

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE VILLAGE
OF BEISEKER HELD MONDAY, DECEMBER 8, 1997 AT 7:00 P.M. IN COUNCIL
CHAMBERS

PRESENT

MAYOR:	Dennis Taylor
COUNCILLOR	Sandy Beagle
COUNCILLOR	Vera Schmaltz
COUNCILLOR	Fred Bell
MUNICIPAL ADMINISTRATOR	Wendy Ramberg
PUBLIC WORKS FOREMAN:	Bill Clift
FIVE VILLAGE WEEKLY:	Geoff Taylor, Reporter

ABSENT

DEPUTY MAYOR: Dave Fegan

CALL TO ORDER

Mayor Taylor called the meeting to order at 7:00 P.M.

ADOPTION OF AGENDA

Councillor Beagle moved to adopt the agenda as presented with the following deletion and additions: Under Business Arising from Minutes Delete Item #1 Bylaw Enforcement Contract; Under Public Works add - 1. Overtime; Under #9a Councillor Reports add 9-a-1 Holidays; under #9C New Business Other add #2 Adopt 1997 Budget for 1998; #3 Christmas bonuses; #4 Christmas hours; #5 Debenture- Prepaid Frontages; #6 Auditors; #7 Utility Study; #8 Resolution to pay bills to year end; #10 Bylaws
CARRIED UNAN.

ADOPTION OF MINUTES

Councillor Bell moved to approve the minutes of the Regular Meeting of Council of December 8, 1997.
CARRIED UNAN.

FINANCIAL STATEMENT

Mayor Taylor moved to approve the financial statement as presented month ended November 30, 1997.
CARRIED UNAN.

PUBLIC WORKS ITEMS

Public Works Report

Reservoir #2

The Public Works Foreman discussed if the fence at Reservoir #2. Should it be removed or not?. There is a problem with the fence where it is because of mowing. There was discussion as to moving the fence up higher or taking it down completely. Public Works to bring this item back to Council in the Spring with recommendations.

Christmas Lights

The Christmas lights were put up December 2. Some of the arms for the plug ins from the Medical Clinic to the tracks have been removed and will need to be replaced.

Reservoir #2
Water Break

There was a water break at Reservoir #2 and an injection plug was replaced.

Garbage Truck

The garbage truck had some repairs done to the hopper. More welding will need to be done.

Half-ton Truck

The half-ton truck was tuned up but will not start in cold weather. There has been major fuel consumption lately and this problem needs further investigation.

Public Works overtime

The Administrator advised that it seems that Public Works have a hard time taking overtime and getting vacation time taken by the end of each year. Bill has been trying to

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take time off for holidays but as of November 30th he still has 6 days holiday left and 107 hours of overtime outstanding. Barry has 31.5 hours overtime outstanding.

The Administrator discussed overtime at the Regional Manager's meeting. Each town is different but she recommended to pay out stand by time each month and accrued overtime every three months if it is still outstanding. Of course Public Works should make every effort to take time in lieu before 90 days is up. With the change in staff and only two staff in the fall and winter it has been impossible to take off allotted time to this point. The Administrator asked that a policy be put in place to allow this.

Res. 97-101

Councillor Bell moved to pay out 50% of the overtime for the Public Works Foreman and starting in January to pay out standby time each month to Public Works staff. Public Works assistant overtime to be carried forward.

CARRIED UNAN.

Clean up Week

The Mayor discussed the newspaper article sent by Tracy Mackosh of Irricana regarding what is being done in B.C. with regard to clean up week where garbage is put out on the curb and people can come and take the items of interest to them. The Mayor would like to implement this procedure and would like to see if Irricana would like to coordinate this around the same time.

This event would take place the first week in May. Administration to look into the matter.

ACCOUNTS FOR APPROVAL

Councillor Beagle moved to approve the accounts cheque #2734 to 2810 in the amount of \$111,058.97.

CARRIED UNAN.

