

REGULAR MEETING OF COUNCIL , THURSDAY, FEBRUARY 27, 2014

**TO ORDER AT
8:53 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, February 27th, 2014 and was called to order by Reeve Murray at 8:53 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
Irvin Bethge, Assistant Public Works Director

ADDITIONS/DELETIONS TO THE AGENDA

2. PUBLIC WORKS

- Public Works Report

4. ADMINISTRATION

- Administrator's Notes

5. DELEGATIONS

- 10:30 A.M. – TransCanada Energy East Pipeline

7. NEW BUSINESS

REMUNERATION CLAIMS

- Division 2
- Division 4
- Division 5
- Division 7

DECISION ITEMS

- Grader Blade Tenders
- Culvert Tenders
- Seal Coat Tenders
- Calcium Tenders
- Policy Review – Meal Remuneration
- Gravel Crush Schedule – 2014
- Performance Evaluation
 - Assistant to Finance Officer
 - Utilities Officer

DISCUSSION ITEMS

- Safety Codes – Fire Discipline

APPENDIX “B”

10. COMMITTEE REPORTS

- 6. Fire Departments
 - Cadogan
 - February Fire Report
 - Joint M.D./Town Fire Committee
 - February 19th, 2014 Draft Meeting Minutes

11. CORRESPONDENCE

- Surface Rights Annual Meeting – March 13th, 2014

AGENDA 14/46. Moved by Cr. Carson to accept the agenda with additions.
(Car. Un.)

APPENDIX "A" Appendix "A" – Public Works Report was reviewed.

**PRESENT
8:55 A.M.** Dana Laye present.

**ABSENT
8:57A.M.** Dana Laye absent.

A discussion relative to grader beats and coverage ensued.

A discussion relative to Public Works communications ensued.

A discussion relative to road salt and alternative products and methodologies ensued.

A discussion relative to exploration of new stabilization products ensued.

Cr. Charlton expressed a concern relative to road ploughing in Division 5.

**ABSENT
9:10 A.M.** Wayne MacLean and Irvin Bethge absent.

**REGULAR
MEETING
MINUTES** 14/47. Moved by Cr. Carson to accept the minutes of the
February 13th, 2014 Regular Meeting with correction. (Car. Un.)

**M.P.C.
MINUTES** 14/48. Moved by Cr. Wolfe to accept the minutes of the February
13th, 2014 M.P.C. Meeting with correction. (Car. Un.)

The financial reports were reviewed.

**BANK
RECONCILIATION
STATEMENTS** 14/49. Moved by Cr. Kozlinski to accept the October 31, 2013
and November 30, 2013 Bank Reconciliation Statements. (Car. Un.)

**ASSET AND
LIABILITY REPORTS** 14/50. Moved by Cr. Wolfe to accept the October 31st, 2013 and
November 20th, 2013 Asset and Liability Reports. (Car. Un.)

**STATEMENTS OF
ACCUMULATED
SURPLUS** 14/51. Moved by Cr. Kozlinski to accept the October 31st, 2013
and November 30th, 2013 Statements of Accumulated Surplus.
(Car. Un.)

**PROJECTS
REPORTS** 14/52. Moved by Cr. Kozlinski to accept the October 31st, 2013
and November 30th, 2013 Projects Reports. (Car. Un.)

**ADMINISTRATOR'S
NOTES** The Administrator's Notes were reviewed.

A discussion relative to a pending joint meeting with the Town of Hardisty ensued.

ABSENT
9:29 A.M.

Cr. Wolfe absent.

PRESENT
9:31 A.M.

Cr. Wolfe present.

A discussion relative to proposed pension reforms ensued.

A discussion relative to the Bull Creek Wind project approval by the A.U.C. ensued.

DEPARTMENT
HEAD
REPORTS

The following Department Head Reports were reviewed:

- Development/Utilities Officer Report
- Utilities Officer Report
- Assistant Development Officer Report
- Economic Development Report
- Safety Officer Report
- Peace Officer Report

Fines Distribution to January 31st, 2014.

