

MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL OF THE
VILLAGE OF BEISEKER HELD, MONDAY, OCTOBER 25, 2004 AT 7:30 P.M. IN
COUNCIL CHAMBERS
PAGE 1

PRESENT

MAYOR	Bruce Rowe
DEPUTY MAYOR	Ray Courtman
COUNCILLOR	Al Henuset
COUNCILLOR	Brenda Hnybida
COUNCILLOR	Fred Walters
MUNICIPAL ADMINISTRATOR	Ruth Copeland-Brunelle
PUBLIC WORKS FOREMAN	Dale Wells
OTHERS PRESENT	Dave Fegan
	Len Priestman

CALL TO ORDER

The Municipal Administrator called the meeting to order at 7:36 p.m.

COUNCILLORS OATH OF OFFICE

The Administrator Ruth Copeland-Brunelle administered the Oath of Office to all Councillors.

ELECTION OF MAYOR

Councillor Walters nominated Councillor Bruce Rowe for the position of Mayor of the Village of Beiseker.

The Administrator called for nominations a second and third time. Councillor Bruce Rowe was declared Mayor by acclamation.

Mayor Rowe then took over to chair the remainder of the meeting.

ELECTION OF DEPUTY MAYOR

Mayor Rowe nominated Councillor Ray Courtman for the position of Deputy Mayor of the Village of Beiseker.

Mayor Fegan called for nominations a second and third time. Councillor Ray Courtman was declared Deputy Mayor by acclamation.

REGULAR MEETINGS OF COUNCIL

2004-113

Councillor Henuset moved that the Regular Meetings of Council be held on the second and fourth Mondays of each month beginning at 7:30 P.M. CARRIED UNAN.

2004-114

SIGNING AUTHORITY

Councillor Walters moved that signing authority be granted to any two of the Municipal Administrator, Mayor and Deputy Mayor. CARRIED UNAN.

2004-115

BANKING INSTITUTIONS

Deputy Mayor Courtman moved that the Mountain View Credit Union remain as the Village of Beiseker's banking institution. CARRIED

Councillor Henuset abstained from voting or commenting on the above item.

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2004-116

DEPARTMENT HEADS AND COMMITTEE APPOINTMENTS

Councillor Hnybida moved to appoint the Department heads and committee members as listed below:

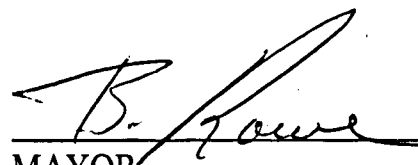
- (a) **Water/Sewer**
Council as a Whole
- (b) **Public Works**
Council as a Whole
- (c) **Finance Committee**
Council as a Whole
- (d) **Airdrie Ambulance Committee**
Council as a Whole
- (e) **M.D. of Rockyview Intermunicipal Committee**
Council as a Whole
- (f) **Economic Development & Tourism Action Committee**
Mayor Rowe, assisted by Councillor Walters
- (g) **Canadian Badlands Tourist Association**
Deputy Mayor Courtman, assisted by Mayor Rowe
- (h) **Recreation/FCSS Board**
Councillor Hnybida, assisted by Councillor Walters
- (i) **Disaster Services**
Mayor Rowe, assisted by Deputy Mayor Courtman
- (j) **Fire Department**
Deputy Mayor Courtman, assisted by Councillor Walters
- (k) **Library Board**
Mayor Rowe, assisted by Councillor Hnybida
- (l) **Museum Board**
Councillor Hnybida, assisted by Deputy Mayor Courtman
- (m) **Wild Rose Economic Development Corporation**
Councillor Henuset, assisted by Mayor Rowe
- (n) **Drumheller Solid Waste Management Association**
Deputy Mayor Courtman, assisted by Councillor Walters
- (o) **Beiseker Community School Advisory Education Council**
Councillor Hnybida, assisted by Deputy Mayor Courtman
- (p) **Rockyview Foundation**
Councillor Walters, assisted by Councillor Henuset
- (q) **Municipal Planning Commission & Subdivision Approval Authority**
Deputy Mayor Courtman, Councillor Hnybida & Councillor Walters

