

**REGULAR MEETING OF COUNCIL , THURSDAY, APRIL 23<sup>RD</sup>, 2015**

**TO ORDER AT  
9:00 A.M.**

A Regular Meeting of the Municipal District of Provost No. 52 was held in the Council Chambers of the Municipal Administration Building, 4504 – 53 Avenue, Provost, Alberta on Thursday, April 23<sup>rd</sup>, 2015 and was called to order by Reeve Murray at 9:00 a.m.

**PRESENT**

**PRESENT**

Present: Councillors D. Carson, R. N. Charlton, L. D. Kozlinski, D.L. Motley, A.G. Murray, B. R. Tripp and B. Wolfe.

**ALSO  
PRESENT**

Also Present: Administrator Tyler Lawrason  
Wayne MacLean, Public Works Director  
Raina Laye, P.W. Administrative Assistant

**ADDITIONS/  
DELETIONS**

**ADDITIONS/DELETIONS TO THE AGENDA**

**2. PUBLIC WORKS**

- Public Works Report

**4. ADMINISTRATION**

- C. Administration Personnel
  - Administrator's Notes

**7. NEW BUSINESS**

- Council Remuneration
  - Division 1
  - Division 2
  - Division 3
  - Division 4
  - Division 5
  - Division 6
  - Division 7

**DECISION ITEMS**

- Gravel Crush Tender Awards
  - Penman Pit
  - Bullock Pit
- Performance Evaluation
  - Utilities Officer
- 2014 Audited Financial Statement
  - Analytical Review
- Approach Consent Fee Waiver Request
- Capt Ayre Lake Concession Booth Contractor Request
- Town of Provost – Medical Centre Cost Sharing

**DISCUSSION ITEMS**

- Fire Ban

**10. COMMITTEE REPORTS**

- 6) Cadogan Fire Department
- 13) Airport
  - Budget Approval

**11. CORRESPONDENCE**

- A.A.M.D. & C. – Rural Alberta Member Resource Guide
- Email – Re: Gravel Pit
- Email – Re: Hughenden Library

- TransCanada Pipeline – Energy East Pipeline
- Provost Public School BBQ Invitation

**12. MUNICIPAL PLANNING COMISSION**

- Subdivision #55-317 – N.W. 20-40-6-W4M
- Subdivision #55-320 – S.E. 6-39-5-W4M

**AGENDA** 15/138. Moved by Cr. Tripp to accept the agenda with additions as presented. (Car. Un.)

**APPENDIX “A”  
PUBLIC WORKS  
REPORT**

Appendix “A” – Public Works Report was reviewed.

A discussion relative to gravel exploration and testing results ensued.

A discussion relative to warranty coverage on a recently purchased John Deere tracked tractor.

Cr. Wolfe posed a question relative to a road stabilizing product in Division 1. A discussion ensued.

Cr. Murray posed a concern relative to asphalt damage on the elevator road near Provost.

Cr. Wolfe posed a question relative to a culvert installation on Range Road 40. A discussion ensued.

Cr. Murray posed a question relative to access and vehicular vandalism adjacent to the Provost Cemetery Road.

Cr. Tripp requested an inspection on Range Road 24 adjacent to Township Road 410 to address an agricultural access concern.

**ABSENT  
9:20 A.M.**

Wayne MacLean and Raina Laye absent.

**MINUTES**

15/139. Moved by Cr. Wolfe to accept the minutes of the April 9<sup>th</sup>, 2015 Regular Meeting. (Car. Un.)

**BANK  
RECONCILIATION  
STATEMENT**

15/140. Moved by Cr. Wolfe to accept the Bank Reconciliation Statement to March 31, 2015. (Car. Un.)

**PROJECTS  
REPORT**

15/141. Moved by Cr. Kozlinski to accept the projects report to January 31, 2015. (Car. Un.)

**ADMINISTRATOR'S  
NOTES**

The Administrator's notes were reviewed.

A discussion relative to road use in Division 6 ensued.

**ABSENT**  
9:38 A.M.

Cr. Wolfe absent.

**PRESENT**  
9:40 A.M.

Cr. Wolfe present.