2734	Beiseker & District Chamber of Commerce	20.00
2735	Beiseker Community Club	1,000.00
2736	Ruth Copeland	335.00
2737	Petty Cash	43.17
2738	VOID	00.00
2739	Acme Farm & Building Centre	158.96
2740	Airdrie Windshield & Glass	135.89
2741	Sandy Beagle	62.76
2742	Beiseker Home Hardware	91.60
2743	Beiseker Municipal Library	2,465.00
2744	Mary Bell	Payroll cheque
2745	Bilsher Equipment Ltd.	425.32
2746	Canada Post	48.40
2747	Clearnet Business Communications Centre	304.95
2748	William Clift	Payroll cheque
2749	Ruth Copeland	103.63
2750	Fremar Enterprises	69.34
2751	Grand & Toy	206.16
2752	Hi-Way 9 Express Ltd.	13.90
2753	Levitt Safety Limited	282.84
2754	M.D. of Rockyview No.44	190.00
2755	Maidment Land Surveys	188.32
2756	Barry Misner	Payroll cheque
2757	Canadian Western Natural Gas	653.39
2758	Telus Mobility	28.84
2759	Telus Communication	830.42
2760	Petty Cash	40.73
2761	Wendy Ramberg	Payroll cheque
2762	Redline Truck "N" Trailer Services Ltd.	717.15
2763	Sever Signs & Displays Ltd.	238.08
2764	Mary Straub	Payroll cheque

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2765	TECL Inspection Services	698.41
2766	U.F.A.	57.80
2767	Fred Walters	Payroll cheque
2768	Western Irrigation District	23,555.00
2769	Wholesale Fire and Rescue Ltd.	125.53
2770	Wendy Ramberg	134.40
2771	VOID	00.00
2772	AAMD &C	400.17
2773	Alberta School Foundation Provincial Treasurer	57,369.20
2774	Auto Administrator	1,647.80
2775	Banff Park Lodge	299.04
2776	Fred Bell	204.24
2777	Roland Brunelle	2,000.00
2778	CIBC Mortgage Corporation	161.05
2779	Ruth Copeland	300.00
2780	Ruth Copeland	124.06
2781	Country Graphics	144.45
2782	D.L.F. Holdings Ltd.	23.94
2783	Dave Fegan	79.56
2784	Mike Geddes	150.00
2785	Dianne Goodwin	150.00
2786	Grand & Toy	211.33
2787	David Greer	150.00
2788	Paul Heinz	150.00
2789	Nikki King	150.00
2790	Patti Manton	150.00
2791	Bob Manton	150.00
2792	Crystal Martens	59.40
2793	Terry Martin	375.00
2794	Christine Mckenzie	150.00
2795	Dave Mckenzie	225.00
2796	Midcountry Automotive Repair	169.15
2797	Telus Mobility	14.20
2798	Night Lighting & Signs	107.00
2799	Angie Pancoast	150.00
2800	Dan Parnell	150.00
2801	Lecanna Parnell	150.00
2802	Regional Assessment Management	490.41
2803	Rockyview Southeast Family School Liaison	2,000.00
2804	Glen Salewski	7.23
2805	Vera Schmaltz	150.00
2806	Vera Schmaltz	58.50
2807	Town of Cochrane	4,012.50
2808	Twister Pipe	990.05
2809	University of Alberta Government Studies	295.00
2810	Bob Ursu	150.00
	TOTAL PAYROLL	4,115.70

CORRESPONDENCE

Ray Steven's, QC
MLA, Calgary Glenmore

Draft Recommendations of the non-profit tax exemption review committee

FILED

Province of Alberta
Financial Services

A letter from Gerry O'Donnell, Director of Alberta Financial Service, asking if Council would like to set up an account for electronic funds transfer payment for payment of such things as land titles, Personal Property Registry, Corporate Registry, LRIS and Motor Vehicle Search and Abstract accounts.

FILED

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Council did not wish to set up this account as this time.

