

**ORGANIZATIONAL MEETING OF COUNCIL, THURSDAY, OCTOBER 26,  
2023**

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, 2023 and was called to order by Administrator Tyler Lawrason at 8:59 a.m.

**TO ORDER AT  
8:59 A.M.**

**PRESENT**

Present: Councillors L. Almberg, M.R. Angeltvedt, L. D. Kozlinski, D.L. Motley, A.G. Murray, B.N. Olson and G. Vetter.

**ALSO  
PRESENT**

Also Present: Administrator Tyler Lawrason  
Carly Wilkes, Legislative Assistant  
Marty Biro, Operations Manager  
Len Fossen, Operations Manager

**AGENDA**

23/299. Moved by Cr. Almberg to accept the agenda with additions as presented. (Carried)

**PRESENT  
9:00 A.M.**

Wendy Trenery, Finance Officer present.

**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. Vetter nominated Cr. Murray for Reeve.

Second call for nominations.

Third call for nominations.

**NOMINATIONS  
CEASE**

23/300. Moved by Cr. Almberg 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 Oath of Office for the position of Reeve were administered.

**PROCEDURAL  
BYLAW**

The Procedural Bylaw was reviewed. No changes were made.

**ELECTION OF  
DEPUTY REEVE**

Reeve Murray called for nominations for the position of Deputy Reeve

Cr. Motley nominated Cr. Almberg for the position of Deputy Reeve.

*AM*  
*AS*

Second call for nominations

Third call for nominations.

**NOMINATIONS  
CEASE**

23/301. Moved by Cr. Vetter that nominations cease. (Carried)

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

**OATHS OF  
OFFICE**

Oaths of Office were administered.

**REGULAR MEETING  
SCHEDULE**

23/302. Moved by Cr. Olson to continue the practice of holding regular meetings on the second and fourth Thursday of each month, to commence at 9:00 a.m. (Carried)

**ACCOUNTS  
PAYABLE**

23/303. Moved by Cr. Kozlinski to appoint the standing Deputy Reeve to monitor, oversee, and provide signatory verification as required of the Account Payable cycle on or about the 20<sup>th</sup> of each month. (Carried)

**COUNCILLOR  
REMUNERATION  
POLICY**

The Councillor Remuneration Policy was reviewed.

**COUNCILLOR  
MILEAGE RATE**

23/304. Moved by Cr. Murray to set mileage rate at \$0.68 per kilometer, as per Canada Revenue Agency's established mileage rate. (Carried)

**ASSESSMENT REVIEW  
BOARD**

23/305. Moved by Cr. Vetter that Cr. Almberg remain on the review board and the Administrator, Tyler Lawrason, be appointed as primary secretary and that his Executive Assistant, Julianna Lakevold be appointed as alternate secretary. (Carried)

**ADMINISTRATION  
BUILDING**

23/306. Moved by Cr. Angeltvedt to appoint Cr. Almberg and Cr. Angeltvedt to the Administration Building Committee for a term of one (1) year. (Carried)

**EAST FIRE  
COMMITTEE**

23/307. Moved by Cr. Almberg to appoint Cr. Angeltvedt, Cr. Motley, and Cr. Olson to the East Fire Committee for a term of one (1) year. (Carried)

**WEST FIRE  
COMMITTEE**

23/308. Moved by Cr. Motley to appoint Cr. Almberg, Cr. Kozlinski, and Cr. Vetter to the West Fire Committee for a term of one (1) year. (Carried)

**AIRPORT  
COMMITTEE**

23/309. Moved by Cr. Kozlinski to appoint Cr. Angeltvedt and Cr. Kozlinski to the Provost Airport Committee and Don Twa as civilian member for a term of one (1) year. (Carried)

HEALTH  
PROFESSIONALS  
RECRUITMENT AND  
RETENTION  
COMMITTEE

23/310. Moved by Cr. Motley to appoint Cr. Murray and Cr. Olson as members to the Health Professionals Retention and Recruitment Committee for a term of one (1) year. (Carried)

F.C.S.S.  
BOARD

23/311. Moved by Cr. Vetter to appoint Cr. Angeltvedt and Cr. Kozlinski to the Family and Community Support Services Foundation for a term of one (1) year. (Carried)

