

**VILLAGE OF HEISLER
REGULAR COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE
NOVEMBER 17, 2016 @ 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 Thursday November 17, 2016 @ 7:00 p.m.

PRESENT: Kel Tetz Mayor
Dennis Steil Deputy Mayor
Morgan Doege 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 060/16

Moved by Councillor Doege to adopt the agenda with the following additions and deletion;

Additions: 9.6 Flagstaff Waste – Designation of delegate for special meeting
12.9 Public Works Foreman – Travel expenses
Deletion: 10.5 Bylaw Enforcement written report – October 2016

CARRIED

MINUTES:

Motion 061/16

Moved by Deputy Mayor Steil that Heisler Village Council adopt the October 19, 2016 regular council meeting minutes as presented.

CARRIED

DELEGATIONS: NONE

PUBLIC HEARING: NONE

BYLAWS: NONE

POLICIES:

#3903 Assignment of Responsibility & Accountability for Safety

#6200 Municipal Planning Commission (MPC) Meeting Procedure

Motion 062/16

Moved by Mayor Tetz that Heisler Village Council reviews and approves Policy #3903 Assignment of Responsibility & Accountability for Safety and #6200 Municipal Planning Commission (MPC) Meeting Procedure.

CARRIED

OLD BUSINESS:

Flagstaff Intermunicipal Partnership (FIP)- Regional Governance Project – Correspondence

- a) Phase 2 Project Status Report – November 2/16
- b) Infrastructure Assessment Data (Draft) – Urban Systems
- c) Media Release – Community Open Houses Set for Regional Governance Initiative – October 21/16
- d) Flagstaff Intermunicipal Partnership Communities Collaboration Initiative – Information and Discussion Handout
- e) Media Release – Clear themes emerging from community open houses – November 4/16

Motion 063/16

Moved by Mayor Tetz that Heisler Village Council accept the Flagstaff Intermunicipal Partnership, Regional Governance Project correspondence as information and instruct the CAO to include the titles of the letters or memos in the meeting minutes.

CARRIED

Flagstaff SCADA Rehab Project – Update #2

Motion 064/16

Moved by Deputy Mayor Steil that Heisler Village Council accepts the Flagstaff SCADA Rehab Project – Update #2 and SCADA equipment upgrade invoice from Second Floor Computers as presented.

CARRIED

NEW BUSINESS:

Request from Flagstaff Family & Community Services – Rural Outreach Counselling Program

Motion 065/16

Moved by Deputy Mayor Steil that Heisler Village Council approves the request from Flagstaff Family & Community Services (FFCS) that the village provides space in the village office for counselling services for at least 3 hours, every two weeks, during office hours as part of the Rural Outreach Counselling Program.

CARRIED

“Truck Stop” at Main Street and Lougheed Avenue

Motion 066/16

Moved by Mayor Tetz that Heisler Village Council approves the request from administration to re-install a “Truck Stop” at the vacant area across Lougheed Avenue from Main Street. The village will install signage at the east and west entrances to the village and a sign and garbage can at the site for public use.

CARRIED

2016 Viability Review Request

Motion 067/16

Moved by Deputy Mayor Steil that Heisler Village Council accepts the October 21, 2016 letter from Alberta Municipal Affairs concerning receipt of a petition requesting a viability review of the Village of Heisler as information.

CARRIED

Regional Governance Working Sub-Committees – Council member appointment

Motion 068/16

Moved by Councillor Doege that Heisler Village Council appoint Deputy Mayor Dennis Steil to the Regional Governance Working Sub-Committee as recommended at the November 7, 2016 Flagstaff Intermunicipal Partnership Committee meeting.

CARRIED

Request for Support – Flagstaff Family & Community Services – Alberta Rural Development Network (ARDN) Grant

Motion 069/16

Moved by Mayor Tetz that Heisler Village Council approves the request from Flagstaff Family & Community Services to provide a letter from support for their application to the Alberta Rural Development Network (ARDN) Grant.

CARRIED

Flagstaff Waste – Designation of Delegate for Special Meeting

Motion 070/16

Moved by Mayor Tetz that Heisler Village Council designate Deputy Mayor Dennis Steil as the delegate for the Flagstaff Regional Solid Waste Management Association, January 2017 special meeting as requested by Murray Hampshire, Manager at Flagstaff Waste.

CARRIED

COUNCILLOR REPORTS:

Mayor Tetz's written report- None

Mayor Tetz's verbal report- Flagstaff Family & Community Services, November 9/16 meeting

Deputy Mayor Steil's written report - None

Deputy Mayor Steil's verbal report – Flagstaff Intermunicipal Partnership, November 7/16 meeting

Councillor Doege's written report – None

Councillor Doege's verbal report - None

Public Works written operating report – October 12 – November 16/16

Bylaw Enforcement written report – None

Director of Emergency Management written report – Reported to council of training plans, etc.

