

**VILLAGE OF HEISLER
REGULAR COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE
APRIL 18, 2018 @ 7:00 P.M.**

The meeting of the Council of the Village of Heisler was held in the Council Chambers at the Village of Heisler Office in Heisler, Alberta on Wednesday April 18, 2018 @ 7:00 p.m.

PRESENT: Bonita Wood Mayor
 Brandon Martz Deputy Mayor
 Jon Williams Councillor
 Amanda Howell Chief Administrative Officer

CALL TO ORDER:

Mayor Wood called the meeting to order at 7:00 p.m.

ADOPTION OF AGENDA:

Motion 451/18

Moved by Councillor Williams to adopt the agenda with the following additions:

9.2 - Appointment of Councillor to the Battle River Economic Opportunities Committee

9.3 - Community Awareness

13.26 - Letter from Flagstaff County – Notice of Development

CARRIED

MINUTES:

Motion 452/18

Moved by Mayor Wood that Heisler Council adopt the March 21, 2018 regular council meeting minutes as presented.

CARRIED

DELEGATIONS:

Brian Austrom of Vicinia Planning & Engagement Inc. @ 7:05p.m.

Council welcomed Brian Austrom to the meeting at 7:05 p.m. Brian attended the meeting to introduce himself as the consultant hired to undertake the creation of Heisler's Municipal Development Plan (MDP) and provide some information as to how the process works. A meeting to begin compiling the information for the MDP was scheduled for May 8, 2018 at 7:00 p.m. Council thanked Brian for attending the meeting; he left at 7:25 p.m.

Motion 453/18

Moved by Deputy Mayor Martz that Heisler Council accept the delegation of Brian Austrom as presented.

PUBLIC HEARING: NONE

JA

bw

April 18, 2018

BYLAWS:

Council Code of Conduct Bylaw #505-18

Motion 454/18

Moved by Councillor Williams that Heisler Council gives **first** reading to Bylaw #505-18 the Council Code of Conduct Bylaw.

CARRIED

Motion 455/18

Moved by Deputy Mayor Martz that Heisler Council gives **second** reading to Bylaw #505-18 the Council Code of Conduct Bylaw.

CARRIED

Motion 456/18

Moved by Mayor Wood that Heisler Council proceeds to **third and final** reading of Bylaw #505-18 the Council Code of Conduct Bylaw.

CARRIED

Motion 457/18

Moved by Councillor Williams that Heisler Council by **unanimous consent** gives third and final reading to Bylaw #505-18 the Council Code of Conduct Bylaw. In addition, Council instructs the CAO to present one current bylaw and one policy for council to review at each meeting, beginning in May 2018.

CARRIED UNANIMOUSLY

Repeal Bylaws #7, 19, 20, 22, 47, 50 Bylaw #506-18

Motion 458/18

Moved by Mayor Wood that Heisler Council gives **first** reading to Bylaw #506-18 the Repeal Bylaws #7, 19, 20, 22, 47, 50 Bylaw.

CARRIED

Motion 459/18

Moved by Deputy Mayor Martz that Heisler Council gives **second** reading to Bylaw #506-18 the Repeal Bylaws #7, 19, 20, 22, 47, 50 Bylaw.

CARRIED

Motion 460/18

Moved by Councillor Williams that Heisler Council proceeds to **third and final** reading of Bylaw #506-18 the Repeal Bylaws #7, 19, 20, 22, 47, 50 Bylaw.

CARRIED

Motion 461/18

Moved by Mayor Wood that Heisler Council by **unanimous consent** gives third and final reading to Bylaw #506-18 the Repeal Bylaws #7, 19, 20, 22, 47, 50 Bylaw.

CARRIED UNANIMOUSLY

POLICIES:

Public Participation Policy #1205

Motion 462/18

Moved by Deputy Mayor Martz that Heisler Council approve the Public Participation Policy #1205 as presented.

CARRIED



pw.

