

**REGULAR MEETING OF COUNCIL , THURSDAY, FEBRUARY 26<sup>TH</sup>, 2015**

**TO ORDER AT  
8:59 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, February 26<sup>th</sup>, 2015 and was called to order by Reeve Murray at 8:59 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  
Wayne MacLean, Public Works Director  
Raina Laye, P.W. Administrative Assistant  
Irvin Bethge, Special Projects Coordinator

**ADDITIONS/DELETIONS TO THE AGENDA**

**2. PUBLIC WORKS**

- Public Works Report

**4. ADMINISTRATION**

- Administrator's Notes
- Assessment Roll 2015

**5. DELEGATIONS**

- 11:00 a.m. – Harry Small

**7. NEW BUSINESS**

- Council Remuneration
  - Division 1
  - Division 2
  - Division 3
  - Division 4
  - Division 5
  - Division 6
  - Division 7

**DECISION ITEMS**

- Culvert Tenders Received
- A.S.B. Capital Purchases
- GPS Purchase/Installation

**10. COMMITTEE REPORTS**

- 15. Medical Centre**
  - Drawings and A.H.S.

**11. CORRESPONDENCE**

- Enbridge – Notice of Public Hearing and Application to Participate
- A.A.M.D. & C. – Spring Convention Alberta Transportation
- Battle River Watershed Alliance Newsletter

**AGENDA**

15/44. Moved by Cr. Kozlinski to accept the agenda with additions as presented. (Car. Un.)

Appendix "A" – Public Works Report was reviewed.

A discussion relative to a brushing project in Division 4 ensued.

A discussion relative to the Amisk waste transfer station ensued.

A discussion relative to mitigation of road issues ensued.

A discussion relative to Tier III proposed projects ensued.

A discussion relative to Gravel Lock trial projects ensued with a focus on other jurisdictions and past experience. A number of observations and comments were made regarding proposed projects and rationale.

Cr. Kozlinski noted a possible project in Division 1.

**ABSENT  
9:43 A.M.**

Wayne MacLean, Irving Bethge, Raina Laye absent.

**MINUTES  
REGULAR  
MEETING**

15/45. Moved by Cr. Charlton to accept the minutes of the February 12<sup>th</sup>, 2015 Regular Meeting. (Car. Un.)

**MINUTES  
MPC  
MEETING**

15/46. Moved by Cr. Wolfe to accept the minutes of the February 12<sup>th</sup>, 2015 M.P.C. Meeting. (Car. Un.)

A discussion relative to the financial statements ensued.

**BANK  
RECONCILIATION  
STATEMENT**

15/47. Moved by Cr. Motley to accept the Bank Reconciliation Statement to November 30<sup>th</sup>, 2014. (Car. Un.)

**ASSET &  
LIABILITY  
REPORT**

15/48. Moved by Cr. Charlton to accept the Asset and Liability Report to November 30<sup>th</sup>, 2014. (Car. Un.)

**STATEMENT  
OF ACCUMULATED  
SURPLUS**

15/49. Moved by Cr. Wolfe to accept the Statement of Accumulated Surplus to November 30<sup>th</sup>, 2014. (Car. Un.)

**PROJECTS  
REPORT**

15/50. Moved by Cr. Kozlinski to accept the Projects Report to November 30<sup>th</sup>, 2014. (Car. Un.)

**ADMINISTRATOR'S  
NOTES**

The Administrator's Notes were reviewed.

**ABSENT  
9:48 A.M.**

Cr. Wolfe absent.

**PRESENT  
9:50 A.M.**

Cr. Wolfe present.

A discussion resumed relative to right-of-way brushing in Division 4.

**PRESENT  
PROVOST  
FIRE  
DEPARTMENT**

Provost Fire Department - Barry Johnstone, Neil Whiting and Todd Baynham present.

A discussion relative to replacement of a non-certifiable water truck ensued between Council and representatives from the Fire Department.

Deputy Chief Baynham indicated a current capacity of 6,200 gallon (10,000 pending) or less than 10 minutes of pumping time.

A discussion resumed relative to firefighting practice and water servicing needs.

**ABSENT  
10:06 A.M.**

Tyler Lawrason absent.

**PRESENT  
10:07 A.M.**

Tyler Lawrason present.

Water capacity and servicing ensued.

Cr. Murray made a series of observations about equipment care and damage.

Cr. Motley asked a series of questions relative to firefighting capacity vs. current equipment complement. A discussion ensued.

A discussion relative to reserves and expenditures ensued.

Cr. Motley posed a question relative to historical water capacity. A discussion ensued.

Chief Johnstone suggested waiting to procure an additional brush truck.

A discussion relative to an example used tridem tanker truck ensued.

Chief Johnstone posed a question relative to medical first response protocols.

**ABSENT  
10:33 A.M.**

Barry Johnstone, Neil Whiting and Todd Baynham absent.

