

Meeting of the Town of St. Paul Council in the St. Paul Town Council Chambers on Monday, November 23rd, 2015 at 19:00 Hours.

MEMBERS PRESENT:

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

PRESENTATION: St. Paul & District Chamber of Commerce

- The Chamber sent a letter to the Town of St. Paul for their consideration of increased funding on November 9th, 2015.
- At present, the St. Paul & District Chamber of Commerce faces certain constraints in the provision of services due to limitation of resources and the ability to expand. It should be noted that the activities of the Chamber have increased over the 2015 year; however, the financial ability to move services to the next level is hindered. In addition, the need to expand and create greater identity for the Chamber is made more difficult based on its ability to locate and fund available spaces.
- As such, the St. Paul & District Chamber of Commerce respectfully requests an increase in annual funding, from \$5,000.00 to \$10,000.00 provided by the Town of St. Paul, to assist in increasing capacity.
- The Chamber of Commerce currently works with the Town Marketing Committee and has a desire to work more closely with the Town on economic development; to create and foster the local business climate.
- The current membership is at about 149-150. It has been pretty consistent over the years. They did lose some members but they also gained some new members over the last year.
- Memberships are pro-rated and are based on the number of employees.
- They also have the opportunity for businesses to be a Chamber sponsor member. They have about seven businesses as sponsors. This gives them access to some advertising on the front of the Chamber newsletter.
- Other plans for fundraising: the last few years, the primary fundraiser has become the rodeo supper. They also need to expand on their fundraising activities, from one large activity, to doing a number of smaller activities. They have non-member dues coming in from their insurance plan. They are also looking into some other projects that could be revenue generating.
- The Small Business Event was one of their targeted fundraisers. They are looking at possibly looking into a Trade Fair in the future.
- There are new businesses going up on the signs on the out skirts of Town.
- They do receive funding from the County. Prior to 2013, they were receiving \$10,000.00 from the County. At that time the Town was not donating money to the Chamber. In 2013, the Town and the County each contributed \$5,000.00 to the Chamber.
- The money would be used for office administration. They have one paid staff member. It would be to keep that person in the office.
- The Chamber had received funding from the Town prior to 2007; however, the funding stopped when the Town took over the Tourist Information Booth.
- The Chamber's focus has been in the delivery of services and the retention of businesses in Town.
- What has changed that they are requesting increased funding? They are doing some Strategic Planning and want to move into more delivery of service. Main focus will still remain with retention and serving the existing businesses; however, they also want to look into the knowledge base on what more they can do. It will take more time which will require more resources.
- This year they delivered two workshops that were requested by the membership. With a limited capacity, they can only deliver a few workshops. Fortunate that sponsors picked up the costs for one of the workshops. With more funding, they

- could have more workshops. They can't always get a sponsor to cover the costs of events.
- Communication and Social Media takes resources.
 - The last few years they have seen a lot of internal changes, like working on their strategic plan.
 - How have you approached members to organize events? Most recently with the Halloween and a midnight madness. The Chamber helped the businesses that wanted a midnight madness coordinate set hours.
 - Their AGM is in February.
 - They are trying to reach out to the people who are already engaged in the community.
 - They are trying to create a culture of involvement with their businesses.
 - They advertise their events in their monthly newsletters and in the St. Paul Journal and on the radio.
 - Request for additional funding will be discussed at the Town's budgeting meeting.
 - Mayor Andersen thanked the Chamber for taking the time to make a presentation.

Mayor Andersen called the Regular Meeting to order at 19:21 Hours.

- 1) Moved by Ken Kwiatkowski
That, the Agenda be adopted with the following amendment:
Remove-Presentation by Jonathan Holeton.

"CARRIED"

- 2) Moved by Norm Noel
That, the minutes of November 9th, 2015 be adopted as read.

"CARRIED"

BUSINESS FROM THE MINUTES:

- Page 133: Administration will add the Healthcare Concerns Form to the website.

COUNCIL COMMITTEE REPORTS:

Judy Bogdan

- Attended Remembrance Day Celebrations on November 11th, 2015. Was impressed with the turnout.
- November 12th, 2015 attended the DMO-Destination Marketing Organization meeting. They are marketing through Trip Advisor. They have their own web page. On November 23rd, 2015 the Trestle repairs should be finished. There will be a grand opening depending on the Ministers schedule.
- Upcoming: Thursday-HUB and Community Futures.

Norm Noel

- November 16th, 2015 attended the newly established Public Works Committee Meeting. This is a really good committee and a lot of positives will come from this committee. Good information was shared that will help everyone.
- November 17th, 2015 attended the TELUS luncheon at the CPAC Centre. TELUS is now about 90% complete in installing fibre optics in our community. I brought up the installation of free Wi-Fi in our Recreation facilities, as per the initial discussions with TELUS. They will be getting back to us on when they can complete the install. Free Wi-Fi in our facilities was part of the deal in allowing TELUS to install fibre optics.

