COUNTY OF ST. PAUL

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Our Mission - To create desirable rural experiences

Council Boards and Committees

Aggregate Levy Committee – Terms of Reference were developed since County Council enacted the Community Aggregate Payment Levy Bylaw. The purpose is to provide input to Council on matter pertaining the administration of the funds collected from the levy. The goal of the committee is to use the expertise of the public and industry to develop a valuable resource efficiently and in an environmentally responsible manner while minimizing the impact to the community. The Committee includes: 2 Councillors (one will be chair), 3 Industry members (CAP levy contributors), and 2 members of the public, County CAO, and Director of Public Works.

Agricultural Service Board – The Vision for the ASB is to implement programs, which will have a future impact on agriculture. Help implement policies to achieve our goal of a sustainable and productive agriculture industry. Our mission is to provide services and encourage sustainable and value chain agriculture. To provide education and implement policies and programs that help maintain or improve the agricultural industry. The Board meets 3 to 4 times per year.

Alberta's Lakeland – Alberta's Lakeland Destination Marketing Organization (DMO) is a non-profit organization made up of municipal and industry members. The role of the DMO is to:

- Represent and promote Alberta's Lakeland to consumers and travel trade representatives,
- Provide leadership for product development and marketing initiatives,
- Facilitate partnerships in the tourism industry,
- Act as a catalyst for relationships, plans and actions designed to increase tourism visitation and revenues in the area and,
- Identify product and market opportunities for the area.

Alberta's Lakeland is a governing body with one seat for each municipality that holds a current membership along with a specific number of seats for industry, nonprofits and others such as Chambers, First Nations and Metis Settlements. Municipal members are invited to appoint an elected official to represent their interests on the Board. The board meets every fourth Thursday of the month at the Town of St. Paul Board Room from noon to 3:00 pm. Council appoints **one member**.

Cemetery Committee – the Cemetery Committee consists of **three Councillors,** two employees and two members-at-large for a four-year term. The purpose of the committee is to ensure that the County owned cemeteries (St. George, St. Michael, Pochaiw, St. John, Northwood, Norberg, Starosielski, Elk Point Holy Eucharist, and Heinsburg) are being properly managed. The committee provides financial assistance on an individual request basis, at the discretion of the committee. The committee meets on an Ad Hoc basis.

Community Futures St. Paul/Smoky Lake – is a program funded by Western Economic Diversification Canada. Community Futures organizations are non-profit organizations, guided by a volunteer board of directors and staffed with business professionals. Staff are actively engaged in helping develop and implement community-based economic development and diversification strategies through business counselling, business loans and various CED initiatives. Regular board meetings are held on the 3rd Thursday of each month except July and August (unless required) with board members, the general manager and the business analyst in attendance. Council appoints **two members** to this board for a four-year term**.**

County of St. Paul Community Association – This association was formed with the goal of applying for grants to update/improve recreation infrastructure on County owned land or in the Region. The Association is made up of 4 Council members along with the Director of Community Services who handles the administration of the society. The society meets ad hoc, but at least once per year.

County of St. Paul and Elk Point Family and Community Support Services –
FCSS is a partnership between the Province, Municipalities and Metis Settlements that develops locally driven preventative social initiatives to enhance the wellbeing of individuals, families and communities. Provincially, the FCSS program receives its mandate from the Family and Community Support Services Act and the Family and Community Support Services Regulation pursuant to that act. The County of St. Paul and Elk Point FCSS Board meet as required at the County Office and the Elk Point Office. Council appoints **two Councillors** and three members at large to this board and the Town of Elk Point will appoint one elected official and one member at large, all for a four-year term. The Chairperson will be appointed by the board annually.

ELK POINT -

Community Advisory Policing Committee – Elk Point – **Two Councillors** are appointed to this board made up of students, representatives from Victim Services, Rural Crime Watch, the Town of Elk Point and businesses in the oil field. They meet every other month with the RCMP for roundtable discussions from noon to 1:00 in Elk Point.

Elk Point Airport Committee – The purpose of the committee is to make applications for grants for construction of certain improvements to the Elk Point Municipal Airport and to subsequently operate the airport. They meet quarterly at 8:00 p.m. at the Elk Point Fire Hall

(generally this meeting follows the Elk Point Fire Committee meeting). Council appoints **two Councillors** and one member-at-large.