Motion 071/16

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

CARRIED

CAO REPORT AND ACTION LIST:

Motion 072/16

Moved by Mayor Tetz that Heisler Village Council accept the CAO written report from the October 19, 2016 regular council meeting and October 27, 2016 CAO meeting notes as Information.

CARRIED

FINANCIAL:

Cheque Register

Motion 073/16

Moved by Deputy Mayor Steil that Heisler Village Council accept the cheque register #20113245-#20113265 for October 16-31, 2016 in the amount of **\$10,229.74** as presented.

CARRIED

Cheque Register

Motion 074/16

Moved by Deputy Mayor Steil that Heisler Village Council accept the cheque register #20113266-#20113279 for November 1-15, 2016 in the amount of **\$8,546.39** as presented.

Petty Cash Expenses

Motion 075/16

Moved by Deputy Mayor Steil that Heisler Village Council instruct the CAO to pay the petty cash expenses for October, 2016 in the amount of **\$45.15**.

CARRIED

October Financial Statement

Motion 076/16

Moved by Mayor Tetz that Heisler Village Council accept the balance shown on the October 2016 Financial Statement as presented.

CARRIED

CAO Travel Expenses

Motion 077/16

Moved by Deputy Mayor Steil that Heisler Village Council approves the April 29 – November 7, 2016 travel expenses of CAO, Amanda Howell in the amount of **\$248.00**.

CARRIED

MuniWare – 2017 Support Agreement and Software License Agreement

Motion 078/16

Moved by Deputy Mayor Steil that Heisler Village Council accept the 2017 MuniWare Software Support and Software License Agreements as presented.

CARRIED

Water Meter Handheld – Hardware Upgrade Report

Motion 079/16

Moved by Mayor Tetz that Heisler Village Council accept agenda item #12.7 – Water Meter Handheld – Hardware Upgrade Report for information.

CARRIED

Public Works Foreman Expenses

Motion 080/16

Moved by Deputy Mayor Steil that Heisler Village Council approve the January 6 – November 10, 2016 travel expenses of Public Works Foreman, Cal MacAhonic in the amount of **\$966.00**.

CARRIED

CORRESPONDENCE:

- 13.1 Flagstaff County – Organizational Meeting
- 13.2 TransCanada – Pipeline Safety Information
- 13.3 Alberta Municipal Affairs – Alberta Community Partnership (ACP) Program
- 13.4 Town of Sedgewick – Regional Safety Program
- 13.5 Flagstaff’s Initiative to Relationship & Spousal Trauma – Red Silhouette Campaign
- 13.6 Town of Hardisty – Request for Feedback Regarding Flagstaff Aquatic Centre
- 13.7 Alberta Electric System Operator (AESO) – Information about the need for transmission system development in your area
- 13.8 Civic Solutions – Professional Services
- 13.9 The Association of Professional Engineers and Geoscientists of Alberta – APEGA Discipline Decision against Mr. Peter Geoffrey Pybus and DFK Engineering Canada Ltd.
- 13.10 Alberta Municipal Affairs – Acceptance of 2016 Municipal Sustainability Initiative (MSI) Spending Plan
- 13.11 Alberta Municipal Affairs – 2016 Provincial 2017 Equalized Assessment Report (Heisler)
- 13.12 Flagstaff Regional Solid Waste Management Association – October 24/16 meeting minutes
- 13.13 All-Net Municipal Solutions brochure

Motion 081/16

Moved by Mayor Tetz that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.13 as information and instruct CAO to include the titles of the letters or memos in the Council meeting minutes.

CARRIED

IN CAMERA

Motion 082/16

Moved by Mayor Tetz to go In Camera to discuss Land and Legal items at 8:55 p.m.

CARRIED

OUT OF CAMERA

Motion 083/16

Moved by Mayor Tetz to go Out of Camera at 9:08 p.m.

CARRIED

Invoice for Legal Services from Chapman Riebeek LLP

Motion 084/16

Moved by Deputy Mayor Steil that Heisler Village Council approves the October 7, 2016 invoice for legal services from Chapman Riebeek LLP in the amount of **\$1,120.61**, including GST as an unbudgeted expense.

CARRIED

Traffic Control & Water Drainage at Manning Avenue - Discussion

Motion 085/16

Moved by Deputy Mayor Steil that Heisler Village Council instruct administration to remove the stop signs at the school intersection; facing east/west on Manning Avenue. The stop sign on Strom Street at Manning Avenue will remain; and the stop sign at Main Street on Manning Avenue will remain.

CARRIED

DATE OF NEXT REGULAR COUNCIL MEETING:

December 6, 2016 at 7:00 p.m.

ADJOURNMENT:

As all items on the agenda were discussed, Mayor Tetz adjourned the meeting at 9:22 p.m.

X

Kel Tetz
Mayor

X

Amanda Howell
CAO