- Margaret Kool Marketing Services An information paper regarding Margaret Kool Marketing Services that could be provided to Council. FILED
- Disaster Forum Workshop 98 An information and registration brochure for a disaster forum workshop 98 to be held June 26 - July 1, 1998 at the Shaw Conference Centre in Edmonton. FILED
- M.D. of Rockyview A letter from JP Graham, Fire Chief inviting a Council representative to an elected officials Disaster Services orientation course Wednesday Dec. 3, 97. FILED
- The Mayor was unable to attend.
- AUMA A fax from AUMA regarding the 1997/98 AUMA Committee Focus Groups. FILED
- Wild Rose Economic Development Corp. A letter from Ron Cox, Interim Manager, Wild Rose Economic Development Corporation, regarding the Board of Directors. FILED
- M.D. of Rockyview A letter from Stan Schwartzberger, Supervisor - Planning Services, advising Council that Reeve Bob Cameron, Deputy Reeve Mrs. Wilkinson, Mr. Anderson and Mr. Thurn have been appointed as the Council representatives to the M.D. of Rocky View/Village of Beiseker Intermunicipal Committee. FILED
- The Administrator advised that a tentative meeting date had been set up for December 17 between 3:00 and 4:00 P.M. Council asked the Administrator to see if alternating evening meetings could be set up with this committee.
- Canadian Firearms Centre A News Release regarding the firearm regulations. FILED
- City of Edmonton A letter from Bill Smith, Mayor of the City of Edmonton, advising Council that their Council had passed a resolution to amend the Local Authorities Election Act to provide for a four year term for elected officials. Mayor Smith asked for support from Council in this request for a four year term by passing a similar resolution by year end. FILED
- Res. 97-102 Councillor Bell moved to ask the Provincial Government of Alberta through the Minister of Municipal Affairs to amend the Local Authorities Election Act to provide for a four year term for Elected Officials from Municipal Councils and School Boards prior to the next general election scheduled for October 19, 1998, so that four year terms would commence October 19, 1998. CARRIED UNAN.
- AUMA A letter from Kevin Burnside, Alberta Urban Municipalities Association regarding electronic funds deposit. FILED
- Res. 97-103 Councillor Schmaltz moved to have Administration set up AUMA Electronic Fund Deposit. CARRIED UNAN.
- Ray Courtman A letter from Ray Courtman updating Councillors on the Airport maintenance. FILED
- City of Red Deer An information update on Ambulance rates position paper, dated November 19, 1997. FILED
- Alberta Transportation and Utilities A letter from Ken A. Jones, Disaster Services Officer, Alberta Transportation and Utilities regarding the RRIP grant applications. FILED
- Res. 97-104 Councillor Beagle moved to include the letter from Alberta Transportation and Utilities with the minutes along with thanks to Ruth Copeland for the work she put into the grant application. CARRIED UNAN.

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Alberta Transportation and Utilities A letter from Barry Giffen, Coordinator, Alberta Disaster Recovery Program, regarding the 1997 Northern Alberta Disaster Recovery Program.

The Village of Beiseker will be receiving \$2,206.51 towards the expenses for the 1997 flooding problem. FILED

Alberta Community Development An information bulletin from Alberta Community Development advising that the Community Lottery Board guidelines are now available for release. FILED

NEW BUSINESS

Councillor Reports

Calgary Skydive Centre Councillor Beagle advised that Calgary Skydive Centre would like to have their lease extended for further 20 years to put them in line with the other lease holders that are renewing their leases for a 20 year term.

Recommendation of Councillor Beagle was that this application should flow through the Commission and go to Council with the commission's recommendation. Council agreed with this procedure.

Councillor hours Mayor Taylor and Councillor Beagle will be away for the January 12 Council meeting and were excused from this meeting.

Administrator's Report

1. Meeting with Sandra Cross - Alberta Municipal Affairs Nov. 20/97

Mayor Taylor, Councillors Bell and Schmaltz and the Administrator met with Sandra Cross from Alberta Municipal Affairs November 20, 1997. Some of the highlights of the meeting were that:

there are 5 areas that the Village should look at closely:

1. Business Plan
2. Long Term Debt
3. Reserves
4. Sewer & Garbage Deficits
5. Procedural Bylaw

SUGGESTIONS

1. Garbage - to keep garbage costs down we could consider picking up garbage once every two weeks in the winter between October - March. There was some concern discussed about those who do not have back alleys. Administration to discuss with Public Works Foreman and get his opinion on this procedure.

We could negotiate with Drumheller to renew contracts with one year notice instead of 18 months. This would be more fair considering Council terms, etc. Administration to discuss this with Councillor Fegan for him to bring back a recommendation to next Council.

Council Meetings

Council decided to try, in the new year, to have delegations and Public Works come to the second Council meeting only and also in February Public Works Committee to begin meeting during the day on the second and fourth Mondays before Council to bring back recommendations to Council for the Committee meeting. Delegations will be limited to 20 minutes unless there are special circumstances.