- November 17th, 2015-attended the Champions for Change regular board meeting. Shana Young came in to give us an update on the Alberta Prevents Cancer Initiative that she is working on. Champions for Change are looking at partnering with them to start presenting this initiative to St. Paul and area. It will be a two year program and will bring various suggestions for cancer prevention to our Community. Also discussed budgeting. Had a presentation from Down Town Revitalization Committee regarding the statues and how they want to keep going with that initiative. So hopefully the Town will consider this while completing their budget. In 2015, they put statues at The Foundry and the Legion. In 2016, they will be putting statues at The Museum and Ag. Society.
- November 19th, 2015-attended Marketing Meeting. There was a presentation by STARS Air Ambulance. We would like to come up with a fundraising initiative that our Community can use to raise money for STARS.

Don Padlesky

- November 17th, 2015-attended Focus Group meeting at the Mannawanis Friendship Centre. Focus of meeting is to come up with a community action plan based on feedback from the meetings. They are holding meetings in 20 other communities at Friendship Centres across Alberta. The three areas they are planning to build around are culture, education and domestic violence. Mannawanis averages around 50 people per day. In 2014 the food bank averaged 15 people per day. In 2015, they were averaging 30 people per day. The people going to the food bank are seeking food and clothing. They also offer daily a lunch and soup kitchen. They were pleased to have someone from Town Council in attendance.

Ken Kwiatkowski

Canada 150

- Brad did presentation about Google. Everyone was asked to have a G-mail account, so that they could be added to the Canada 150 account and receive updates on the committee and events.
- Everyone gave an update on their committees and they started to put a budget together.
- They are looking for an event name. Something unique to St. Paul.
- If you have any ideas for the committee, you can contact the Chamber.
- They will apply for the Canada 150 grants as they become available.

Dwight Wiebe

Marketing

- The signs are being made for Calvin Vollrath and Brett Kissel for the Welcome Signs. Brett attended School in St. Paul.
- The DMO meeting: Marianne discussed the major Geocaching event that is coming to Cold Lake, in July. They are looking for some satellite events in other communities. The Marketing Committee is discussing what type of event we could have in St. Paul. The Geocaching website will go live in January 2016.
- Had a meeting with STARS representative to discuss fundraising ideas.

FCSS

- From the discussions at the Strategic Planning meeting, FCSS and Parent Link are growing.
- The FCSS Programs supported 3,020 people. Compared to 2,152 in 2014.
- Meals on Wheels delivered 2,950 meals as of October 30th, 2015; compared to 1,951 Meals in 2014.
- Parent Link: from April – September 2014, Parent Link had 2,591 participants (Adults & Children). From April – September 2015, Parent Link had 4,577 participants (Adult & Children).

St. Paul Library

- In October, the Library had 3,378 patrons and had 79 people participate in the computer assistance/lessons.

- November is Art month at the Library. They are showcasing local artists' work and are offering lessons from the Visual Arts Center. All of the lessons are filled up.
- The calendar is out again this year and is available at the front desk. Sales have been going well. The calendar will replace the Annual Christmas Plant Sale and the Basket Raffle.
- This past weekend, the Library hosted a Board Basics seminar with Municipal Affairs. There were 13 participants.
- The Library approved their budget and they will not be requesting an increase in funding.
- Harpreet Chaggar has completed a three year term on the Library Board. Harpreet would like to remain on the board for an additional three year term. The Library Board is recommending Harpreet serve another three year term. A Board member can serve a maximum of three consecutive three year terms. This would be Harpreet's third term.

- 3) Moved by Dwight Wiebe
That, Harpreet Chaggar be approved to serve a three year term on the St. Paul Municipal Library Board.

"CARRIED"

- Reminder the Filipino Christmas Party is on December 12th, 2015.

Edna Gervais

- No Report

MAYOR'S REPORT:

Glenn Andersen

We have a new Director for Regional Emergency Management. He has been working on a number of plans for the Town of St. Paul, County of St. Paul, Town of Elk Point and the Summer Village of Horseshoe Bay. Would like Council to ratify the Pandemic Influenza Plan, Recovery Plan, Evacuation/Shelter-In-Place Plan, Emergency Information Plan, Business Continuity Plan and the Emergency Social Services Plan. The plans are living documents and can be changed and evolved.

- 4) Moved by Judy Bogdan
That, the Town of St. Paul accepts the Pandemic Influenza Plan, Recovery Plan, Evacuation/Shelter-In-Place Plan, Emergency Information Plan, Business Continuity Plan and the Emergency Social Services Plan.

