

REGULAR MEETING OF COUNCIL, THURSDAY, JUNE 28TH, 2018

**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, June 28th, 2018 and was called to order by Reeve Murray at 9:00 a.m.

PRESENT

PRESENT

Present: Councillors D. Carson, R. N. Charlton, D.L. Motley, A.G. Murray and R. R. Rustad.

**ALSO
PRESENT**

Also Present: Administrator Tyler Lawrason
Lauren Grosky
Len Fossen, Operations Manager
Marty Biro, Operations Manager
Julie Jamieson, Inventory and Procurement
Control Officer

ABSENT

Absent: Cr. L. D. Kozlinski
Cr. B. R. Tripp

ADDITIONS/DELETIONS TO THE AGENDA

2. PUBLIC WORKS

- Public Works Report
- Gravel Crushing Reports – Read Pit
- Weekly Grader Activity Reports

4. ADMINISTRATION

- Administrator Notes

6. UNFINISHED BUSINESS

- Administrator Performance Evaluation

7. NEW BUSINESS

REMUNERATION CLAIMS

- Division 1
- Division 2
- Division 3
- Division 6
- Division 7

DECISION ITEMS

- Fuel System R.F.P.'s Received
- Shorncliffe Lake Mini Golf Fees
- Workplace Harassment and Violence Prevention Policy

APPENDIX "B"

10. COMMITTEE REPORTS

- 8) Hillcrest Lodge
 - June 18th, 2018 Regular Meeting Minutes
- 10) Library Board
 - Parkland Regional Library Financial Statements
December 31st, 2017
- 11) Provost & District Health Services Foundation
 - June 21st, 2018 Regular Meeting Minutes

- June 21st, 2018 Medical Centre Regular Meeting Minutes

11. CORRESPONDENCE

- Provost R.C.M.P. Stats
- R.M.A. President's Update
- Battle River Power Coop Newsletter

AGENDA 18/173. Moved by Cr. Charlton to accept the agenda with additions as presented. (Carried)

APPENDIX "A" PUBLIC WORKS REPORT

Appendix "A" – Public Works Report was reviewed.

PRESENT
9:06 A.M.

Cr. Kozlinski present.

A discussion relative to gravel testing and crushing ensued.

A discussion relative to a proposed new fuel system ensued.

ABSENT
9:34 A.M.

Cr. Motley absent.

PRESENT
9:36 A.M.

Cr. Motley present.

ABSENT
9:38 A.M.

Len Fossen, Marty Biro and Julie Jamieson absent.

MINUTES REGULAR MEETING

18/174. Moved by Cr. Charlton to accept the minutes of the June 14th, 2018 Regular Meeting. (Carried)

BANK RECONCILIATION STATEMENT

18/175. Moved by Cr. Carson to accept the Bank Reconciliation Statement to May 31st, 2018 as presented. (Carried)

PROJECTS REPORT

18/176. Moved by Cr. Kozlinski to accept the Projects Report to March 31st, 2018 as presented. (Carried)

ADMINISTRATOR'S NOTES

The Administrator's Notes were reviewed.

DEPARTMENT HEAD REPORTS

The following Department Head Reports were reviewed:

- Agricultural Fieldman
- Development/Utilities Officer
- Utilities Officer
- Assistant Development Officer
- Safety Officer
- Peace Officer
- Fines Distribution to May 31st, 2018.

**COUNCILLOR
REMUNERATION
CLAIMS**

18/177. Moved by Cr. Charlton to accept the Councillor remuneration claims for February, March, April, May and June, 2018 as presented. (Carried)

A discussion relative to the Charitable Donation requests ensued.

**CHARITABLE
DONATION
ALLOCATIONS**

18/178. Moved by Cr. Motley the following to allocate \$6,500.00 to the Provost and District Handi-Van Society and to allocate \$4,505.30 to the Czar Emmanuel Lutheran Church. (Carried)

**ABSENT
10:18 A.M.**

Tyler Lawrason absent.

**PRESENT
10:21 A.M.**

Tyler Lawrason present.

