

**VILLAGE OF HEISLER
REGULAR COUNCIL MEETING MINUTES
HELD IN COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE
DECEMBER 12, 2012 @ 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 December 12, 2012 @ 7:00p.m.

PRESENT: Sean Maciborski Mayor
Dennis Steil Deputy Mayor
Kel Tetz Councillor
Amanda Howell Interim Chief Administrative Officer

CALL TO ORDER:

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

ADOPTION OF AGENDA:

Motion 839/12

Moved by Councillor Tetz to adopt the agenda as presented with the following addition and deletion:

Additions

9.4 Playground discussion

Deletions

12.2 Acceptance of the November financial statement

CARRIED

MINUTES:

Motion 840/12

Moved Councillor Tetz that Heisler Village Council approve the November 14, 2012 Regular Council meeting minutes as presented.

CARRIED

PUBLIC HEARING: NONE

DELEGATIONS:

Council welcomed **Jon and Kelly Williams** to the meeting at 8:00 p.m. Jon and Kelly talked with Council about their restoration and renovation project of the Heisler Hotel. They discussed the historical significance of the hotel and informed Council of their future plans. Jon and Kelly left the meeting at 8:50 p.m.

BYLAWS:

Bylaw #474-12, Municipal Historic Resource Designation Bylaw

Motion 841/12

Moved by Mayor Maciborski that Heisler Village Council give **first** reading to Bylaw #474-12,

Municipal Historic Resource Designation Bylaw.

CARRIED

Motion 842/12

Moved by Deputy Mayor Steil that Heisler Village Council give **second** reading to Bylaw #474-12, Municipal Historic Resource Designation Bylaw.

CARRIED

Motion 843/12

Moved by Councillor Tetz that Heisler Village Council proceed to **third and final** reading of Bylaw #474-12, Municipal Historic Resource Designation Bylaw.

Motion 844/12

Moved by Mayor Maciborski that Heisler Village Council by **unanimous consent** give third and final reading to Bylaw #474-12, Municipal Historic Resource Designation Bylaw.

CARRIED

Bylaw #475-12, ATCO Electric Ltd. Franchise Agreement Bylaw

Motion 845/12

Moved by Mayor Maciborski that Heisler Village Council give first reading to Bylaw #475-12, the ATCO Electric Ltd. Franchise Agreement Bylaw.

CARRIED

Bylaw #476-12, Fees and Charges Bylaw

Motion 846/12

Moved by Mayor Maciborski that Heisler Village Council table agenda item 6.3, Bylaw #476-12, Fees and Charges Bylaw until the next council meeting.

CARRIED

POLICIES:

Grant Endorsement Policy #1204

Motion 847/12

Moved by Councillor Tetz that Heisler Village Council approve Policy #1204, Grant Endorsement Policy as presented.

CARRIED

OLD BUSINESS: **NONE**

NEW BUSINESS:

2013 ATCO Electric Franchise Renewal Agreement

Motion 848/12

Moved by Mayor Maciborski that Heisler Village Council accept the ATCO Electric Franchise Renewal Agreement. Interim CAO will notify ATCO Electric and the Alberta Utilities Commission of Council's acceptance of the agreement.

CARRIED

Year in Review – Letter from Council to residents

Motion 849/12

Moved by Mayor Maciborski that Heisler Village Council accept the request from the Interim

CAO for “year in review” info as information.

CARRIED

Internet Contract with MJP Computers

Motion 850/12

Moved by Mayor Maciborski that Heisler Village Council accept the Internet Contract with MJP Computers for information.

CARRIED

Future Playground – discussion

Motion 851/12

Moved by Deputy Mayor Steil that Heisler Village Council accept the discussion about the future playground as information.

