

**REGULAR MEETING OF COUNCIL, THURSDAY, FEB. 12, 2009**

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

The Regular Meeting of the Municipal District of Provost No. 52 for the month of February, 2009 was held in the Council Chambers of the Municipal Administration Building, 4504 – 53 Avenue, Provost, Alberta on Thursday, February 12, 2009 and was called to order by Deputy Reeve Kjos at 9:00 a.m.

**PRESENT**

**PRESENT**

Present: Councillors F. Crone, L.C. Kjos, D.L. Motley, J.D. Roworth, T. Schneider and B.R. Tripp.

**ALSO PRESENT**

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

**ABSENT**

Absent: Councillor A.G. Murray.

**ADDITIONS/DELETIONS TO THE AGENDA**

2. PUBLIC WORKS

- Highway 600 Realignment
- Gravel Crushing Tender Evaluation Criteria
- 2009 Road Program
- Road Crossings – TransCanada Keystone Pipeline Ltd.
- Public Works Report

7. NEW BUSINESS

- Emergency Response Authorization
- Alberta Health Services Board Reception
- Hughenden Christmas Decorations
- Utilities Officer Salary

10. COMMITTEE REPORTS

- 3) Recreation Boards  
M.C.H.A.
- Recreation Reserve

**AGENDA**

**09/38** Moved by Cr. Schneider to approve the agenda with the additions. (Car. Un.)

Public Works

Equipment options for patching were discussed. Public Works will look into a demonstration either here or at the County of Vermilion River or the MD of Bonnyville. Public Works will also be fixing the dip on the Dolcy Browning Road just north of Highway 13. There was a request to upgrade Range Road 75, north of Township Road 400 as there may be a gravel source there. Public Works is investigating the gravel source. The Hughenden storage yard lease with Ed Carson will soon expire and he is willing to sell the property to the MD.

**Public Works Report for February 2009**

- + Snowplowing and sanding are being done as needed.
- + Stockpiling is continuing.
- + Graders have been out working on intersections and washboards.
- + Truck certifications are starting continuing with the fire trucks.
- + Recalls have been issued for the two 2008 gravel trucks

- and are being taken care of by Kenworth Lloyd.
- + The snow blade for the loader is close to completion.
- + Used oil storage is being worked on at Hughenden.
- + Lighting has been improved in the Provost Shop.
- + Improvements in the Provost welding bay have been completed.
- + As time permits work is continuing on the small shed for Capt. Ayre Lake.
- + The new bins have been placed at some of the transfer sites. Once the damaged ones are emptied they will be brought in for repair.

**ENGINEERING RATES**      **09/39**      Moved by Cr. Crone to approve the Stewart, Weir & Co. Ltd. 2009 Engineering Rates effective February 1, 2009.      (Car. Un.)

There was a complaint about the safety at the Metiskow Railway Crossing and signage is being put up. Discussion took place on the fact that the MD can't sell the highway campsites; they must remain campsites or turned back to the Province.

**APPRENTICE MECHANICS PAY SCHEDULE**      **09/40**      Moved by Cr. Motley to authorize a pay schedule for apprentice mechanics as follows: 75% of Level 1 Mechanics after the first successful year, 80% of Level 1 Mechanic after the second successful year and 85% of Level 1 Mechanic after the third successful year and the probationary rate of 90% after the fourth successful year.      (Car. Un.)

**10:00 A.M.**      Susan Rankin and Derald Starchuk of Millennium EMS Solutions Ltd. were present to discuss the Code of Practice for Gravel Pits. This regulation applies to all gravel pits over 5 ha. and approval must be in place by November 1, 2009.

**10:35 A.M.**      Millennium EMS Solutions Ltd. absent.

**CONTRACT MILLENNIUM EMS SOLUTIONS**      **09/41**      Moved by Cr. Motley to contract Millennium EMS Solutions Ltd. to obtain approvals required under the Code of Practice for Gravel Pits for all required MD gravel pits.      (Car. Un.)

**CONTRIBUTION**      **09/42**      Moved by Cr. Roworth to contribute \$500.00 to the Metiskow Agricultural Society to compensate for fuel used for snow plowing and mowing on municipal property.      Carried 5 – 1  
Opposed Cr. Schneider

A letter from Alberta Transportation regarding the Initiation of Functional Planning Study for the Highway 600 Realignment was reviewed. This is a study regarding connecting SH600 with SH899 south rather than SH899 north.

Public Works outlined the tender evaluation criteria they will be using for the gravel crushing tenders.

