP, Reynolds Mirth Richards & Farmer LLP as the Town of St. Paul's solicitors.

CARRIED

3.10 Request For Decision – Appointment of Engineering Firm

**Resolution  
#OM20171023.1019**

Moved by Councillor Boisvert that Council appoint WSP as the Town of St. Paul's engineer.

CARRIED

Mayor Initials: AM

Recording Secretary Initials: ATB

3.11 Request For Decision – Appointment of Assessor

**Resolution  
#OM20171023.1020**

Moved by Councillor Boisvert table the Town of St. Paul's assessor appointment to the next Regular Council Meeting. Further, that the contract be brought forward for information.

CARRIED

3.12 Request For Decision – Appointment of Subdivision Authority

**Resolution  
#OM20171023.1021**

Moved by Councillor Eamon that Council appoint Jane Dauphinee with Municipal Planning Services as the Town of St. Paul's Subdivision Authority.

CARRIED

3.13 Request For Decision – Committee Listing Representatives

**Resolution  
#OM20171023.1022**

Alberta HUB  
Appointed: Councillor deMoissac/Councillor Ward (Alternate)

Alberta's Lakeland Destination Marketing Organization (DMO)  
Appointed: Councillor Eamon/Councillor Noel (Alternate)

Champions For Change  
Appointed: Councillor Ward

Concerto Network (ABMA)  
Appointed: Mayor Miller/Councillor Boisvert

Community Futures St. Paul-Smoky Lake  
Appointed: Councillor Ward/Councillor Taylor

Evergreen Regional Waste Management Corporation  
Appointed: Councillor Taylor/Councillor Boisvert (Alternate)

Elk Point/St. Paul Regional Water Commission  
Appointed: Mayor Miller

Family & Community Support Services (FCSS)  
Appointed: Councillor deMoissac/Councillor Eamon

Fire Protection  
Appointed: Mayor Miller/Councillor Ward/Councillor Noel

Mayor Initials: AMM

Recording Secretary Initials: ATB

**Marketing Committee**

Appointed: Councillor Eamon/Councillor deMoissac

**MD of St. Paul Foundation**

Appointed: Mayor Miller/Councillor Noel

**Municipal Planning Commission**

Appointed: Councillor Boisvert/Councillor Noel/Councillor Eamon

**North-East Muni-Corr Ltd.**

Appointed: Mayor Miller/Councillor Boisvert (Alternate)

**Northern Lights Library System (NLLS)**

Appointed: Councillor deMoissac/Councillor Noel (Alternate)

**St. Paul Municipal Library**

Appointed: Councillor deMoissac/Councillor Noel (Alternate)

**North Saskatchewan Watershed Alliance**

Appointed: Councillor Noel/Councillor Ward (Alternate)

**Physician Recruitment Committee**

Appointed: Mayor Miller/Councillor Boisvert (Alternate)

**Policy Review Committee**

All Members of Council

**Recreation Board**

Appointed: Councillor Boisvert/Councillor deMoissac

**Regional Assessment Review Board (CARB/LARB)**

Appointed: Councillor Taylor

**Regional Emergency Management**

Appointed: Councillor Ward

**Regional Joint Health & Safety Committee**

Appointed: Councillor Eamon

**St. Paul and District Chamber of Commerce**

Appointed: Mayor Miller/Councillor Ward

**St. Paul Municipal Airport Committee**

Appointed: Councillor Boisvert/Councillor Noel

Mayor Initials: AM

Recording Secretary Initials: ATB

St. Paul Youth Council (SPYC)  
Appointed: Councillor Taylor

Subdivision and Development Appeal Board (SDAB)  
Appointed: Councillor deMoissac/Councillor Ward/Councillor Taylor

Waste Transfer & Recycling Station Committee  
Appointed: Mayor Miller/Councillor Ward (Alternate)

**Resolution**  
**#OM20171023.1023**

Moved by Councillor Boisvert to appoint Council Members to the Internal and External Committees of Council as listed above.

CARRIED

3.14 Request For Decision – Modernized Municipal Government Act (MMGA)

**Resolution**  
**#OM20171023.1024**

Moved by Councillor deMoissac that Council accept the Modernized Municipal Government Act review changes information as presented.

CARRIED

3.15 Request For Decision – Annual General Meeting (Town Hall Meeting)

**Resolution**  
**#OM20171023.1025**

Moved by Councillor Boisvert that Council hold an annual general meeting (town hall meeting) on Monday, May 28, 2018.

CARRIED

3.16 Request For Decision – Advertising

**Resolution**  
**#OM20171023.1026**

Moved by Councillor deMoissac that Council appoint the St. Paul Journal, Lakeland Connect, Real Country Radio Station, the Town of St. Paul's website, Facebook. Furthermore, that a newsletter be provided to residents as necessary, called the 'Town Tattler'.

CARRIED

Mayor Initials: AM

Recording Secretary Initials: ATB

3.17 Request For Decision – Other Information for Reference

**Resolution  
#OM20171023.1027**

Moved Deputy Mayor Noel to accept the following references for information:

- a) Now That You've Been Elected: A Handbook for Elected Officials – Alberta Municipal Affairs
- b) Pecuniary Interest for Municipal Councillors – Alberta Municipal Affairs
- c) In-Camera Discussions of Council – Alberta Municipal Affairs
- d) Asset Management
- e) Bylaw 1242: Land Use Bylaw
- f) Municipal Profile – Government of Alberta
- g) Freedom of Information and Protection of Privacy Act (FOIP) – Frequently Asked Questions For Municipalities
- h) Municipal Government Act
- i) Personnel Handbook-DRAFT
- j) Rules of Order At-A-Glance

CARRIED

**ADJOURNMENT**

**Resolution  
#OM20171023.1028**

Moved by Councillor deMoissac to adjourn the Regular Council Meeting of October 23, 2017 at 8:43 p.m.

CARRIED



Maureen Miller, Mayor



Aline Brousseau, Recording Secretary

Mayor Initials: AM

Recording Secretary Initials: ATB