A discussion relative to moving a house trailer into Shorncliffe Lake ensued.

A discussion relative to safety policy ensued.

COUNCILLOR
REMUNERATION

14/53. Moved by Cr. Carson to accept the Councillor remuneration claims, as presented, for December 2013, January and February 2014. (Car. Un.)

ABSENT
9:56 A.M.

Cr. Motley absent.

PRESENT
9:58 A.M.

Cr. Motley present.

A discussion relative to a request from the Cadogan Ag Society ensued.

TITLE
TRANSFER
HAMLET OF
CADOGAN

14/54. Moved by Cr. Tripp to transfer title of Lots 1, 2 & 3, Block 6, Plan No. 1685U. Hamlet of Cadogan to the Cadogan Ag. Society as requested. (Car. Un.)

ASB SKID
STEER WITH
MULCHER &
GRASS
DRILLS

14/55. Moved by Cr. Motley to authorize the tender of a skid steer with mulcher attachment for the Ag Service Board, with a budgeted cost ceiling of \$125,000.00 and authorize the allocation of \$15,000.00 into reserves for the replacement of the A.S.B. grass drills. (Car. Un.)

A discussion relative to a road upgrade request from Inter Pipeline Ltd. ensued.

INTER
PIPELINE LTD.
ROAD
APPROVAL

14/56. Moved by Cr. Carson to approve a request from Inter Pipeline Ltd. to develop the undeveloped portion of Township Road 424 west of Range Road 93 in accordance with the presented specifications. (Car. Un.)

GRADER
 BLADE
 TENDERS

FINNING

400– 3 piece sets $\frac{3}{4}$ " X 8" X 6' $\frac{1}{2}$ X 8" X 5'	\$161.87	\$ 64,748.00
50 – End Blades $\frac{1}{2}$ " X 8" X 5' – $\frac{3}{4}$ " hole	\$ 36.74	\$ 1,837.00
	TOTAL:	\$ 66,585.00 Plus G.S.T.

F.O.B. PROVOST
 8 Weeks Delivery

REDHEAD EQUIPMENT

400– 3 piece sets $\frac{3}{4}$ " X 8" X 6' $\frac{1}{2}$ X 8" X 5'	\$163.70	\$65,480.00
50 – End Blades $\frac{1}{2}$ " X 8" X 5' – $\frac{3}{4}$ " hole	\$ 40.53	\$ 1,947.50
	TOTAL:	\$ 67,506.50 Plus G.S.T.

F.O.B. Hughenden
 Delivery is 8 – 10 Weeks from Date of Order

VALLEY BLADES

400– 3 piece sets $\frac{3}{4}$ " X 8" X 6' $\frac{1}{2}$ X 8" X 5'	\$164.26	\$ 65,704.00
50 – End Blades $\frac{1}{2}$ " X 8" X 5' – $\frac{3}{4}$ " hole	\$ 41.64	\$ 2,082.00
	TOTAL:	\$ 67,786.00 Plus G.S.T.

F.O.B. Hughenden
 Delivery 5 – 7 weeks

UNION TRACTOR

400– 3 piece sets $\frac{3}{4}$ " X 8" X 6' $\frac{1}{2}$ X 8" X 5'	\$168.15	\$ 67,260.00
50 – End Blades $\frac{1}{2}$ " X 8" X 5' – $\frac{3}{4}$ " hole	\$ 41.60	\$ 2,080.00
	TOTAL:	\$ 69,340.00 Plus G.S.T.

F.O.B. Hughenden;
 Delivery 8 to 10 weeks

BRANDT

400- 3 piece sets $\frac{3}{4}$ " X 8" X 6' $\frac{1}{2}$ X 8" X 5'	\$184,90	\$ 73,960.00
50 - End Blades $\frac{1}{2}$ " X 8" X 5' - $\frac{3}{4}$ " hole	\$ 45.73	\$ 2,286.50
	<u>TOTAL:</u>	<u>\$ 76,246.50</u> Plus G.S.T.