**PRESENT  
KRISTEN TORPE  
MARK TORPE  
10:34 A.M.**

Kristen Torpe and Mark Torpe representing the 2015 HPS Grad class present.

The delegation gave a presentation relative to specifics concerning a request to utilize the 4-H building at Shorncliffe Lake, concerning building capacity, insurance and overflow capacity.

A series of questions were posed by Council relative to the proposed event. A discussion ensued.

Cr. Motley made a series of comments relative to the positive conduct of previous graduation classes at similar events.

**ABSENT  
KRISTEN &  
MARK TORPE  
10:43 A.M.**

Kristen and Mark Torpe absent.

**DEPARTMENT  
HEAD REPORTS**

The following Department Head Reports were reviewed:

- Development/Utilities Officer Report
- Utilities Officer Report
- Assistant Development Officer Report
- Safety Officer Report
- Peace Officer Report

Fines Distribution to December 31, 2014 and January 30, 2015.

**ABSENT  
10:44 A.M.**

Cr. Motley absent.

A discussion relative to the Utilities Officer`s Report ensued.

**PRESENT  
10:46 A.M.**

Cr. Motley present.

**COUNCILLOR  
REMUNERATION**

15/51. Moved by Cr. Wolfe to accept the Councillor Remuneration claims for December, 2014, January and February 2015. (Car. Un.)

**ACCEPT  
HPS  
2015 GRAD  
REQUEST**

15/52. Moved by Cr. Motley to accept a request by the Hughenden Safe Grad Committee to utilize the Shorncliffe 4-H facility for the 2015 HPS grad, conditional upon receipt of a \$1,000.00 damage deposit and fulfillment of all existing statutory and policy requirements. (Car. Un.)

A discussion resumed relative to the East Fire operating and capital budgets.

Cr. Wolfe made a series of observations relative to operational protocol and water capacity.

Cr. Motley made a series of observations relative to the sufficiency of existing capacity. A discussion ensued.

Cr. Carson expressed the opinion that acquisition of additional equipment was not desirable at present. A number of similar and differing opinions were expressed by various members of Council.

Cr. Kozlinski expressed support for acquisition of additional water capacity.

Cr. Wolfe expressed support for maintaining the fleet at its current capacity.

**ACCEPT  
2015  
EAST FIRE  
BUDGETS**

15/53. Moved by Cr. Motley to accept the 2015 East Fire operating and capital budgets as recommended by the East Fire Committee. (Car. Un.)

**\*MOTION LOST\*  
WATER TANKER  
REPLACEMENT**

15/54. Moved by Cr. Motley to delay acquisition of a replacement water tanker for the Provost Fire Department until 2016, with the intent of acquiring sufficient reserves for simultaneously acquisition of a similar water tanker for West Fire in 2016. (Lost 5 – 2)  
In Favour: Cr. Carson  
Cr. Motley

A discussion resumed relative to the East Fire budgets.

**BUDGET  
WATER  
TANKER  
REPLACEMENT**

15/55. Moved by Cr. Kozlinski to budget the immediate replacement of the 1984 Mack East Fire Water tanker, with a maximum fiscal threshold of \$150,000.00. (Car. 4 – 3)  
Opposed: Cr. Carson  
Cr. Charlton  
Cr. Motley

**ABSENT  
11:16 A.M.**

Cr. Kozlinski absent.

**PRESENT  
11:17 A.M.**

Cr. Kozlinski present.

**APPROVE  
BENEFIT  
PLAN**

15/56. Moved by Cr. Wolfe to authorize the Administrator to transition M.D. benefit plans on or before June 30<sup>th</sup>, 2015, as proposed from RWAM to Manulife Financial, with the exception of vision related components as noted which will be ASO'd through AVP Financial via Lane Quinn Benefits. (Car. Un.)

A discussion relative to policy review ensued.

A discussion relative to dust control policy ensued.

A discussion relative to approach policy ensued.

A discussion relative to sign policy ensued.

Cr. Murray suggested the removal of existing date stipulations in Section 4 – pertaining to the gravelling program.

Cr. Charlton posed a question relative to haul road agreement compliance.

**APPROVE  
PUBLIC WORKS  
POLICY  
CHANGES**

15/57. Moved by Cr. Kozlinski to accept the Public Works Policy changes as presented with an additional deletion of timeline stipulations relative to gravel hauling in Section 4. (Car. Un.)

**APPROVE  
TIER III  
PROJECTS**

15/58. Moved by Cr. Motley to ratify the proposed Tier III projects as presented. (Car. Un.)

**APPROVE  
GRAVEL  
LOCK PROJECTS**

15/59. Moved by Cr. Wolfe to approve the Gravel Lock projects as presented. (Car. Un.)

**TWP. RD.  
410 – FENCES  
RIGHT-OF-WAY**

15/60. Moved by Cr. Carson to widen the right-of-way and relocated adjacent fences as presented on Township Road 410 between Range Road 81 and Range Road 80. (Car. Un.)

A discussion relative to the desirability of leasing space for a third ambulance in the Provost Public Works Shop.