Elk Point Community Health Council Steering Committee (Inter Agency) - Any concerns from the Elk Point area on health, hospital or doctor are brought forward to this Committee. They meet on an Ad Hoc basis. Council appoints **two members**.

Elk Point Economic Development Committee: The County has appointed one council member to the EEDC. This committee's purpose is to further economic development within the Town of Elk Point.

Elk Point Regional Allied Arts – This committee meets once a month. **One Councillor** is appointed to this committee.

Elk Point/ St. Paul Joint Transfer Station Committee - The Committee is comprised of **two County Councillors**, two Town Councillors and Administration staff from both municipalities. They will meet to discuss the operation of the joint transfer station in Elk Point quarterly.

Elk Point/St. Paul Regional Water Commission – **Three Councillors and one alternate** are appointed to this board along with Council members from the Town of Elk Point. The board meets quarterly to discuss the operations of the water service from St. Paul to Elk Point, which is jointly owned by both municipalities.

Town of Elk Point Fire Protection – the purpose is to manage the manner in which revenues and expenses are handled, perform joint management of the equipment and to provide fire protection for persons and property within the Town of Elk point and Divisions 1 and 2 of the County of St. Paul. They meet quarterly at 7:00 pm in the Elk Point Fire Hall. The Board consists of 4 board members and the CAOs from the Town of Elk Point and County of St. Paul along with the County's Director of Community Services. **Two County Council** members are appointed to this board.

Evergreen Regional Landfill Committee – Evergreen Waste Management Services Commission consists of 7 appointed Board members and 7 alternates from the 7 Municipalities that are members of the commission (County and Town of St. Paul, County and Town of Smoky Lake, Town of Elk Point, Village of Vilna and Village of Waskatenau). They meet monthly to oversee the management and operation of the Commission which includes the Regional Landfill and 13 waste transfer stations. Council appoints **one member and one alternate.**

Fire Guardian - The Director of Community Services who oversees the Fire Department acts as the County's Fire Guardian and is appointed as such at the Organizational meeting.

Fort George & Buckingham House – This society – the Friends of the Forts (Fort George and Buckingham House) Society - has a mission to support programming and operations of the historical site. The committee meets on an ad hoc basis except July and August. Council appoints **one member**.

Heavy Oil Committee – This committee maintains a relationship with the oil companies. They meet on an Ad Hoc Basis. Council appoints **three members** with one being selected as chairperson. In addition, the CAO, Director of Public Works, and sometimes a Public Works Supervisor attend meetings with Industry.

Highway 28/63 Regional Water Services Commission – The committee worked with the Counties of Smoky Lake and Thorhild, Town of Smoky Lake and Villages of Waskatenau and Vilna to bring water to the Hamlets of Ashmont, Lottie Lake and Mallaig. The committee meets monthly. **One Councillor and an alternate** are appointed to this committee. Currently the County of St. Paul is not a voting member of the Commission as we are a customer of the Commission.

Inter-municipal Collaboration Committees – As per the *Municipal Government Act*, the County was required to negotiate Inter-municipal Collaboration Frameworks (ICF's) with any other municipality who touched our border. Therefore 8 of these ICF's were negotiated between our neighbours. Each ICF requires the development of an Inter-municipal Collaboration Committee. These are recommending bodies that will meet on an as needed basis to develop recommendation to the Councils on all matter of strategic direction and cooperation affecting the residents and ratepayers of both Parties. Each committee has 2 council members from each municipality along with the respective CAO's. Either party will give 30 days' notice if they feel a meeting is required. The Committee's will recommend changes for both the ICF agreements as well as the Inter-municipal Development Plans for the Town of Elk Point, Town of St. Paul and the Summer Village of Horseshoe Bay. Note our rural Inter-municipal Development Plans note an IDP Committee. We no longer require representation on ICF Committee's as all of these frameworks have been approved and adopted.

Inter-municipal Collaboration Committee (ICC) Committee – SV of Horsehoe Bay: - requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – Town of Elk Point: requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – Town of St. Paul: requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – County of Two Hills: requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – County of Vermilion River: requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – Lac la Biche County: requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – MD of Bonnyville: requires appointment of two councillors as per above.

