

TOWN OF PROVOST IN THE PROVINCE OF ALBERTA
 MINUTES OF REGULAR MEETING OF COUNCIL
 HELD IN COUNCIL CHAMBERS, Administration Building, Provost, Alberta
 on Tuesday, May 16, 2017.

Resolutions No. R17/05/084
 To: No. R17/05/103

1. CALL TO ORDER

All Members of Council being present the meeting was called to order by Mayor Ken Knox at 5:00 p.m.

Present:	Mayor:	Ken Knox
	Councillor:	Jeremy Rehman
	Councillor:	Kelly Heinrich
	Councillor:	Alvin Schultz
	Councillor:	Trevor Schneider
	Councillor:	Dale Gregory
	CAO:	David Connauton
	CFO:	Wendy Trenerry
	EDO:	Gary Duffett
	PW Superintendent:	Keith Heintz
	Rec Director:	Jack McKinlay

2. CONSIDERATION OF AGENDA

R17/05/084 MOVED BY Councillor Gregory, to approve the agenda as Amended.

Additions:

8) g) Community BBQ.

Carried

3. DELEGATIONS

- a) Mike Dennehy (Provost Golf Course).
 - Mike discussed the Operating changes that he is implementing at the Golf Course, he also was looking for feedback as to how the Town would work with the Golf Course.
 Mike finished with three requests; 1. The Town forgive the Golf Course the bill for the false alarm, 2.the Town reduce the monthly campground fees for the Golf Course Employee and 3. He asked if the Town would be willing to purchase equipment and sell it to the Golf Course.

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R17/05/085 MOVED BY Councillor Schneider that Council add New Business item 8(h) Provost Golf Course to the agenda.

Carried

4. STATEMENTS & ACCOUNTS

- a) Statements
 - i) Bank Reconciliation for April 30, 2017.
 - ii) Reserve/Savings Statements for April 30, 2017.

R17/05/086 MOVED BY Councillor Schultz, that the Statements and Bank Reconciliation for April 30, 2017 be approved as presented.

Carried

- b) Accounts
 - i) Scheduled Payables to April 30, 2017.
 - ii) Accounts Payable to April 30, 2017.

R17/05/087 MOVED BY Councillor Schultz to approve the Scheduled and Accounts payable, as presented.

Carried

5. COUNCIL MINUTES

- a) Minutes of the Budget Meeting of Council held April 4, 2017.

R17/05/089 MOVED BY Councillor Schneider that the Minutes of the Budget Meeting of Council held April 4, 2017 be approved as presented.

Carried

- b) Minutes of the Regular Meeting of Council held April 18, 2017.

R17/05/089 MOVED BY Councillor Schultz that the Minutes of the Regular Meeting of Council held April 18, 2017 be approved as presented.

Carried

6. OTHER MINUTES AND REPORTS

- a) Administrator - Report to May 12, 2017.
- b) Public Works Department
 - i) Report to May 11, 2017.

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- c) Enforcement Services
 - i) Bylaw Officer Report.
 - ii) Pest Control Report for April 2017.
- d) Provost Economic Development Committee
 - i) Report to May 12, 2017.
- e) Development Officer
 - i) Report for April 2017.
- f) Fire Department
 - i) Report for April 2017.

R17/05/090 Moved by Mayor Knox that Council recess for Supper at 6:25 pm.

Carried

Mayor Knox reconvened the Council Meeting at 7:20 pm.

- g) Town of Provost Recreation
 - i) Report to May 12, 2017.
 - ii) Minutes of the Regular Meeting of April 20, 2017.
- h) Provost and District Family and Community Support Services
 - i) Minutes of the Regular Meeting of April 11, 2017.
 - ii) Various other Reports February & March, 2017.
- i) Provost Senior Citizens Home Foundation
 - i) Minutes of the Regular Meeting of April 10, 2017.
- j) M.D. #52 Waste Management Authority
 - i) Minutes of the Regular Meeting of April 26, 2017.
 - ii) 2016 Financial Statements.
- k) Provost Municipal Library
 - i) Minutes of the Regular Meeting of April 3, 2017.

