

**ORGANIZATIONAL MEETING OF COUNCIL  
THURSDAY, OCTOBER 23<sup>RD</sup>, 2014**

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

The Organizational 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, October 23<sup>rd</sup>, 2014 and was called to order by Tyler Lawrason 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  
Public Works Director Wayne MacLean  
P.W. Administrative Assistant Raina Laye

**AGENDA**

14/332. Moved by Cr. Charlton to accept the agenda as presented.  
(Car. Un.)

In accordance with Section 150(2) of the Municipal Government Act the Administrator called for nominations for the position of Reeve who would serve a term of one (1) year.

**ELECTION  
OF REEVE**

Cr. Motley nominated Cr. Murray for Reeve.

Second call for nominations.

Third call for nominations.

**NOMINATIONS  
CEASE**

14/333. Moved by Cr. Carson that nominations cease.  
(Car. Un.)

Cr. Murray was declared Reeve of the Municipal District of Provost No. 52 for a term of one (1) year by acclamation.

**OATHS OF OFFICE**

Oaths of office were administered.

A discussion relative to Bylaw No. 2214 – Procedural Bylaw ensued.

**BYLAW NO. 2214 –  
PROCEDURAL  
BYLAW**

14/334. Moved by Cr. Tripp to maintain Bylaw No. 2214 as is for a period of one (1) year.  
(Car. Un.)

Reeve Murray declared nominations open for the position of Deputy Reeve.

**ELECTION OF  
DEPUTY-REEVE**

Cr. Charlton nominated Cr. Kozlinski for the position of Deputy Reeve.

Second call for nominations.

Third call for nominations.

**NOMINATIONS  
CEASE**

14/335. Moved by Cr. Tripp that nominations cease.  
(Car. Un.)

Cr. Kozlinski was declared Deputy-Reeve for a term of one (1) by acclamation.

Oaths of office were administered

**REGULAR  
MEETINGS  
SCHEDULE**

Cr. Kozlinski absent.

Regular Meeting schedules were discussed.

14/336. Moved by Cr. Wolfe to continue the practice of holding regular meetings on the second and fourth Thursday of each month, to commence at 9:00 a.m. (Car. Un.)

Cr. Kozlinski present.

A discussion relative to financial procedure ensued.

**ACCOUNTS  
PAYABLE**

14/337. Moved by Cr. Tripp to appoint the Standing Deputy-Reeve to monitor, oversee and provide signatory verification as required of the Accounts Payable cycle on or about the 15<sup>th</sup> of each month. (Car. Un.)

A discussion relative to Councillor remuneration ensued.

Cr. Carson suggested a flat rate of \$300.00 per day with the acceptance of the Meal Remuneration Policy.

Cr. Motley expressed a series of concerns with public perception relative to Council remuneration.

**COUNCILLOR  
REMUNERATION  
POLICY**

14/338. Moved by Cr. Murray that Councillor remuneration be set as follows:

- All Councillors shall be paid a stipend of \$300.00 for each regularly scheduled meeting of Council at which they are present. Municipal Planning Commission meetings which occur concurrently with Regular Meetings of Council shall be included in this stipend and will not be considered eligible for additional remuneration.
- Councillors shall be paid a stipend of \$300.00 each month as compensation for preparation, reading and communication time relative to the Regular Meeting agenda(s) and interaction with M.D. staff.
- All other officially sanctioned and/or approved M.D. business in which Councillors participate, including committee meetings, supervision activities, etc. shall be paid at a rate of \$30.00 per hour. (Car. Un.)

A discussion relative to meal remuneration ensued.

**MEAL  
REMUNERATION  
POLICY**

14/339. Moved by Cr. Murray to accept the meal remuneration policy as follows:

- 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. Un.)

**MILEAGE  
POLICY**

14/340. Moved by Cr. Murray to set the mileage rate at \$.55 per kilometer. (Car. Un.)

**ABSENT  
9:34 A.M.**

Raina Laye absent.

**PRESENT  
9:36 A.M.**

Raina Laye present.

Committee mandates, activities and structures were discussed.

**ADMINISTRATION  
BUILDING  
COMMITTEE**

14/341. Moved by Cr. Charlton to appoint Cr. Wolfe and Cr. Tripp to the Administration Building Committee for a term of (1) year. (Car. Un.)

**EAST  
FIRE  
COMMITTEE**

14/342. Moved by Cr. Motley to appoint Cr. Carson, Cr. Wolfe and Cr. Kozlinski to the East Fire Committee for a term of one (1) year. (Car. Un.)

**WEST  
FIRE  
COMMITTEE**

14/343. Moved by Cr. Motley to appoint Cr. Carson, Cr. Motley and Cr. Tripp to the West Fire Committee - for a term of one (1) year. (Car. Un.)

**PROVOST  
AIRPORT  
COMMITTEE**

14/344. Moved by Cr. Wolfe to appoint Cr. Charlton and Cr. Tripp to the Provost Airport Committee and Don Twa as civilian member, for a term of one (1) year. (Car. Un.)

