

**VILLAGE OF HEISLER  
REGULAR COUNCIL MEETING MINUTES  
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE  
NOVEMBER 17, 2017 @ 6:00 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 Friday November 17, 2017 @ 6:00 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 6:00 p.m.

**ADOPTION OF AGENDA:**

**Motion 316/17**

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

9.7 – Equipment Maintenance

**CARRIED**

**MINUTES:**

**Motion 317/17**

Moved by Councillor Williams that Heisler Village Council adopt the October 27, 2017 special council meeting minutes as presented.

**CARRIED**

**DELEGATIONS:**           NONE

**PUBLIC HEARING:**        NONE

**BYLAWS:**                NONE

**POLICIES:**               NONE

**OLD BUSINESS:**

**Request for Proposal – Janitorial Services**

**Motion 318/17**

Moved by Deputy Mayor Martz that Heisler Village Council instruct the CAO to advertise for janitorial services; accepting resumes until December 4, 2017.

**CARRIED**

**NEW BUSINESS:**

**TRAVIS Multi-Jurisdiction – Memorandum of Agreement**

**Motion 319/17**

Moved by Deputy Mayor Martz that Heisler Village Council accept the TRAVIS Multi-Jurisdiction – Memorandum of Agreement between the Alberta Government and the Village of Heisler for an initial term of five (5) years, expiring on March 31, 2022. The Agreement outlines the terms of the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ); the permitting system for oversize commercial vehicles.

**CARRIED**

**SDI Group – Health and Safety Management System**

**Motion 320/17**

Moved by Councillor Williams that Heisler Village Council accept the proposal from SDI Group and approve the recommendation from the CAO group to undertake the Building and Implementation of a Regional Health & Safety Plan in 2018 at a cost of up to \$4,000 per municipality; and to submit a letter in support of the project for a grant application to Alberta Labour for the project. The cost of the Health and Safety Plan for Heisler will be included in the 2018 budget, funded by General Reserves. Council agrees to the project with the understanding that the CAO group participate in Train the Trainer courses for inter-municipal audits.

**CARRIED**

**Rescind Motion #304/17**

**Motion 321/17**

Moved by Mayor Wood that Heisler Village Council rescind motion #304/17 as it was not necessary to reduce the amount paid for the 1991 F800 fire truck to compensate the purchaser. The cost of the gauges was shared by Heisler and Flagstaff County.

**CARRIED**

**Extension of Regional Fire Chief Services Agreement**

**Motion 322/17**

Moved by Deputy Mayor Martz that Heisler Village Council approves the September 26, 2017 recommendation from the Regional Emergency Services Committee that councils extend the Regional Fire Chief Services Agreement until December 31, 2018.

**CARRIED**

**Coal Transition Communities/Economic Development Task Force**

**Motion 323/17**

Moved by Councillor Williams that Heisler Village Council, upon being accepted as a Coal Transition Community, and as a potential member of the Economic Development Task Force, that Council agrees to contribute approximately \$2,100 of the total cost of contracting Urban Systems to assist in the completion of a grant application to the Coal Communities Transition Fund; a provincial grant program that support economic development initiatives that enable the transition away from economic reliance on coal-fired electricity generation.

**CARRIED**

### **Heisler Library Board – Member Appointments**

#### **Motion 324/17**

Moved by Councillor Williams that Heisler Village Council appoint Moyra Heisler, Dawn Sunderman, Nadine Massong and Bernice Dale to the Heisler Municipal Library Board.

**CARRIED**

### **Equipment Maintenance**

#### **Motion 325/17**

Moved by Councillor Williams that Heisler Village Council instruct the CAO instruct the Public Works Foreman to perform an inventory of the equipment and tools, and provide details of their current condition to council in a written report. Recommendations for repair and or replacement of the equipment and tools will be written in the monthly Public Works Report for council.

**CARRIED**

### **Recess Meeting**

#### **Motion 326/17**

Moved by Councillor Williams that Heisler Village Council recess the meeting at 7:40 p.m.

**CARRIED**

### **Reconvene Meeting**

#### **Motion 327/17**

Moved by Councillor Williams that Heisler Village Council reconvene the meeting at 7:45 p.m.

**CARRIED**

### **COUNCILLOR REPORTS:**

Mayor Wood's written report – Flagstaff Family & Community Services – November 1/17

Mayor Wood's verbal report – None

Deputy Mayor Martz's written report – None

Deputy Mayor Martz's verbal report – None

Councillor William's written report – None

Councillor William's verbal report - None

Public Works written operating report – September 7-November 14/17

Bylaw Enforcement written report – September & October 2017

Director of Emergency Management written report – None

#### **Motion 328/17**

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

**CARRIED**

### **CAO REPORT AND ACTION LIST:**

#### **Motion 329/17**

Moved by Councillor Williams that Heisler Village Council accept the Action List and CAO written report from the September 11, 2017 regular council meeting as information.

**CARRIED**

**FINANCIAL:**

**Cheque Register**

**Motion 330/17**

Moved by Deputy Mayor Martz that Heisler Village Council accept the cheque register #20113651-#20113695 for September 1-30, 2017 in the amount of **\$52,298.69** as presented.