CARRIED

COUNCILLOR REPORTS:

Mayor Maciborski’s written report- None

Mayor Maciborski’s verbal report- Flagstaff Intermunicipal Partnership Committee- Nov 5/12

Flagstaff Regional Solid Waste Management Association – Oct 26/12

Deputy Mayor Steil’s written report- None

Deputy Mayor Steil’s verbal report- Flagstaff Regional Housing Group – Nov 24/12

Councillor Tetz’s written report- None

Councillor Tetz’s verbal report- None

Public Works Operating Report- November/December, 2012

Bylaw Enforcement Report- November, 2012

Motion 852/12

Moved by Mayor Maciborski that Heisler Village Council accept the above written/verbal reports as information.

CARRIED

CAO REPORT AND ACTION LIST:

Motion 853/12

Moved by Councillor Tetz that Heisler Village Council accept the CAO action list and CAO written report from the November 14, 2012 Council meeting as information.

CARRIED

FINANCIAL:

Cheque Register

Motion 854/12

Moved by Deputy Mayor Steil that Heisler Village Council accept the November 16th

-November 30th, 2012 cheque register #1448-#1464 in the amount of **\$12,933.52** as presented.

CARRIED

Neptune Technology Group – 2013 Service Maintenance Contract Quote

Motion 855/12

Moved by Mayor Maciborski that Heisler Village Council accept the Service Maintenance Contract Quote for 2013 from Neptune Technology Group in the amount of **\$2,553.08** for maintenance and support of the handheld radio and software used for water meter readings.
CARRIED

Petty Cash Expenses

Motion 856/12

Moved by Councillor Tetz that Heisler Village Council instruct Interim CAO to pay the petty cash expenses for November/December, 2012 in the amount of **\$75.34**.

CARRIED

Heisler Staff – Christmas gift budget approval

Motion 857/12

Moved by Mayor Maciborski that Heisler Village Council approve the Heisler Staff Christmas budget for 2012 in the amount of **\$100.00** for Public Works Foreman Calvin, **\$100.00** for newly retired Public Works Foreman Garry, **\$100.00** for Interim CAO Amanda and **\$50.00** for Camp Rep Dwight.

CARRIED

Deputy Mayor Steil's Expenses

Motion 858/12

Moved by Mayor Maciborski that Heisler Village Council instruct Interim CAO to pay Dennis Steil's expenses for July 23- December 12, 2012 in the amount of **\$975.00**.

CARRIED

Estimates for repairs to protruding curb stops

Motion 859/12

Moved by Deputy Mayor Steil that Heisler Village Council accept the estimates for repairs to protruding curb stops from McNabb Construction for information and instruct Interim CAO to include the cost of the repairs in the 2013 Capital/Operating budget.

CARRIED

Muniware 2013 Support Agreement

Motion 860/12

Moved by Deputy Mayor Steil that Heisler Village Council accept the Muniware Support Agreement for 2013 at a cost of **\$247.96** per month for support and maintenance of the Village of Heisler financial software.

CARRIED

Interim CAO Travel Expenses

Motion 861/12

Moved by Deputy Mayor Steil that Heisler Village Council approve the travel expenses of Interim CAO, Amanda Howell in the amount of **\$198.00**.

CARRIED

Capital Plan 2013 – Council's priorities for budget

Motion 862/12

Moved by Deputy Mayor Steil that Heisler Village Council update the Capital Plan to include a railway station. Interim CAO will budget for Capital items once Phase 3 of the sewer upgrade project is complete.

CARRIED

Invoice from Reynolds, Mirth, Richards & Farmer

Motion 863/12

Moved by Mayor Maciborski that Heisler Village Council accept the invoice from Reynolds, Mirth, Richards & Farmer for information.

CARRIED

Village of Heisler 2013 Capital & Operating Budget – First Draft

Motion 864/12

Moved by Councillor Tetz that Heisler Village Council table agenda item 12.12, Village of Heisler 2013 Capital & Operating Budget until the next council meeting pending revisions including the removal of funds for a grader shed, bridge over the pond in the new municipal park, the future playground in 2013. The funds that were allocated to the said items will be allocated to phase 3 of the sewer upgrade project. Interim CAO will check into the Flagstaff Intermunicipal Partnership 2013 requisition and a few other listed items.