**DEPARTMENT**  
**HEAD REPORTS**

The following Department Head Reports were reviewed:

- Agricultural Fieldman Report
- Development/Utilities Officer Report
- Utilities Officer Report
- Assistant Development Officer Report
- Safety Officer Report
- Peace Officer Report
- Fines Distribution to March 31, 2015

**RECESS**  
9:47 A.M.

Reeve Murray called a three (3) minute recess.

**RECONVENE**  
9:51 A.M.

Reconvened and called back to order by Reeve Murray at 9:51 a.m.

**PRESENT**

Present: Councillors D. Carson, R. N. Charlton, L. D. Kozlinski, D.L. Motley, A.G. Murray, B. R. Tripp and B. Wolfe.

**ALSO**  
**PRESENT**

Also Present: Administrator Tyler Lawrason  
Finance Officer Doug Chambers  
Hawkings Epp Dumont, Michael Epp

Michael Epp made a PowerPoint presentation concerning audit findings and the 2014 audited financial statement.

Cr. Murray posed a question relative to semantic definition contained in the audit findings letter.

A discussion ensued relative to significance vs insignificance and materiality vs immateriality.

A series of questions were posed by various members of Council to Michael Epp concerning various aspects of the management letter, with a number of discussions concerning specific issues ensuing.

Cr. Murray posed a series of questions and concerns to Michael Epp regarding input and output vs fee schedules vs workload of the audit firm, with an emphasis on continuing quality of file review. A discussion ensued.

**ABSENT**  
10:43 A.M.

Cr. Motley absent.

Cr. Charlton posed a series of observations relative to staff retention. A discussion ensued.

Cr. Carson noted a series of observations and concerns regarding competency and quality of audit staff. A discussion ensued.

PRESENT  
10:46 A.M.

Cr. Motley present.

ABSENT  
10:50 A.M.

Doug Chambers and Michael Epp absent.

The Councillor remuneration claims were reviewed.

COUNCILLOR  
REMUNERATION  
CLAIMS

15/142. Moved by Cr. Charlton to accept the Councillor remuneration claims for February, March and April, 2015. (Car. Un.)

HILLCREST  
LODGE

15/143. Moved by Cr. Motley to pay all invoices relative to capital upgrades at the Hillcrest Lodge as submitted in the amount of \$12,157.21. (Car. Un.)

A discussion relative to line painting and crack sealing ensued.

LINE  
PAINTING

15/144. Moved by Cr. Motley to approve line painting and crack sealing quotes from Marshall Line Painting in the amount of \$37,000.00 and \$94,334.85, respectively, as presented. (Car. Un.)

ABSENT  
11:11 A.M.

Cr. Kozlinski absent.

A discussion relative to gravel crushing tenders ensued.

GRAVEL  
CRUSHING  
TENDERS

### GRAVEL CRUSHING TENDERS

#### Penman Pit

##### Barsi Enterprises Ltd.

Price per tonne \$7.90  
Elimination – inclusive

##### G.C.S. Energy Services Ltd.

Price per tonne \$9.77  
Elimination 1-10% - \$0.22/11% and up will be \$0.03 for every 1% increase

##### Lone Pine

Price per tonne \$10.17  
Elimination 0-20% - \$0.00/21-30%/ 31-40% - \$0.50

##### Bozco

Price per yard \$4.00  
Elimination 0-20% - \$0.00/21-30% - \$0.30/31-40% - \$0.50  
Plus hourly rate for jaw crusher

ACCEPT  
BARSİ ENTERPRISES  
BID – PENMAN PIT

14/145. Moved by Cr. Carson to award the Penman Pit gravel crushing tender to Barsi Enterprises Ltd. as per their bid. (Car. Un.)

**Bullock Pit**

Lone Pine

Price per tonne \$3.88  
Elimination 0-20% - \$0.00/21-30% - \$0.20/31-40% - \$0.40

G.C.S. Energy Services Ltd.

Price per tonne \$5.62  
Elimination 1-15% - \$0.23/16% and up will be \$0.03 for every 1% increase

Barsi Enterprises Ltd.

