

**VILLAGE OF HEISLER  
REGULAR COUNCIL MEETING MINUTES  
HELD IN COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE  
JANUARY 14, 2014 @ 7:00 P.M.**

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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 January 14, 2014 @ 7:00p.m.

**PRESENT:** Dennis Steil Mayor  
Sven Bernard Councillor  
Amanda Howell Chief Administrative Officer  
**REGRETS:** Kel Tetz Deputy Mayor

**CALL TO ORDER:**

Mayor Steil called the meeting to order at 7:05 p.m.

**ADOPTION OF AGENDA:**

**Motion 242/14**

Moved by Mayor Steil to adopt the agenda with the following changes:

**Addition:**

12.9- Transfer unspent fire department funds into fire operating reserves

**CARRIED**

**MINUTES:**

**Motion 243/14**

Moved by Mayor Steil that Heisler Village Council approve the December 17, 2013 Regular Council meeting minutes as presented.

**CARRIED**

**Motion 244/14**

Moved by Councillor Bernard that Heisler Village Council approve the December 23, 2013 Special Council meeting minutes as presented.

**CARRIED**

**PUBLIC HEARING:** NONE

**DELEGATIONS:** NONE

**BYLAWS:**

**Water, Sewer, and Waste Bylaw #480-13**

**Motion 245/14**

Moved by Mayor Steil that Heisler Village Council lower the water consumption allowance from 25m<sup>3</sup> per month to 20m<sup>3</sup> per month for all water accounts. Council implements a base

rate water infrastructure fee of \$12.50 per month for each water and sewer closed utility accounts rather than enforcing the total existing active account base rate. The CAO will bring the amended bylaw to the February 2014 council meeting for the required readings. Implementation of the changes within the bylaw will come into effect on March 1, 2014.

**CARRIED**

**Fees and Charges Bylaw #476-13**

**Motion 246/14**

Moved by Councillor Bernard that Heisler Village Council instruct the CAO to amend Section "C" to state residential and commercial properties, thus removing the word "occupied". The CAO will bring the amended bylaw to the February 2014 council meeting for the required readings. Implementation of the changes will come into effect March 1, 2014.

**CARRIED**

**Snow Removal Bylaw #459-11**

**Motion 247/14**

Moved by Councillor Bernard that Heisler Village Council accept the Snow Removal Bylaw #459-11 for information.

**CARRIED**

**Unightly Premises Bylaw #443-10**

**Motion 248/14**

Moved by Mayor Steil that Heisler Village Council accept the Unightly Premises Bylaw #443-10 for information.

**CARRIED**

**POLICIES:**

**Policy #1211 - Lots Requiring Development**

**Motion 249/14**

Moved by Councillor Bernard that Heisler Village Council instruct the CAO to reflect the following changes to the development deposit within Policy #1211 - Lots Requiring Development and Bylaw #476-13 - Fees and Charges. Lots priced at **\$2,500** and **\$1.00** will require a **\$5,000.00** development deposit that will be required to be paid to the Village of Heisler by the purchaser of the lot(s) upon signing the Land Sale Agreement for Lots Requiring Development with the Village of Heisler. The deposit will be returned to the purchaser once the development has been completed to the satisfaction of the Council of the Village of Heisler. The CAO will present changes to the Policy and Bylaw at the February 2014 council meeting.

**CARRIED**

**OLD BUSINESS:**

**Proposals for lease of a new photocopier for the administration office**

**Motion 250/14**

Moved by Mayor Steil that Heisler Village Council accept the proposal dated January 9, 2014 from Xerox for lease of a colour-multifunction printer model #7800, with no finisher. Council

accepts the quoted rate as per the proposal to be locked in for 5 years. The CAO will write a letter to Xerox to inform them of council's acceptance of the proposal.

**CARRIED**

**NEW BUSINESS:**

**Motion to amend the fee schedule within the All Hazards Mutual Aid Agreement**

**Motion 251/14**

Moved by Councillor Bernard that Heisler Village Council instruct the CAO to write a letter to Kim Cannady – Regional Fire Services Coordinator to inform him that Heisler requires an amendment to the fee schedule within the All Hazards Mutual Aid Agreement due to the addition of a new fire truck to Heisler's emergency vehicle fleet.

**CARRIED**

**Renewal of Community Peace Officers Contract**

**Motion 252/14**

Moved by Councillor Bernard that Heisler Village Council renew the contract with the Flagstaff County Community Peace Officers from January 31, 2014 to January 31, 2015. The Village of Heisler will be patrolled for a total of 2 hours per month at **\$134.00** per month as per the existing contract.

**CARRIED**

**COUNCILLOR REPORTS:**

Mayor Steil's written report- None

Mayor Steil's verbal report- Flagstaff Intermunicipal Partnership Committee meeting – January 6/14

Deputy Mayor Tetz's written report- None

Deputy Mayor Tetz's verbal report- None

Councillor Bernard's written report- None

Councillor Bernard's verbal report- None

Public Works Operating Report- December 2013/January 2014

Bylaw Enforcement Report – November & December 2013

**Motion 253/14**

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

**CARRIED**

**CAO REPORT AND ACTION LIST:**

**Motion 254/14**

Moved by Mayor Steil that Heisler Village Council accept the CAO action list and CAO written report from the December 17 and 23, 2013 council meetings as information.

