

**ORGANIZATIONAL MEETING OF COUNCIL  
THURSDAY, OCTOBER 26<sup>TH</sup>, 2017**

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 26<sup>th</sup>, 2017 and was called to order by Tyler Lawrason at 9:00 a.m.

TO ORDER AT  
9:00 A.M.

**PRESENT**

PRESENT

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

ALSO  
PRESENT

Also Present: Administrator Tyler Lawrason

ABSENT

Absent: Cr. L. D. Kozlinski

AGENDA

17/274. Moved by Cr. Charlton to accept the agenda as presented. (Carried)

ELECTION OF  
REEVE

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 for one (1) year.

Cr. Carson nominated Cr. Murray for Reeve.

Second call for nominations.

Third call for nominations.

NOMINATIONS  
CEASE

17/275. Moved by Cr. Tripp that nominations cease. (Carried)

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

OATHS OF  
OFFICE

The Oaths of office for the position of Reeve were administered.

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

BYLAW NO. 2214 –  
PROCEDURAL  
BYLAW

17/276. Moved by Cr. Motley to maintain and accept Bylaw No. 2214, pending amendment. (Carried)

Reeve Murray called for nominations for the position of Deputy Reeve.

ELECTION OF  
DEPUTY-REEVE

Cr. Charlton nominated Cr. Carson for the position of Deputy-Reeve.

Second call for nominations.

Third call for nominations.



**NOMINATIONS  
CEASE**

17/277. Moved by Cr. Tripp that nominations cease. (Carried)

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

**OATHS OF  
OFFICE**

Oaths of Office were administered.

**9:13 A.M.  
ABSENT**

Cr. Motley absent.

**9:15 A.M.  
PRESENT**

Cr. Motley present.

Regular Meeting schedules were discussed.

**REGULAR  
MEETING  
SCHEDULE**

17/278. Moved by Cr. Motley to continue the practice of holding regular meeting on the second and fourth Thursday of each month, to commence at 9:00 a.m. (Carried)

A discussion relative to financial procedure ensued.

**ACCOUNTS  
PAYABLE**

17/279. Moved by Cr. Rustad 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. (Carried)

A discussion relative to Councillor Remuneration rates ensued.

**COUNCILLOR  
REMUNERATION  
POLICY**

17/280. Moved by Cr. Murray to accept the Councillor remuneration policy and rates schedule as amended as follows:

- All Councillors shall be paid a stipend of \$300.00 for each regularly scheduled meeting of Council which they are present for the entirety of the meeting. Municipal Planning Commission and A.S.B. meetings which occur concurrently with Regular Meetings of Council shall be included in this stipend and will not be considered eligible for additional remuneration. Any Councillor who is not present at the commencement of the regularly scheduled meeting or meetings as noted above shall have their remuneration reduced to \$150.00 on a per case basis.
- The reduction in stipend for incomplete attendance, noted above, may be overturned on an individual basis by a 2/3 majority vote of Council.
- All 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.



- Any other officially sanctioned and/or approved M.D. business in which Councillor participate, including committee meetings, supervision activities, etc. shall be paid at a rate of \$35.00 per hour.
- 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 - \$12.00
  2. Dinner - \$16.00
  3. Supper - \$21.00
  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 circumstances.
- Mileage rate at \$.55 per kilometer. (Carried)

A discussion on meal remuneration policy ensued.

ADMINISTRATION  
BUILDING

17/281. Moved by Cr. Murray to appoint Cr. Tripp and Cr. Kozlinski to the Administration Building Committee for a term of one (1) year. (Carried)

EAST  
FIRE  
COMMITTEE

17/282. Moved by Cr. Motley to appoint Cr. Carson, Cr. Kozlinski and Cr. Rustad to the East Fire Committee for a term of one (1) year. (Carried)

WEST  
FIRE  
COMMITTEE

17/283. Moved by Cr. Motley to appoint Cr. Carson, Cr. Rustad and Cr. Tripp to the West Fire Committee for a term of one (1) year. (Carried)

AIRPORT  
COMMITTEE

17/284. Moved by Cr. Motley 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. (Carried)

DOCTOR  
RECRUITMENT &  
DOCTOR'S HOUSE  
COMMITTEE

17/285. 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 of the Doctor's House for a term of one (1) year. (Carried)

F.C.S.S.  
BOARD

17/286. Moved by Cr. Murray that Cr. Rustad and Cr. Kozlinski be appointed to the Family and Community Support Services Foundation for a term of one (1) year.

AMEND  
MOTION  
#17/286.