April 18, 2018

OLD BUSINESS: NONE

NEW BUSINESS:

Bob Coutts, Chair of Flagstaff Intermunicipal Partnership (FIP) – Regional Governance Project – Attendance at Future Council Meeting

Motion 463/18

Moved by Councillor Williams that Heisler Council accept agenda item 9.1, Bob Coutts, Chair of Flagstaff Intermunicipal Partnership (FIP) – Regional Governance Project – Attendance at Future Council Meeting for information purposes.

CARRIED

Appointment of Elected Official to the Battle River Economic Opportunities Committee

Motion 464/18

Moved by Mayor Wood that Heisler Council appoint Councillor Jon Williams to represent Heisler on the Battle River Economic Opportunities Committee, with Mayor Wood as the alternate.

CARRIED

Community Awareness

Motion 465/18

Moved by Councillor Williams that Heisler Council instruct the CAO to send a condolence card, a welcome to Heisler card and a welcome baby certificate to Heisler citizens, that the village becomes aware of.

CARRIED

COUNCILLOR REPORTS:

Mayor Wood's written report – Flagstaff Regional Housing Group – December 5/17 meeting minutes

Mayor Wood's verbal report – None

Deputy Mayor Martz's written report – Emergency Services Committee – March 27/18 meeting minutes, Flagstaff Waste Management – March 26/18 meeting minutes

Deputy Mayor Martz's verbal report – None

Councillor William's written report – None

Councillor William's verbal report – Heisler Community Centre Association – April 10/18, George Cuff Seminar – April 9/18

Public Works written operating report – March 15-April 10/18

Bylaw Enforcement written report – March, 2018

Director of Emergency Management written report – None

Motion 466/18

Moved by Mayor Wood that Heisler Council accept the Council, Public Works, Bylaw Enforcement and Emergency Management reports as presented.

CARRIED





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CAO REPORT AND ACTION LIST:

Motion 467/18

Moved by Mayor Wood that Heisler Council accept the Action List, CAO written report from the March 21, 2018 regular council meeting and the March 26, 2018 Battle River Economic Opportunities Committee meeting minutes as information.

CARRIED

FINANCIAL:

Cheque Register

Motion 468/18

Moved by Mayor Wood that Heisler Council accept the cheque register #20113934-#20113953 for March 16-31, 2018 in the amount of **\$18,805.72** as presented. Council instructs the CAO to move the cheque registers to correspondence for information purposes.

CARRIED

Cheque Register

Motion 469/18

Moved by Mayor Wood that Heisler Council accept the cheque register #20113954-#20113964 for April 1-15, 2018 in the amount of **\$15,920.95** as presented.

CARRIED

Acceptance of Petty Cash Expenses

Motion 470/18

Moved by Deputy Mayor Martz that Heisler Council instruct the CAO to pay the petty cash expenses for April 2018 in the amount of **\$24.40**. Council instructs the CAO to remove the approval of petty cash expenses from the agenda as Council feels it is unnecessary; the expenses are budgeted for.

CARRIED

March Financial Statement

Motion 471/18

Moved by Councillor Williams that Heisler Council accept the balance shown on the March 2018 Financial Statement as presented.

CARRIED

Water Treatment Plant – Roof Repair Estimate

Motion 472/18

Moved by Councillor Williams that Heisler Council approve the cost estimate of **\$7,310 plus GST** from Command Roofing to repair the roof at the water treatment plant. Council instructs the CAO to transfer \$10,000 from Fire Operating Reserves to Water Reserves. The cost of the roof repair project will be funded by water reserves.

CARRIED

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CAO Training Expenses

Motion 473/18

Moved by Mayor Wood that as the hours for CAO training are included in the 2018 budget, this item does not require approval from Council.

CARRIED

Deputy Mayor, Brandon Martz Meeting & Travel Expenses

Motion 474/18

Moved by Councillor Williams that Heisler Council instruct the CAO to pay Deputy Mayor, Brandon Martz's meeting & travel expenses for January 17 – March 21, 2018 in the amount of \$830.00.

CARRIED

Quote for Financial Audit Services – 2018-2021

Motion 475/18

Moved by Deputy Mayor Martz that Heisler Council approve the quote from Brian King of Brian King Professional Corporation for financial audit services for 2018-2021 as presented. The approved costs for each year are as follows; 2018 - \$7,650, 2019 - \$7,700, 2020 - \$7,750, and 2021 - \$7,800.