Airport - We need to make sure that we are covered adequately for liability insurance. Councillor Beagle advised that insurance for the airport is through Reed Stenhouse and is provincial standards through Alberta Transportation and Utilities

Annexation - Possible areas for annexation were discussed.

Policies

- There are certain policies we should have in place. With the increase incidences of people suing Municipal Governments we need to make sure that we have policies in place for written inspections. The inspections must be documented. The Risk Management Manual has several great inspection forms that could be photo copied to use. Buildings, signs, roads, sidewalks, playground equipment and arenas should be inspected on a regular basis.
- It is important to have a written policy for unauthorized expenditures
- Administration is currently working on these policies for risk management.

Priorities

Suggested priorities were:

- complete policy development
- long range plan replacement and maintenance plan for buildings, computers and machinery. Each should be looked at with regard to age, and when they should be replaced. The Village should start to put money aside to cover the cost of maintenance and replacement.

Reserves

We should look at our Reserves as it appears that they may be unfunded at certain times of the year. Setting up a separate account for reserves was not necessary in the opinion of the Municipal Advisor although we need to make sure our reserves are realistic.

Financial Statements Course -

The Administrator advised that she would like to attend a Financial Statements course to be held in Edmonton January 29 and 30, 1998. Cost for the course \$295.00.

Res. 97-105

Mayor Taylor moved to allow the Administrator to take the Financial Statements course January 29 and 30, 1998. CARRIED UNAN.

Viability handbook

The importance of the viability handbook was discussed. Council decided to discuss this viability handbook at a long range planning meeting. The date to be set for this long range planning meeting will be at the January 26 Council meeting.

Budget Adoption
Res. 97-106

Councillor Beagle moved to adopt the 1997 budget for 1998 on a pro-rata basis until the formal operating, reserve and capital budget for 1998 has been approved.

Councillor Bell abstained from voting or commenting on the following issue.

Christmas Bonuses
Res. 97-107

Councillor Schmaltz moved to give Christmas bonuses of \$50.00 to the five regular staff and \$25.00 to three part time staff. CARRIED UNAN.

Res. 97-108
Holiday Hours

Councillor Bell moved the following hours of business over the Christmas holidays: December 24 closed at noon; December 25 and 26 closed; December 31 closed at noon and January 1 closed. A note will be put on the sign that tax and utility payments can go in the drop box. CARRIED UNAN.

Debenture

Checked with AMFC to see about paying down debentures. The Village has used up our 7% debenture debt pay down. Any further debenture pay down will result in full penalty pay out charges. (The Village would have to pay the full interest charges as per AMFC's pay out policy). The Village is allowed to apply prepaid frontage fees

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Res. 97-109 Mayor Taylor moved to pre-pay debenture No. 1171610 in the amount of \$11,525.83 plus accrued interest of \$359.20 and also to pay down Debenture #1165042 in the amount of \$4,195.80 with accrued interest of \$93.54. These prepayments are strictly prepaid frontages that can be applied to debentures with minimal penalty.
CARRIED UNAN.

Auditors
Res. 97-110 Councillor Schmaltz moved to appoint Myers Norris Penny & Company as auditors for for the Village of Beiseker for the years 1998 through 2000. CARRIED UNAN.

Utility Study The Administrator presented the utility study as requested by Council at the last budget meeting. Council decided to table this information for their budget meeting on December 17.

Year End Payables
Res. 97-111 Councillor Beagle moved to authorize Administration to pay accounts and have the Mayor sign them towards the end of the year due to the fact that there will be no Council meetings in 1997. CARRIED UNAN.

BYLAWS

Bylaw 97-04
Bylaw Enforcement
Officer A Bylaw of the Village of Beiseker in the Province of Alberta to appoint a Bylaw Enforcement Officer.

First Reading Councillor Bell moved Bylaw 97-04 be given first reading. CARRIED UNAN.

Second Reading Councillor Schmaltz moved Bylaw 97-04 be given second reading CARRIED UNAN.

Third Reading
Allowed Councillor Beagle moved to allowed third and final reading of Bylaw 97-04 CARRIED UNAN.

Third Reading Mayor Taylor moved third and final reading of Bylaw 97-04 CARRIED UNAN.

ADJOURNMENT

Councillor Beagle moved meeting adjourn at 8:52 P.M. CARRIED UNAN.