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l) Provost Airport Committee

i) Minutes of the Regular Meeting of May 9, 2017.

R17/05/091 MOVED BY Councillor Schultz to approve the Other Minutes and Reports as presented.

Carried

7. OLD BUSINESS

a) New Clinic Update

Council reviewed the information provided in regards to the building of the new Clinic.

8. NEW BUSINESS

a) West-Chem Agra Services Ltd request for Reduction of Property Taxes.

R17/05/092 MOVED BY Mayor Knox deny West-Chem Agra Services request for an 80% reduction in their outstanding tax balance.

Carried

b) Request from Farm Safety Centre

R17/05/093 MOVED BY Councillor Heinrich that Council table this item indefinitely.

Carried

c) Capital Budget

R17/05/094 MOVED BY Councillor Gregory that Council approve the Capital Budget as presented.

Carried

Councillor Heinrich left the Council Chamber at 8:00 pm.

d) Mayors Caucus June 2017

R17/05/095 MOVED BY Mayor Knox that Council approve that Councillors and Administration may attend the June 2017 Mayors Caucus Meeting in Okotoks.

Carried

e) MSI Amending Memorandum of Agreement

R17/05/096 MOVED BY Mayor Knox that Council approve signing the MSI Amending Memorandum of Agreement.

Carried

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Councillor Heinrich returned to Council Chambers

f) Councillor Orientation/ Training

R17/05/097 MOVED BY Councillor Schultz that Administration register Council and Administration for Councillor Orientation/ Training being offered by AUMA/AAMD&C.

Carried

g) Community BBQ
Council discussed having Kathy Meier organize the BBQ for 1000 individuals.

h) Provost Golf Course Requests

R17/05/098 MOVED BY Councillor Schultz that Council does not waive the false alarm fees for the Provost Golf Course.

Carried

R17/05/099 MOVED BY Councillor Heinrich that Council not reduce the rental rate in the campground for the Golf Course Employee.

Carried

R17/05/100 MOVED BY Councillor Schneider that Council provide a letter of support to the idea of the Town purchasing equipment and then selling it to the Golf Course on a case by case basis.

Carried

9. BYLAWS
None

10. POLICIES

a) Policy #038- Drinking during Minor Sport Events

R17/05/101 MOVED BY Councillor Gregory that Council approves the new Policy #038 Serving and Consuming Alcohol at the Town Recreation Facilities During Minor Sport Events.

Carried

11. In Camera – Personnel

R17/05/102 MOVED BY Councillor Schultz that Council move into an in-camera session dealing with a Personnel issue.

Carried

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R17/05/102 MOVED BY Mayor Knox that Council come out of the in-camera session dealing with a Personnel issue.

Carried

12. CORRESPONDENCE

- a) Parkland Regional Library 2016 Annual Report.
- b) Letter Dated May 1, 2017 from the Hon. Shaye Anderson, Minister of Municipal Affairs Re: Amending MSI Memorandum of Agreement.
- c) The River Current Spring/Summer 2017 Edition.
- d) Enbridge Pipeline Awareness for Elected Public Officials and Government Agencies.

R17/05/103 MOVED BY Councillor Schultz that Council approve the Correspondence items as information.

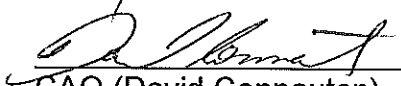
Carried

13. ADJOURNMENT

All business on the agenda having been dealt with Mayor Knox declared the meeting adjourned at 8:35 p.m.