PROVOST & DISTRICT  
HEALTH SERVICES

23/312. Moved by Cr. Motley to appoint Cr. Murray and Cr. Vetter to the Provost and District Health Services Foundation for a term of one (1) year. (Carried)

PROVOST JOINT  
DEVELOPMENT  
COMMITTEE

23/313. Moved by Cr. Angeltvedt that Cr. Olson and Cr. Angeltvedt be appointed to the Provost Joint Development Committee for a term of one (1) year. (Carried)

PROVOST  
COOPERATIVE SEED  
CLEANING PLANT

23/314. Moved by Cr. Vetter that Cr. Murray be appointed to the Provost Cooperative Seed Cleaning Plant for a term of one (1) year. (Carried)

PROVOST SENIOR  
CITIZENS HOME  
FOUNDATION

23/315. Moved by Cr. Motley that Cr. Motley and Cr. Vetter be appointed to the Provost Senior Citizens Home Foundation for a term of one (1) year. (Carried)

PROVOST & DISTRICT  
RECREATION BOARD

23/316. Moved by Cr. Almberg that Cr. Angeltvedt and Cr. Olson be appointed to the Provost and District Recreation Board for a term of one (1) year. (Carried)

CAPT AYRE LAKE  
ASSOCIATION

23/317. Moved by Cr. Almberg that Cr. Almberg and Cr. Kozlinski be appointed to the Capt Ayre Lake Association for a term of one (1) year. (Carried)

SHORNCLIFFE LAKE  
ASSOCIATION

23/318. Moved by Cr. Vetter that Cr. Vetter and Cr. Almberg be appointed to the Shorncliffe Lake Association for a term of one (1) year. (Carried)

GRAVEL COMMITTEE

23/319. Moved by Cr. Angeltvedt that Cr. Angeltvedt, Cr. Olson and Cr. Motley be appointed to the Gravel Committee for a term of one (1) year. (Carried)

M.D. #52 WASTE  
MANAGEMENT  
AUTHORITY

23/320. Moved by Cr. Vetter that Cr. Kozlinski and Cr. Motley be appointed to the M.D. #52 Waste Management Authority for a term of one (1) year. (Carried)

M.D. OF PROVOST /  
PAINTEARTH COUNTY  
INTERMUNICIPAL  
PLANNING  
COMMITTEE

23/321. Moved by Cr. Motley to appoint Cr. Almberg and Cr. Vetter to the M.D. of Provost / County of Paintearth Intermunicipal Planning Committee. (Carried)

M.D. OF PROVOST /  
TOWN OF PROVOST  
INTERMUNICIPAL  
PLANNING  
COMMITTEE

23/322. Moved by Cr. Motley to appoint Cr. Angeltvedt and Cr. Olson to the M.D. of Provost / Town of Provost Intermunicipal Planning Committee. (Carried)

M.D. OF PROVOST /  
M.D. OF WAINWRIGHT  
INTERMUNICIPAL  
PLANNING  
COMMITTEE

23/323. Moved by Cr. Almberg to appoint Cr. Murray and Cr. Motley to the M.D. of Provost / M.D. of Wainwright No. 61 Intermunicipal Planning Committee. (Carried)

M.D. OF PROVOST /  
FLAGSTAFF COUNTY  
INTERMUNICIPAL  
PLANNING  
COMMITTEE

23/324. Moved by Cr. Vetter to appoint Cr. Kozlinski and Cr. Vetter to the M.D. of Provost / Flagstaff County Intermunicipal Planning Committee. (Carried)

M.D. OF PROVOST /  
SPECIAL AREAS  
BOARD  
INTERMUNICIPAL  
PLANNING  
COMMITTEE

23/325. Moved by Cr. Kozlinski to appoint Cr. Kozlinski and the Administrator to the M.D. of Provost / Special Areas Board Intermunicipal Planning Committee. (Carried)

PROVOST MEDICAL  
CENTRE  
GOVERNANCE BOARD

23/326. Moved by Cr. Motley to appoint Cr. Murray and Cr. Olson and Civilian Members Myron Ganser and Lori Scheck to the Provost Medical Centre Governance Board for a term of one (1) year (Carried)