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- (r) Subdivision and Development Appeal Board
Mayor Rowe & Councillor Henuset
- (s) Kneehill Regional Water Commission
Deputy Mayor Courtman, assisted by Councillor Henuset
- (t) Airport Steering Committee
Deputy Mayor Courtman, assisted by Councillor Walters
- (u) Beiseker Cemetery Committee
Councillor Hnybida, assisted by Mayor Rowe
- (v) Beiseker Campground Liaison
Councillor Walters, assisted by Councillor Henuset
- (w) Visual Appeal Committee
Councillor Henuset, assisted by Councillor Hnybida
- (x) Alberta 2005 Centennial Railway Museum Society
Councillor Hnybida, assisted by Councillor Walters
- (y) Beiseker Recycling Society
Deputy Mayor Courtman, assisted by Councillor Walters
- (z) Youth Justice Committee
Deputy Mayor Courtman, assisted by Councillor Walters

ADJOURNMENT

Councillor Walters moved that the Organizational Meeting adjourn to the Regular meeting of Council at 7:56 p.m. CARRIED UNAN.


MAYOR


MUNICIPAL ADMINISTRATOR

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COUNCILLOR	Brenda Hnybida
COUNCILLOR	Len Priestman
COUNCILLOR	Bruce Rowe
MUNICIPAL ADMINISTRATOR	Ruth Copeland-Brunelle
COUNCILLOR ELECT	Al Henuset
COUNCILLOR ELECT	Fred Walters

CALL TO ORDER

Mayor Fegan called the meeting to order at 7:28 p.m.

ADOPTION OF AGENDA

Deputy Mayor Courtman moved adoption of the Agenda as presented.

CARRIED UNAN.

ADOPTION OF MINUTES

Councillor Priestman moved to approve the minutes of the October 12, 2004 regular Meeting of Council.

CARRIED UNAN.

UNFINISHED BUSINESS OR BUSINESS ARISING FROM THE MINUTES

There was no unfinished business or business arising from the Minutes.

ACCOUNTS FOR APPROVAL

Deputy Mayor Courtman moved to approve account cheque #20040893 to #20040905 in the amount of \$6,683.93.

CARRIED UNAN.

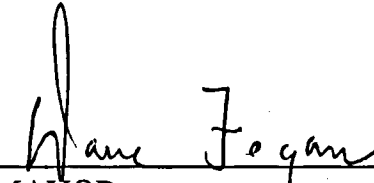
OTHER BUSINESS

There was no other business to discuss.

ADJOURNMENT

Councillor Rowe moved that the meeting adjourn to the Organizational Meeting.

CARRIED UNAN.


MAYOR


MUNICIPAL ADMINISTRATOR

OFFICIAL OATH

I, RAY COURTMAN, do swear that I will diligently, faith-

fully and to the best of my ability, execute according to law, the office of COUNCILLOR

for the VILLAGE OF BEISEKER
(Name of Municipality)

So help me God.

SWORN before me at the Village

of Beiseker

in the Province of Alberta, this 25th

day of OCTOBER A.D. ~~19~~

2004


Ruth E. Copeland

A Justice of Peace, Notary Public or Commissioner etc. **RUTH E. COPELAND**

A Commissioner for Oaths

In and for the Province of Alberta

by Commission Expires June 10, ~~1999~~ 2005



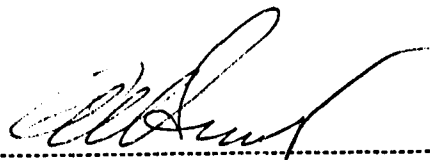
RAY COURTMAN

OFFICIAL OATH

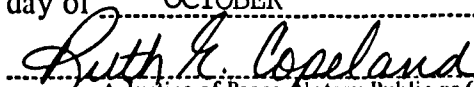
I, ALEXANDER LESLIE HENUSET, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of COUNCILLOR for the VILLAGE OF BEISEKER
 (Name of Municipality)

So help me God.

SWORN before me at the Village
 of Beiseker
 in the Province of Alberta, this 25th
 day of OCTOBER A.D. ~~19~~



ALEXANDER LESLIE HENUSET



2004 RUTH E. COPELAND

A Justice of Peace, Notary Public or Commissioner of Oaths

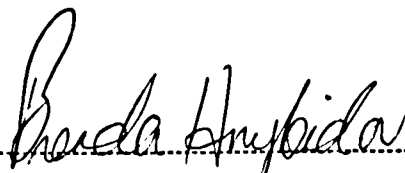
in and for the Province of Alberta
 by Commission Expires June 10, ~~1999~~ 2005

OFFICIAL OATH

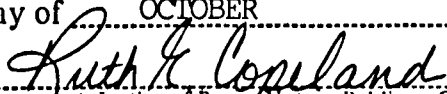
I, BRENDA HNYBIDA, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of COUNCILLOR for the VILLAGE OF BEISEKER
(Name of Municipality)

So help me God.

