

Village of Heisler
Organizational Meeting

March 23, 2023

7:00 P.M.

AGENDA

1. CALL TO ORDER

APPOINTMENT OF MAYOR

APPOINTMENT OF DEPUTY MAYOR

APPOINTMENT OF COUNCILLOR

2. APPOINTMENT TO COMMITTEES AND BOARDS

3. MEETING DATES

4. SIGNING AUTHORITIES

5. REMUNERATION

6. ADJOURNMENT

CAO - CALL MEETING TO ORDER

CAO CALLS FOR NOMINATIONS FOR MAYOR – (ARE THERE ANY FURTHER NOMINATIONS) **(ASK 3 TIMES)**

IF THERE ARE NO FURTHER NOMINATIONS, ASK FOR A MOTION FOR NOMINATIONS TO CEASE, council to then sign their official oaths.

TURN MEETING OVER TO MAYOR.

MAYOR CALLS FOR NOMINATIONS FOR DEPUTY MAYOR (ARE THERE ANY FURTHER NOMINATIONS) **(ASK 3 TIMES)**

IF THERE ARE NO FURTHER NOMINATIONS, MOVES THAT NOMINATIONS CEASE

THEN COUNCILLOR is appointed

~Then the rest of the agenda is followed until adjournment.

**Village of Heisler
Administrative Report
REQUEST FOR DECISION**

Date Presented: March 23, 2023
Target Decision Date: March 23, 2023

Agenda Item: 1.

SUBJECT: Council Position Appointment

1. BACKGROUND:

Procedure for appointing Mayor, Deputy Mayor and Councillor:

- CAO calls for nominations for Mayor – (are there any nominations) (CAO asks three times)
- CAO asks for a motion by _____ for nominations to cease
- CAO declares Mayor and for Mayor to then sign the official oaths.
- CAO turns meeting over to Mayor
- Mayor calls for nominations for Deputy Mayor – (are there any nominations) (Mayor asks three times)
- If there no further nominations, motion by _____ to cease nominations and to appoint Deputy Mayor, and for Deputy Mayor to then sign the official oaths.
- Motion to appoint Councillor, and for Councillor to then sign the official oaths.

2. RECOMMENDATION:

3. COUNCIL RESOLUTION: MOVED BY _____

Submitted by: Heidi Rohe



P.O. Box 60
Heisler AB, T0B 2A0

Phone: 780-889-3774

Fax: 780-889-2280

Email: administration@villageofheisler.ca

OFFICIAL OATH

I _____, do swear that I will diligently, faithfully and to the best of my ability,

Execute according to the law, the office of MAYOR for the Village of Heisler.

SO HELP ME GOD.

SWORN before me at the Village of Heisler
In the Province of Alberta
This 23rd day of March, A.D. 2023

A Commissioner for Oaths in and for the
Province of Alberta



P.O. Box 60
Heisler AB, T0B 2A0

Phone: 780-889-3774

Fax: 780-889-2280

Email: administration@villageofheisler.ca

OFFICIAL OATH

I _____, do swear that I will diligently, faithfully and to the best of my ability,

Execute according to the law, the office of DEPUTY MAYOR for the Village of Heisler.

SO HELP ME GOD.

SWORN before me at the Village of Heisler
In the Province of Alberta
This 23rd day of March, A.D. 2023

A Commissioner for Oaths in and for the
Province of Alberta



P.O. Box 60
Heisler AB, T0B 2A0

Phone: 780-889-3774

Fax: 780-889-2280

Email: administration@villageofheisler.ca

OFFICIAL OATH

I _____, do swear that I will diligently, faithfully and to the best of my ability,

Execute according to the law, the office of COUNCILLOR for the Village of Heisler.

SO HELP ME GOD.

SWORN before me at the Village of Heisler
In the Province of Alberta
This 23rd day of March, A.D. 2023

A Commissioner for Oaths in and for the
Province of Alberta

**Village of Heisler
Administrative Report
REQUEST FOR DECISION**

Date Presented: March 23, 2023
Target Decision Date: March 23, 2023

Agenda Item: 2.

SUBJECT: Appointment to Committee and Boards

1. **BACKGROUND:** At each Organizational Meeting Council appoints Committee and Board Members.
2. **RECOMMENDATION:** That Council reviews and discusses the attached Committee and Board Representative List and that Council makes a motion to appoint Committee and Board Representative as discussed.
3. **COUNCIL RESOLUTION: MOVED BY** _____ that the Council reviews and discusses the attached Committee and Board Representatives List and that Council makes a motion to appoint and accept Committee and Board Representatives as discussed.

