

REGULAR MEETING OF COUNCIL, THURSDAY, OCT. 11, 2007

**TO ORDER AT
9:00 A.M.**

The Regular Meeting of the Municipal District of Provost No. 52 for the month of October, 2007 was held in the Council Chambers of the Municipal Administration Building, 4504 – 53 Avenue, Provost, Alberta on Thursday, October 11, 2007 and was called to order by Reeve Murray at 9:00 a.m.

PRESENT

PRESENT

Present: Councillors F. Crone, L.C. Kjos, A.G. Murray, J.D. Roworth, T. Schneider, L.G. Swanson and B.R. Tripp.

ALSO PRESENT

Also Present: Administrator Iris Larson and Assistant Administrator Judy Larson.

ADDITIONS/DELETION TO THE AGENDA

3. ADMINISTRATION
 2. Administration Building
 - Extra Work Administration Building

6. NEW BUSINESS
 - Delete* - ~~Relaxation of Setback~~
 - Council Laptops
 - Four Corners Cairn Historical Sign
 - Hardisty Tank Farm ASP

7. MUNICIPAL PLANNING COMMISSION
 - Relaxation of Setback S.W. 16-41-6-W4M
 - Conditions – Subdivision S.E. 6-39-2-W4M

8. BYLAWS
 - Land Use Bylaw Amendment S.E. 6-39-2-W4M

10. COMMITTEE REPORTS
 - 2) A.S.B.
 - Minutes of October 3, 2007
 - Biodigester

 - 4) RECREATION BOARDS
 - Provost & District Regional Recreation Board
 - Regional Activity Centre

 - M.C.H.A.
 - Minutes of April, 2007

 - 8) West End Fire Departments
 - Jepp Grant

 - 9) Economic Development
 - Resignation
 - Heat Transfer Equipment Manufacturing Facility

 - 13) Provost & District Health Services Foundation
 - Minutes of September 27, 2007

- 16) E911
- Lease of Space Amisk Tower

11. CORRESPONDENCE

- Community Future Annual General Meeting
 - East Central
 - Meridian
- Bodo Post Office
- Trail Notes
- Palliser Annual Fall Meeting

AGENDA 07/290 Moved by Cr. Crone to approve the agenda with the additions and the deletion. (Car. Un.)

RESERVE BIDS 07/291 Moved by Cr. Tripp to set the reserve bid on Lots 16, 17, 18, 19 & 20, Block 1, Plan 5001 A.C. in the Hamlet of Metiskow at \$1,000.00 per lot. Carried 6 – 1
Opposed Cr. Kjos

9:06 A.M. Director of Public Works Curtis Hughes and Public Works Foreman Irvin Bethge present.

Public Works

Public Works Report for October

- The Shoulder pull crew has finished 34 miles of work and they are currently servicing their machines
- The Reclaimer has been used in various areas to repair bad spots in some of the oiled roads
- Patching material has be mixed and pothole repair is taking place where needed
- Culverts are being replaced and repaired where needed
- Work has begun to prepare equipment and roads for the winter
- The fencing crew is busy working to finish the fencing on all construction projects
- Ads have been posted for the full-time position at the Hughenden Shop

Public Works will soon be testing for gravel on J. Heck, C. Paulgaard and Stucky land. Seko Construction will be on site next week at the Hughenden shop to start with demolition. Geotechnical testing has been completed but the report is not available yet.

Judy gave a presentation on Tangible Capital Assets.

10:00 A.M. 07/292 Moved by Cr. Tripp to adjourn. (Car. Un.)

10:06 A.M. Reconvened.

PRESENT Present: Councillors F. Crone, L.C. Kjos, A.G. Murray, J.D. Roworth, T. Schneider, L.G. Swanson and B.R. Tripp.

ALSO PRESENT Also Present: Administrator Iris Larson, Assistant Administrator Judy Larson, Director of Public Works Curtis Hughes and Public Works Foreman Irvin Bethge.

10:30 A.M. Curtis Hughes and Irvin Bethge absent.

MINUTES 07/293 Moved by Cr. Schneider to approve the minutes of Regular Meeting of Council of September 13, 2007. (Car. Un.)

MINUTES 07/294 Moved by Cr. Swanson to approve the minutes of the Municipal Planning Commission Meeting of September 13, 2007. (Car. Un.)

FINANCIAL STATEMENT

Net Balance Aug. 31/07	148,791.47	Disbursements	2,194,905.32
Receipts	1,046,656.69	Terms/Loans	2,257,047.72
Terms	3,402,238.25	Net Balance Sept. 30/07	145,733.37
	4,597,686.41		4,597,686.41
Total Cash & Investments			7,307,905.21

BANK RECONCILIATION 07/295 Moved by Cr. Crone to approve the bank reconciliation for the month ending September 30, 2007. (Car. Un.)