SWORN before me at the Village
of Beiseker
in the Province of Alberta, this 25th
day of OCTOBER A.D. ~~19~~20



BRENDA HNYBIDA



A Justice of Peace, Notary Public or Commissioner etc.

2004
RUTH E. COPELAND

A Commissioner for Oaths

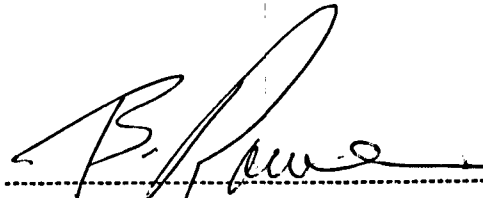
In and for the Province of Alberta
by Commission Expires June 10, ~~1999~~ 2005

OFFICIAL OATH

I, BRUCE ROWE, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of COUNCILLOR for the VILLAGE OF BEISEKER
 (Name of Municipality)

So help me God.

SWORN before me at the Village
 of BEISEKER
 in the Province of Alberta, this 25th
 day of OCTOBER A.D. ~~19~~2004



BRUCE ROWE

Ruth E. Copeland

A Justice of Peace, Notary Public or Commissioner etc.

RUTH E COPELAND

A Commissioner for Oaths

in and for the Province of Alberta

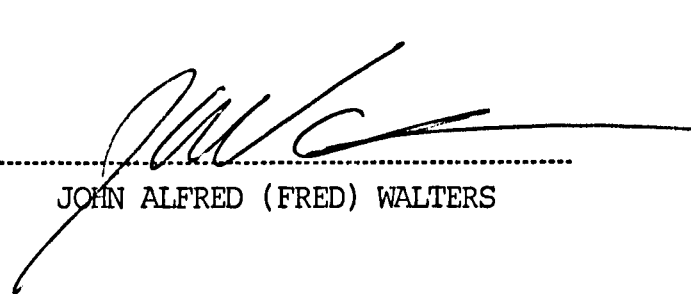
by Commission Expires June 10, ~~1999~~ 2005

OFFICIAL OATH

I, JOHN ALFRED (FRED) WALTERS, do swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of COUNCILLOR for the VILLAGE OF BEISEKER
 (Name of Municipality)

So help me God.

SWORN before me at the Village
 of Beiseker
 in the Province of Alberta, this 25th
 day of OCTOBER A.D. ~~19~~



JOHN ALFRED (FRED) WALTERS

Ruth E. Copeland RUTH E. COPELAND
 A Justice of Peace, Notary Public or Commissioner for Oaths

in and for the Province of Alberta
 by Commission Expires June 10, ~~2004~~ 2005

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MUNICIPAL ADMINISTRATOR	Ruth Copeland-Brunelle
PUBLIC WORKS FOREMAN	Dale Wells
OTHERS PRESENT	Dave Fegan Len Priestman

CALL TO ORDER

Mayor Rowe called the meeting to order at 7:57 p.m.

ADOPTION OF AGENDA

Councillor Walters moved adoption of the Agenda with the addition of item #7(a) under Accounts for Approval. CARRIED UNAN.

PUBLIC WORKS ITEMS

Sander	The Public Works Foreman advised Council that the repairs to the sander had been completed.
Snow Removal	The Public Works Foreman advised Council that the Public Works Staff cleared snow as required.
Well #6	The Public Works Foreman advised Council that there was a water leak at Well #6 due to MGV Energy hitting the water supply line from Well #6 to Well #5. It would appear that no easement or utility right-of-way was ever registered for the supply line for Well #6. The supply line for Well #6 has now been capped off.
Water Meter Replacements	The Public Works Foreman advised Council that he has obtained quotes to replace all of the water meters in the Village to more accurately track water usage in anticipation of the new regional waterline coming online in 2005. The Public Works Foreman advised Council that there are grants available. Council requested that the Public Works Foreman obtain a quote to install a meter at the reservoir to measure the outflow of water in the interim.
Snow Fence	The Public Works Foreman advised Council that snow fence was erected in the field adjacent to the Beacon Heights Subdivision for the winter.
Lagoon Discharge	The Public Works Foreman advised Council that the lagoon was now in the process of being discharged.
Chinook Crescent Cold Mix	Deputy Mayor Courtman advised the Public Works Foreman that he had received a number of complaints about the cold mix that was laid in certain sections of Chinook Crescent. The Public Works Foreman advised Council that the last batch of cold mix was of very poor quality and that he is considering tearing up that cold mix.