Submitted by: Heidi Rohe

**VILLAGE OF HEISLER
COMMITTEE AND BOARD REPRESENTATION FOR 2022-2023**

LEGISLATIVE	Representative	Alternative
Mayor	Brandon Martz	
Deputy Mayor	Bonnie Wood	
Councillor	Mike Stewart	
PROTECTION SERVICES		
Director of Emergency Management	TBA	
Deputy Director of Emergency	Mayor Brandon Martz	
Fire Protection	FRESS/Heisler Fire Department	
Fire Chief	Shawn Badry	
Village Council Fire Dept. Rep.	Mayor Brandon Martz	
Police	Killam Police Detachment	
FLAGSTAFF FAMILY & COMMUNITY SERVICES (F.F.C.S)	Deputy Mayor Bonnie Wood	Councillor Mike Stewart
FLAGSTAFF INTERMUNICIPAL PARTNERSHIP COMMITTEE (F.I.P)	Councillor Mike Stewart	Mayor Brandon Martz
FLAGSTAFF REGIONAL HOUSING GROUP (FRHG)	Deputy Mayor Bonnie Wood	Councillor Mike Stewart
FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION (FRSWMA)	Mayor Brandon Martz	Councillor Mike Stewart
HEISLER COMMUNITY CENTRE ASSOCIATION (HCCA)	Mickey Heisler	
	Councillor Mike Stewart	
COMMUNITY ADVISORY COMMITTEE (CAC)	Councillor Mike Stewart	
PARKLAND REGIONAL LIBRARY BOARD	Debra Smith	
HEISLER LIBRARY BOARD	Deputy Mayor Bonnie Wood	
FLAGSTAFF REGIONAL EMERGENCY SERVICES SOCIETY (FRESS)	Mayor Brandon Martz	Deputy Mayor Bonnie Wood
BREOC	Councillor Mike Stewart	
IDP/ICF	Deputy Mayor Bonnie Wood	

Contacts:

Mayor Brandon Martz
Deputy Mayor Bonnie Wood
Councillor Mike Stewart

bmartz@villageofheisler.ca
bwood@villageofheisler.ca
mstewart@villageofheisler.ca

**Village of Heisler
Administrative Report
REQUEST FOR DECISION**

Date Presented: March 23, 2023
Target Decision Date: March 23, 2023

Agenda Item: 3.

SUBJECT: Meeting Dates

- 1. BACKGROUND:** At each Organizational Meeting Council decides to hold regularly scheduled council meetings on specified dates, times and places.

Currently the next regular council meeting is scheduled at the end of each regular council meeting.

2. RECOMMENDATION:

That Council discusses regular council meeting dates and makes a motion if the procedure for scheduling regular council meetings remains the same.

- 3. COUNCIL RESOLUTION: MOVED BY** _____

Submitted by: Heidi Rohe

**Village of Heisler
Administrative Report
REQUEST FOR DECISION**

Date Presented: March 23, 2023

Agenda Item: 4.

Target Decision Date: March 23, 2023

SUBJECT: **Signing Authority**

1. **BACKGROUND:** Currently the Village of Heisler Signing Authority is Mayor, Deputy Mayor, Councillor and Administrator.
2. **RECOMMENDATION:** That Council makes a motion that the Village of Heisler Signing Authority will remain Mayor, Deputy Mayor, Councillor and Administrator.
3. **COUNCIL RESOLUTION: MOVED BY** _____ **that Council makes a motion that the Village of Heisler Signing Authority will remain Mayor, Deputy Mayor, Councillor and Administrator.**

Submitted by: Heidi Rohe

**Village of Heisler
Administrative Report
REQUEST FOR DECISION**

Date Presented: March 23, 2023
Target Decision Date March 23, 2023

Agenda Item: 5.

SUBJECT: Council Remuneration

- 1. BACKGROUND:** Councillors are compensated for attendance at meetings and conventions, for travel, accommodations and meals upon budget approval & pursuant to policy. Council members will be provided a council expense form to compile expenses that are submitted to administration monthly, quarterly, or annually for payment. A few copies of the expense form are enclosed in your orientation package.

Current Remuneration:

In-Town Meetings - \$80.00

Out-Of-Town Meetings - \$80.00

Mileage .55 per kilometer if outside the Village of Heisler

2. RECOMMENDATION:

That Council makes a motion that remuneration remain at \$80.00 for all council and board meetings in or out of town. Mileage paid will remain at \$0.55 per kilometer.

- 3. COUNCIL RESOLUTION: MOVED BY _____** That Council makes a motion that remuneration remain at \$80.00 for all council and board meetings in or out of town. Mileage paid will remain at \$0.55 per kilometer.

Submitted by: Heidi Rohe

Item 5.1 March 23, 2023 Organizational Council Meeting

Councillor Remuneration:

Councillors are compensated for attendance at meetings and conventions, for travel, accommodations and meals upon budget approval & pursuant to policy. Council members will be provided a **council expense form** to compile expenses that are submitted to administration monthly, quarterly, or annually for payment. A few copies of the expense form are enclosed in your orientation package.

In-Town Meetings - \$80.00

Out-Of-Town Meetings -

\$80.00

Mileage .55 per kilometer if outside the Village of Heisler

Please submit on 1st day of month for mid-month payment

X

Brandon Martz
Mayor

X

Heidi Rohe
CAO