"CARRIED"

- Received a thank-you card from the Sunshine Quilters, for the Town's prize donations, for the Quilting Retreat.
- Received a thank-you card from the Chamber of Commerce for speaking at the Business Week Wine and Cheese gathering.
- Received a thank-you card from the Chamber of Commerce for being a sponsor of the Business Week Wine and Cheese event.
- Received a thank-you card from the Chamber of Commerce for the donation of water bottles and the use of the Recreation Centre for the Rodeo Kick Off Supper.
- Received a letter from Theresa Pratch regarding the JC Ball Diamonds. She lives in the area and sees the action that is going on there. The area is being used by certain people, to go in there and drink. Last year or the year before, a person passed away in the dugout. The area is also being used as a bathroom. Would like to make a suggestion regarding the dugouts. Suggesting the Town use plywood to block off the dugouts from October 1st to March 31st. This will be forwarded to Parks & Recreation. Gary will follow up.

- Received a letter from a tax payer in Town. They purchased their house in April 2015. There was some confusion when going over the mortgage details and they thought the bank was taking out the taxes; however, the bank was not. They did not find out that the bank was not paying the taxes until the Town sent them a notification that their taxes were in arrears. They are requesting that the Town forgive the penalty on the taxes. Council denied the request to forgive the penalty.
- Received a letter from Minister of Alberta Municipal Affairs to announce the Seventh Annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize great services at public libraries and promote knowledge-sharing within Alberta's library community. The St. Paul Library also received a copy of the letter and is looking to see if they qualify.
- Received a letter from the St. Paul & District Arts Foundation requesting support for their annual fundraiser on December 31st, 2015. Could support the event by displaying a poster in your building, purchasing tickets to attend the event or by making a cash donation. The Town of St. Paul will display the poster at the Town Hall to show their support.
- Town Christmas Party Invitations were handed out to Council. You can purchase your tickets at the Recreation Office in Town Hall. Deadline to purchase tickets is December 11th, 2015.

ADMINISTRATION REPORT:

- Fire Department Policy- The Fire Department does have an inflatable boat.
- Staff Christmas Party-the volunteers work from 4:00PM-2:00AM.

5) Moved by Ken Kwiatkowski

That, we donate a prize item to the St. Paul Senior Citizen's Club for their Mixed Floor Curling Tournament, to be held on December 10th, 2015.

"CARRIED"

- Scholarship Agreement with the St. Paul Education Regional Division #1 is up for renewal. The Town has been donating \$500.00 towards the scholarship. They are requesting to renew the agreement for 1, 3 or 5 years. The Town also gives a \$500.00 scholarship to École du Sommet.

6) Moved by Dwight Wiebe

That, we sign a three (3) year agreement with St. Paul Education Regional Division #1 for a \$500.00 yearly scholarship.

"CARRIED"

- Renewable Energy Presentation in Vermillion. The presentation is booked for December 18th, 2015. Will leave St. Paul at 12:30 PM. Council would like to see the facilities where they have solar power in use. See if solar power can be used in our Water Treatment Plant or Pollution Control Plant. Media is welcome to attend the presentation.

Council Remuneration

- Administration gave Council copies of a survey of what Councils in other Municipalities are receiving for Remuneration.
- Council would like to increase the meeting rates for meetings longer than four hours to \$225.00. Meeting rates for fewer than four hours will stay at the 2015 rate of \$135.00. Rates for 2017 will be reviewed in 2016.
- Monthly Honoraria-will keep the amounts the same as in 2015. No increase for 2016. Rates for 2017 will be reviewed in 2016.
- Office expense rates: will stay the same as in 2015, at \$95.00 per month. Rates for 2017 will be reviewed in 2016.
- Administration will make the changes to the Remuneration Policy and bring back to Council for approval at the December 14th, 2015 meeting.

- Mileage will be as per the Provincial Government rate. The rates will be checked quarterly.
- The Travel Claim form lists the daily per diem rate. This allows Council to mark the days they attend events. This item is then transferred to payroll time sheets, as it must be paid through payroll not Accounts Payable.
- If there are changes to a Councilors time sheet, they will be sent a copy of the revised time sheet.

7) Moved by Don Padlesky

That, we increase the per diem meeting rates for meetings greater than four hours to \$225.00 effective January 1st, 2016. The rest of the 2015 rates will remain the same for 2016.

“CARRIED”

- December 28th, 2015 is the next scheduled Council meeting; however this is a statutory holiday. As per the MGA Council may cancel one meeting per year.

8) Moved by Judy Bogdan

That, we cancel the December 28th, 2015 Council meeting.

“CARRIED”

- Reviewed options for hauling Town waste to other locations other than Evergreen Regional Waste Management.
- Fencing of the parks will be completed in the spring of 2016.

9) Moved by Norm Noel

That, we Adjourn at 20:20 Hours.

“CARRIED”

Glenn Andersen Mayor

Cindy Litwinski Recording Secretary