F.O.B. Hughenden
 Delivery is 4 -5 weeks ARO

HE MORGAN PARTS

400- 3 piece sets $\frac{3}{4}$ " X 8" X 6' $\frac{1}{2}$ X 8" X 5'	\$214.95	\$ 85,972.00
50 - End Blades $\frac{1}{2}$ " X 8" X 5' - $\frac{3}{4}$ " hole	\$ 39.45	\$ 1,972.50
Freight costs to Hughenden		\$ 1,200.00
	<u>TOTAL:</u>	<u>\$ 89,144.50</u> Plus G.S.T.

F.O.B. Hughenden
 Delivery is 25 days ARO

**ACCEPT
 FINNING
 TENDER
 GRADER
 BLADES**

14/57. Moved by Cr. Motley to accept the tender received from Finning for the 2014 summer grader blade requirements as per their quote in the amount of \$66,585.00 plus G.S.T. (Car. Un.)

**CULVERT
 TENDERS**

FRONTIER CONSTRUCTION PRODUCTS

150 - 300mm X 1.6mm	\$ 3,112.50
1,000 - 400mm X 1.6mm	\$ 27,850.00
360 - 500mm X 1.6mm	\$ 12,708.00
180 - 600mm X 1.6mm	\$ 7,416.00
120 - 800mm X 1.6mm	\$ 6,606.00
16 - 300mm X 300mm wide annular couplers	\$ 269.60
100 - 400mm X 300mm wide annular couplers	\$ 1,950.00
30 - 500mm X 300mm wide annular couplers	\$ 661.50
20 - 600mm X 300mm wide annular couplers	\$ 492.00
16 - 800mm X 300mm wide annular couplers	\$ 486.40

TOTAL: \$61,597.00 + G.S.T.

F.O.B. Jobsite
 Shipment as required

CANADA CULVERT

150 - 300mm X 1.6mm	\$ 3,097.50
1,000 - 400mm X 1.6mm	\$ 27,850.00
360 - 500mm X 1.6mm	\$ 12,690.00
180 - 600mm X 1.6mm	\$ 7,416.00
120 - 800mm X 1.6mm	\$ 8,322.00

16 – 300mm X 300mm wide annular couplers	\$ 244.80
100 – 400mm X 300mm wide annular couplers	\$ 2,215.00
30 – 500mm X 300mm wide annular couplers	\$ 768.00
20 – 600mm X 300mm wide annular couplers	\$ 575.00
16 – 800mm X 300mm wide annular couplers	\$ 592.80

TOTAL: \$63,771.10 + G.S.T.

F.C.A. Point – Hughenden on trucks
 Delivery to be arranged

U.F.A. – PROVOST FARM SUPPLY

150 - 300mm X 1.6mm	\$ 3,909.00
1,000 - 400mm X 1.6mm	\$ 35,000.00
360 - 500mm X 1.6mm	\$ 15,480.00
180 - 600mm X 1.6mm	\$ 9,300.00
120 - 800mm X 1.6mm	\$ 10,399.00

16 – 300mm X 300mm wide annular couplers	\$ 287.20
100 – 400mm X 300mm wide annular couplers	\$ 2,055.00
30 – 500mm X 300mm wide annular couplers	\$ 697.50
20 – 600mm X 300mm wide annular couplers	\$ 519.00
16 – 800mm X 300mm wide annular couplers	\$ 583.20

Delivery (After March 15, 2014) \$ 2,550.00

TOTAL: \$80,779.90 + G.S.T.

**ACCEPT
 FRONTIER CONS.
 TENDER
 CULVERTS**

14/58. Moved by Cr. Motley to accept the tender received from Frontier Construction Products for the 2014 culvert requirements as per their quote in the amount of \$61,597.00 plus G.S.T. (Car. Un.)