**CARRIED**

**FINANCIAL:**

**Cheque Register**

**Motion 255/14**

Moved by Councillor Bernard that Heisler Village Council accept the December 16<sup>th</sup> – December 31<sup>st</sup>, 2013 cheque register #1953- #1975 in the amount of **\$165,684.82** as presented.

**CARRIED**

**Cheque Register**

**Motion 256/14**

Moved by Mayor Steil that Heisler Village Council accept the January 1<sup>st</sup> – January 15<sup>th</sup>, 2014 cheque register #1976-#1999 in the amount of **\$11,079.74** as presented.

**CARRIED**

**Petty Cash Expenses**

**Motion 257/14**

Moved by Councillor Bernard that Heisler Village Council instruct the CAO to pay the petty cash expenses for December, 2013 and January, 2014 in the amount of **\$93.20**.

**CARRIED**

**Financial Statement for December 2013**

**Motion 258/14**

Moved by Mayor Steil that Heisler Village Council accept the balance shown on the December, 2013 bank statement as presented.

**CARRIED**

**Adoption of 2014 Capital/Operating Budget**

**Motion 259/14**

Moved by Councillor Bernard that Heisler Village Council adopt the 2014 Capital/Operating Budget as presented.

**CARRIED**

**Approval of the Flagstaff Intermunicipal Partnership Committee – 2014 Proposed Budget**

**Motion 260/14**

Moved by Mayor Steil that Heisler Village Council instruct the CAO to write a letter to the FIP Committee- managing partner (Town of Killam) to inform the committee that the Village of Heisler approves the 2014 budget of **\$59,330** as proposed by the Village of Forestburg. Council would like to thank the Village of Forestburg for taking on the role of managing partner and to thank the Town of Killam for their work as the managing partner of the FIP committee to date.

**CARRIED**

**Sale of the 1979 GMC Fire Truck**

**Motion 261/14**

Moved by Mayor Steil that Heisler Village Council accept agenda item 12.7, Sale of the 1979 GMC Fire Truck for information.

**CARRIED**

**CAO Expenses**

**Motion 262/14**

Moved by Councillor Bernard that Heisler Village Council approves the expenses of CAO, Amanda Howell for (partial payment - \$44.45) of the purchase of a license plate for the new fire truck and travel to Daysland in the amount of **\$66.45**.

**CARRIED**

**Transfer of funds into fire reserves – operating**

**Motion 263/14**

Moved by Mayor Steil that Heisler Village Council instruct the CAO to transfer **\$11,552.00** in remaining funds from the 2013 fire department operating budget into reserves for future fire department operation.

**CARRIED**

**CORRESPONDENCE:**

- 13.1- Letter from the Alberta Utilities Commission- Review and Variance of Decision
- 13.2- Email from AMSC Energy Program – Welcome
- 13.3- Letter from Elections Alberta – Request for listing of Owned, Controlled, Associated and/or Affiliated Entities
- 13.4- CAC meeting minutes – December 10/13
- 13.5- Regional Scada Project – Final Costs
- 13.6- Flagstaff Community Foundation – Board meeting minutes – Nov 13/13
- 13.7- Flagstaff Family & Community Services meeting minutes – Dec11/13
- 13.8- Letter from Municipal Planning Services
- 13.9- Flagstaff County – Killam Family Care Clinic Community Working Group – Update #3 – Dec 12/13
- 13.10- Parkland Regional Library – Satisfaction Survey
- 13.11- Flagstaff's Initiative to Relationship & Spousal Trauma – Support Request

**Motion 264/14**

Moved by Mayor Steil that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.11 as information and instruct CAO to include the titles of the letters or memos in the Council meeting minutes.

**CARRIED**

**IN CAMERA:**

**Motion 265/14**

Moved by Mayor Steil that Heisler Village Council go In Camera to discuss personal

items at 8:45p.m.

**CARRIED**

**OUT OF CAMERA:**

**Motion 266/14**

Moved by Councillor Bernard that Heisler Village Council go Out of Camera at 8:50 p.m.

**CARRIED**

**Letter of complaint from ratepayer**

**Motion 267/14**

Moved by Councillor Bernard that Heisler Village Council accept agenda item 14.1 – Letter of complaint from the ratepayer as information.

**CARRIED**

**Discussion – December delegation**

**Motion 268/14**

Moved by Councillor Bernard that Heisler Village Council table agenda item 14.2, Discussion - December delegation until the February 2014 council meeting.

**CARRIED**

**DATE OF NEXT REGULAR COUNCIL MEETING:**

February 19, 2014 at 7:00pm

**ADJOURNMENT:**

As all items on the agenda were discussed, Mayor Steil adjourned the meeting at 9:00 p.m.

**X**

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Dennis Steil  
Mayor

**X**

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Amanda Howell  
CAO