REVENUE & EXPENSE STATEMENT 07/296 Moved by Cr. Roworth to approve the revenue and expense statement to September 30, 2007. (Car. Un.)

Upgrades to the Administration Building are currently underway. Cr. Schneider worked with the spray foam insulating company and hired extra help to remove and replace registers and to prepare for the contractor. There will be a meeting with Cooper Roofing and the engineer on October 19, 2007. Provost Glass and Door will be replacing the windows and repairing seals and Brimac will be installing the sump pumps.

FALL MEETING 07/297 Moved by Cr. Tripp to authorize the Special Constable to attend the Alberta Special Constable Association Fall Meeting in Nisku on October 18, 2007. (Car. Un.)

Fines distribution to August, 2007 and the bylaw enforcement report for the month of September, 2007 were reviewed.

ORGANIZATIONAL MEETING DATE 07/298 Moved by Cr. Tripp to hold the Organizational Meeting on October 25, 2007 at 9:00 a.m. (Car. Un.)

AMEND MOTION #07/254 07/299 Moved by Cr. Crone to amend Motion #07/254 to apply for funding under the Municipal Sustainability Initiative to upgrade the Administration Building to improve energy efficiency. (Car. Un.)

POLICY CHANGES 07/300 Moved by Cr. Kjos to approve the proposed changes to the Protective Services Policy as shown on Appendix "E". (Car. Un.)

AGREEMENT 07/301 Moved by Cr. Tripp to enter into an exclusive agreement with Alberta Permit Pro for the period December 1, 2007 to November 30, 2010 to provide services in compliance with the Municipal Safety Codes Council Approved Quality Management Plan with respect to Building, Electrical, Plumbing and Gas Permits. Carried 5 – 2
Opposed Cr. Roworth
Cr. Kjos

RISK CONTROL POLICY 07/302 Moved by Cr. Roworth to adopt the "Risk Control Policy Statement" and Terms of Reference for the Risk Control Coordinator and Risk Control Committee as shown on Appendix "F". (Car. Un.)

MEETING 07/303 Moved by Cr. Tripp to authorize the Risk Control Coordinator and the Administrator to attend the Jubilee RiskPro Town Hall Meeting in Sherwood Park on November 2, 2007. (Car. Un.)

The 2007 Used Equipment Tenders were reviewed as follows:

Amisk Fire Truck – 1985 F800 Cab & Chassis, S/N 1FDPF82K7FVA31960

Keith J. Degenhardt \$3,000.00 + GST

TENDER ACCEPTED 07/304 Moved by Cr. Murray to accept the tender from Keith Degenhardt for the Amisk Fire Truck, S/N 1FDPF82K7FVA31960.
(Car. Un.)

The Administrator was directed to send letters regarding posting of lot and block numbers on cabins or a sign out front at the lakes to assist emergency services.

SEND LETTER 07/305 Moved by Cr. Roworth to send a letter to the East Central Health Board requesting that travel inoculations be once again offered at the Provost Health Clinic.
(Car. Un.)

Information was reviewed on laptops for Councillors.

LETTER OF SUPPORT 07/306 Moved by Cr. Kjos to send a letter of support for the Four Corners Cairn Historical Sign replacement on Highway 12 to Alberta Tourism, Parks, Recreation and Culture.
(Car. Un.)

Cr. Crone reported that Section 28-42-9 W4 should also be included in the Hardisty Area Structure Plan.

APPENDIX "A" 07/307 Moved by Cr. Murray to approve Appendix "A" according to the recommendations of the Utilities/Development Officer.
(Car. Un.)

There was no Appendix "B" or "C".

11:50 A.M. 07/308 Moved by Cr. Kjos to recess for lunch. (Car. Un.)

1:01 P.M. Reconvened.

PRESENT Present: Councillors F. Crone, L.C. Kjos, A.G. Murray, J.D. Roworth, T. Schneider, L.G. Swanson and B.R. Tripp.

ALSO PRESENT Also Present: Administrator Iris Larson and Assistant Administrator Judy Larson.

COMMITTEE REPORTS

A.S.B.

The minutes of October 3, 2007 were reviewed.

1:02 P.M. Ag. Fieldman Burt Forbes was present to discuss the Biodigester project. They will be applying for two grants for a feasibility study. A feasibility study would cost \$80,000. Both grants are for \$75,000 each but are matching. The Biodigester would provide disposal of dead animals, manure and garbage and provides power that can be sold to the power grid. The committee is also looking for other partners, perhaps private business, agricultural societies or other organizations. A completed feasibility study could provide information to potential investors.

