

**ORGANIZATIONAL MEETING OF COUNCIL, THURSDAY, OCTOBER 24,
2024**

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 24, 2024 and was called to order by Administrator Tyler Lawrason at 9:04 a.m.

PRESENT

Present: Councillors L. Almberg, M.R. Angelqvist (via teleconference), D.L. Motley, A.G. Murray, B.N. Olson and G. Vetter.

**ALSO
PRESENT**

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

ABSENT

Absent: Councillor L.D. Kozlinski

AGENDA

24/260. Moved by Cr. Motley to accept the agenda with additions 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. Almberg nominated Cr. Murray for Reeve.

Second call for nominations.

Third call for nominations.

**NOMINATIONS
CEASE**

24/261. Moved by Cr. Vetter 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.

The Oath of Office for the position of Reeve was administered.

**OATHS OF
OFFICE**

Marty Biro absent.

**ABSENT
9:06 A.M.**

The Procedural Bylaw was reviewed. No changes were made.

**PROCEDURAL
BYLAW**

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

ELECTION OF
DEPUTY REEVE

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

Second call for nominations.

Third call for nominations.

24/262. Moved by Cr. Almberg that nominations cease.
(Carried)

NOMINATIONS
CEASE

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

PRESENT
9:08 A.M.

Marty Biro present.

OATHS OF
OFFICE

Oaths of Office were administered.

REGULAR MEETING
SCHEDULE

24/263. Moved by Cr. Vetter 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

24/264. Moved by Cr. Motley to appoint the standing Deputy
Reeve to monitor, oversee, and provide signatory verification as
required of the Accounts Payable cycle on or about the 20th of each
month.
(Carried)

The Councillor Renumeration Policy was reviewed.

COUNCILLOR
REMUNERATION
POLICY

24/265. Moved by Cr. Motley to maintain current remuneration
rates with the exception of the hourly rate which will be set to
\$45.00 and to adjust the meal remuneration rates to have Breakfast
be billed at \$20.00, Dinner at \$25.00 and Supper at \$35.00.
(Carried)

COUNCILLOR
MILEAGE RATE

24/266. Moved by Cr. Vetter to set mileage rate at \$0.70 per
kilometer, as per Canada Revenue Agency's established mileage
rate.
(Carried)

ASSESSMENT REVIEW
BOARD

24/267. Moved by Cr. Vetter that Cr. Almberg remain on the
review board and the Director of Legislative Services, Carly Wilkes, be
appointed as primary secretary and that the Executive Assistant to the
Administrator, Julianna Lakevold, be appointed as alternate secretary.
(Carried)

ADMINISTRATION
BUILDING

24/268. Moved by Cr. Motley to appoint Cr. Almberg and Cr.
Angeltvedt to the Administration Building Committee for a term of
one (1) year.
(Carried)

EAST FIRE
COMMITTEE

24/269. Moved by Cr. Motley to appoint Cr. Angltvedt, Cr.
Motley, and Cr. Olson to the East Fire Committee for a term of one
(1) year.
(Carried)



WEST FIRE
COMMITTEE

24/270. Moved by Cr. Vetter to appoint Cr. Almberg, Cr. Kozlinski, and Cr. Vetter to the West Fire Committee for a term of one (1) year. (Carried)

AIRPORT
COMMITTEE

24/271. Moved by Cr. Angelvedt to appoint Cr. Kozlinski and Cr. Angelvedt 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

24/272. Moved by Cr. Olson 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

24/273. Moved by Cr. Angelvedt to appoint Cr. Kozlinski and Cr. Angelvedt to the Family and Community Support Services Foundation for a term of one (1) year. (Carried)

PROVOST & DISTRICT
HEALTH SERVICES

24/274. Moved by Cr. Vetter to appoint Cr. Motley and Cr. Vetter to the Provost and District Health Services Foundation for a term of one (1) year. (Carried)

PROVOST JOINT
DEVELOPMENT
COMMITTEE

24/275. Moved by Cr. Olson that Cr. Angelvedt and Cr. Olson be appointed to the Provost Joint Development Committee for a term of one (1) year. (Carried)

PROVOST
COOPERATIVE SEED
CLEANING PLANT

24/276. 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

24/278. Moved by Cr. Almberg 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

24/279. Moved by Cr. Olson that Cr. Angelvedt and Cr. Olson be appointed to the Provost and District Recreation Board for a term of one (1) year. (Carried)

CAPT AYRE LAKE
ASSOCIATION

24/280. 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

24/281. Moved by Cr. Motley that Cr. Almberg and Cr. Vetter be appointed to the Shorncliffe Lake Association for a term of one (1) year. (Carried)

GRAVEL COMMITTEE

24/282. Moved by Cr. Motley that Cr. Angelvedt, 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

24/283. Moved by Cr. Motley that Cr. Angelvedt 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

24/284. Moved by Cr. Almberg 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

24/285. 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

24/286. 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

24/287. Moved by Cr. Vetter to appoint Cr. Vetter and Cr. Kozlinski to the M.D. of Provost / Flagstaff County Intermunicipal Planning Committee. (Carried)

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

24/288. Moved by Cr. Motley 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

24/289. Moved by Cr. Almberg 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