**CARRIED**

**Cheque Register**

**Motion 331/17**

Moved by Mayor Wood that Heisler Village Council accept the cheque register #20113696 – #20113739 for October 1-31, 2017 in the amount of **\$157,982.51** as presented.

**CARRIED**

**Acceptance of Petty Cash Expenses**

**Motion 332/17**

Moved by Deputy Mayor Martz that Heisler Village Council instruct the CAO to pay the petty cash expenses for the first half of November 2017 in the amount of **\$24.15**.

**CARRIED**

**September Financial Statement**

**Motion 333/17**

Moved by Mayor Wood that Heisler Village Council accept the balance shown on the September 2017 Financial Statement as presented.

**CARRIED**

**October Financial Statement**

**Motion 334/17**

Moved by Mayor Wood that Heisler Village Council accept the balance shown on the October Financial Statement as presented.

**CARRIED**

**Parkland Regional Library Representative & Director of Emergency Management Meeting & Travel Expenses**

**Motion 335/17**

Moved by Mayor Wood that Heisler Village Council approve the April 21-September 14, 2017 meeting and travel expenses of Director of Emergency Management (DEM) and Parkland Regional Library (PRL) Representative, Shailen Weselak in the amount of **\$286.00**.

**CARRIED**

**MuniWare – 2018 Software Support Agreement and Software License Agreement**

**Motion 336/17**

Moved by Deputy Mayor Martz that Heisler Village Council accept the 2018 MuniWare Software Support and Software License Agreements as presented.

**CARRIED**

**Unbudgeted Expenses:**

**a) Certified Utility Operator Services**

**Motion 337/17**

Moved by Mayor Wood that Heisler Village Council accepts **\$16,443.87** of the total invoices of **\$16,943.87** as an unbudgeted expense for Flagstaff County – Certified Utility Operator Services from July 24-October 31, 2017. Council instructs the CAO to transfer **\$10,819** from General Reserves and **\$5,625** from Water Reserves to cover the cost of the unbudgeted expense to-date.

**CARRIED**

**b) Brandt Tractor – Grader Repair Invoice**

**Motion 338/17**

Moved by Mayor Wood that Heisler Village Council accepts the grader repair invoice #1544497 from Brandt Tractor Ltd., in the amount of **\$2,187.42**, including GST as an unbudgeted expense. Council instructs the CAO to transfer **\$1,707** from Public Works Reserves to cover the cost of the unbudgeted expense.

**CARRIED**

**c) Councillor Training**

**Motion 339/17**

Moved by Mayor Wood that Heisler Village Council accepts **\$400** of the total invoice of **\$600** plus GST as an unbudgeted expense for Munis 101 Councillor Training through the Elected Officials Education Program and instructs the CAO to transfer **\$400** from General Reserves to cover the cost of the unbudgeted expense.

**CARRIED**

**Recess Meeting**

**Motion 340/17**

Moved by Councillor Williams that Heisler Village Council recess the meeting at 9:30 p.m.

**CARRIED**

**Reconvene Meeting**

**Motion 341/17**

Moved by Councillor Williams that Heisler Village Council reconvene the meeting at 9:35 p.m.

**CARRIED**

**Water Treatment Plant – Roof Repair Quotes**

**Motion 342/17**

Moved by Mayor Wood that Heisler Village Council table agenda item 12.9, Water Treatment Plant – Roof Repair Quotes until spring 2018.

**CARRIED**

**Truck Tender**

**Motion 343/17**

Moved by Deputy Mayor Martz that Heisler Village Council instruct the CAO to advertise the sale of the 1999 Chevrolet Silverado on Kijiji, as is, for \$2,000 obo.

**CARRIED**

**Former Mayor, Dennis Steil's Meeting/Travel Expenses**

**Motion 344/17**

Moved by Mayor Wood that Heisler Village Council instruct the CAO to pay Former Mayor, Dennis Steil's meeting & travel expenses for September 11-26, 2017 in the amount of \$292.00.

**CARRIED**

**Flagstaff Regional Solid Waste Management Association - 2018 Budget**

**Motion 345/17**

Moved by Deputy Mayor Martz that Heisler Village Council not approve the proposed 2018 budget of \$2,442,750 at this time due to concern over discrepancies regarding the capital reserves portion of the proposed budget. Council requests that Flagstaff Waste Management meet with regional administrations to discuss the proposed budget and review the concerns raised.

**CARRIED**

**Parkland Regional Library - 2018 Budget**

**Motion 346/17**

Moved by Mayor Wood that Heisler Village Council approve the proposed Parkland Regional Library Budget for 2018 with the following estimated requisition: \$1,226.12.

**CARRIED**

**Flagstaff Family & Community Services - 2018 Budget**

**Motion 347/17**

Moved by Deputy Mayor Martz that Heisler Village Council approve the proposed Flagstaff Family & Community Services 2018 budget with Heisler's requisition of \$1,392.