ACCOUNTS FOR APPROVAL

Councillor Walters moved to approve the accounts cheque #20040906 to #20040939 in the amount of \$27,198.98 excluding account cheque #20040915.

CARRIED UNAN.

20040906	Acme Legion #76	35.00
20040907	Alberta One-Call Corporation	8.56
20040908	Alberta Permit Pro	423.76
20040909	Alberta Registries Corporate Registry	50.00
20040910	AUMA 2004	438.70

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20040911	City of Airdrie	5,187.50
20040912	Ruth Copeland	85.47
20040913	Country Graphics	165.85
20040914	Dave Fegan	94.44
20040916	Greyhound Courier Express	18.11
20040917	Hi-Way 9 Express Ltd.	49.18
20040918	Lawson Products	673.20
20040919	Mountainview Credit Union Ltd.	1,024.73
20040920	Mountainview Credit Union Ltd.	370.12
20040921	Municipal Information Systems Inc.	331.58
20040922	Nexen Marketing	7,042.91
20040923	Princess Auto	870.59
20040924	Recall	48.57
20040925	Safety Codes Council	49.00
20040926	Kelly Schmidt	50.00
20040927	Tall Taylor Publishing Ltd.	330.10
20040928	UFA	503.48
20040929	Urban Systems	6,412.44
20040930	Waste Management	297.44
20040931	CANCELLED	0.00
20040932	Workers Compensation Board	516.80
20040933	Steven J. Gogal	30.01
20040934	Carrie Ann Morrical	65.00
20040935	Marie Reid & Donald Bell	65.00
20040936	Brenda Hnybida	317.04
20040937	Gail Peckham	119.12
20040938	Pioneer Supply Co.	527.29
20040939	Alberta Bylaw Enforcement Services	997.99

Deputy Mayor Courtman moved to approve account cheque #20040915 to Fremar Enterprises in the amount of \$70.85. CARRIED

Councillor Walters abstained from voting or commenting on the above item.

NEW BUSINESS
COUNCILLORS REPORTS

Hnybida
2005 Railway Museum

Councillor Hnybida advised Council that she along with Mayor Rowe and Councillor Walters attended the Annual General Meeting for the Alberta 2005 Centennial Railway Museum on October 17, 2004. The Beiseker Museum Society is going to assist the Railway Museum Society with the set-up of their display cars. It was suggested to hold a work bee in the spring utilizing the Beiseker youth.

Boomtown Trail

Councillor Hnybida advised Council that the next Boomtown Trail Meeting is scheduled for Monday, November 1, 2004 in Delburne.

Communities in Bloom

Councillor Hnybida advised Council that she and Gail Peckham attended a Communities in Bloom workshop in Lacombe on October 16, 2004. The youth group in Bashaw runs the Communities in Bloom program. The Town of Millet is unable to partner with the Village of Beiseker due to the fact that Beiseker's already involved with Communities in Bloom, however, they are still willing to work with us to improve our participation in Communities in Bloom.

Courtman
Drumheller & District
Solid Waste Assoc.

Deputy Mayor Courtman advised Council that the next meeting of the Drumheller & District Solid Waste Association is scheduled for November 4, 2004 in Drumheller.

Airport

Deputy Mayor Courtman advised Council that he has had a number of discussions with the CEO for Aviation Alberta about the possibility of hiring a part-time manager for the Beiseker Airport. Deputy Mayor Courtman advised Council that he will be

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working on a proposal to bring back to Council at a later date to hire a manager for the airport.

Rowe
EDC/Tourism
Committee

Mayor Rowe advised Council that at the last Economic Development & Tourism Committee Meeting it was suggested that the Village of Beiseker should participate in the Communities in Bloom Winter Lights Celebration. After further investigation it was determined that this would be a very expensive proposition and so the committee decided not to participate for this year as there simply would not be sufficient time to get organized.

AUMA

Mayor Rowe advised Council that AUMA President Ernie Patterson was defeated in his re-election as Mayor for the Town of Claresholm. Therefore, there will be an election for a new AUMA President at the upcoming convention. Darren Aldrous from the Village of Breton has indicated to let his name stand for President. Mayor Rowe advised Council that he has been approached about running for the position of Vice-President and asked for Council's support. Mayor Rowe was advised that he had Council's full support.