17/287. Moved by Cr. Charlton to amend motion #17/286 to appoint Cr. Kozlinski and Cr. Charlton. (Carried)

AMENDED  
F.C.S.S.  
BOARD

17/288. Moved by Cr. Murray Cr. Charlton and Cr. Kozlinski be appointed to the Family and Community Support Services Foundation for a term of one (1) year. (Carried)

PROVOST &  
DISTRICT  
HEALTH  
SERVICES

17/289. Moved by Cr. Murray that Cr. Murray and Cr. Tripp be appointed to the Provost and District Health Services Board for a term of one (1) year. (Carried)

PROVOST  
JOINT  
DEVELOPMENT  
COMMITTEE

17/290. Moved by Cr. Charlton that Cr. Tripp and Cr. Rustad be appointed to the Provost Joint Development Committee for a term of one (1) year. (Carried)

PROVOST  
COOPERATIVE  
SEED CLEANING  
PLANT

17/291. Moved by Cr. Motley that Cr. Tripp be appointed to the Provost Cooperative Seed Cleaning Plant for a term of one (1) year. (Carried)

PROVOST SENIOR  
CITIZENS HOME  
FOUNDATION

17/292. Moved by Cr. Motley that Cr. Motley and Cr. Charlton be appointed to the Provost Senior Citizens Home Foundation for a term of one (1) year. (Carried)

PROVOST &  
DISTRICT  
RECREATION  
BOARD

17/293. Moved by Cr. Rustad that Cr. Tripp and Cr. Murray be appointed to the Provost and District Recreation Board for a term of one (1) year. (Carried)

CAPT AYRE  
LAKE  
ASSOCIATION

17/294. Moved by Cr. Motley that Cr. Tripp and Cr. Kozlinski be appointed to the Capt Ayre Lake Association for a term of one (1) year. (Carried)

SHORNCLIFFE  
LAKE  
ASSOCIATION

17/295. Moved by Cr. Carson that Cr. Carson and Cr. Charlton be appointed to the Shorncliffe Lake Association for a term of one (1) year. (Carried)

GRAVEL  
COMMITTEE

17/296. Moved by Cr. Rustad that Cr. Tripp, Cr. Carson and Cr. Motley be appointed to the Gravel Committee for a term of one (1) year. (Carried)

M.D. #52 WASTE  
MANAGEMENT  
AUTHORITY

17/297. Moved by Cr. Motley that Cr. Rustad and Cr. Motley be appointed to the M.D. #52 Waste Management Authority for a term of one (1) year. (Carried)

LAND  
RECLAMATION  
OFFICERS

17/298. Moved by Cr. Motley that John Degenstien and Brian Carter be appointed as Land Reclamation Officers for a term of one (1) year. (Carried)

FIRE  
PERMITS

17/299. Moved by Cr. Motley that Barry Johnstone, Neil Whiting, Hugh Baier, Lee Roworth, Rick Damberger, Roger Waring, Brian Cooper and Cory Lefebvre be appointed to issue fire permits within the M.D. of Provost No. 52 for a term of one (1) year.  
(Carried)

EMERGENCY  
MANAGEMENT  
COMMITTEE

17/300. Moved by Cr. Rustad to appoint Cr. Carson, Cr. Charlton and Cr. Murray to the Emergency Management Committee for a term of one (1) year.  
(Carried)

EMERGENCY  
MANAGEMENT

17/301. 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.  
(Carried)

SUBDIVISION AND  
DEVELOPMENT  
APPEAL BOARD  
COMMITTEE

17/302. Moved by Cr. Tripp that Terry Lee Degenhardt, Owen Almborg, Gina Vetter, Jamie Rennie and Fred Klein be appointed to the Subdivision and Development Appeal Board Committee for a term of four (4) years and Administrator Tyler Lawrason be appointed as Secretary of the Subdivision and Development Appeal Board Committee for a term of one (1) year.  
(Carried)

AGRICULTURAL  
SERVICE  
BOARD

17/303. Moved by Cr. Carson that Council in its entirety be appointed to the Agricultural Service Board for a term of one (1) year.  
(Carried)

A.S.B.  
SECRETARY

17/304. Moved by Cr. Carson that Marilyn Reinhart be appointed as secretary of the Agricultural Service Board for a term of one (1) year.  
(Carried)

WEST  
RECREATION  
COUNCIL

17/305. Moved by Cr. Charlton that Cr. Carson, Cr. Charlton, Cr. Tripp and Cr. Motley be appointed to the West Recreation Council for a term of one (1) year.  
(Carried)

WEED CONTROL  
ACT APPEAL  
BOARD COMMITTEE

17/306. Moved by Cr. Carson that Lorne Olson, Owen Almborg, Terry Lee Degenhardt, Lee Waltz, Gina Vetter and Warren Heisler be appointed to the Weed Control Act Appeal Board Committee for a term of four (4) years and Administrator Tyler Lawrason be appointed as Secretary of the Weed Control Act Appeal Board Committee for a term of one (1) year.  
(Carried)

M.D. #52 LIBRARY  
BOARD COMMITTEE  
MEMBERS

17/307. Moved by Cr. Carson that Deb Nelson, Tim Nordin, Roxanna Wotschell, Jackie Almborg and Sandra Johnson be appointed to the M.D. #52 Library Board Committee for a term of two (2) years.  
(Carried)

M.D. #52 LIBRARY  
BOARD COUNCIL  
MEMBER

17/308. Moved by Cr. Tripp that Cr. Kozlinski be appointed to the M.D. #52 Library Board Committee for a term of one (1) year.  
(Carried)