**ABSENT
10:25 A.M.**

Cr. Kozlinski absent.

**PRESENT
10:27 A.M.**

Cr. Kozlinski present.

A discussion resumed relative to the proposed fuel system acquisition.

**APPROVE
FUEL SYSTEM
REPLACEMENT**

18/179. Moved by Cr. Motley to declare Fireball Equipment the sole qualified proponent for the fuel system R.F.P. (Carried)

A discussion relative to the Shorncliffe Mini Golf fee schedule ensued.

**APPROVE
MINI GOLF
FEE SCHEDULE**

18/180. Moved by Cr. Kozlinski to approve the draft Shorncliffe Mini Golf fee schedule as presented. (Carried)

**ABSENT
10:42 A.M.**

Cr. Motley absent.

**PRESENT
10:43 A.M.**

Cr. Motley present.

A discussion relative to the Workplace Harassment and Violence Prevention Policy ensued.

**REQUEST FOR
RECORDED VOTE**

Cr. Motley requested a recorded vote.

**WORKPLACE
HARRASSMENT AND
VIOLENCE
PREVENTION
POLICY**

18/181. Moved by Cr. Murray to adopt the draft Workplace Harassment and Violence Prevention Policy as presented. (Carried 4 – 2)
Opposed: Cr. Carson
Cr. Motley

APPENDIX "B"

18/182. Moved by Cr. Motley to approve Appendix "B" according to recommendations of the Development Officer.

(Carried)

APPENDIX "D"

18/183. Moved by Cr. Carson to accept the accounts as listed on Appendix "D" for information. (Carried)

COMMITTEE REPORTS

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F.C.S.S.

The June 12th, 2018 Regular Meeting minutes were reviewed. Cr. Kozlinski gave a verbal supplement to the F.C.S.S. report.

Provost & District Recreation Board

The minutes of the April 12th, 2018, May 10th, 2018 and June 14th, 2018 Regular Meetings were reviewed. Cr. Murray gave a verbal supplement to the recreation report.

Shorncliffe Lake Association

The Administrator and Cr. Motley gave a verbal supplement to the Shorncliffe report.

Capt Ayre Lake Association

The Administrator gave a verbal supplement to the Capt Ayre Lake report.

Provost Fire Department

The May 2018 Fire Report was reviewed.

Cadogan Fire Department

The May 2018 Fire Reports were reviewed.

West End Fire Departments

The May 2018 Fire Reports were reviewed. A discussion relative to the West Fire reports ensued.

Hillcrest Lodge

The June 18th, 2018 Regular Meeting minutes were reviewed.

Waste Management Authority

Cr. Rustad gave a verbal supplement to the Waste Management Authority report.

Library Board

The Parkland Regional Library Financial Statements to December 31st, 2017 were reviewed.

Provost & District Health Services Foundation

The June 21st, 2018 Regular Meeting minutes of the Provost & District Health Services Foundation were reviewed. The June 21st, 2018 Regular Meeting minutes of the Provost Medical Centre were reviewed. Cr. Murray gave a verbal supplement to the Provost & District Health Services report.

ABSENT
11:30 A.M.

Cr. Motley absent.

ABSENT
11:30 A.M.

Cr. Charlton absent.

GO IN CAMERA
11:31 A.M.

18/184. Moved by Cr. Murray to go in camera to discuss personnel issues in accordance with Section 17 and 19 of the *F.O.I.P. Act.* (Carried)

ABSENT
11:32 A.M.

Tyler Lawrason and Lauren Grosky absent.

**COME OUT OF IN
CAMERA**
12:08 P.M.

18/185. Moved by Cr. Murray to come out of in camera. (Carried)

PRESENT
12:08 P.M.

Tyler Lawrason and Lauren Grosky present.

**ADMINISTRATOR
PERFORMANCE
EVALUATION**

18/186. Moved by Cr. Murray to accept the performance evaluation of the C.A.O. and attendant 3% base salary increase. (Carried)

ADJOURN
12:09 P.M.

18/187. Moved by Cr. Murray to adjourn. (Carried)

REEVE

ADMINISTRATOR