ADMINISTRATOR'S REPORT

George Cuff Council
Orientation

The Administrator advised Council that the Village of Carbon is hosting a Council Orientation Session presented by George Cuff on Wednesday, November 3, 2004 commencing at 9:00 a.m. Councillor Hnybida, Councillor Henuset & Councillor Walters have all indicated their intention to attend as well as the Administrator. The Administrator suggested that for those that are planning on attending to carpool to Carbon in her truck and to leave the Village Office no later than 8:15 a.m. on the morning of November 3rd for those who wish to carpool together.

AUMA Convention

The Administrator advised Council that this year's AUMA Convention is being held in Edmonton at the Shaw Centre from November 17th to 20th. Accommodations have been booked at the Westin Hotel. For those Councillors that have not already confirmed whether or not they are attending, the Administrator requested to please confirm who is planning on attending as accommodations need to be confirmed and/or cancelled as required and registration forms submitted to AUMA. The Administrator further advised that if any Councillor either lost or misplaced their convention package as previously provided, that another copy was available at the Village Office. The Administrator provided Council with a copy of the 2004 Convention Policy and Resolutions Handbook which will need to be brought to the convention.

Alberta 2005
Centennial Celebration
Committee

The Administrator advised Council that the first meeting of the Beiseker Alberta 2005 Centennial Celebration Committee was held on Thursday, October 21, 2004. The Administrator and Gail Peckham were in attendance together with Carol Rowe, Tracy Bell, Donna Taylor, Mary Sullivan & Jean Schwengler. A number of great ideas were discussed for special events and lasting legacy projects. The group decided that the committee's mandate was as follows:

“To plan and preserve Beiseker's heritage by creating a lasting legacy in celebration of Alberta's Centennial”

The committee is looking at holding four (4) separate events in the four seasons i.e. spring, summer, fall and winter. The “theme” for the centennial celebration will be honouring our pioneers and railway history. The committee is looking at updating the Village's webpage as well as having a contest for the creation of a Beiseker logo specifically to celebrate Alberta's 100th birthday. The next meeting is scheduled for November 25th @ 7:00 p.m.

Council
Orientation

The Administrator provided for Council's information and reference the following:

1. A copy of the *Municipal Government Act, R.S.A. 2000* with amendments

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in force as of March 18, 2004.

2. A booklet provided by Alberta Municipal Affairs entitled "Now That You've Been Elected".
3. A booklet provided by Alberta Municipal Affairs entitled "Conflict of Interest Guidelines for Municipal Councillors".
4. Information Bulletin from the Municipal Services Branch regarding Councillors being ex officio Commissioner for Oaths. A copy of the pamphlet providing information and instructions is available in the Village Office.
5. Chain of Command Chart for the Village of Beiseker.
6. Councillor's Request for Public Works Action. This form is to be used if any Councillor has an item that requires action by the Public Works Foreman or his staff other than those items discussed with the Foreman at a Council Meeting. The completed form should be presented to the CAO who will in turn pass it along to the Public Works Foreman. In this way, there is written documentation of the request and the chain of command process is also being followed. If the nature of the request is an emergency situation, then either the Public Works Foreman or the CAO should be contacted directly.

Review of Statutes (Acts), Regulations, By-Laws, Resolutions and Policies

The Administrator reviewed with Council the following guidelines to assist Council in local government governance. This included rules and guidelines established under provincial statute, provincial regulation, municipal by-law, resolutions and policies.

Statutes

There are 381 Provincial Statutes. Another name for these statutes are "Acts". One of the most important acts for municipalities, is the *Municipal Government Act*. This piece of legislation sets the stage, provides the guidelines and establishes rules in which a municipality must operate. It is the primary statute governing the affairs of a municipality. It's common acronym is "MGA". Other statutes more often referred to by municipalities are the Freedom of Information and Protection of Privacy Act, the Environmental Protection & Enhancement Act, the Local Authorities Election Act, Disaster Services Act and the Highway Traffic Act to name a few. Each of the statutes has a table of contents and generally Section 1 in each contains definitions.

Regulations

Regulations are also pieces of provincial legislation which, for the most part, further define sections of a statute. It could be legislation that has a defined end date or addresses specific situations. All regulations made under a specific act are listed at the beginning of the pertinent act.

By-Laws

By-Laws are local municipal laws. Comparatively speaking, they are like provincial legislation, except they are municipal legislation. The MGA outlines when by-laws are required. Some by-laws must be advertised. This means that before they are enacted, the public is given the opportunity to address them either through a public hearing process or through petition.