SOIL CONSERVATION/  
LAND RECLAMATION  
OFFICERS & WEED  
CONTROL  
INSPECTORS

23/327. Moved by Cr. Almberg that Brian Carter, Caitlin Heck and Lisa Stang be appointed as Soil Conservation/Land Reclamation Officers for a term of one (1) year (Carried)

FIRE  
PERMITS

23/328. Moved by Cr. Almberg and that Brian Carter, Caitlin Heck, Michelle Holte, and Lisa Stang be appointed as Weed Control Inspectors for a term of one (1) year. (Carried)

23/329. Moved by Cr. Vetter that Barry Johnstone, Hugh Baier, Lee Roworth, Rick Damberger, Roger Waring, Orrin Ford, Jason Manning, Jeff Redekop, Tammy Sather, Cory Lefebvre, and Brian Cooper 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

23/330. Moved by Cr. Olson that Administrator Tyler Lawrason be appointed as the Director of Emergency Management, Marty Biro be appointed as Deputy Director and Administrator Tyler Lawrason and Carly Wilkes be appointed as Public Information Officers for a term of one (1) year and to appoint Cr. Almberg, Cr. Vetter, and Cr. Murray to the Emergency Management Committee for a term of one (1) year. (Carried)

SUBDIVISION AND  
DEVELOPMENT  
APPEAL BOARD  
APPOINTMENTS

23/331. Moved by Cr. Kozlinski to appoint Corinne Butt for a term of three (3) years to the Subdivision and Development Appeal Board and to appoint Fred Klein and Jaime Rennie for a term of three (3) years to the Subdivision and Development Appeal Board pending refresher training. (Carried)

SUBDIVISION AND  
DEVELOPMENT  
APPEAL BOARD  
SECRETARIES

23/332. Moved by Cr. Vetter that that Council appoint Tyler Lawrason as Secretary on a primary basis and to appoint his Executive Assistant, Julianna Lakevold, as alternate Secretary. (Carried)

AW  


**AGRICULTURAL  
SERVICE BOARD &  
SECRETARY**

23/333. Moved by Cr. Motley that Council in its entirety be appointed to the Agricultural Service Board for a term of one (1) year and that Marilyn Reinhart be appointed as secretary of the Agricultural Service Board for a term of one (1) year. (Carried)

**WEST RECREATION  
COUNCIL**

23/334. Moved by Cr. Motley that Cr. Almberg, Cr. Angeltvedt, Cr. Vetter and Cr. Motley be appointed to the West Recreation Council for a term of one (1) year. (Carried)

**WEED CONTROL ACT  
APPEAL BOARD  
APPOINTEES AND  
SECRETARY**

23/335. Moved by Cr. Angeltvedt to appoint Administrator Tyler Lawrason as Secretary of the Weed Control Act Appeal Board Committee for a term of one (1) year. (Carried)

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

23/336. Moved by Cr. Vetter to reappoint Deb Nelson, Tim Nordin, Roxanna Wotschell, Jackie Almberg, Sandra Johnson, and Wendy Kervenky to the Library Board for a term of two (2) years. (Carried)

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

23/337. Moved by Cr. Angeltvedt that Cr. Motley be appointed to the M.D. #52 Library Board for a term of one (1) year. (Carried)

**BANKING BUSINESS**

23/338. Moved by Cr. Motley that the banking business remain with ATB Financial for 2023 with the exception of investments being let to the discretion of the Administrator/Finance Officer. (Carried)

**TAX RECOVERY SALE  
DATE**

23/339. Moved by Cr. Vetter to set a tax recovery sale date for Thursday, October 10<sup>th</sup>, 2024. (Carried)

**LAND USE BYLAW  
AMENDMENT RATE**

23/340. Moved by Cr. Kozlinski to set the Land Use Bylaw Amendment fee at \$375.00 per application. (Carried)

**INTEREST RATES,  
NSF CHEQUES**

23/341. Moved by Cr. Angeltvedt 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**

23/342. Moved by Cr. Vetter to set the fee for M.D. maps and digital maps at \$25.00 (GST inclusive) to be picked up at the M.D. office and \$25.00 (GST inclusive, plus shipping and handling) to be mailed. (Carried)

