

**VILLAGE OF HEISLER
REGULAR COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE
DECEMBER 15, 2015 @ 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 Tuesday December 15, 2015 @ 7:00 p.m.

PRESENT:

Kel Tetz	Mayor
Sven Bernard	Deputy Mayor
Dennis Steil	Councillor
Amanda Howell	Chief Administrative Officer

CALL TO ORDER:

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

ADOPTION OF AGENDA:

Motion 801/15

Moved by Deputy Mayor Bernard to adopt the agenda with the following additions:

- 9.1a) Flagstaff Intermunicipal Partnership- December 14/15 meeting minutes
- 9.3 Heisler Fire Department training/meeting budget
- 12.18 Mayors Expenses – Kel Tetz
- 12.19 Councillor’s Expenses – Dennis Steil

CARRIED

MINUTES:

Motion 802/15

Moved by Councillor Steil that Heisler Village Council adopt the November 17, 2015 regular council meeting minutes as presented.

CARRIED

DELEGATIONS: NONE

PUBLIC HEARING: NONE

BYLAWS:

Snow Removal Bylaw #494-15

Motion 803/15

Moved by Deputy Mayor Bernard that Heisler Village Council give **first** reading to Bylaw #494-15 the Snow Removal Bylaw.

CARRIED

Motion 804/15

Moved by Councillor Steil that Heisler Village Council give **second** reading to Bylaw #494-15 the Snow Removal Bylaw.

CARRIED

Motion 805/15

Moved by Mayor Tetz that Heisler Village Council proceed to **third and final** reading of Bylaw #494-15 the Snow Removal Bylaw.

CARRIED

Motion 806/15

Moved by Deputy Mayor Bernard that Heisler Village Council by **unanimous consent** gives third and final reading to Bylaw #494-15 the Snow Removal Bylaw.

CARRIED UNANIMOUSLY

POLICIES:

Snow Removal Policy #3200

Motion 807/15

Moved by Deputy Mayor Bernard that Heisler Village Council approve revised policy 3200, the Snow Removal Policy.

CARRIED

OLD BUSINESS:

Fire Services Agreement Review – Correspondence

No Action Taken

NEW BUSINESS:

Flagstaff Regional Governance Study Executive Summary- Recommendations

Motion 808/15

Moved by Deputy Mayor Bernard that Heisler Village Council approves the recommendations of the Flagstaff Regional Governance Study Executive Summary as prepared by 13 Ways Inc. Recommendations:

- The Flagstaff Intermunicipal Partnership should proceed with the Business Case...
- The Flagstaff Intermunicipal Partnership should proceed with co-participation and co-investment in execution of a Regional Economic Development Plan...
- The Flagstaff Intermunicipal Partnership should retain a consultant to act as a facilitator...
- The Flagstaff Intermunicipal Partnership should develop a Regional Communications Strategy...
- The Flagstaff Intermunicipal Partnership should agree to support advancing toward a Single Tier Urban/Rural Municipal Government...
- The Flagstaff Intermunicipal Partnership should consider beginning the work of developing a framework for a New Governance Model...
- The Flagstaff Intermunicipal Partnership should prepare the Business Case...

And further, that Heisler Council approves hiring 13 Ways Inc. to facilitate carrying out the recommendations of the 13 Ways Executive Summary, pending development of a job description and availability of funding.

CARRIED

Flagstaff Regional Governance Grant Applications

Motion 809/15

Moved by Mayor Tetz that Heisler Village Council approve the following grant applications for the Regional Governance Study Project:

- a. Municipal Restructuring Grant for **\$150,000** to develop a business case and communications strategy; and
- b. Intermunicipal Collaboration Process for **\$350,000** to undertake an infrastructure assessment of all above-ground infrastructure in the Flagstaff Region with the grant being administered by Flagstaff County; and
- c. Intermunicipal Collaboration Process for **\$350,000** to undertake an infrastructure assessment of all under-ground infrastructure in the Flagstaff Region with the grant being administered by the Town of Killam; and
- d. Alberta Community Partnership – Mediation and Cooperative Component Grant for **\$40,000** to retain a consultant to act as a facilitator for the remainder of the Regional Governance Project with matching funds being taken in-kind through CAO hours as well as being funded through reserves held by Flagstaff Intermunicipal Partnership.

CARRIED

Fire Department Training/Meeting Budget - Discussion

Administration will calculate the annual expenses over the last three years and budget for Fire Department Appreciation based on the calculated average.