MAYOR


MUNICIPAL ADMINISTRATOR

MONTHLY STATEMENT

Month Ending NOVEMBER 30 1997


Municipality of VILLAGE OF BEISEKER

	General Account		TOTAL			
Net Balance at End of Previous Month	439,719	76				
Receipts for the Month (Less Loans)	49,318	14				
Sub-Total	489,037	90				
LESS:—						
Disbursements for the Month	67,399	48				
Net Balance at End of Month	421,638	42				
Balance at End of Month—Bank						
ROYAL	22,423	07				
MOUNTAIN VIEW CREDIT UNION	427,239	15				
*Cash on Hand at End of Month	100	00				
O/S DEPOSIT	8,011	70				
Sub-Total	457,773	92				
Less Outstanding Cheques	36,135	50				
Net Balance at End of Month	421,638	42				

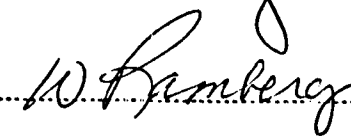
OUTSTANDING CHEQUES				OUTSTANDING ACCOUNTS PAYABLE			
No.	Amount	No.	Amount	No.	Amount	Amount	
1954	450.00	2755	188.32				
2202	321.00	2756	815.23				
1453	14.51	2757	653.39				
2661	2,434.25	2758	28.84				
2716	350.64	2759	830.42				
2732	30.00	2760	40.73				
2739	158.96	2762	717.15				
2740	135.89	2763	238.08				
2741	625.76	2765	698.41				
2743	2,465.00	2766	57.80				
2745	425.32	2767	131.08				
2746	48.40	2768	23,555.00				
2747	304.95	2769	125.53				
2750	69.34	2742	91.60				
2751	206.16						
2752	13.90						
2753	282.84						
2754	190.00						
TOTAL			36,135.50	Estimate of Accounts Payable, not rendered		TOTAL	

This Statement Submitted to Council this 8TH day of DECEMBER 19 97

Remarks:



 Mayor



 Sec.-Treas.

*Cash on Hand Deposited.....19.....

**VILLAGE OF BEISEKER
OUTSTANDING DEBENTURES 1997
AS AT NOVEMBER 30, 1997**

DATE/ BYLAW NUMBERS MATUR- ITY DATE	(ORIGINAL AMOUNT)/ BALANCE FORWARD FROM 1996	PROJECT AMOUNT PAID IN 1997	NUMBER DATE RATE	AMOUNT REMAINING	BALANCE TOTAL DEBENTURE
JUNE 1 78-27, 79-8 80-4, 80-5 80-19 6/1/2005	(\$272,000.00) 120,023.53	WMR & RESERVOIR \$7,099.55 LIFT STATION \$1,023.51	1146265 June 1/05 12.5%	\$97,801.01 \$14,099.46 TOTAL	 \$111,900.47
JUNE 15 91-9 6/15/2002	(\$54,057.00) 37,852.60	SEWER LIFT STATION '92 \$5,015.52	1174028 June 15/02 9.125%	\$32,837.08 TOTAL	 \$32,837.08
SEPT 1 89-18 9/1/2010	(\$66,844.00) 58,878.23	PAVING 2ND AVE, 4TH ST, 5TH ST 8600.70	1171610 Sep 1/10 11.375%	\$56,974.98 TOTAL	 \$56,974.98
SEPT 15 78-13 9/15/2004	(\$270,000.00) 161,869.31	WATER MAIN REPLACEMENT \$30895..92	1142827 Sep 15/04 10.5%	\$147,969.71 TOTAL	 \$147,969.71
OCT 1 85-5, 85-6 85-8 10/1/2005	(\$250,460.04) 176,995.33	PAVING 1ST AVE 6TH ST \$32746.19	1165042 May 10/01 11.625%	\$164,824.85 TOTAL	 \$164,824.85
	(\$913,361.04) \$555,619.09 Principle Paid	TOTAL PAID TO DATE IN 1997 PRINCIPLE \$13,138.58 INTEREST \$17,856.87		GRAND TOTAL	 \$514,507.09

Debenture Balance December 31, 1996 \$555,619.09

Recap: Loan Maturing June 15, 2002
 Next Loan September 15, 2004
 Two Loans June 1, 2005
 October 1, 2005
 Last Loan September 1, 2010