**09 ROAD PROGRAM**      **09/43**      Moved by Cr. Motley to accept the 2009 proposed road program as presented at a total budget of \$4,419,100.00.      (Car. Un.)

**RELAX SETBACKS**      **09/44**      Moved by Cr. Crone to approve TransCanada Keystone Pipeline Limited Partnership to relax the 23 meter set back from the road center for horizontal or vertical bends in the pipeline as set forth in the Policy Manual Crossings Regulations 2.2. for the following road crossings:

Between NE 32-38-8 W4 and NW 33-38-8 W4  
Between SE 1-38-8 W4 and SW 6- 38-7 W4

Between SW 4-39-8 W4 and NE 32-38-8 W4  
Between SE 5-39-8 W4 and SW 4-38-8 W4  
Between NE 4-41-9 W4 and NW 3-41-9 W4 (Car. Un.)

**RELAX CROSSING APPROVALS** 09/45 Moved by Cr. Roworth to relax the crossing approvals to TransCanada Keystone Pipeline Limited Partnership to allow open cut on the following road crossings:

Between NE 32-38-8 W4 and NW 33-38-8 W4  
Between SW 4-39-8 W4 and NE 32-38-8 W4  
Between SE 5-39-8 W4 and SW 4-39-3 W4 (Car. Un.)

**ROAD CROSSING & WORKSPACE APPROVAL** 09/46 Moved by Cr. Roworth that approval be given to TransCanada Keystone Pipeline Limited for a road crossing and temporary workspace across Road Plan 082 4727 within SW 8-39-8 W4. (Car. Un.)

**MINUTES** 09/47 Moved by Cr. Roworth to approve the minutes of the Regular Meeting of Council, January 22, 2009. (Car. Un.)

Notes were reviewed from the February 3, 2009 Hamlet Advisory Meeting.

**FINANCIAL STATEMENT**

Net Balance Dec. 31/08	432,374.81	Disbursements	1,030,006.30
Receipts	350,519.26	Terms/Loans	0.00
Terms	620,000.00	Net Balance Jan. 31/09	372,887.77
	1,402,894.07		1,402,894.07
Total Cash & Investments			20,124,035.36

**BANK RECONCILIATION** 09/48 Moved by Cr. Tripp to approve the bank reconciliation for the month ending January 31, 2009. (Car. Un.)

**R & E STATEMENT** 09/49 Moved by Cr. Crone approve the revenue and expense statement to December 31, 2008. (Car. Un.)

**TABLE PROPOSAL** 09/50 Moved by Cr. Crone to table the General Municipal Servicing Standards proposal put forth by Stewart, Weir & Co. Ltd. to a Regular Meeting in May. (Car. Un.)

**12:00 P.M.** 09/51 Moved by Cr. Crone to recess for lunch. (Car. Un.)

**1:00 P.M.** Reconvened.

**PRESENT** Present: Councillors F. Crone, L.C. Kjos, D.L. Motley, J.D. Roworth, T. Schneider and B.R. Tripp.

**ALSO PRESENT** Also Present: Administrator Iris Larson.

**ABSENT** Absent: Councillor A.G. Murray.

**DELETE OA GRID** 09/52 Moved by Cr. Motley to delete the Office Assistant Salary grid from policy. Carried 4 - 2  
Opposed Cr. Crone  
Cr. Roworth

**REFRESHER COURSE** 09/53 Moved by Cr. Motley to authorize the Peace Officer to attend the CVSA/DG In-Service Refresher Course in Stettler March 23 to March 26, 2009. (Car. Un.)

**PURCHASE TRUCK** 09/54 Moved by Cr. Motley to purchase a 2009 F150 4X4

StyleSide Supercab 145 from Norris Ford Sales Ltd. in the amount of \$29,674.00 plus applicable taxes. (Car. Un.)

**TABLE POLICY CHANGES** 09/55 Moved by Cr. Crone to table policy changes to the next Regular Meeting of Council. (Car. Un.)

1:37 P.M. Development Officer John Degenstien present.

**BUILDING ACCESS FOR WATER TESTING** 09/56 Moved by Cr. Schneider to compensate the owner of the Metiskow Post Office \$42.00 per month for building access for water testing until such time that other sampling arrangements can be made. (Car. Un.)

1:42 P.M. John Degenstien absent.

Two Council members will be attending the Alberta Health Services Board reception in Camrose on February 24, 2009.