COUNCILLOR REPORTS:

Mayor Tetz's written report- None

Mayor Tetz's verbal report- Flagstaff Family & Community Services meeting – December 9/15, Mayor's Meeting, Heisler – December 7/15

Deputy Mayor Bernard's written report- None

Deputy Mayor Bernard's verbal report- Community Advisory Committee meeting – December 14/15

Councillor Steil's written report- None

Councillor Steil's verbal report- Flagstaff Intermunicipal Partnership meeting – December 14/15

Public Works Operating Report –November 16-December 10/15

Bylaw Enforcement Report – November/15

Director of Emergency Management written report – None

Motion 810/15

Moved by Deputy Mayor Tetz that Heisler Village Council accept the above written/verbal reports as presented.

CARRIED

CAO REPORT AND ACTION LIST:

Motion 811/15

Moved by Deputy Mayor Bernard that Heisler Village Council accept the CAO action list and written report from the November 17, 2015 regular council meeting as presented.

CARRIED

CAO Meeting Notes

Motion 812/15

Moved by Mayor Tetz that Heisler Village Council accept the CAO meeting notes from December 7, 2015 as information.

CARRIED

FINANCIAL:

Cheque Register

Motion 813/15

Moved by Councillor Steil that Heisler Village Council accept the cheque register #2844-#2865 for November 15-30, 2015 in the amount of **\$14,639.60** as presented.

CARRIED

Cheque Register

Motion 814/15

Moved by Deputy Mayor Bernard that Heisler Village Council accept the cheque register #2866-#2888 for December 1-15, 2015 in the amount of **\$15,049.86** as presented.

CARRIED

Petty Cash Expenses

Motion 815/15

Moved by Mayor Tetz that Heisler Village Council instruct the CAO to pay the petty cash expenses for December 2015 in the amount of **\$25.15**.

CARRIED

November 2015 Financial Statement

Motion 816/15

Moved by Councillor Steil that Heisler Village Council accept the balance shown on the November 2015 Financial Statement as presented.

CARRIED

Council Expenses - Sven Bernard

Motion 817/15

Moved by Mayor Tetz that Heisler Village Council instruct the CAO to pay Deputy Mayor Sven Bernard's expenses from January 20 - December 15, 2015 in the amount of **\$980.00**.

CARRIED

CAO Travel Expenses

Motion 818/15

Moved by Deputy Mayor Bernard that Heisler Village Council approve the June 29-December 7, 2015 travel expenses of CAO, Amanda Howell in the amount of **\$250.00**.

CARRIED

CAO Training Expenses

Motion 819/15

Moved by Mayor Tetz that Heisler Village Council approve Amanda Howell's training expense of 19 hours at regular pay minus deductions for hours worked on university course material on her own time between September 14 and December 11, 2015.

CARRIED

Public Works Foreman Expenses

Motion 820/15

Moved by Councillor Steil that Heisler Village Council approve the January 1 - December 2, 2015 travel expenses of Public Works Foreman, Cal MacAhonic in the amount of **\$483.00**.

CARRIED

MuniWare 2016 Software License and Support Agreements

Motion 821/15

Moved by Deputy Mayor Bernard that Heisler Village Council accept the 2016 MuniWare Software Support and Software License Agreements as presented.

CARRIED

Sale of 1991 pumper truck

Motion 822/15

Moved by Mayor Tetz that Heisler Village Council instruct the CAO to draft a letter to Flagstaff County requesting that Kim Cannady, Flagstaff Regional Fire Chief/Regional Emergency Services Coordinator proceeds with the sale of the 1991 F800 pumper truck and provide Heisler 50% of the sale proceeds.

CARRIED

Neptune Technology Group - 2016 Hardware and Software Extended Maintenance Agreement

Motion 823/15

Moved by Deputy Mayor Bernard that Heisler Village Council accept the 2016 Neptune Technology Group (Canada) Limited 2016 Hardware and Software Extended Maintenance Agreement as presented.

CARRIED

Guaranteed Investment Certificate Maturity - Renewal & New Investment

Motion 824/15

Moved by Deputy Mayor Bernard that Heisler Village Council accept agenda item 12.12, Guaranteed Investment Certificate Maturity - Renewal & New Investment as information.

CARRIE

Transfer of Budgeted Funds

Motion 825/15

Moved by Councillor Steil that Heisler Village Council instruct the CAO to

1. Transfer **\$800.00** from the *Training* Fire Expense budget to the *Fireman's Supplies/Equipment* Expense budget for use in 2015; and
2. Transfer **\$24,062.51** from deferred revenue (Basic Municipal Transportation Grant) for payment of invoices #7481&7482 from McNabb Construction for the 2015 gravel overlay project.

CARRIED

Heisler Staff – Christmas Gift Budget

Motion 826/15

Moved by Councillor Steil that Heisler Village Council approve the Heisler Staff Christmas budget for 2015 in the amount of **\$300.00**.

