

**REGULAR MEETING OF COUNCIL, THURSDAY, APRIL 25<sup>TH</sup>, 2019**

TO ORDER AT  
8:57 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, April 25<sup>th</sup>, 2019 and was called to order by Reeve Murray at 8:57 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, Executive Assistant to the Administrator  
Len Fossen, Operations Manager  
Dana Laye, Inventory and Procurement Control Officer

**ADDITIONS/DELETIONS TO THE AGENDA**

**2. PUBLIC WORKS**

- Weekly Grader Activity Reports
- April 15<sup>th</sup>, 2019 to April 21<sup>st</sup>, 2019

**4. ADMINISTRATION**

- Administrator's Notes

**7. NEW BUSINESS**

- Remuneration Claims
  - Division 2
  - Division 3
  - Division 4
  - Division 5
  - Division 6
  - Division 7
- Decision Items
  - 2019 Audited Financial Statement Acceptance
  - 2019 Culvert Tender
  - 2019 ASB Rental Equipment Disposal Tender
  - Unit #28-T 2005 T800 Kenworth Truck Disposal Tender
- Discussion Items
  - 2019 Preliminary Budget
  - 2019 Draft Budget
  - 2019 Draft Operational
  - 2019 Draft Capital
- Appendix "B"

**11. CORRESPONDENCE**

- Town of Provost – May/June 2019 Community Bulletin
- Provost and District Museum – Museum Day

AGENDA

19/99. Moved by Cr. Kozlinski to accept the agenda with additions as presented. (Carried)



APPENDIX "A" –  
PUBLIC WORKS  
REPORT

Appendix "A" – Public Works Report was reviewed.

ABSENT  
9:15 A.M.

Len Fossen and Dana Laye absent.

MINUTES  
REGULAR MEETING

19/100. Moved by Cr. Rustad to accept the minutes of the April 11<sup>th</sup>, 2019 Regular Meeting. (Carried)

MINUTES  
MPC

19/101. Moved by Cr. Tripp to accept the minutes of the April 11<sup>th</sup>, 2019 Municipal Planning Commission Meeting. (Carried)

BANK  
RECONCILIATION  
STATEMENT

19/102. Moved by Cr. Carson to accept the Bank Reconciliation Statement to March 31<sup>st</sup>, 2019 as presented. (Carried)

ADMINISTRATOR'S  
NOTES

The Administrator's Notes were reviewed.

DEPARTMENT HEAD  
REPORTS

The following Department Head Reports were reviewed:

- Assistant ASB Fieldman Report – Jessica Robley
- Assistant ASB Fieldman Report – Caitlin Wolf
- Pest and Weed Control Manager Report
- Development Officer Report
- Utilities Officer Report
- Asst. Development Officer Report
- Safety Officer's Report
- Peace Officer Report
- Fines Distribution

ABSENT  
9:38 A.M.

Cr. Motley absent.

COUNCILLOR  
REMUNERATION  
CLAIMS

19/103. Moved by Cr. Rustad to accept the Councillor remuneration claims for March and April, 2019 as presented. (Carried)

PRESENT  
9:39 A.M.

Cr. Motley present.

CLOSED SESSION  
SEC. 17&19 F.O.I.P.P.  
9:39 A.M.

19/104. Moved by Cr. Murray that council close the meeting to the public to discuss a personnel issue in accordance with Section 17 and 19 of the *F.O.I.P.P. Act*. (Carried)

ABSENT  
9:39 A.M.

Lauren Grosky absent

COME OUT OF  
CLOSED SESSION  
10:11 A.M.

19/105. Moved by Cr. Murray to come out of closed session. (Carried)

PERFORMANCE  
EVALUATIONS -  
PUBLIC WORKS  
OPERATIONS  
MANAGERS

19/106. Moved by Cr. Murray to accept the performance evaluations for the Public Works Operations Managers and attendant recommendations. (Carried)

PRESENT  
10:11 A.M.

Lauren Grosky present.

ABSENT  
10:11 A.M.

Cr. Charlton absent.

PRESENT  
10:14 A.M.

Cr. Charlton present.

CLOSED SESSION  
SEC. 16(1)(a)(ii)  
F.O.I.P.P.  
10:14 A.M.

19/107. Moved by Cr. Murray that council close the meeting to the public to discuss a third-party business interest issue in accordance with Section 16(1)(a)(ii) of the *F.O.I.P.P. Act.* (Carried)

COME OUT OF  
CLOSED SESSION  
10:18 A.M.