1:34 P.M. Burt Forbes absent.

1:44 P.M. 07/309 Moved by Cr. Swanson to adjourn. (Car. Un.)

- 2:16 P.M.** Reconvened.
- PRESENT** Present: Councillors F. Crone, L.C. Kjos, A.G. Murray, J.D. Roworth, T. Schneider, L.G. Swanson and B.R. Tripp.
- ALSO PRESENT** Also Present: Administrator Iris Larson and Assistant Administrator Judy Larson.
- 2:20 P.M.** Utilities/Development Officer John Degenstien was present to discuss the Land Use Bylaw Amendment Bylaw 2188.
- BYLAW 2188** **07/310** Moved by Cr. Kjos that Bylaw No. 2188, which would authorize an amendment to the Land Use Bylaw to rezone the east half of the SE-6-39-2 W4M from RBI - Rural Business Industrial District to RSH – Rural Small Holding District be given first reading. (Car. Un.)
- APPENDIX "D"** **07/311** Moved by Cr. Crone to accept the accounts as listed on Appendix "D" for information. (Car. Un.)
- REPAIRS** **07/312** Moved by Cr. Schneider to authorize Johnson Controls to replace the duplex air compressor at a cost of \$6,441.00, a new electric tank drain at a cost of \$499.00 and a new air dryer at a cost of \$2,650.00 plus GST. (Car. Un.)
- F.C.S.S
- The minutes of September 11, 2007 were reviewed.
- Provost & District Regional Recreation Board
- ACCEPT INFO. & APPOINT MEMBERS** **07/313** Moved by Cr. Murray to accept for information the Terms of Reference for the Provost Regional Activity Center and to appoint Cr. Murray, Cr. Tripp and the Administrator to a committee to review and revise. (Car. Un.)
- M.C.H.A.
- The minutes of April, 2007 were reviewed. The MCHA Board discussed various funding options at their last meeting.
- Shorncliffe Lake Association
- No report.
- Capt. Ayre Lake Association
- 3:32 P.M.** Utilities/Development Officer John Degenstien was present to discuss the water system.
- 3:40 P.M.** John Degenstien absent.
- Cr. Tripp, Cr. Roworth and the Administrator are to meet with the lake association to discuss the electrical upgrade.
- Provost Fire Department
- The August, 2007 fire report was reviewed.
- West End Fire Departments
- CONVERT TRUCK** **07/314** Moved by Cr. Crone to convert the PW 1989 GMC Volvo Truck, S/N 4V2BCBCF3KN620162 to West End Fire Water Truck and to

purchase a new tank and pump, have the new tank epoxied and have the unit painted at an approximate cost of \$72,500.00. (Car. Un.)

The September, 2007 fire report was reviewed.

TABLE TO APPLY FOR FUNDING

07/315 Moved by Cr. Murray to table indefinitely to apply under the Joint Emergency Preparedness Program for funding to add Mobile Command Unit Capabilities to the Rescue Van in Hughenden.

Carried 4 – 3
Opposed Cr. Crone
Cr. Roworth
Cr. Swanson

Economic Development

The minutes of September 14, 2007 were reviewed. The Economic Development Officer has resigned.

A formal response to the RFP for site location for a Heat Transfer Equipment Manufacturing Facility was prepared by Leila Grobel and submitted.

Hillcrest Lodge

The minutes of September 17, 2007 were reviewed. The Grand Opening was held October 3, 2007.

Waste Management Authority

No report.

Library Board

SEND LETTER

07/316 Moved by Cr. Tripp to send a letter to the Minister of Municipal Affairs and Housing requesting the government to substantially increase the ongoing operational funding to libraries.

Carried 6 – 1
Opposed Cr. Murray

APPROVE BUDGET

07/317 Moved by Cr. Kjos to approve the proposed 2008 – 2010 Parkland Regional Library budget. (Car. Un.)

Provost & District Health Services Foundation

The minutes of September 27, 2007 were reviewed.

Ambulance

No report.

Hardisty Hospital

No report.

E911

The minutes of August 23, 2007 were reviewed.

WAIVE FEES

07/318 Moved by Cr. Murray to waive the \$3,000.00 application fee, standby costs of \$55/hour and \$.55/km in the proposed lease agreement with East Central E911 lease of the Amisk Tower.

(Car. Un.)

Jim Couprie met with board and members of Provost Fire Department, Reeve and Administrator of the MD of Provost in regards to digital paging.

Airport

No report.

4:52 P.M.

07/319

Moved by Cr. Kjos to adjourn.

(Car. Un.)

REEVE

ADMINISTRATOR