

ORGANIZATIONAL MEETING OF COUNCIL, THURSDAY, OCTOBER 24<sup>TH</sup>,  
2019

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<sup>th</sup>, 2019 and was called to order by Tyler Lawrason at 9:00 a.m.

TO ORDER AT  
9:00 A.M.

**PRESENT**

PRESENT

Present: Councillors D. Carson, R. N. Charlton, 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  
Wendy Trenerry, Finance Officer

ABSENT

Absent: Councillor L. D. Kozlinski

AGENDA

19/287. Moved by Cr. Rustad 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

19/288. Moved by Cr. Motley 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 administration.

BYLAW NO. 2289  
PROCEDURAL BYLAW

19/289. Moved by Cr. Tripp to maintain Procedural Bylaw No. 2289 as presented with no changes. (Carried)

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

ELECTION OF  
DEPUTY REEVE

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

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Cr. Motley declined.

Second call for nominations

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

Third call for nominations.

**NOMINATIONS  
CEASE**

19/290. Moved by Cr. Carson moved that nominations cease. (Carried)

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

**OATHS OF  
OFFICE**

Oaths of Office were administered.

**REGULAR MEETING  
SCHEDULE**

19/291. 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**

19/292. 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 20<sup>th</sup> of each month. (Carried)

**COUNCILLOR  
REMUNERATION  
POLICY**

19/293. Moved by Cr. Rustad to accept the Councillor remuneration policy and rates schedule 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.

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- 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. (Carried)

MILEAGE RATE	19/294. Moved by Cr. Carson to set mileage at \$0.58 per kilometer, as per Canada Revenue Agency's established mileage rate. (Carried)
ADMINISTRATION BUILDING	19/295. Moved by Cr. Rustad to appoint Cr. Tripp and Cr. Kozlinski to the Administration Building Committee for a term of one (1) year. (Carried)
EAST FIRE COMMITTEE	19/296. Moved by Cr. Motley to appoint Cr. Kozlinski, Cr Carson, and Cr. Rustad to the East Fire Committee for a term of one (1) year. (Carried)
WEST FIRE COMMITTEE	19/297. Moved by Cr. Motley to appoint Cr. Carson, Cr. Rustad, and Cr Tripp to the West Fire Committee for a term of one (1) year. (Carried)
AIRPORT COMMITTEE	19/298. Moved by Cr. Rustad to appoint Cr. Tripp and Cr. Charlton 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	19/299. Moved by Cr. Motley to appoint Cr. Murray and the Administrator 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	19/300. Moved by Cr. Rustad to appoint Cr. Charlton and Cr. Kozlinski to the Family and Community Support Services Foundation for a term of one (1) year. (Carried)
PROVOST & DISTRICT HEALTH SERVICES	19/301. Moved by Cr. Rustad to appoint Cr. Murray and Cr. Tripp to the Provost and District Health Services Foundation for a term of one (1) year. (Carried)

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- PROVOST JOINT DEVELOPMENT COMMITTEE 19/302. Moved by Cr. Motley 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 19/303. Moved by Cr. Carson 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 19/304. Moved by Cr. Motley 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 19/305. Moved by Cr. Rustad 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 19/306. Moved by Cr. Motley that Cr. Tripp and Cr. Kozlinski be appointed to the Capt Ayre Lake Association for a term of one (1) year. (Carried)
- SHORNCIFFE LAKE ASSOCIATION 19/307. Moved by Cr. Motley that Cr. Carson and Cr. Charlton be appointed to the Shorncliffe Lake Association for a term of one (1) year. (Carried)
- GRAVEL COMMITTEE 19/308. 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 19/309. 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 / PAINEARTH COUNTY INTERMUNICIPAL PLANNING COMMITTEE 19/310. Moved by Cr. Tripp to appoint Cr. Charlton and Cr. Carson to the M.D. of Provost / County of Paintearth Intermunicipal Planning Committee. (Carried)
- M.D. OF PROVOST / TOWN OF PROVOST INTERMUNICIPAL PLANNING COMMITTEE 19/311. Moved by Cr. Carson to appoint Cr. Tripp and Cr. Rustad to the M.D. of Provost / Town of Provost Intermunicipal Planning Committee. (Carried)
- M.D. OF PROVOST / M.D. OF WAINWRIGHT INTERMUNICIPAL PLANNING COMMITTEE 19/312. Moved by Cr. Carson to appoint Cr. Murray and Cr. Tripp 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 19/313. Moved by Cr. Tripp to appoint Cr. Charlton and Cr. Carson to the M.D. of Provost / Flagstaff County Intermunicipal Planning Committee. (Carried)
- SOIL CONSERVATION/ LAND RECLAMATION OFFICERS 19/314. Moved by Cr. Rustad that Brian Carter, Jessica Robley, Caitlin Wolfe, and Michelle Holte be appointed as Soil

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Conservation/Land Reclamation Officers for a term of one (1) year.  
(Carried)

WEED CONTROL  
INSPECTORS

19/315. Moved by Cr. Motley that Brian Carter, Jessica Robley, Caitlin Wolfe, and Michelle Holte be appointed as Weed Control Inspectors for a term of one (1) year. (Carried)

FIRE  
PERMITS

19/316. Moved by Cr. Rustad that Barry Johnstone, Hugh Baier, Lee Roworth, Rick Damberger, Roger Waring, Brian Cooper, Jason Manning, Tammy Sather, 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