19/108. Moved by Cr. Murray to come out of closed session. (Carried)

LOT PURCHASE  
OFFER ACCEPTANCE

19/109. Moved by Cr. Murray to accept the offer as presented for Lot. 1, Block 2 in the M.D. airport industrial subdivision. (Carried)

SDAB ALTERNATE  
CLERK APPOINTMENT

19/110. Moved by Cr. Tripp to appoint Lauren Grosky as an alternate SDAB Clerk. (Carried)

TABLE SHORNCIFFE  
SHALE REQUEST

19/111. Moved by Cr. Carson to table a request for the purchase of shale at Shorncliffe Lake as presented. (Carried)

ABSENT  
10:32 A.M.

Tyler Lawrason absent.

PRESENT  
10:34 A.M.

Tyler Lawrason present.

PRESENT  
10:35 A.M.

Michael Epp present.

Michael Epp with Metrix Group, LLP gave a presentation on the Municipal District of Provost No. 52's 2018 Financial Statement.

ABSENT  
11:05 A.M.

Cr. Motley absent.

PRESENT  
11:07 A.M.

Cr. Motley present.

ABSENT  
11:10 A.M.

Michael Epp absent.

2019 CULVERT  
TENDER

19/112. Moved by Cr. Motley to award the 2019 Culvert Tender to Canada Culvert for \$149,163.00 plus GST, as per their submission. (Carried)

2019 ASB RENTAL  
EQUIPMENT DISPOSAL  
TENDER

19/113. Moved by Cr. Tripp to accept the highest bids on each piece of ASB Rental Equipment as presented. (Carried)

UNIT #28-T -  
2005 KENWORTH T800  
WHITE DIESEL  
DISPOSAL TENDER

19/114. Moved by Cr. Kozlinski to accept the bid from Rick Hope for Unit #28-T - 2005 Kenworth T800 White Diesel Truck in the amount of \$34,125.00. (Carried)



2019 AUDITED  
FINANCIAL  
STATEMENT

19/115. Moved by Cr. Motley to accept the 2018 Audited  
Financial Statement. (Carried)

PRESENT  
11:30 A.M.

Doug Chambers present.

Finance Officer Doug Chambers presented the 2019 Preliminary  
Budget.

A discussion relative to the 2019 Preliminary Capital and  
Operational Budgets ensued.

ABSENT  
12:10 P.M.

Doug Chambers absent.

APPENDIX "B"

19/116. Moved by Cr. Charlton to accept Appendix "B"  
according to the recommendations of the of the Development  
Officer. (Carried)

BYLAW NO. 2284 –  
BORROWING BYLAW

19/117. Moved by Cr. Tripp that Bylaw No. 2284 known as the  
Borrowing Bylaw be given first reading. (Car.Un.)

19/118. Moved by Cr. Kozlinski that Bylaw No. 2284 be given  
second reading. (Car.Un.)

19/119. Moved by Cr. Carson that Bylaw No. 2284 be  
presented for third reading and final. (Car.Un.)

19/120. Moved by Cr. Charlton that Bylaw No. 2284 be given  
third reading. (Car.Un.)

19/121. Moved by Cr. Charlton to accept the accounts as listed  
on Appendix "D" for information. (Carried)

COMMITTEE REPORTS

COMMITTEE REPORTS

F.C.S.S.

The minutes of the April 9<sup>th</sup>, 2019 Regular Meeting were reviewed.  
Cr. Charlton offered a verbal supplement to the committee report.

Provost & District Recreation Board

Cr. Tripp gave a verbal report for the Provost & District Recreation  
Board committee report.

Shorncliffe Lake Association

Cr. Carson gave a verbal report for the Shorncliffe Lake Association  
committee report.

Capt Ayre Lake Association

The Administrator gave a verbal report for the Capt Ayre Lake  
Association committee report.

Provost Fire Department

The March 2019 Fire Report was reviewed.



Cadogan Fire Department

The March 2019 Fire Reports were reviewed.

West End Fire Department

The March 2019 Fire Reports were reviewed. The Administrator offered a verbal supplement to the West End Fire Department committee report.

Hillcrest Lodge

The minutes of the April 16<sup>th</sup>, 2019 Regular Meeting were reviewed. Cr. Motley offered a verbal supplement to the Hillcrest Lodge committee report.

Provost & District Cooperative Seed Cleaning Plant


Cr. Tripp gave a verbal report for the Provost & District Seed Cleaning Plant.

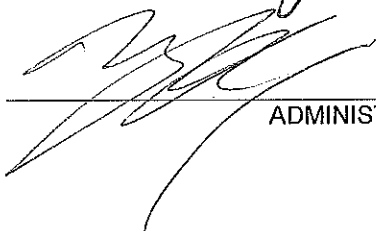
ADJOURN  
12:41 P.M.

19/122.

Moved by Cr. Murray to adjourn.

(Carried)

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
ADMINISTRATOR