CARRIED

Quote for firefighter equipment from WFR Wholesale Fire & Rescue Ltd.

Motion 827/15

Moved by Deputy Mayor Bernard that Heisler Village Council instruct the CAO to transfer **\$4,000.00** from Fire Reserves to the Fireman's Supplies/Equipment expense budget for a total budget of **\$9,000.00** for fireman's supplies/equipment in 2016.

CARRIED

Village of Heisler 2016 Operating & Capital Budget

Motion 828/15

Moved by Deputy Mayor Bernard that Heisler Village Council adopt an Interim Operating Budget for 2016.

CARRIED

Fire Chief Expenses

Motion 829/15

Moved by Councillor Steil that Heisler Village Council approve the meeting expenses of Fire Chief, Joe Martz from January 21 – December 9, 2015 in the amount of **\$1,440.00**.

CARRIED

Council Expenses – Kel Tetz

Motion 830/15

Moved by Deputy Mayor Bernard that Heisler Village Council instruct the CAO to pay Mayor Kel Tetz's expenses from January 20 – December 15, 2015 in the amount of **\$2,930.00**.

CARRIED

Council Expenses – Dennis Steil

Motion 831/15

Moved by Mayor Tetz that Heisler Village Council instruct the CAO to pay Councillor Dennis Steil's expenses for December, 2015 in the amount of **\$211.00**.

CARRIED

CORRESPONDENCE:

- 13.1 Flagstaff's Initiative to Relationship & Spousal Trauma – September 21/15 board minutes
- 13.2 Flagstaff County – Superior Safety Codes Written Warning of Breach of Contract
- 13.3 Parkland Regional Library – November 5/15 meeting minutes
- 13.4 Town of Hardisty – Support for ACP Grant Funding for Phase 2 Regional Governance Study
- 13.5 Town of Sedgewick – FIP Regional Governance Study – 13 Ways
- 13.6 Town of Sedgewick – Forman Request to Rescind Motion #FC20150817.1024
- 13.7 Alberta Municipal Affairs – Minister's Awards for Excellence in Public Library Service
- 13.8 Parkland Regional Library – November 5/15 Board Highlights
- 13.9 Alberta Urban Municipalities Association – TAME+ Action Program
- 13.10 Town of Killam – Flagstaff F.C.S. 2016 Budget
- 13.11 Flagstaff Regional Solid Waste Management Association – November 23/15 meeting minutes
- 13.12 Town of Killam – FRSWMA 2016 Proposed Budget
- 13.13 Federation of Canadian Municipalities – Join the National Movement
- 13.14 Municipal Planning Services Ltd. – Greetings
- 13.15 Flagstaff Kids Connections Daycare Centre
- 13.16 Flagstaff County – All Hazards Mutual Aid Agreement – Schedule A – Reimbursement Rates for 2016
- 13.17 Alberta Municipal Services Corporation – AMSC Aggregated Purchasing Program
- 13.18 Interagency – December 1/15 minutes
- 13.19 Village of Loughheed – 2016 Flagstaff Regional Solid Waste Management Association Budget
- 13.20 Village of Loughheed – 2016 FFCS Budget
- 13.21 East Central Alberta Review – Advertising Opportunities
- 13.22 Flagstaff County – Representation on Committee
- 13.23 Village of Forestburg – Regional Governance Study grant applications
- 13.24 Village of Forestburg – Flagstaff Regional Governance Study Executive Summary
- 13.25 Alberta Municipal Affairs – Acceptance of Culver and Storm Water Rehabilitation Project

Motion 832/15

Moved by Deputy Mayor Bernard that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.25 as information and instruct CAO to include the titles of the

letters or memos in the Council meeting minutes.

CARRIED

IN CAMERA

Motion 833/15

Moved by Mayor Tetz that Heisler Village Council move In Camera to discuss a legal item at 8:55 p.m.

CARRIED

OUT OF CAMERA

Motion 834/15

Moved by Mayor Tetz that Heisler Village Council move Out of Camera at 9:03 p.m.

CARRIED

Legal Item

Motion 835/15

Moved by Deputy Mayor Bernard that Heisler Village Council instruct the CAO to hire Chris Chromik of Hatch Law, Camrose to represent the Village of Heisler for a Dog-At-Large case in 2016.

CARRIED

DATE OF NEXT REGULAR COUNCIL MEETING:

January 19, 2015 at 7:00 p.m.

ADJOURNMENT:

As all items on the agenda were discussed, Mayor Tetz adjourned the meeting at 9:08 p.m.

X

Kel Tetz
Mayor

X

Amanda Howell
CAO