**DOCTOR  
RECRUITMENT &  
DOCTOR'S HOUSE  
COMMITTEE**

14/345. Moved by Cr. Motley to appoint Cr. Murray and Tyler Lawrason as members to the Doctor Recruitment Committee and to the Management Committee for the Joint Ownership the Doctor's House for a term of one (1) year. (Car. Un.)

**F.C.S.S.**

14/346. Moved by Cr. Wolfe that Cr. Charlton and Cr. Tripp be appointed to the Family and Community Support Services Board for a term of one (1) year. (Car. Un.)

**PROVOST &  
DISTRICT  
HEALTH  
SERVICES**

14/347. Moved by Cr. Wolfe that Cr. Murray and Cr. Kozlinski be appointed to the Provost and District Health Services Foundation for a term of one (1) year. (Car. Un.)

**PROVOST  
JOINT  
DEVELOPMENT  
COMMITTEE**

14/348. Moved by Cr. Wolfe that Cr. Tripp and Cr. Wolfe be appointed to the Provost Joint Development Committee for a term of one (1) year. (Car. Un.)

**PROVOST  
COOPERATIVE  
SEED CLEANING  
PLANT**

14/349. Moved by Cr. Charlton to appoint Cr. Kozlinski to the Provost Cooperative Seed Cleaning Plant for a term of one (1) year. (Car. Un.)

**PROVOST  
SENIOR  
CITIZENS HOME  
FOUNDATION**

14/350. Moved by Cr. Wolfe that Cr. Motley and Cr. Charlton be appointed to the Provost Senior Citizens Home Foundation for a term of one (1) year. (Car. Un.)

**PROVOST &  
DISTRICT  
RECREATION  
BOARD**

14/351. Moved by Cr. Tripp that Cr. Tripp and Cr. Kozlinski be appointed to the Provost and District Recreation Board for a term of one (1) year. (Car. Un.)

**CAPT AYRE  
LAKE  
ASSOCIATION**

14/352. Moved by Cr. Charlton that Cr. Tripp and Cr. Kozlinski be appointed to the Capt Ayre Lake Association for a term of one (1) year. (Car. Un.)

**SHORNCLIFFE  
LAKE  
ASSOCIATION**

14/353. Moved by Cr. Wolfe that Cr. Carson and Cr. Charlton be appointed to the Shorncliffe Lake Association for a term of one (1) year. (Car. Un.)

**GRAVEL  
COMMITTEE**

14/354. Moved by Cr. Motley that Cr. Tripp, Cr. Wolfe and Cr. Motley be appointed to the Gravel Committee for a term of one (1) year. (Car. Un.)

**WASTE  
MANAGEMENT  
COMMITTEE**

14/355. Moved by Cr. Carson that Cr. Motley and Cr. Carson be appointed to the Waste Management Committee for a term of one (1) year. (Car. Un.)

**LAND  
RECLAMATION  
OFFICERS**

14/356. Moved by Cr. Tripp that John Degenstien and Burt Forbes be appointed as Land Reclamation Officers for a term of one (1) year. (Car. Un.)

**ABSENT  
9:44 A.M.**

Cr. Wolfe absent.

**PRESENT  
9:48 A.M.**

Cr. Wolfe present.

A discussion relative to fire permit issuance ensued.

**FIRE  
PERMITS**

14/357. Moved by Cr. Carson to appoint Barry Johnstone, Neil Whiting, Lee Roworth, Rick Damberger, Roger Waring, Brian Cooper and Cory Lefebvre to issue fire permits within the M.D. of Provost No. 52 for a term of one (1) year. (Car. Un.)

A discussion relative to Emergency Management ensued.

**EMERGENCY  
MANAGEMENT**

14/358. Moved by Cr. Carson that Administrator Tyler Lawrason be appointed as the Director of Emergency Management, Dana Laye be appointed as Deputy Director and Administrator Tyler Lawrason and Michelle Formanek be appointed as Public Information Officers for a term of one (1) year. (Car. Un.)

**EMERGENCY  
MANAGEMENT  
COMMITTEE**

14/359. Moved by Cr. Motley to appoint Cr. Carson, Cr. Motley and Cr. Murray to the Emergency Management Committee for a term of one (1) year. (Car. Un.)

A discussion relative to Subdivision Development Appeal Board Committee appointments ensued.

**AGRICULTURAL  
SERVICE  
BOARD**

14/360. Moved by Cr. Motley to appoint Council in its entirety to the Agricultural Service Board and Marilyn Reinhart as secretary for a term of one (1) year. (Car. Un.)

**WEST  
RECREATION  
COUNCIL**

14/361. Moved by Cr. Motley that Cr. Carson, Cr. Charlton, Cr. Tripp and Cr. Motley be appointed to the West Recreation Council for a term of one (1) year. (Car. Un.)

**M.D. #52 LIBRARY  
BOARD**

14/362. Moved by Cr. Carson that Cr. Carson and Kelly Heinrich be appointed as representative on the M.D. #52 Library Board for a term of one (1) year, Roxanna Wotschell, Jackie Almborg, Tim Nordin and Sandra Johnson as representatives for a term of three (3) years, Deb Nelson as representative for two (1) year. (Car. Un.)