Inter-municipal Collaboration Committee (ICC) Committee – Smoky Lake County: requires appointment of two councillors as per above.

Inter-Municipal Development Plan (IDP) -

County of Two Hills Inter-Municipal Development Plan (IDP) – This committee established an inter-municipal development plan to manage the "fringe" between the County of Two Hills and the County of St. Paul. The committee meets on an ad hoc basis. Council appoints two members.

County of Vermilion River Inter-Municipal Development Plan (IDP) - This committee established an inter-municipal development plan to manage the "fringe" between the County of Vermilion River and the County of St. Paul. The committee meets on an ad hoc basis. Council appoints **two members** to this committee.

Lac La Biche County Inter-Municipal Development Plan (IDP) - This committee established an inter-municipal development plan to manage the "fringe" between the Lac La Biche County and the County of St. Paul. The committee meets on an ad hoc basis. Council appoints **two members** to this committee.

MD of Bonnyville Inter-Municipal Development Plan (IDP) - This committee established an inter-municipal development plan to manage the "fringe" between the MD of Bonnyville and the County of St. Paul. The committee meets on an ad hoc basis. Council appoints **two members** to this committee.

Smoky Lake County Inter-Municipal Development Plan (IDP) - This committee established an inter-municipal development plan to manage the "fringe" between the Smoky Lake County and the County of St. Paul. The committee meets on an ad hoc basis. Council appoints **two members** to this committee.

Lakeland Agricultural Research Association (LARA) – The goal of the LARA Committee is to conduct applied research, demonstrations and extension programs that provide valuable unbiased information to local producers. LARA's mission is to conduct innovative, sustainable, unbiased applied agricultural research and extension throughout the Lakeland. The committee will meet approximately 10 times annually and attends workshops and field days hosted by LARA. **One Councillor and one alternate** sit on the LARA board along with six farm members, councilors from the MD of Bonnyville, County of Lac La Biche and Smoky Lake County and one member from Lakeland Forage Association (LFA).

LIBRARIES -

County Library Board – The County Library Board provides responsible financial management and policy direction for County Libraries. The county operates the libraries housed in Ashmont and Mallaig Schools. The Board's goal is to strengthen communication between the Board and each individual library and implement greater idea sharing between the libraries themselves. The board meets every month except July and August. Council appoints **two Councillors** and five members at large.

Elk Point Municipal Library – This Board oversees the operation of the Elk Point Library. They receive funding from the County Library Board and meets once a month except July and August. Council appoints **one member** to the board.

Northern Lights Library System (NLLS) – Is one of seven regional library systems across Alberta, helping deliver comprehensive, efficient library services to all Albertans, regardless of where they live. The Northern Lights Library System offers the following services to member libraries and municipalities:

(a) access to a combined inventory of materials and services for all patrons to enjoy;
(b) a gateway to global information services delivered locally;
(c) a strong and united voice in provincial library initiatives;
(d) system-wide back-end services to member libraries can concentrate on local customer service;
(e) pooling of resources to maximize value and minimize costs;
(f) support for member libraries to remain current in our ever-changing knowledge-based environment.

The NLLS Board meets four times per year. At their AGM, 8 members-at-large will be elected to the Executive Committee. Council appoints **one member and one alternate.**

St. Paul Municipal Library – The board oversees the operation of the St. Paul Municipal Library and receives funding from the County Library Board. They meet once a month. Council appoints **one member** to the board.

MD of St. Paul Foundation – The Foundation supplies affordable Seniors Housing. This includes apartments, lodges and administers Social Housing Programs. This organization is provincially funded as well as through requisition of the municipalities it serves. The committee is made up of members from the County of St. Paul, Town of St. Paul and Town of Elk Point and meets the last Tuesday of each month but only as required in July and August. Council appoints **three members** to this committee.