Mayor (Ken Knox)



CAO (David Connauton)

RESERVE RECONCILIATION STATEMENT

as of April 30, 2017

Term Deposits

ATB Financial Term – Matures 60 days	\$ 2,355,087.52
ATB Financial Term – Matures 30 days	3,565,075.08
Servus Credit Union-Savings	<u>601,205.85</u>
Total Funds Invested	\$ <u>6,521,368.45</u>

Operating Funds	\$ 1,410,621.52
Capital Funds	<u>5,110,746.93</u>
Total Reserve Funds	\$ <u>6,521,368.45</u>

OPERATING FUND

Category	Amount	Purpose
12 Administration	2,000.00	Building R & M
	1,588.77	Furniture
	10,000.00	ALL Reserve
	8,000.00	Library Reserve
23 Fire	47,555.00	Exp. Var. (hyd)
	800.00	Donations
	9,500.00	Clothing
	3,500.00	Mach & Equip
32 Roads	66,116.67	Sand & Gravel 39,116.67
		Trees, Plants 27,000.00
	10,000.00	Snow removal
	30,000.00	Crush cement
	10,000.00	Refurbish sign
	25,000.00	Various Unexpended
	13,000.00	Dust Control
	10,689.75	In Lieu Parking
37 Airport	12,608.15	Reserve
41 Water	29,700.00	Acidize Wells
	3,000.00	Repairs
	2,000.00	Trees
	22,500.00	Chlorine Room
42 Sewer	38,000.00	Exp. Var (R&M)
	65,000.00	Clean Lagoons
	2,205.00	Parts and Accessories
37 St. Sewer	23,000.00	Repairs & Maint.
51 FCSS	6,343.48	
56 Cemetery	4,633.63	
57 Medical	463,885.40	
62 EDC	6,656.41	Town Grants
	5,700.00	Expenses
72 Rec. – Admin	38,295.66	Maint Res. (R93/12/463 & R95/04/48)
	21,000.00	Special Events
74 Rec. – Arena	69,433.21	User Fees
	8,793.27	Expenses

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	3,000.00	Boards
	7,929.00	Purchased Bldg R & M
75 Rec. – Fair	1,310.31	Fence
	10,500.00	R & M
	3,300.00	Trees & Plants
	700.00	Supplies
76 Rec – Parks	228.00	Expenses
	2,700.00	R & M
	2,000.00	Trees
77 Rec. - Tennis	843.18	Paving
	1,033.00	Expenses
	6,927.00	Fence
80 Rec – Cult Cent	3,605.49	R95/04/48
	5,130.00	Expenses
81 Rec.- Bowling	806.19	Expenses
97 Contingency	290,104.95	Contingency – Accumulated Interest
Total Operating Fund	1,410,621.52	

CAPITAL FUND

12 Administration	134,447.10	Reserves
	28,872.76	Green space Reserve
	245,650.00	
12 Planning Reserve	207,228.34	
21 Spec. Constable	18,863.85	Vehicle Reserve
19 EDC	9,270.53	Centennial Celebration
	6,334.27	Reserve
23 Fire	166,892.16	Reserves
	20,000.00	Signage Reserve
	16,250.00	SCBA/Equipment
29 Prot. Service	165,646.74	Reserve
32 Roads	87,661.00	Building Reserves
	8,208.79	Sand Shed
	216,418.13	Equipment Reserve
	10,000.00	Vehicle Reserve
	298,300.95	Street Improvements
	20,595.00	Reserves
	0.00	Patching
	122,460.00	SIP Grant
	10,000.00	Xmas Decorations
37 St. Sewer	10,000.00	Reserves
41 Water	646,781.17	New Reservoir Reserve
	401,924.47	Service Replacement Reserve
	60,000.00	Filter Media
	40,000.00	Pump
	120,000.00	Upgrade lines
	2,000.00	Shoring
42 Sewer	35,000.00	Sewer Camera Reserve
	25,000.00	Lift Station
	50,000.00	Sewer Rehab
	105,000.00	Valve Reserve
	202,562.20	Service Replacement Reserve
	2,000.00	Shoring