CARRIED

Mayor Maciborski's Expenses

Motion 865/12

Moved by Councillor Tetz that Heisler Village Council instruct Interim CAO to pay Sean Maciborski's expenses for October 22-December 12, 2012 in the amount of **\$292.50**.

CARRIED

Councillor Tetz's Expenses

Motion 866/12

Moved by Mayor Maciborski that Heisler Village Council instruct Interim CAO to pay Kel Tetz's expenses for July 18-December 12, 2012 in the amount of **\$815.00**.

CARRIED

Flagstaff Regional Solid Waste Management Association 2013 Proposed Budget

Motion 867/12

Moved by Mayor Maciborski that Heisler Village Council approve the Flagstaff Regional Solid Waste Management Association 2013 budget of **\$2,442,070.52** as presented. Heisler's requisition for garbage collection services in 2013 will be **\$21,493.06**.

CARRIED

CORRESPONDENCE:

- 13.1- ISL Engineering – Regional Scada Project record of meeting
- 13.2- Letter from Alberta Historical Resources Foundation- Nomination of the Battle River Railway; Heritage Conservation Award
- 13.3- CAO Meeting notes from Nov 7/12

- 13.4- Parkland Regional Library- Satisfaction Survey
- 13.5- Parkland Regional Library- Organizational Meeting minutes from Nov 8/12
- 13.6- Letter from Municipal Planning Services
- 13.7- Letter from the House of Commons- Private Members Motion (M-400)
- 13.8- Letter from Citizenship and Immigration Canada- Multiculturalism Award
- 13.9- Additional 2013 proposed budget information from Flagstaff Regional Solid Waste Management Association

Motion 868/12

Moved by Deputy Mayor Steil that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.9 as information and instruct Interim CAO to include the titles of the letters or memos in the Council meeting minutes.

CARRIED

IN CAMERA:

Motion 869/12

Moved by Mayor Maciborski to go In Camera to discuss personal and personnel items at 10:40 p.m.

CARRIED

OUT OF CAMERA:

Motion 870/12

Moved by Mayor Maciborski to go Out of Camera at 11:30 p.m.

CARRIED

Acceptance of Employee Agreement with Public Works Foreman, Calvin MacAhonic

Motion 871/12

Moved by Mayor Maciborski that Heisler Village Council table agenda item 14.1, Acceptance of Employee Agreement with Public Works Foreman, Calvin MacAhonic until the next council meeting, pending Calvin's decision pertaining to wage and benefits.

CARRIED

Interim CAO, Amanda stepped out of the meeting at 11:15 p.m. and returned to the meeting at 11:30 p.m.

Personnel Issues

Motion 872/12

Moved by Mayor Maciborski that Heisler Village Council write a letter to Brenda Loesch to inform her that her employee assistance benefit will come to an end as of February 28, 2013 and that Council will not be resigning her Chief Administrative Officer contract. Interim CAO will send payment to Brenda in the amount of four (4) months' salary as payment in lieu of notice as per her previous CAO contract in the January 2013 month end cheque run.

Renewal of Employment Agreement with Interim CAO, Amanda Howell and completion of Employee Evaluation Form

Motion 873/12

Moved by Mayor Maciborski that Heisler Village Council accept the renewal of the Employment

Agreement for 2013 and completed the Employee Evaluation Form for 2012 with Interim CAO, Amanda Howell. Council appointed Amanda Howell the Chief Administrative Officer for the Village of Heisler commencing December 1, 2012 at a rate of \$22.00 per hour.

CARRIED

DATE OF NEXT REGULAR COUNCIL MEETING:

January 23, 2013 at 7:00pm

ADJOURNMENT:

As all items on the agenda were discussed, Mayor Maciborski adjourned the meeting at 11:45 p.m.

X

Sean Maciborski
Mayor

X

Amanda Howell
Interim CAO