

ORGANIZATIONAL MEETING OF COUNCIL, THURSDAY, OCTOBER 25TH, 2018

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 25th, 2018 and was called to order by Tyler Lawrason at 8:54 a.m.

TO ORDER AT
8:54 A.M.

PRESENT

PRESENT

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

ALSO
PRESENT

Also Present: Administrator Tyler Lawrason
Lauren Grosky

AGENDA

18/270 Moved by Cr. Tripp 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. Rustad nominated Cr. Murray for Reeve.

Second call for nominations.

Third call for nominations.

NOMINATIONS
CEASE

18/271. Moved by Cr. Carson 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

18/272. Moved by Cr. Kozlinski to maintain Procedural Bylaw No. 2214 as presented with no changes. (Carried)

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

ELECTION OF
DEPUTY REEVE

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

Second call for nominations.

Third call for nominations.

NOMINATIONS
CEASE

18/273. Moved by Cr. Carson that nominations cease.
(Carried)

Cr. Rustad 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.

REGULAR
MEETING
SCHEDULE

18/274. Moved by Cr. Motley 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

18/275. Moved by Cr. Motley to appoint the standing Deputy Reeve to monitor, oversee, and provide signatory verification as required of the Account Payable cycle on or about the 20th of each month. (Carried)

A discussion relative to councillor remuneration ensued.

COUNCILLOR
REMUNERATION
POLICY

18/276. 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 \$325.00 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 \$325.00 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 - \$15.00
 2. Dinner - \$20.00
 3. Supper - \$30.00
 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)

ABSENT
9:28A.M.

Cr. Motley absent.

PRESENT
9:30 A.M.

Cr. Motley present.

ADMINISTRATION
BUILDING

18/277. Moved by Cr. Charlton to appoint Cr. Tripp and Cr. Kozlinski to the Administration Building Committee for a term of one (1) year. (Carried)

EAST
FIRE
COMMITTEE

18/278. Moved by Cr. Carson 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

18/279. Moved by Cr. Rustad to appoint Cr. Carson, Cr. Rustad and Cr. Tripp to the West Fire Committee for a term of one (1) year. (Carried)

AIRPORT
COMMITTEE

18/280. Moved by Cr. Rustad 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

18/281. Moved by Cr. Rustad 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

18/282. Moved by Cr. Charlton that 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

18/283. Moved by Cr. Charlton that Cr. Murray and Cr. Tripp be appointed to the Provost and District Health Services Board for a term of one (1) year. (Carried)

AM

PROVOST
JOINT
DEVELOPMENT
COMMITTEE

18/284. Moved by Cr. Kozlinski 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

18/285. Moved by Cr. Charlton 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

18/286. Moved by Cr. Rustad 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

18/287. Moved by Cr. Carson 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

18/288. Moved by Cr. Rustad 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

18/289. Moved by Cr. Rustad that Cr. Carson and Cr. Charlton be appointed to the Shorncliffe Lake Association for a term of one (1) year. (Carried)

GRAVEL
COMMITTEE

18/290. 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

18/291. 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)

M.D. OF PROVOST /
PAINT EARTH COUNTY
INTERMUNICIPAL
PLANNING
COMMITTEE

18/292. Moved by Cr. Carson to appoint Cr. Charlton and Cr. Carson to the M.D. of Provost / County of Paintearth Intermunicipal Planning Committee. (Carried)

SOIL CONSERVATION/
LAND RECLAMATION
OFFICERS & WEED
CONTROL
INSPECTORS

18/293. Moved by Cr. Motley that Brian Carter, Jessica Robley, Caitlin Wolfe, and Michelle Holte be appointed as Soil Conservation/Land Reclamation Officers and Weed Control Inspectors for a term of one (1) year. (Carried)

FIRE
PERMITS

18/294. Moved by Cr. Tripp that Barry Johnstone, Hugh Baier, Lee Roworth, Rick Damberger, Roger Waring, Brian Cooper, Jason Manning, 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