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	50,000.00	Lagoons
	41,369.00	Replacement Pump
43 Garbage	202,675.00	Truck Reserve
56 Cemetery	23,000.00	Reserves
66 Subd.	239,118.67	Reserves
72 Rec Admin	43,064.91	Truck Reserve
75 Fairgrounds	185,899.93	Ball Diamond Reserve
76 Parks	20,141.82	Reserves
80 Culture Centre	395,094.48	Building Reserve
	5,896.00	A/C Reserve
81 Bowling Alley	5,000.00	Equipment Reserve
	23,496.48	Building Reserve
82 Legion	15,000.00	Building Reserve
83 Crescent Point	10,000.00	Playground reserve 10,000
	31,571.19	Water Slide
	95,051.99	Reserves
	126,000.00	Zamboni Reserve (Arena Reserve)
87 Library	105,000.00	Building Reserve
Total Capital Fund	5,110,746.93	

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MONTHLY STATEMENT

TOWN OF PROVOST


MONTH ENDING 30-Apr-17

	CREDIT UNION PAYROLL	ATB FINANCIAL GENERAL	CREDIT UNION	CREDIT UNION GENERAL	TOTALS
Net Balance at end Previous Month	\$ 2,140.78	\$ 151,269.40	\$ 76,380.24	\$ 324,196.25	\$ 553,986.67
Receipts for the Month				\$ 252,319.46	\$ 252,319.46
Term Deposits Cashd In		\$ 5,912,533.54		\$ 600,958.88	\$ 6,513,492.42
Interest Earned On Term		\$ 7,629.06		\$ 246.97	\$ 7,876.03
Interest Earned On Account	\$ 3.99	\$ 6.35	\$ 53.36	\$ 253.54	\$ 317.24
Transfers	\$ 71,100.00	\$ 12,034.82			\$ 83,134.82
ATM Fees				\$ 22.50	\$ 22.50
FCSS Rent				\$ (769.49)	\$ (769.49)
Stale-Dated Ck #23275				\$ 120.22	\$ 120.22
Sub-Total	\$ 73,244.77	\$ 6,083,473.17	\$ 76,433.60	\$ 1,177,348.33	\$ 7,410,499.87
Disbursements for the Month	\$ 70,111.35			\$ 262,813.08	\$ 332,924.43
Term Deposits Purchased		\$ 5,920,162.60		\$ 601,205.85	\$ 6,521,368.45
Interest Paid - Bank Charges				\$ 670.43	\$ 670.43
Debentures Paid					\$ -
Transfers				\$ 83,134.82	\$ 83,134.82
RRSP					
Net Balance at end of Month	\$ 3,133.42	\$ 163,310.57	\$ 76,433.60	\$ 229,524.15	\$ 472,401.74
Balance at end of Month	\$ 3,223.42	\$ 163,310.57	\$ 76,433.60	\$ 304,355.41	\$ 547,323.00
Cash on Hand at end of Month				\$ 11,198.39	\$ 11,198.39
Sub-Total	\$ 3,223.42	\$ 163,310.57	\$ 76,433.60	\$ 315,553.80	\$ 558,521.39
Less Outstanding Cheques	\$ 90.00			\$ 86,029.65	\$ 86,119.65
Net Balance at end of Month	\$ 3,133.42	\$ 163,310.57	\$ 76,433.60	\$ 229,524.15	\$ 472,401.74

OUTSTANDING CHEQUES			Remarks: Bank Balances	April	March
	NO.	AMOUNT	Term Deposits	\$ 472,401.74	\$ 553,986.67
			SUB-TOTAL	\$ 6,521,368.45	\$ 6,513,492.42
Common Weath Credit Union - Payroll	1	\$ 90.00	Less: Accounts Pay.	\$ 6,993,770.19	\$ 7,067,479.09
Common Weath Credit Union - General	52	\$ 86,029.65	Debentures Due	\$ 80,549.67	\$ 152,131.01
TOTAL	53	\$ 86,119.65	NET CASH AVAIL.	\$ 29,815.48	
				\$ 6,883,405.04	\$ 6,915,348.08