**LEASE AGREEMENT  
A.H.S. – AMBULANCE  
STORAGE**

15/61. Moved by Cr. Wolfe to ratify a lease agreement between Alberta Health Services and the M.D. of Provost No. 52 concerning the storage of an auxiliary ambulance in the Provost Public Works Shop as presented. (Car. 6 – 1)  
Opposed: Cr. Motley

**2015 CULVERT  
TENDERS  
RECEIVED**

**2015 CULVERTS TENDERS RECEIVED**

Frontier	\$ 239, 853.27 including GST
Canada Culvert	\$ 265, 703. 18 including GST and Freight
U.F.A.	\$ 283, 122.52 including Freight, plus GST
Atlantic Industries Ltd.	\$ 332, 968.39 including Freight, plus GST

A discussion relative to culvert tenders ensued.

**APPROVE  
FRONTIER CONST.  
CULVERT TENDER**

15/62. Moved by Cr. Motley to accept the culvert tender received from Frontier Construction Production Ltd. in the amount of \$239,853.27 G.S.T. included for the 2015 culvert requirements. (Car. Un.)

**RECESS  
11:54 A.M.**

15/63. Moved by Cr. Murray to recess for dinner. (Car. Un.)

**RECONVENE  
1:06 P.M.**

Reconvened and called the regular meeting back to order by Reeve Murray at 1:06 p.m.

**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

A discussion relative to the A.S.B. capital purchases list ensued.

A discussion relative to replacement timelines ensued.

**APPROVE A.S.B.  
CAPITAL LIST**

15/64. Moved by Cr. Motley to accept the A.S.B. capital list as proposed. (Car. Un.)

A discussion relative to G.P.S. replacement and implementation ensued.

**APPROVE  
QUOTE  
MFR – GEOSYSTEMS  
GPS SYSTEM**

15/65. Moved by Cr. Wolfe to approve components of a quote by MRF Geosystems Corporation for the procurement, installation and replacement of the M.D.'s GPS system as presented. (Car. Un.)

**GO IN CAMERA  
1:33 P.M.**

15/66. Moved by Cr. Murray to go in camera to discuss personnel issues. (Car. Un.)

**OUT OF  
IN CAMERA  
1:54 P.M.**

15/67. Moved by Cr. Murray to come out of in camera. (Car. Un.)

**ACCEPT  
PERFORMANCE  
EVALUATIONS**

15/68. Moved by Cr. Kozlinski to accept the performance evaluations and staff recommendations for the Assistant to the Finance Officer and the Director of Public Works. (Car. Un.)

**APPENDIX "B"**

15/69. Moved by Cr. Tripp to approve Appendix "B" according to the recommendations of the Development Officer. (Car. Un.)

A discussion relative to Appendix "D" ensued.

**APPENDIX "D"**

15/70. Moved by Cr. Tripp to accept the accounts as listed on Appendix "D" for information. (Car. Un.)

**COMMITTEE  
REPORTS**

#### COMMITTEE REPORTS

##### A.S.B.

A discussion relative to A.S.B. seasonal staff ensued.

##### F.C.S.S.

The minutes of the February 10<sup>th</sup>, 2015 Regular Meeting were reviewed.

##### Recreation Boards

Cr. Tripp gave a verbal update to the East Recreation report. A discussion ensued.

Cr. Carson gave a verbal update on West Recreation, particularly with respect to a capital request from the Amisk Agricultural Society.

A discussion resumed relative to West Recreation funding.

##### Shorncliffe Lake and Capt Ayre Lake Associations

The Administrator supplemented the Shorncliffe and Capt Ayre Lake reports. A discussion ensued.

##### Provost Fire Department

The January 2015 Fire Report was reviewed.

Cadogan Fire Department

The February Fire Reports were reviewed.

Cr. Wolfe supplemented the East Fire report.

Joint M.D./Town Fire Committee

The minutes of the March 13, 2015 Regular Meeting were reviewed.

West End Fire Committee

The January 2015 Fire Reports were reviewed.

Hillcrest Lodge

The minutes of the February 9<sup>th</sup>, 2015 Regular Meeting were reviewed.

Cr. Motley supplemented the Hillcrest Lodge Report. A discussion ensued.

Waste Management Authority

The minutes of the February 6<sup>th</sup>, 2015 Regular Meeting were reviewed.

Cr. Motley supplemented the Waste Management report.

Library Board

Cr. Carson supplemented the Library Board report.

Provost & District health Services Foundation

Cr. Murray supplemented the Health Foundation report. A discussion relative to the acquisition of an ultrasound machine ensued.

Provost Medical Centre Investigatory Committee

Cr. Murray gave a supplement to the Medical Centre Committee report. A discussion ensued relative to progress and location relative to a proposed new medical centre.

**ADJOURN**  
2:51 P.M.

15/71.

Moved by Cr. Murray to adjourn.

(Car. Un.)

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REEVE

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ADMINISTRATOR