19/317. Moved by Cr. Motley that Administrator Tyler Lawrason be appointed as the Director of Emergency Management, Marty Biro be appointed as Deputy Director and Administrator Tyler Lawrason and Lauren Grosky be appointed as Public Information Officers for a term of one (1) year. (Carried)

EMERGENCY  
MANAGEMENT

19/318. Moved by Cr. Motley 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  
SECRETARIES

19/319. Moved by Cr. Carson that Lauren Grosky be appointed as primary secretary of the Subdivision and Development Appeal Board with Tyler Lawrason serving as an alternate secretary for a term of one (1) year. (Carried)

WEED CONTROL ACT  
APPEAL BOARD  
SECRETARY

19/320. Moved by Cr. Motley that Administrator Tyler Lawrason be appointed as Secretary of the Weed Control Act Appeal Board Committee for a term of one (1) year. (Carried)

AGRICULTURAL  
SERVICE BOARD

19/321. 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

19/322. Moved by Cr. Carson that Marilyn Reinhart be appointed as secretary of the Agricultural Service Board for a term of one (1) year. (Carried)

WEST RECREATION  
COUNCIL

19/323. 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)

M.D. #52 LIBRARY  
BOARD MEMBERS

19/324. Moved by Cr. Carson to appoint Deb Nelson, Terry Lynn Paulgaard, Roxanna Wotschell, Jackie Almberg, Tim Nordin and Sandra Johnson as representatives on the M.D. #52 Library Board for a term of two (2) years (Carried)

M.D. #52 LIBRARY  
BOARD COUNCIL  
MEMBER

19/325. Moved by Cr. Motley that Cr. Kozlinski be appointed to the M.D. #52 Library Board Committee for a term of one (1) year. (Carried)

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BANKING BUSINESS	19/326. Moved by Cr. Charlton that the banking business remain with ATB Financial for 2020 with the exception of investments being let to the discretion of the Administrator/Finance Officer. (Carried)
TAX RECOVERY SALE DATE	19/327. Moved by Cr. Charlton to set a tax recovery sale date for Thursday, October 8 <sup>th</sup> , 2020. (Carried)
LAND USE BYLAW AMENDMENT RATE	19/328. Moved by Cr. Tripp to set the Land Use Bylaw Amendment fee at \$375.00 per application. (Carried)
INTEREST RATES, NSF CHEQUES	19/329. 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	19/330. Moved by Cr. Carson 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	19/331. Moved by Cr. Charlton to set the fee for Certificate of Compliance letters at \$25.00. (Carried)
2020 SHORNCLIFFE LEASE RATES	19/332. Moved by Cr. Motley to set the 2020 lease rate for Shorncliffe Lake lots at \$6.00 per front foot per year. (Carried)
2020 BOAT HOUSE LEASE RATES	19/333. Moved by Cr. Carson that the 2020 lease rate for the boat house leases at Shorncliffe Lake be set at \$6.00 per front foot per year. (Carried)
2020 PROVOST AIRPORT LEASE RATES	19/334. Moved by Cr. Motley to set the 2020 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	19/335. Moved by Cr. Tripp 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"><li>• Tenting/Non-Power \$17.00/day</li><li>• Power \$25.00/day</li><li>• Power and Water \$27.50/day</li><li>• Full Service \$32.00/day</li><li>• Group M.D. Lot \$50.00/day</li><li>• Group Site \$90.00/day</li></ul> (Carried)
UTILITY RATES	19/336. Moved by Cr. Motley that the utility rates be maintained at \$55.00 per month for water and \$25.00 per month for sewer.

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(Carried)

ABSENT  
9:44 A.M.

Cr. Motley absent.

PRESENT  
9:46 A.M.

Cr. Motley present.

MACHINERY &  
EQUIPMENT RATES

19/337. Moved by Cr. Charlton to set Machinery, Equipment and Trucking rates for 2020 in accordance with the 2019 Alberta Roadbuilders and Heavy Construction Association Rental Rates Guide and Membership Roster. (Carried)

GRAVEL ROYALTY  
RATES

19/338. Moved by Cr. Rustad that the 2020 gravel royalty rate be set at \$3.25 per cubic yard. (Carried)

ABSENT  
9:47 A.M.

Tyler Lawrason absent.

PRESENT  
9:48 A.M.

Brian Carter, Caitlin Wolf, Irvin Bethge, Jessica Robley, Julie Jamieson, and Marty Biro present.

PRESENT  
9:49 A.M.

Tyler Lawrason present.

A discussion relative to borrow and backsloping agreements/crop compensation rates ensued.

COMPENSATION  
RATES

19/339. Moved by Cr. Motley 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 15 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:

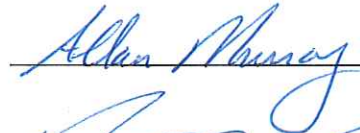
1. That the area in question is smaller than two (2) acres is relatively small in scope *and* is deemed to warrant, either by Motion of Council or actuality to not fit within the parameters of existing policy otherwise.
2. In circumstances fitting #1 above, clay is compensated at the rate of \$12.00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



3. In accordance with the above policy, whereby compensation is set on the basis of an individual determination by Council. (Carried)

ADJOURN  
10:13 A.M.

19/340. Moved by Cr. Murray to adjourn the Organizational Meeting. (Carried)

  
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REEVE

  
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ADMINISTRATOR