**2015 TAX  
RECOVERY  
SALE DATE**

14/363. Moved by Cr. Tripp to set the 2015 Tax Recovery Sale Date for October 8<sup>th</sup>, 2015. (Car. Un.)

**LAND USE  
BYLAW  
AMENDMENT FEE**

14/364. Moved by Cr. Wolfe to set the Land Use Bylaw Amendment fee at \$375.00 per application. (Car. Un.)

**INTEREST  
RATES &  
NSF CHEQUES**

14/365. Moved by Cr. Carson to set interest rates on accounts receivable at 1.5% per month after 60 days with a minimum interest charge of \$1.00 to cover administration costs, with \$25.00 to be charged on all N.S.F. cheques. (Car. Un.)

**M.D. MAPS**

14/366. Moved by Cr. Kozlinski to set the fee for municipal maps and digital maps a \$25.00 GST inclusive to be picked up at the M.D. office and \$30.00 GST inclusive to be mailed. (Car. Un.)

**CERTIFICATE OF  
COMPLIANCE**

14/367. Moved by Cr. Kozlinski to set the fee for Certificate of Compliance letters at \$25.00. (Car. Un.)

A discussion relative to lease and frontage rates ensued.

**SHORNCLIFFE  
LAKE LEASE RATES**

**BOAT HOUSE LEASE RATES** 14/368. Moved by Cr. Charlton to set the 2015 lease rate for Shorncliffe Lake lots at \$6.00 per front foot per year. (Car. Un.)

**PROVOST AIRPORT LEASE RATES** 14/369. Moved by Cr. Charlton to set the least rate for the boat house leases at Shorncliffe Lake be set at \$6.00 per front foot per year. (Car. Un.)

**FIREWOOD SHORNCLIFFE LAKE AND CAPT AYRE LAKE CAMPING FEES** 14/370. Moved by Cr. Tripp to set the 2015 Provost Airport lease rates at \$6.00 per lineal foot plus \$.08 per square foot commercial and \$6.00 per lineal foot and \$.04 per square foot for private. (Car. Un.)

14/371. Moved by Cr. Charlton that firewood be sold for \$7.00 per bundle and the 2015 camping fees for Shorncliffe Lake and Capt Ayre Lake be as follows:

- Tenting/Non-Power \$ 17.00
- Power \$ 25.00
- Power & Water \$ 27.50
  
- Full Service \$ 32.00
- Group MD Lot \$ 50.00
- Group Site \$ 90.00

(Car. Un.)

**WATER & SEWER RATES**

A discussion relative to utility rates ensued.

14/372. Moved by Cr. Motley that the utility rates be set at \$55.00 per month for water and \$25.00 per month for sewer, effective January 1, 2015. (Car. Un.)

**MACHINERY, EQUIPMENT AND TRUCKING RATES**

14/373. Moved by Cr. Carson to set Machinery, Equipment and Trucking rates for 2015 in accordance with the 2014 Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide and Membership Roster. (Car. Un.)

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

**PRESENT**  
10:19 A.M.

Tyler Lawrason, Cr. Murray and Cr. Charlton absent.

**PRESENT**  
10:19 A.M.

Tyler Lawrason and Cr. Murray present.

**PRESENT**  
10:20 A.M.

Agricultural Fieldman Burt Forbes present.

Cr. Charlton present.

A discussion relative to compensation and right-of-way acquisition rates ensued.

Burt Forbes made a series of observations relative to reclamation and crop compensation.

An additional series of observations were made relative to the necessity of right-of-way purchase for Tier 2 projects.

**ABSENT**  
10:53 A.M.

A discussion about reclamation process and borrow process ensued.

**PRESENT**  
10:55 A.M.

Cr. Carson absent.

Cr. Carson present.

A discussion resumed about right-of-way width in the context of necessity versus practice.

**ABSENT**  
11:14 A.M.

A discussion relative to the location of temporary fences versus the loss of production resulting from same in the context of compensation ensued.

Raina Laye absent.

**DISTURBANCE  
COMPENSATION  
RATES**

14/374. Moved by Cr. Murray to set the compensation rates as follows:

- Baseline disturbance compensation rate for all areas subject to backsloping, soil borrow or other activities associated with road rehabilitation be paid at \$200.00 per acre, to be paid for the year in which the construction takes place and the two (2) years immediately following. Crop compensation; cereals at \$300.00 per acre, canola at \$450.00 per acres, corn at \$550.00 per acre, peas at \$375.00 per acre, pedigreed seed at 1.5 times and grass at \$200.00 per acre to be paid only in the year in which the construction takes place and hayfields less than five (5) years old seeded with hay are compensated at the pedigreed rate with other hay compensated as per cereal.
- Deeded land, which must be acquired for road widening, shall be purchased at \$350.00 per acre or 9 times the assessed value of the land not including improvements, whichever the greater.

(Car. Un.)

**PRESENT**  
11:15 A.M.

**ADJOURN**  
11:20 A.M.

Raina Laye present.

14/375. Moved by Cr. Murray to adjourn.

(Car. Un.)

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REEVE

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ADMINISTRATOR