North East Muni-Corr Ltd. – NE Muni-Corr is a part nine, not for profit company that owns the abandoned CN rail corridor. Holdings include the 99-foot right-of-way, all sidings and a significant portion of station lands. NE Muni-Corr has ten equal owners – City of Cold Lake, MD and Town of Bonnyville, Town of Elk Point, Town and County of St. Paul, Villages of Vilna and Glendon, Town and County of Smoky Lake. Each Municipality has one seat on the Board of Directors and one vote in the organization. Board members are required to be an elected official appointed by Council. NE Muni-Corr manages the land base and leases the 99-foot right-of-way to Riverland Recreational Trail Society (RRTS) who operates the corridor as a multi-use recreation corridor known as Alberta's Iron Horse Trail. Appoint **one Councillor** and an alternate.

The board meets on the second Monday of each month. Meetings are held in the County of St Paul Board Room from 10:00 am to noon. The agenda consists of:

- Crossing Agreements
- Land Sales
- Trail Steward Reports (each municipality is responsible for the maintenance of their respective area in a joint partnership with RRTS)
- Iron Horse Trail Product Club Report (management, promotions and marketing)
- Controllers Report

North Saskatchewan Watershed Alliance (NSWA) – Meetings are held 3 to 4 times annually or on an ad hoc basis. Its purpose is to develop strategies to protect the North Saskatchewan River Basin from the headwaters to the Saskatchewan border. This is an important issue to the County since we are part of that watershed and what happened there affects both our surface and groundwater. Council appoints **one member and one alternate**. The County provides $0.50/capital to this alliance annually.

Northeast Alberta Information HUB – is a regional economic development alliance of 42 members which was incorporated as a not-for-profit in 2010. The Board of Directors is comprised of 10 of those members who then elect a Chairperson, Vice-Chairperson and Secretary/Treasurer. Alberta HUB focuses on regional development issues including positioning the region for future growth, encouraging investment, labor force development and municipal collaboration. Alberta HUB strives to increase knowledge and information exchange between communities, post-secondary educational members and business/industry members to support the individual and collective initiatives of each. The Association holds a minimum of 4 board/membership meetings per operating year (April 1 to March 31) and an AGM in June. Council appoints **one member and one alternate** to the board.

Policy Committee – The committee meets on an ad hoc basis to amend old policies or prepare new policies to be presented to Council for final approval. Council appoints **four Councillors** to the committee, with one being selected as the chairperson.

Public Works Committee – This Committee consists of **Council as a whole**. Meetings are held the fourth Tuesday of every month to discuss budget, road, equipment and to provide Council with an update on projects and issues related to Public Works, Utilities, Community Services, and Bylaw Enforcement. Council also makes resolutions at these meetings.

Regional Assessment Review Board – This board is made up of members from the County of St. Paul, Town of Elk Point, Town of St. Paul and Summer Village of Horseshoe Bay.   All members of the board are trained for the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB) at a 4-day course by Municipal Affairs (every 3 years) and a 2-day refresher course every other year. The board is called upon when a ratepayer files an assessment complaint. An appeal date is set and depending on the complaint either the CARB or the LARB meet. The CARB is made up of a provincial member and 2 local board members and the LARB is 3 local board members. Council appoints **one Councillor** and one member-at-large.

Regional Emergency Advisory Committee – As per the *Emergency Management Act*, the County of St. Paul, Town of St. Paul, Town of Elk Point, and SV of Horseshoe Bay have a Joint Servicing Agreement regarding Regional Emergency Management. This advisory committee has been established as the municipal emergency management agency for the Region. They

are tasked with the development and updating of the Regional Emergency Management Plan. They also are responsible for the direction and management of emergency preparedness activities within the region. This group meets at minimum four times per year. **Two Councillors** are appointed to this committee. Members appointed to this committee require additional training than the training that is required for all Council members.

Regional Tourism Initiative Committee (RTIC) – is a new committee in the last four years that was struck with the purpose of better defining and assisting to develop/expand tourism opportunities within the municipalities of the County of St. Paul, Town of St. Paul, Town of Elk Point, and the Summer Village of Horseshoe Bay. RTIC is comprised of community organizations working collaboratively to develop the St. Paul/Elk Point region as a vibrant and welcoming tourism center in the Lakeland, to support the retention and expansion of existing businesses and to encourage tourism entrepreneurship**. One Councillor appointed.** The County/Region provides some administrative support to the Committee – via Communications Coordinator, Regional EDO, Executive Director of Muni Corr.