Price per tonne \$6.80  
Elimination – inclusive

Bozco

Price per yard \$8.55  
Elimination 0-20% - \$0.00/21-30% - \$0.30/31-40% - \$0.50

ACCEPT  
LONE PINE BID –  
BULLOCK PIT

15/146. Moved by Cr. Motley to award the Bullock pit gravel crushing tender to Lone Pine as per their bid. (Car. Un.)

GO IN CAMERA  
11:19 A.M.

15/147. Moved by Cr. Murray to go in camera to discuss personnel issues. (Car. Un.)

COME OUT OF  
IN CAMERA  
11:31 A.M.

15/148. Moved by Cr. Murray to come out of in camera. (Car. Un.)

PRESENT  
11:31 A.M.

Cr. Kozlinski present.

ACCEPT  
PERFORMANCE  
EVALUATION  
UTILITIES OFFICER

15/149. Moved by Cr. Murray to accept the performance evaluation and attendant staff recommendations of the Utilities Officer. (Car. 6 - 1)  
Opposed: Cr. Tripp

A discussion relative to audit procedure and satisfaction ensued.

APPROVE  
2014 FINANCIAL  
STATEMENT

15/150. Moved by Cr. Charlton to accept the 2014 audited financial statement. (Car. Un.)

WAIVE  
APPROACH  
FEE

15/151. Moved by Cr. Wolfe to waive an approach consent fee as requested concerning an approach off Township Road 414 into N.E. 22-41-8-W4M. (Car. Un.)

**CAPT AYRE LAKE  
CONCESSION  
CAMPING**

15/152. Moved by Cr. Carson to grant a request by the Capt Ayre Lake Association to provide a camping stall free of charge to the concession booth contractor for the 2015 camping season as presented. (Car. Un.)

A discussion ensued relative to cost sharing and contributions relative to a proposed medical centre.

Cr. Murray indicated that the Town of Provost should contribute, in his opinion, \$1 million as opposed to the proposed equalized assessment joint funding formula as posed by the Town. A discussion ensued; with a consensus being reached that the amount of contribution posed by the Town of Provost was insufficient.

**TOWN OF PROVOST  
MEDICAL CENTRE  
FUNDING**

15/153. Moved by Cr. Murray to reject the equalized assessment joint funding arrangement as proposed by the Town of Provost for the construction of a new medical centre, and request a contribution from the Town of 25% of project capital cost or \$1 million dollars, whichever is less. (Car. 6 – 1)  
Opposed: Cr. Motley

**ABSENT  
12:06 P.M.**

Cr. Kozlinski absent.

A discussion relative to a fire ban ensued.

**FIRE  
BAN**

A consensus was reached to re-evaluate via phone poll on Monday the issue of a fire ban.

**APPENDIX "B"**

15/154. Moved by Cr. Carson to approve Appendix "B" according to the recommendations of the Development Officer. (Car. Un.)

**COMMITTEE  
REPORTS**

COMMITTEE REPORTS

F.C.S.S.

The minutes of the April 14<sup>th</sup>, 2015 Regular Meeting were reviewed.

Provost & District Regional Recreation Board

Cr. Tripp gave a verbal update to the East Recreation report.

Provost Fire Department

The March, 2015 and April, 2015 Fire Reports were reviewed. Cr. Wolfe gave a verbal update to the East Fire report.

Cadogan Fire Department

The March, 2015 and April, 2015 Fire Reports were reviewed. Cr. Wolfe gave a verbal update to the Cadogan Fire report.

West End Fire Departments

The March, 2015 Fire reports were reviewed. The Administrator gave a verbal update on the West Fire report.

Hillcrest Lodge

The minutes of the April 13<sup>th</sup>, 2015 Regular Meeting were reviewed.

Waste Management Authority

A discussion relative to Waste Management ensued.

Provost Cooperative Seed Cleaning Plant

Cr. Kozlinski gave a verbal update to the seed plant report. A discussion ensued.

Dr. Recruitment Committee

Cr. Murray gave a verbal update to the Dr. Recruitment report. A discussion ensued.

A discussion relative to administration building upgrades ensued.

**ADJOURN**  
**12:36 P.M.**

15/155.

Moved by Cr. Murray to adjourn.

(Car. Un.)

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REEVE

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ADMINISTRATOR