**PURCHASE DECORATION DISPLAYS** 09/57 Moved by Cr. Motley to purchase 5 Christmas decoration displays for the Village of Hughenden. (Car. Un.)

**APPENDIX "A"** 09/58 Moved by Cr. Roworth to approve Appendix "A" according to the recommendations of the Development Officer. (Car. Un.)

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

**BYLAW 2198** 09/59 Moved by Cr. Schneider that Bylaw No. 2198, which would provide regulations and procedures for the retention and disposal of municipal documents be given first reading. (Car. Un.)

09/60 Moved by Cr. Crone that Bylaw No. 2198 shall be given second reading. (Car. Un.)

09/61 Moved by Cr. Roworth that Bylaw No. 2198 be presented for third reading at this meeting. (Car. Un.)

09/62 Moved by Cr. Roworth that Bylaw No. 2198 shall be given third reading. (Car. Un.)

Bylaw No. 2198 received third and final reading by Cr. Roworth and was duly passed by Council.

**BYLAW 2199** 09/63 Moved by Cr. Motley that Bylaw No. 2199, which would to authorize the amendment of the Land Use Bylaw to rezone the NE-7-41-7 W4M (Lots 1, 2 & 3, Block 1, Plan 8022020) from Urban Fringe to Rural Small Holdings be given first reading. (Car. Un.)

**INCREASE SALARY** 09/64 Moved by Cr. Roworth to increase the base salary of the Utilities Officer by XXXXXXXXX effective January 1, 2009. Carried 4-2  
Opposed Cr. Tripp  
Cr. Schneider

**APPENDIX "D"** 09/65 Moved by Cr. Roworth to accept the accounts as listed on Appendix "D" for information. (Car. Un.)

## COMMITTEE REPORTS

### A.S.B.

The minutes of January 14, 2009 were reviewed.

F.C.S.S.

The minutes of January 13, 2009 were reviewed.

Provost & District Regional Recreation Board

The minutes of the Provost Regional Activity Centre Building Committee for January 15, 2009 outlining the Responsibilities and Powers of the Committee were reviewed.

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| <b>RESCIND MOTIONS</b> | <b>09/66</b> Moved by Cr. Schneider to rescind motions 05/522, 07/283 and 08/128.<br><br>Carried 4 - 2<br>Opposed Cr. Crone<br>Cr. Kjos  |
| <b>CONTRIBUTION</b>    | <b>09/67</b> Moved by Cr. Schneider to contribute and release to the Town of Provost up to 3.4 million dollars unconditionally for the Regional Activity Centre.<br><br>Carried 5 - 1<br>Opposed Cr. Crone   |
| <b>CONTRIBUTION</b>    | <b>09/68</b> Moved by Cr. Schneider to contribute and release up to an additional 2 million dollars towards the Regional Activity Centre as this amount is matched and received by the Town of Provost from community and corporate donations.<br><br>Carried 5 - 1<br>Opposed Cr. Crone |

M.C.H.A.

A letter from the MCHA Board regarding reserves for future buildings was reviewed. Any future building reserves will be collected and held by the municipality.

Shorncliffe Lake Association

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| <b>ACCEPT PROPOSAL</b> | <b>09/69</b> Moved by Cr. Motley to accept the proposal from FortisAlberta Inc. in the amount of \$1,403.75, GST inclusive, for the installation of an additional street light at Shorncliffe Lake. Installation shall be under the supervision of the caretaker and the President of the Shorncliffe Lake Park Association.<br><br>(Car. Un.) |
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Capt. Ayre Lake Association

No report.

Provost Fire Department

The Town of Provost fire report for January 2009 was reviewed.

West End Fire Departments

- |  |   |
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| <b>TABLE<br/>ALPHANUMERIC<br/>PAGING</b> | <b>09/70</b> Moved by Cr. Motley to table Alphanumeric Paging to the next Regular Meeting of Council.<br><br>(Car. Un.) |
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Economic Development

Notice was given of a joint meeting of the Alberta and Saskatchewan stakeholders on March 10, 2009.

Hillcrest Lodge

The minutes of January 12, 2009 were reviewed.

Waste Management Authority

No report.

Library Board

No report.

Provost & District Health Services Foundation

No report.

Ambulance

No report.

Airport

No report.

E911

The minutes of December 18, 2008 were reviewed.

Council plans to short list Administrator applications and decide of strategies for selection on Friday February 20 at 1:00 p.m.

4:45 P.M.

09/71

Moved by Cr. Crone to adjourn.

(Car. Un.)

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REEVE

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ADMINISTRATOR