THIS STATEMENT SUBMITTED TO COUNCIL this 16th day of May, 2017

*Cash on Hand Deposited 1-May-17



 Mayor



 Town Administrator

TOWN OF PROVOST
SCHEDULED ACCOUNTS PAYABLE FOR COUNCIL'S CONSIDERATION
APRIL, 2017

NAME	CK #	PURPOSE	AMOUNT
Receiver General for Canada	DD # 35	Payroll and Source Deductions	\$28,526.89
Family Responsibility Office	DD # 36	Monthly Remittance	\$50.00
801112 Alberta Ltd.	24212	Water Meter Rental Fee Reimbursement	\$26.08
Arlitt, E. Sharon	24213	Unplug and Flush Sewer Line (PW)	\$100.00
Atco Gas	24214	Utilities (CPP)	\$320.51
Automated Aquatics Canada	24215	Parts (PW)	\$1,139.41
Battle River Implements	24216	Parts (PW)	\$185.34
Bernie's Overhead Door	24217	Repair Door Damage (PW)	\$1,560.30
Bertram, Kevin	24218	Health & Wellness Reimbursement (PW)	\$370.93
Botting, Ryan	24219	Unplug and Flush Sewer Line (PW)	\$100.00
Bouma Meats Ltd.	24220	Concession (Bowling Centre)	\$556.00
Buffa Distribution	24221	Supplies (Bowling Centre)	\$54.88
Cleartech Industries Inc.	24222	Chemical (PW)	\$1,740.41
Dorman, Alan	24223	Monthly Contract (Pest)/Travel Reimbursement	\$2,369.95
Eastlink	24224	Cable TV at the Doctor House	\$85.79
Exova Canada Inc.	24225	Monthly Fluoride Samples (PW)	\$42.29
Falcon Enterprises	24226	2017 First Quarter Recycling Subsidy	\$2,863.56
Hellian Oilfield Services Ltd.	24227	Hydro Dig 2 Holes/Clean Sumps (PW)	\$693.00
J & K Cleaning	24228	Monthly Contract (Hall) Reimbursement for Parts	\$3,304.26
J.W. Bowl Ltd.	24229	Monthly Contract (Bowling Centre)	\$7,875.00
Joe Johnson Equipment	24230	Parts for the Street Sweeper (PW)	\$7,768.50
Johnstone, Barb	24231	Catering for Town & MD Supper	\$440.00
LAPP	24232	Monthly Remittance	\$15,162.38
M & D Janitorial	24233	Monthly Contract (Office)	\$682.50
MacStitch Promotions Inc.	24234	Promotional Items (EDO)	\$5,442.73
Mason, David	24235	Water Meter Rental Fee Reimbursement	\$65.87
McKay Water Works Supply Ltd.	24236	Parts (PW)	\$1,184.04
Newcap Radio	24237	Advertising for Trade Show & Ag Day (EDO)	\$246.45
Old Dutch Foods Ltd.	24238	Concession (Bowling Centre)	\$95.92
Pitney Bowes	24239	Equipment Lease (Admin)	\$239.15
Provost & District FCSS	24240	Grant	\$2,259.00
Provost Freight Lines Inc.	24241	Freight Charges (PW)	\$1,143.03
Provost IGA 1983 Ltd.	24242	Supplies (Admin, Bowling Centre)	\$148.90
Provost Liquor Store	24243	Alcohol (Bowling Centre)	\$1,389.74
Purolator Inc.	24244	Courier Charges (PW)	\$34.59
Relay Distributing	24245	Cleaning Supplies (CPP)	\$438.55
Reschny, Harold	24246	Monthly Contract (Cemetery)	\$3,150.00
Riva, Scott & Katelyn	24247	Water Meter Rental Fee Reimbursement	\$54.48
Rockpile Plumbing	24248	CC Dig/Curb Repair (PW)	\$735.00
Sprout, Adam	24249	Water Meter Rental Fee Reimbursement	\$50.55