Resolutions

Resolutions in municipalities are like any other organization, globally they illustrate the direction and wishes of the organization, they answer questions, grant and deny requests, they establish the base of policy development, guide staff, and can set precedent. The MGA sometimes dictates when resolutions are required. For example, if the MGA states that something must be done and does not make specific reference

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to this something being done by by-law, then at the very least a resolution is required. For example, Section 242(1) of the MGA states:

“Each Council *must* adopt an operating budget for each calendar year.”

Policies

A policy provides a way of ensuring that consistent decisions are made on similar matters. It can also be referred to as Procedure. Policies should establish general guidelines that the Council sets for the administration to follow. The administration then provides programs and services to the residents according to those policies. The MGA in some instances indicates when policy is required. For example, Section 248(2) of the MGA states:

“Each Council must establish procedure to authorize and verify expenditures that are not included in a budget.”

Use of Words “Shall or Must” and “May”

Specific note must be made to the continual use of the words “shall or must” and “may”. They are made reference to in the statutes and again in Village policies. For an example of “shall” or “must”, Section 205(1) of the MGA states:

“Every Council *must* establish by by-law a position of Chief Administrative Officer.”

For an example of “may”, Section 209 of the MGA states:

“A Chief Administrative Officer *may* delegate any of the Chief Administrative Officer’s duties or functions to a designated officer or employee of the municipality.”

For the next Council Meeting, the Administrator advised that she would provide an overview of the Municipal Government Act in greater detail.

Council & Staff
Christmas Party

The Administrator advised Council that with the Christmas season fast approaching, a decision will need to be made as soon as possible as to what we are going to do this year for our Council & Staff Christmas Party and the date. Council suggested that a reservation be made at the Beefsteak Restaurant in Beiseker for dinner with the date to be decided at the next regular meeting of Council.

Village Corporate
Credit Card

The Administrator advised Council that in the past she has always had to use her own personal credit card when making room reservations for conventions and meetings. The Administrator suggested that the Village of Beiseker should have it’s own corporate credit card for such purposes. The monthly statement would always verify the purchases made for auditing purposes.

Res. #2004-117

Deputy Mayor Courtman moved that the Administrator apply for a corporate credit card for the Village of Beiseker. CARRIED UNAN.

Campground
Transformer

The Administrator advised Council that she had a phone conversation with Fortis regarding the upgrade of the transformer at the campground. At the last regular meeting, Council had decided not to replace the transformer at this time pending quotes to upgrade the service panel in the Comfort Station. Now that Fortis Alberta is aware that the transformer is being overloaded, this creates a liability and safety issue for them. There is no cost to the municipality to upgrade the transformer. Fortis Alberta also advised that the service panel in the Comfort Station can be upgraded at any time and not necessarily immediately after the transformer has been replaced.

Res. #2004-118

Councillor Walters moved to instruct Fortis Alberta to proceed with the upgrade of the campground transformer forthwith. CARRIED UNAN.

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CORRESPONDENCE

AAMD&C	AAMD&C October 7, 2004 Contact! Newsletter.	FILED
Alberta Municipal Affairs	Alberta Municipal Affairs re Conditional Grant Agreement.	FILED
Res. #2004-119	Councillor Walters moved that the Mayor and Chief Administrative Officer be authorized to enter into and execute the Conditional Grant Agreement for the 2004/2005 Municipal Sponsorship Program with the Province of Alberta.	CARRIED UNAN.
Foothills Land Inc.	Foothills Land Inc. re Beiseker Well Tie-ins.	FILED
Tire Recycling Alberta	Tire Recycling Alberta re Centennial Municipal Demonstration Projects 2004.	FILED
Foothills Land Inc.	Foothills Land Inc. re Beiseker Well Tie-ins.	FILED
Royal Canadian Legion	Royal Canadian Legion, Acme Branch No. 76 re Remembrance Day Services.	FILED
Res. #2004-120	Councillor Henuset moved to waive the rental fee for the Acme Legion on November 11, 2004 for the rental of the Beiseker Community Hall auditorium for the holding of the Remembrance Day Service.	CARRIED UNAN.
Legislative Assembly of Alberta	Legislative Assembly of Alberta re Review of Health Information Act.	FILED
Alberta Municipal Affairs	Alberta Municipal Affairs re 2003 Financial Indicator Graph for the Village of Beiseker.	FILED
Stantec	Stantec re invitation to AUMA Convention Social.	FILED

ADJOURNMENT

Councillor Hnybida moved that the meeting adjourn at 9:15 p.m. CARRIED UNAN.


MAYOR


MUNICIPAL ADMINISTRATOR