**S.S.1 SEAL
 COAT TENDERS**

KANSAS RIDGE TRUCKING LTD.
 SS-1

\$0.670 per liter + G.S.T.
 Supplied and Applied

WEST CAN SEAL COATING
 SS-1

\$1.23 per liter + G.S.T.
 Supplied and Applied

**APROVE
 KANSAS RIDGE
 TRUCKING
 TENDER
 SEAL COAT**

14/59. Moved by Cr. Wolfe to accept the tender received from Kansas Ridge Trucking Ltd. for the 2014 SS1 Seal Coat Program as per their quote in the amount of \$0.670 per liter + G.S.T. (Car. Un.)

**CALCIUM
 TENDERS**

KORTECH CALCIUM SERVICES LTD.
 Calcium Chloride W 1.32

\$0.180 per liter + G.S.T.
 Supplied and Applied

DUST CONTROL
 32% Flake Equivalent

\$0.215 per liter + G.S.T.
 Supplied and Applied

TIGER CALCIUM SERVICES INC.
 Calcium Chloride Silver 32%

\$0.215 per liter + G.S.T.
 Supplied and Applied

**ACCEPT
KORTECH
CALCIUM
TENDERS**

14/60. Moved by Cr. Wolfe to accept the tender received from Kortech Calcium Services Ltd. for the 2014 Calcium Program as per their quote in the amount of \$0.180 per liter + G.S.T. supplied and applied. (Car. Un.)

A discussion relative to proposed changes to the meal remuneration policy ensued.

**MEAL
REMUNERATION
POLICY
CHANGES**

14/61. Moved by Cr. Carson to accept the following changes to the meal remuneration policy in principle but defer application until the October 2014 Organizational Meeting:

- *All representatives of the M.D. – whether members of Council, staff or designates – representing the M.D. at a legitimate meeting, event or function relative to the exercise of its business, shall be compensated for all expenses incurred with respect to meals and sustenance on a strictly remunerative basis.*
- *All claims for remuneration shall be submitted to the appropriate party, whether the Administrator (or designate) or Council for approval, as per all other expense claims.*
- *Maximum allowable amounts under the meal remuneration policy shall be as follows:*
 1. *Breakfast - \$12*
 2. *Dinner - \$16*
 3. *Supper - \$21*
 4. *Gratuities on the above thresholds shall be considered eligible up to a maximum of 15% of the total amount.*
 5. *Alcohol shall NOT be considered eligible under any circumstance.*

(Car. 6-1)

Opposed: Cr. Murray

**CALL FOR
RECESS
10:38 A.M.**

Cr. Murray called a five minutes recess.

**RECONVENE
10:42 A.M.**

Reconvened.

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

PRESENT

Darren Pacquin and Cody Knorr – TransCanada Pipeline present.

A presentation relative to progress on the Energy East project ensued.

A series of questions were posed by Council to the TransCanada representatives relative to ongoing TransCanada projects, and a discussion ensued which focused on a number of topics including traffic, road use, pipeline construction and other facets of the project at large.

A discussion ensued about pipeline safety and emergency response.

**ADJOURN
11:45 A.M.**

14/62. Moved by Cr. Murray to adjourn for dinner. (Car. Un.)

**RECONVENE
12:54 P.M.**

Reconvened.

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

A discussion relative to gravel crushing and exploration ensued.

**APPROVE
2014 GRAVEL
CRUSH
SCHEDULE**

14/63. Moved by Cr. Kozlinski to approve the following 2014 gravel crush schedule and specifications as recommended by the Gravel Committee and authorize and release of same for public tender:

1. 125,000 cubic yards at the Arneson Pit (contractual obligation)
2. 25,000 cubic yards at the Crone Pit
3. Solicitation of a jaw crushed to crush boulders at the Crone, Read and Adams pits (estimated quantity 20,000-25,000 cubic yards)
(Car. Un.)

**GO IN CAMERA
1:08 P.M.**

14/64. Moved by Cr. Murray to go in camera to discuss personnel issues.
(Car. Un.)

**COME OUT OF
IN CAMERA
1:23 P.M.**

14/65. Moved by Cr. Murray to come out of in camera.
(Car. Un.)