CARRIED

Adoption of Revised Operating and Capital Budget - 2018

Motion 476/18

Moved by Councillor Williams that Heisler Council adopt the revised 2018 Operating and Capital Budget as presented.

CARRIED

Recess Meeting

Motion 477/18

Moved by Councillor Williams that Heisler Council recess the meeting at 10:00 p.m.

CARRIED

Reconvene Meeting

Motion 478/18

Moved by Councillor Williams that Heisler Council reconvene the meeting at 10:05 p.m.


CARRIED

CORRESPONDENCE:

Motion 479/18

Moved by Deputy Mayor Martz that Heisler Council accept the Correspondence item numbers 13.1 to 13.26 as information and instruct the CAO to include the titles of the letters or memos in the Council meeting minutes.

- 13.1 Town of Hardisty – Proposed Flagstaff Regional Emergency Services Business Plan & Proposed 5yr Operating and Capital Budget (2019-2023)


bw April 18, 2018

- 13.2 Town of Killam – Draft Flagstaff Regional Emergency Services Society Business Plan
- 13.3 Town of Sedgewick – Draft Flagstaff Regional Services Business Plan
- 13.4 Village of Loughheed – 1st Draft of Flagstaff Regional Emergency Services Society Business Plan
- 13.5 Village of Alliance – Draft Flagstaff Regional Emergency Services Business Plan
- 13.6 Flagstaff County – Flagstaff Regional Emergency Services – Business Plan
- 13.7 Alberta Municipal Affairs – Alberta Community Partnership Grant Approval – Flagstaff Regional Emergency Services Society project
- 13.8 Alberta Municipal Affairs – Alberta Community Partnership Grant Approval – Intermunicipal Development Plans project
- 13.9 Alberta Municipal Affairs – Alberta Community Partnership Grant Approval – Municipal Development Plan project
- 13.10 PRL Board Talk – February 22/18 meeting highlights
- 13.11 Alberta Municipal Affairs – Municipal Sustainability Initiative - 2017-18 Supplementary Estimate
- 13.12 Alberta Education – Alberta School Foundation Fund – Statement of Intent
- 13.13 Summer Temporary Employment Program (STEP) – Conditional Grant Approval
- 13.14 Alberta Municipal Affairs – 2018 Tax Year Designated Industrial (DI) Property Tax Requisition
- 13.15 Alberta Municipal Affairs – Municipal Accountability Program
- 13.16 Parkland Regional Library – February 22/18 meeting minutes
- 13.17 Flagstaff Rural Crime Watch – Crime Prevention Trade Show
- 13.18 Workers' Compensation Board – April 28 – National Day of Mourning
- 13.19 Interagency Minutes – March 6/18
- 13.20 East Central Alberta – Community & Tourist Magazine - ad prices
- 13.21 Makadiff Sports – Grassroutes Community Sport Innovation Challenge
- 13.22 Town of Peace River - Alberta Health Services – Air Ambulance RFP Concerns
- 13.23 Town of Olds – Prevention of Quagga and Zebra Mussels
- 13.24 Alberta Labour – Summer Temporary Employment Program (STEP) grant approval
- 13.25 APWA – National Public Works Week
- 13.26 Letter from Flagstaff County – Notice of Development

CARRIED

IN CAMERA

Motion 480/18

Moved by Mayor Wood to go In Camera to discuss a Legal item at 10:16 p.m.

CARRIED

OUT OF CAMERA

Motion 481/18


pej

April 18, 2018

Moved by Mayor Wood to go Out of Camera at 10:20 p.m.
CARRIED

DATE OF NEXT REGULAR COUNCIL MEETING:
May 16, 2018 @ 7:00 p.m.

ADJOURNMENT:
As all items on the agenda were discussed, Mayor Wood adjourned the meeting at 10:31 p.m.

X 

Bonita Wood
Mayor

X 

Arranda Howell
CAO