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TOWN OF PROVOST
ACCOUNTS PAYABLE FOR COUNCIL'S CONSIDERATION
APRIL, 2017

NAME	CK #	PURPOSE	AMOUNT
Air Liquide Canada Inc.	24255	Cylinder Rental (PW)	\$126.00
AMSC	24256	Utilities	\$31,552.80
Alberta One-Call Corporation	24257	April Notifications (PW)	\$50.40
AMSC Insurance Services	24258	Premiums	\$8,066.16
Automated Aquatics Canada Ltd.	24259	Chemicals (CPP)	\$3,426.45
Buckin' Good Welding Ltd.	24260	Magpie Traps (Pest)/Work on Golf Course Bridge	\$531.73
Canadian Pacific Railway	24261	Monthly Flasher Contract (PW)	\$277.00
Connauton, David	24262	Health & Wellness Reimbursement	\$55.00
CUETS Financial	24263	Kaspersky (PW) \$109.51	\$2,466.26
		Marriott - Jack (CPP) \$507.00	
		Marriott - Carl (CPP) \$507.00	
		Phoenix Fence Corp. (Batting Cage) \$752.18	
		Annual Fee - Beier \$25.00	
		Annual Fee - Trenerry \$25.00	
		Subway - Budget Meeting (Council) \$66.60	
		Subway - EDC Meeting (EDO) \$47.35	
		Prime Pizza - Canada Day Meeting (EDO) \$66.88	
		Subway - Trade Show Meeting (EDO) \$62.35	
		Provost Glass & Door-Window Cleaner (PW) \$35.80	
		Provost IGA - Supplies (PW) \$51.17	
		Summer Caucus (Admin) \$78.75	
D R Technologies	24264	Sales & Service (EDO, Bowling Centre, CPP, Admin)	\$571.22
Epcor	24265	Utilities (PW)	\$103.60
Golden West Broadcasting	24266	Advertising for Trade Show (EDO)	\$363.83
H.P.C. Services	24267	Thaw Frozen Storm Drains - 50th St. Cul de Sac (PW)	\$420.00
Hancock Petroleum Inc.	24268	Fuel (PW, Rec, Fairgrounds, CPP, Cemetery, Fire)	\$1,832.45
Kal Tire - Provost #264	24269	Tire Repair (Rec)	\$40.03
Knox, Kenneth	24270	Recharge Petty Cash	\$198.35
Larson's Hardware Ltd.	24271	Supplies (Admin, Fairgrounds, PW)	\$114.95
Loomis Express	24272	Courier Charges (PW)	\$104.40
MacStitch Promotions Inc.	24273	Clothing (Fire)	\$363.20
McKinlay, Jack	24274	Reimbursement for Fuel (Rec)	\$67.00
MLT Aikins	24275	Professional Services Rendered/Apr Retainer Fee	\$1,050.54
MTM Energy Services	24276	Parts/Supplies (CPP, PW)	\$275.12
Myterra Ventures	24277	Welding Supplies (Fairgrounds)	\$66.26
Prairie Trails Disposal Ltd.	24278	Container Service (Fire, Hall, CPP, PW)	\$2,164.56
Provost & District FCSS	24279	Conditional Provincial Grant	\$650.52
Provost Decorating Centre	24280	Paint/Painting Supplies (CPP)	\$194.60
Provost Farm & Auto Supply Ltd.	24281	Parts (Fire, Fairgrounds, Rec, PW)	\$985.74
Provost Freight Lines Inc.	24282	Freight Charges (CPP)	\$680.04

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