**CERTIFICATE OF  
COMPLIANCE  
LETTERS**

23/343. Moved by Cr. Almberg to set the fee for Certificate of Compliance letters at \$25.00. (Carried)

**TAX CERTIFICATES**

23/344. Moved by Cr. Vetter to set the fee for Tax Certificates at \$25.00. (Carried)

**ASSESSMENT  
RECORD**

23/345. Moved by Cr. Vetter to set the fee for Assessment Records at \$10.00. (Carried)

*Am*  
*[Signature]*

**2023 SHORNCLIFFE  
LEASE RATES**

23/346. Moved by Cr. Motley to set the 2023 lease rate for Shorncliffe Lake lots at \$6.00 per front foot per year. (Carried)

**2023 BOAT HOUSE  
LEASE RATES**

23/347. Moved by Cr. Angeltvedt that the 2023 lease rate for the boat house leases at Shorncliffe Lake be set at \$6.00 per front foot per year. (Carried)

**2023 PROVOST  
AIRPORT LEASE  
RATES**

23/348. Moved by Cr. Angeltvedt to set the 2023 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**

23/349. Moved by Cr. Vetter 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

A discussion relative to utility rates ensued.

**UTILITY  
RATES**

23/350. Moved by Cr. Olson that the utility rates be maintained at \$55.00 per month for water and \$25.00 per month for sewer. (Carried)

**MACHINERY &  
EQUIPMENT RATES**

23/351. Moved by Cr. Angeltvedt to set Machinery, Equipment and Trucking rates for 2024 in accordance with the 2023 Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide and Membership Roster. (Carried)

**ABSENT  
9:45 A.M.**

Cr. Vetter declared a pecuniary interest, related to owning a gravel pit, and left the meeting.

A discussion relative to gravel royalty rates ensued.

**GRAVEL ROYALTY  
RATES**

23/352. Moved by Cr. Motley that the 2024 gravel royalty rate be set at \$3.25 per cubic yard. (Carried)

**PRESENT  
9:49 A.M.**

Cr. Vetter present.

A discussion relative to compensation rates ensued.

**ABSENT  
9:55 A.M.**

Cr. Motley absent.

**PRESENT  
9:56 A.M.**

Cr. Motley present.

**ABSENT  
10:01 A.M.**

Tyler Lawrason absent.

PRESENT  
10:03 A.M.

Tyler Lawrason present.

ABSENT  
10:11 A.M.

Wendy Trenergy absent.

COMPENSATION  
RATES

22/353. Moved by Cr. to set the Almberg compensation rates as follows:


- Baseline disturbance compensation rate for all areas subject to backslipping, 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 - \$800.00 per acre; canola at \$1000.00 per acre; corn at \$1000.00 per acre; peas at \$700.00 per acre; green lentils at \$950.00; flax at \$850.00 per acre; pedigreed seed at 1.5 times and hayfields and native grass older than 5 years at \$450.00 per acre to be paid only in the year in which the construction takes place and hayfields or native grass less than five (5) years old at \$550.00 per acre.
- Deeded land, which must be acquired for road widening shall be purchased at \$450.00 per acre or 18 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:

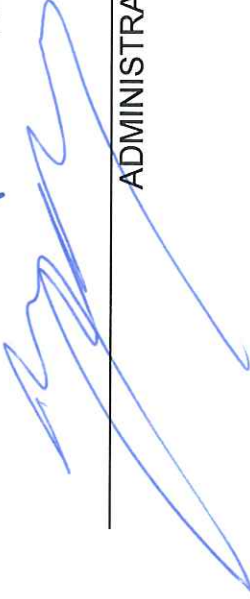
1. That the area in question is smaller than two (2) acres is relatively small in scope *and* is deemed to warrant, either by Motion of Council or actuality to not fit within the parameters of existing policy otherwise.
2. In circumstances fitting #1 above, clay is compensated at the rate of \$12.00 per tonne.
3. In accordance with the above policy, whereby compensation is set on the basis of an individual determination by Council. (Carried)

ADJOURN  
10:36 A.M.

22/354. Moved by Cr. Murray to adjourn the Organizational Meeting. (Carried)



REEVE



ADMINISTRATOR