**CARRIED**

**CORRESPONDENCE:**

**Motion 348/17**

Moved by Mayor Wood that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.32 as information and instruct the CAO to include the titles of the letters or memos in the Council meeting minutes.

- 13.1 Village of Alliance – Building and Implementation for Regional Health and Safety
- 13.2 Town of Hardisty – Building & Implementing a Health & Safety Mgmt System
- 13.3 Village of Loughheed – Proposal from SDI Group
- 13.4 Town of Killam – 2018 Proposed Budget
- 13.5 Town of Sedgewick – Proposed FRSWMA 2018 Budget

- 13.6 Village of Lougheed – Flagstaff Waste Management Budget
- 13.7 Village of Alliance – 2018 Budget Approval
- 13.8 Town of Killam – Flagstaff F.C.S. 2018 Budget
- 13.9 Village of Lougheed – Flagstaff F.C.S. 2018 Budget
- 13.10 Village of Alliance – Flagstaff F.C.S. 2018 Budget
- 13.11 Town of Daysland – Flagstaff FCS 2018 Budget
- 13.12 Town of Sedgewick – 2018 Proposed PRL Budget
- 13.13 Town of Hardisty – Approval from the Town of Hardisty Regarding the 2018 PRL Board Budget
- 13.14 Village of Lougheed – Parkland Regional Library 2018 Budget
- 13.15 Village of Alliance – 2018 Budget Approval
- 13.16 Town of Daysland – 2018 Parkland Regional Library Budget
- 13.17 Flagstaff Christmas Sharing
- 13.18 Town of Killam – Fire Services Agreement
- 13.19 Friends of the Battle River Railway – thank you
- 13.20 TransCanada – Pipeline Public Awareness
- 13.21 Alberta Municipal Affairs – Minister’s Awards for Excellence in Public Library Service
- 13.22 Interagency Minutes – September 5/17
- 13.23 Interagency Minutes – October 3/17
- 13.24 Regional Emergency Services Committee – September 26/17 Meeting Minutes
- 13.25 Parkland Regional Library – PRL Board Talk – September 14/17
- 13.26 Parkland Regional Library – September 14/17 Meeting Minutes
- 13.27 Alberta Municipal Affairs – Centralization of Designated Industrial Property Assessment – Confirmation of Inclusion in the Transitory Hybrid Delivery Model
- 13.28 Town of Killam – Regional Safety Plan
- 13.29 Parkland Regional Library – Alberta Library Services
- 13.30 ALARIE – Dissolution of ALARIE and Distribution of Remaining Assets
- 13.31 Flagstaff Intermunicipal Partnership Committee – November 6/17 Meeting Minutes
- 13.32 Regional Emergency Services Committee – November 7/17 Meeting Minutes & Review of Progress to-date to form a Regional Emergency Services Society

**CARRIED**

**IN CAMERA**

**Motion 349/17**

Moved by Mayor Wood to go In Camera to discuss legal items at 9:42 p.m.

**CARRIED**

**OUT OF CAMERA**

**Motion 350/17**

Moved by Mayor Wood to go Out of Camera at 10:02 p.m.

**CARRIED**

**Legal Item – Heisler School**

**Motion 351/17**

Moved by Councillor Williams that Heisler Village Council instruct the CAO to draft a letter to Flagstaff County to express council’s concerns regarding the Heisler school building and property. Council is concerned about the potential hazard of asbestos containing debris littering adjacent lands, the property being used as a dumping ground, the unsightliness of the property, and the hazardous and derelict condition of the building. The CAO is instructed to forward the invoices from Sunderman Trucking Ltd. for **\$315.00** including GST and Flagstaff Waste Management for **\$1,079.03** including GST to Flagstaff County for payment of the costs incurred by the Village to clean up the metal roofing, wood, insulation and other debris that littered village property during the wind storm on October 17, 2017. In addition, the CAO is instructed to invoice Flagstaff County for reimbursement of village staff wages for time spent assisting with the debris cleanup. Flagstaff County will continue to receive invoices for hazardous material cleanup due to debris from the Heisler school property constantly littering the community. The Village of Heisler implores Flagstaff County to take action and deal with the Heisler school; its ongoing unsightliness and its hazardous condition.

**CARRIED**

**Legal Item – Fire Invoice**

**Motion 352/17**

Moved by Deputy Mayor Martz that Heisler Village Council instruct the CAO to draft letter to the owner of lot 2, block 1, plan 1810 B.Q. stating that if the invoice enclosed with the letter is not paid within 30 days from the date of the invoice, the total owing will be transferred to the tax roll of the property in accordance with the MGA section 553(1)(g) and the Fire Bylaw #486-14 section 11.4(ii).

**CARRIED**

**DATE OF NEXT REGULAR COUNCIL MEETING:**

December 15, 2017 at 4:00 p.m.

**ADJOURNMENT:**

As all items on the agenda were discussed, Mayor Wood adjourned the meeting at 10:25 p.m.

**X**

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Bonita Wood  
Mayor

**X**

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Amanda Howell  
CAO