**COLLECTIVE  
BARGAINING**

17/309. Moved by Cr. Motley to grant collective bargaining authority to the Administrator Tyler Lawrason and the Administrator's Executive Assistant Dana Laye. (Carried)

**TAX RECOVERY  
SALE DATE**

17/310. Moved by Cr. Motley to set a tax recovery sale date for Thursday, October 11<sup>th</sup>, 2018. (Carried)

**LAND USE BYLAW  
AMENDMENT FEE**

17/311. Moved by Cr. Carson to set the Land Use Bylaw Amendment fee at \$375.00 per application. (Carried)

**INTEREST  
RATES,  
NSF CHEQUES**

17/312. 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 \$2.50 to cover administration costs, with \$25.00 to be charged on all N.S.F. cheques. (Carried)

**M.D.  
MAPS**

17/313. Moved by Cr. Charlton to set the fee for the municipal maps and digital maps at \$25.00 G.S.T. inclusive to be picked up at the M.D. administration office and \$30.00 G.S.T. inclusive to be mailed. (Carried)

**CERTIFICATE OF  
COMPLIANCE  
LETTERS**

17/314. Moved by Cr. Charlton to set the fee for Certificate of Compliance letters at \$25.00. (Carried)

**RECESS  
10:16 A.M.**

Cr. Murray called a 2-minute recess.

**RECOVENE  
10:18 A.M.**

Reconvened and called the regular meeting back to order by Reeve Murray at 10:18 a.m.

**PRESENT**

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

**ALSO  
PRESENT**

Also Present: Administrator Tyler Lawrason  
Irvin Bethge, Special Projects Coordinator  
Len Fossen, East Operations Manager  
Marty Biro, West Operations Manager  
Julie Jamieson, Inventory Procurement and Control Officer

**ABSENT**

Absent: Cr. L. D. Kozlinski

**2018 SHORNCLIFFE  
LEASE RATES**

17/315. Moved by Cr. Motley to set the 2018 lease rate for Shorncliffe Lake lots at \$6.00 per front foot per year. (Carried)

**2018 BOAT  
HOUSE LEASE  
RATES**

17/316. Moved by Cr. Motley that the 2018 lease rate for the boat house leases at Shorncliffe Lake be set at \$6.00 per front foot per year. (Carried)

**2018 PROVOST  
AIRPORT  
LEASE RATES**

17/317. Moved by Cr. Motley to set the 2018 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. (Carried)

**FIREWOOD &  
CAMPING  
FEES**

17/318. Moved by Cr. Motley that firewood be sold for \$7.00 per bundle and that the following camping fees for Shorncliffe Lake and Capt Ayre Lake be set at:

- Tenting/Non-Power \$17.00/day
- Power \$25.00/day
- Power and Water \$27.50/day
- Full Service \$32.00/day
- Group M.D. Lot \$50.00/day
- Group Site \$90.00/day

(Carried)

**UTILITY  
RATES**

17/319. Moved by Cr. Motley that the utility rates be maintained at \$55.00 per month for water and \$25.00 per month for sewer.

(Carried)

**MACHINERY AND  
EQUIPMENT RATES**

17/320. Moved by Cr. Tripp to set Machinery, Equipment and Trucking rates for 2018 in accordance with the 2017 Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide and Membership Roster.

(Carried)

**GRAVEL  
ROYALTY  
RATES**

17/321. Moved by Cr. Rustad that the 2018 gravel royalty rate be set at \$3.25 per cubic yard.

(Carried)

**COMPENSATION  
RATES**

17/322. Moved by Cr. Murray to set the compensation rates as follows:

- Baseline disturbance compensation rate for all areas subject to backslowing, 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 - \$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 acres 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 \$35.00 per acre or 10 times the assessed value of the land not including improvements, whichever the greater.

The exceptions to the above noted policy come into play when the following criteria are met; namely:

1. That the area in question is smaller than two (2) acres is relatively small in scope *and* is deemed to warrant, either by Motion of Council or actuality to not fit within the parameters of existing policy otherwise.



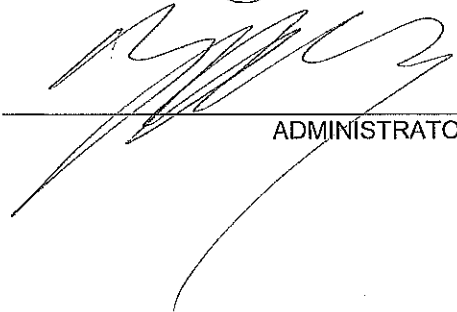
2. In circumstances fitting #1 above, clay is compensated at the rate of \$12.00 per tonne.
3. In accordance with the above policy, whereby compensation is set on the basis of an individual determination by Council. (Carried)

ADJOURN  
10:29 A.M.

17/323.

Moved by Cr. Murray to adjourn. (Carried)

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
ADMINISTRATOR