24/290. Moved by Cr. Almberg that Brian Carter, Murray Downing and Lisa Stang be appointed as Soil Conservation/Land Reclamation Officers for a term of one (1) year and that Brian Carter, Murray Downing, Michelle Holte, and Lisa Stang be appointed as Weed Control Inspectors for a term of one (1) year. (Carried)

FIRE
PERMITS

24/291. Moved by Cr. Vetter that Barry Johnstone, Hugh Baier, Lee Roworth, Rick Damberger, Roger Waring, Orrin Ford, Jason Manning, Jeff Redekop, Tammy Sather, 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

24/292. 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 &
SECRETARIES

24/293. Moved by Cr. Vetter to appoint Terry Lee Degenhardt for a term of three (3) years to the Subdivision and Development Appeal Board. And appoint the Director of Legislative Services, Carly Wilkes, as Secretary on a primary basis and to appoint the



Executive Assistant to the Administrator, Julianna Lakevold, as alternate Secretary.

(Carried)

AGRICULTURAL SERVICE BOARD & SECRETARY

24/294. Moved by Cr. Almberg that Council in its entirety be appointed to the Agricultural Service Board for a term of one (1) year and that Julianna Lakevold be appointed as secretary of the Agricultural Service Board for a term of one (1) year. (Carried)

WEST RECREATION COUNCIL

24/295. Moved by Cr. Motley that Cr. Almberg, Cr. Angelvted, Cr. Motley and Cr. Vetter be appointed to the West Recreation Council for a term of one (1) year. (Carried)

WEED CONTROL ACT APPEAL BOARD APPOINTEES AND SECRETARY

24/296. Moved by Cr. Olson 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 COUNCIL MEMBER

24/297. Moved by Cr. Vetter that Cr. Motley be appointed to the M.D. #52 Library Board for a term of one (1) year. (Carried)

BANKING BUSINESS

24/298. Moved by Cr. Vetter that the banking business remain with ATB Financial for 2025 with the exception of investments being let to the discretion of the Administrator/Finance Officer. (Carried)

TAX RECOVERY SALE DATE

24/299. Moved by Cr. Almberg to set a tax recovery sale date for Thursday, October 9th, 2025. (Carried)

Tax Penalty Bylaw was reviewed.

LAND USE BYLAW AMENDMENT RATE

24/300. Moved by Cr. Almberg to set the Land Use Bylaw Amendment fee at \$400.00 per application. (Carried)

INTEREST RATES, NSF CHEQUES

24/301. Moved by Cr. Olson 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

24/302. 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

24/303. Moved by Cr. Vetter to set the fee for Certificate of Compliance letters at \$25.00. (Carried)

TAX CERTIFICATES

24/304. Moved by Cr. Almberg to set the fee for Tax Certificates at \$25.00. (Carried)

ASSESSMENT RECORD

24/305. Moved by Cr. Olson to set the fee for Assessment Records at \$10.00. (Carried)



2025 SHORNCLIFFE
LEASE RATES

24/306. Moved by Cr. Motley to set the 2025 lease rate for Shorncliffe Lake lots at \$6.00 per front foot per year. (Carried)

2025 BOAT HOUSE
LEASE RATES

24/307. Moved by Cr. Vetter that the 2025 lease rate for the boat house leases at Shorncliffe Lake be set at \$6.00 per front foot per year. (Carried)

2025 PROVOST
AIRPORT LEASE
RATES

24/308. Moved by Cr. Motley to set the 2025 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

24/309. 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 \$20.00/day
- Power \$30.00/day
- Power and Water \$35.00/day
- Full Service \$40.00/day
- Group M.D. Lot \$60.00/day
- Group Site \$100.00/day

(Carried)

A discussion relative to utility rates ensued.

ABSENT
10:05 A.M.

Carly Wilkes absent.

PRESENT
10:06 A.M.

Carly Wilkes present.

ABSENT
10:09 A.M.

Cr. Motley absent.

PRESENT
10:11 A.M.

Cr. Motley present.

UTILITY
RATES

24/310. Moved by Cr. Murray that the utility rates be maintained at \$55.00 per month for water and \$25.00 per month for sewer until October 1, 2025 at which point they will be subject to a \$5.00 increase for water and sewer, respectively. (Carried)

MACHINERY &
EQUIPMENT RATES

24/311. Moved by Cr. Vetter to set Machinery, Equipment and Trucking rates for 2025 in accordance with the 2024 Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide and Membership Roster. (Carried)

ABSENT
10:12 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

24/312. Moved by Cr. Motley that the 2025 gravel royalty rate be set at \$3.50 per cubic yard. (Carried)



ABSENT
10:13 A.M.

Tyler Lawrason and Cr. Murray absent.

PRESENT
10:13 A.M.

Cr. Vetter present.

PRESENT
10:14 A.M.

Cr. Murray present.

PRESENT
10:15 A.M.

Tyler Lawrason present.

A discussion relative to compensation rates ensued.

ABSENT
10:37 A.M.

Cr. Angelvedt absent.

COMPENSATION
RATES

24/313. Moved by Cr. Motley to set the 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 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 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
10:38 A.M.

24/314. Moved by Cr. Murray to adjourn the Organizational Meeting. (Carried)


REEVE


ADMINISTRATOR