Riverland Recreation – This committee discusses grants and issues about the Iron Horse Trail: Issues are then brought back to Muni-Corr. The committee meets on an ad hoc basis. Council appoints **one member and one alternate**.

Salary Negotiations Committee – **All Council Members**, and the CAO – sometimes other members of the Management Team will be present. The Committee reviews salary scales periodically. The last time the County did a complete salary review with a new grid determined by and HR professional was effective January 1, 2018. There has been no COLA for staff members since that time – but staff have been able to move along the grids. Review of the complete grids should take place in 2022.

Seed Cleaning Plant – St. Paul Municipal Seed Cleaning Association Board – **Two Councillors** are appointed to this board with voting capabilities. The purpose of the two County representatives is to help keep the Seed Plan sustainable and viable to local agricultural producers. Help the board make decisions and to keep services local and cost effective for agricultural producers in the County of St. Paul. This committee meets every other month – February, April, June, August, October and December in the evening or at a breakfast meeting.

STEP Committee - STEP Economic Development Alliance (STEP) - The St. Paul/Elk Point Economic Development Alliance is headed by a committee that was formed to explore a regional economic development partnership. It is comprised of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay in partnership with the St. Paul & District Chamber of Commerce. **One Councillor appointed.**

St. Paul & Area Joint Fire Protection Management Committee – The St. Paul Fire Department Committee members from the County of St. Paul and Town of St. Paul meet a minimum of three times per year on matters pertaining to the St. Paul, Mallaig and Ashmont Fire Departments. Council appoints **three Council members**. The Town of St. Paul also appoints three members and meetings are also attended by the CAOs from the Town of St. Paul, County of St. Paul, County's Director of Community Services, and the Joint Fire Chief.

St. Paul/Elk Point Fire Technical Advisors: The Director of Community Services who oversees the Fire Departments as well as the CAO are appointed as these technical advisors.

ST. PAUL -

St. Paul Airport Committee – The Airport Committee's purpose is to take care of the operating function (including financial) of the Airport (owned by the Town and County). The committee meets 3 times per year. **Two Councillors** and one member-at-large are appointed to this board.

St. Paul Chamber of Commerce: The County has appointed one council member to the St. Paul Chamber. The purpose of the appointment is to provide updates to the Chamber members as well as the business community in the Business Network meetings. The Chamber meets monthly. The Business Network meetings are bi-monthly.

St. Paul Doctor Recruitment Committee – was established to recruit doctors and medical personnel for St. Paul. This is a joint committee with the Town of St. Paul. Doctors and hospital staff also sit on this committee. Meetings are held as needed. Council appoints **one Councillor** and two staff members to this committee.

St. Paul Transfer Station Committee – The committee is comprised of **two County Councillors**, two Town Councillors and Administration staff from both municipalities. They meet to discuss the operation of the joint transfer station in St. Paul. Meet quarterly.

Town of St. Paul Recreation Board – The County has an agreement with the Town of St. Paul to provide funding for recreation. The committee meets monthly. The board consists of **two County Councillors**, two County members at large, two Town Councillors, and three Town members-at-large appointed for a four-year term.

Subdivision and Development Appeal Board – the SDAB consists of **three Councillors, one alternate** and four members-at-large**.** Each member of the SDAB requires training as per the *Municipal Government Act*. Five of the board members are called to sit on a SDAB hearing, depending which division the appeal is in. The committee meets only when there is a subdivision appeal or an appeal on a development permit.

Veteran's Memorial Highway Association – The purpose of this committee is to advocate and promote the improvement and development of the Veterans Memorial Highway #36 as a local, regional and international transportation route, to maximize upon the resulting benefits to the eastern corridor communities. The association supports all efforts to improve safety and encourage economic development and expansion of Highway 63 and 881 which are integral to the future of Highway 36. The committee meets once a year and holds an AGM. **One Councillor and one alternate** are appointed to the committee.

Water Technical Committees: The Utility Supervisor as well as the CAO are appointed as these technical advisors.

Weed/Pest Appeal Board – O**ne Councillor, one alternate** and four members at large are appointed to this committee. If the Ag Service Department issues a weed/pest notice and the landowner appeals, the board will review the appeal.