18/295. Moved by Cr. Kozlinski that Administrator Tyler Lawrason be appointed as the Director of Emergency Management, Marty Biro be appointed as Deputy Director and Administrator Tyler

AM

Lawrason and Lauren Grosky be appointed as Public Information Officers for a term of one (1) year. (Carried)

**EMERGENCY
MANAGEMENT**

18/296. 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)

**SUBDIVISION AND
DEVELOPMENT
APPEAL BOARD
SECRETARY**

18/297. Moved by Cr. Motley that Tyler Lawrason be appointed as secretary of the Subdivision and Development Appeal Board for a term of one (1) year. (Carried)

**AGRICULTURAL
SERVICE
BOARD**

18/298. Moved by Cr. Motley that Council in its entirety be appointed to the Agricultural Service Board for a term of one (1) year. (Carried)

**A.S.B.
SECRETARY**

18/299. Moved by Cr. Motley that Marilyn Reinhart be appointed as secretary of the Agricultural Service Board for a term of one (1) year. (Carried)

**WEST
RECREATION
COUNCIL**

18/300. 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. (Carried)

**WEED CONTROL
ACT APPEAL
BOARD COMMITTEE**

18/301. Moved by Cr. Carson that 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 COUNCIL
MEMBER**

18/302. Moved by Cr. Carson that Cr. Kozlinski be appointed to the M.D. #52 Library Board Committee for a term of one (1) year. (Carried)

**COLLECTIVE
BARGAINING**

18/303. 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**

18/304. Moved by Cr. Motley to set a tax recovery sale date for Thursday, October 10th, 2019. (Carried)

**LAND USE BYLAW
AMENDMENT FEE**

18/305. Moved by Cr. Tripp to set the Land Use Bylaw Amendment fee at \$375.00 per application. (Carried)

**INTEREST RATES,
NSF CHEQUES**

18/306. Moved by Cr. Tripp 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**

18/307. Moved by Cr. Tripp 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)

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CERTIFICATE OF COMPLIANCE LETTERS	18/308. Moved by Cr. Tripp to set the fee for Certificate of Compliance letters at \$25.00. (Carried)
2019 SHORNCLIFFE LEASE RATES	18/309. Moved by Cr. Charlton to set the 2019 lease rate for Shorncliffe Lake lots at \$6.00 per front foot per year. (Carried)
2019 BOAT HOUSE LEASE RATES	18/310. Moved by Cr. Charlton that the 2019 lease rate for the boat house leases at Shorncliffe Lake be set at \$6.00 per front foot per year. (Carried)
2019 PROVOST AIRPORT LEASE RATES	18/311. Moved by Cr. Charlton to set the 2019 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	18/312. Moved by Cr. Charlton 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: <ul style="list-style-type: none">• 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	18/313. 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 & EQUIPMENT RATES	18/314. Moved by Cr. Tripp to set Machinery, Equipment and Trucking rates for 2019 in accordance with the 2018 Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide and Membership Roster. (Carried)
GRAVEL ROYALTY RATES	18/315. Moved by Cr. Carson that the 2018 gravel royalty rate be set at \$3.25 per cubic yard. (Carried)
ABSENT 10:02 A.M.	Tyler Lawrason, Cr. Charlton, and Cr. Motley absent.
PRESENT 10:05 A.M.	Tyler Lawrason, Cr. Charlton, Cr. Motley, Irvin Bethge, Len Fossen, Marty Biro, and Brian Carter present.
	A discussion relative to crop compensation rates ensued.
COMPENSATION RATES	18/316. Moved by Cr. Kozlinski 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 - \$400.00 per acre; canola at \$550.00 per acre; corn at \$600.00 per acre; peas at \$425.00 per acre; pedigreed seed at 1.5 times and hayfields and native grass older than 5 years at \$200.00 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 \$300 per acre.
- 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
10:24 A.M.

18/317.
Meeting.

Moved by Reeve Murray to adjourn the Organizational
(Carried)



REEVE

ADMINISTRATOR