**ACCEPT
PERFORMANCE
EVALUATIONS
ASST. FINANCE
OFFICER &
UTILITIES OFFICER**

14/66. Moved by Cr. Murray to accept the performance evaluations and recommendations of the Assistant to Finance Officer and Utilities Officer as presented.
(Car. 6-1)
Opposed: Cr. Tripp

A discussion relative to the pending joint meeting with the Villages of Czar, Hughenden and Amisk ensued.

A discussion relative to the procurement of an engineered alarm system in the Hughenden arena ensued.

A discussion relative to the governance reform concerning the Rescue Unit in Hughenden ensued.

A discussion relative about joint management of lodges and manors ensued.

**ABSENT
1:53 P.M.**

Cr. Motley absent.

**PRESENT
1:53 P.M.**

P.W. Director Wayne MacLean and Assistant P.W. Director Irvin Bethge present.

A discussion relative to laneway ploughing policy ensued.

**PRESENT
1:54 P.M.**

Cr. Motley present.

PW Director Wayne MacLean gave a presentation on the flag system of fee-for-service laneway ploughing.

A number of questions were posed by Council and answered by PW Director Wayne MacLean and Assistant PW Director Irvin Bethge.

A discussion about the feasibility of implementing a flag system ensued.

ABSENT
2:25 P.M.

Cr. Carson absent.

PRESENT
2:28 P.M.

Cr. Carson present.

A discussion relative to borrow area compensation ensued.

ABSENT
3:00 P.M.

P.W. Director Wayne MacLean and Assistant P.W. Director Irvin Bethge absent.

A discussion relative to the Municipal Government Act review ensued.

A number of topics were discussed relative to legislative and taxation components proposed in the ongoing review process.

A discussion relative to the Joint Fire Code QMP between the Villages, the M.D. of Provost and the Town of Provost ensued.

APPENDIX "B"

14/67. Moved by Cr. Motley to approve Appendix "B" according to the recommendations of the Development Officer. (Car. Un.)

APPENDIX "D"

14/68. Moved by Cr. Tripp to accept the accounts as listed on Appendix "D" for information. (Car. Un.)

**COMMITTEE
REPORTS**

COMMITTEE REPORTS

A.S.B.

The January 23, 2014 Organizational Meeting and the January 23, 2014 Regular Meeting were reviewed. Cr. Tripp and Cr. Charlton gave a verbal supplement to the A.S.B. report. A discussion ensued relative to wildlife compensation and damage.

F.C.S.S.

The February 11, 2014 Regular Meeting minutes were reviewed. Cr. Charlton gave a verbal supplement to the F.C.S.S. report.

Recreation Boards

Provost & District Regional Recreation Board

Cr. Tripp gave a verbal supplement to the East Recreation budget. A discussion ensued.

West Recreation Committee

No report.

Shorncliffe Lake Association

No report.

Capt Ayre Lake Association

Cr. Tripp and Cr. Kozlinski gave a verbal update to the Capt Ayre Lake Association report. A discussion ensued.

Provost Fire Department

No report.

Cadogan Fire Department

The February 2014 fire reports were reviewed.

Joint M.D./Town Fire Committee

The minutes of the June 17th, 2013 Regular Meeting and the draft minutes of the February 19th, 2014 Regular Meeting were reviewed. Cr. Carson gave a verbal supplement to the East Fire report. A discussion ensued, with an emphasis on budgetary process relative to the recent addition on the Provost Fire Hall.

West Fire Committee

The Administrator gave a verbal update on West Fire.

Economic Development

No report.

Hillcrest Lodge

The January 14, 2014 Regular Meeting minutes were reviewed. Cr. Charlton and Cr. Motley gave a verbal update on the Hillcrest Lodge report.

Waste Management Authority

No report.

Library Board

Cr. Carson gave a verbal update on the Library Board.

Provost & District Health Services

No report.

Ambulance

No report.

Airport

No report.

Provost Cooperative Seed Cleaning Plant

No report.

ADJOURN
4:11 P.M.

14/69.

Moved by Cr. Murray to adjourn.

(Car. Un.)

REEVE

ADMINISTRATOR