

**VILLAGE OF HEISLER  
REGULAR COUNCIL MEETING MINUTES  
HELD IN COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE  
OCTOBER 23, 2013 @ 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 Wednesday October 23, 2013 @ 7:00p.m.

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

**CALL TO ORDER:**

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

**ADOPTION OF AGENDA:**

**Motion 134/13**

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

**Additions:**

- 9.5- Request from FIRST
- 9.6- County Peace Officer Services Agreement
- 9.7- Quotes for engineer for phase 3 sewer project

**Deletions:**

- 10.5- Bylaw Enforcement written report-September 2013
- 14.1- Employee Evaluation form

**CARRIED**

**MINUTES:**

**Motion 135/13**

Moved by Deputy Mayor Tetz that Heisler Village Council approve the September 17, 2013 Regular Council meeting minutes as presented.

**CARRIED**

**Motion 136/13**

Moved by Mayor Steil that Heisler Village Council approve the September 26, 2013 Organizational meeting minutes as presented. The CAC committee representative position will be shared by all three councillors.

**CARRIED**

**PUBLIC HEARING: NONE**

**DELEGATIONS: NONE**

**BYLAWS:**

**Borrowing Bylaw #482-13**

**Motion 137/13**

Moved by Mayor Steil that Heisler Village Council give **first** reading to Bylaw 482-13, a bylaw to authorize the financing and interim borrowing of certain sums of money for operating expenditures.

**CARRIED**

**~Pursuant to Section 606 of the Municipal Government Act, the CAO will advertise council's intent to pass a borrowing bylaw for 2 (two) consecutive weeks prior to the second and third reading of the Borrowing bylaw and will hold a public hearing at the beginning of the November 2013 council meeting to hear any concerns from the public pertaining to the proposed borrowing bylaw.**

**POLICIES:**

**Policy #1900 – Employee Contracts Policy**

**Motion 138/13**

Moved by Councillor Bernard that Heisler Village Council approve the amendment to Policy #1900, the Employee Contracts Policy to include a sentence pertaining to the rules for employee use of village owned property.

**CARRIED**

**OLD BUSINESS:**

**Release of holdback for Forestburg Transit Mix – Phase 2 Sewer Project**

**Motion 139/13**

Moved by Mayor Steil that Heisler Village Council instruct the CAO to release the 10% contract holdback and remit payment to Forestburg Transit Mix as final payment for phase 2 of the 2012 sewer upgrade project (alley behind Stewart Street) for **\$18,995.03** including GST.

**CARRIED**

**All Hazards Mutual Aid Agreement – Flagstaff Municipalities**

**Motion 140/13**

Moved by Deputy Mayor Tetz that Heisler Village Council accept the amendments to Schedule "A" and approve the All Hazards Mutual Aid Agreement with Flagstaff Municipalities as presented.

**CARRIED**

**Adoption of Protocol for Regional Cooperation & Regional Cooperation Work Program**

**Motion 141/13**

Moved by Mayor Steil that Heisler Village Council adopt the Protocol for Regional Cooperation and Regional Cooperation Work Program as recommended by LGL Institute – Gordon McIntosh and the Flagstaff Intermunicipal Partnership Committee.

**CARRIED**

**NEW BUSINESS:**

**Letter of support request from Flagstaff Victim Services**

**Motion 142/13**

Moved by Deputy Mayor Tetz that Heisler Village Council instruct the CAO to send the letter of support as requested to Flagstaff Victim Services for their application for funding from the National Victims of Crime Awareness Week Fund.

**CARRIED**

**Administrative Assistant Agreement**

**Motion 143/13**

Moved by Mayor Steil that Heisler Village Council approve an administrative assistant position that will provide casual, part-time cover off assistance for the CAO when she is away on a Tuesday or Wednesday. The rate of pay for the administrative assistant will be \$17.00/hr.

**CARRIED**

**Restorative Justice Week Proclamation**

**Motion 144/13**

Moved by Mayor Steil that Heisler Village Council accept agenda item 9.3, Restorative Justice Week Proclamation for information.

**CARRIED**

**Request for letter of support – Flagstaff County -Killam Family Care Clinic Community Working Group**

**Motion 145/13**

Moved by Mayor Steil that Heisler Village Council approve the request for a letter of support from the Flagstaff County - Killam Family Care Clinic Community Working Group.

**CARRIED**

**Adoption of Silhouettes - Flagstaff's Initiative to Relationship & Spousal Trauma**

**Motion 146/13**

Moved by Deputy Mayor Tetz that Heisler Village Council join the campaign to educate and raise awareness of family violence by adopting one silhouette from Flagstaff Family & Community Services for one week in November 2013.

**CARRIED**

**Community Peace Officers Services Contract**

**Motion 147/13**

Moved by Mayor Steil that Heisler Village Council accept the Community Peace Officers Services Contract as presented. The Community Peace Officers will provide 2 hours per month of services for \$134.00/month. The contract will be reviewed prior to the date of expiry, January 31, 2014.

**CARRIED**

**Quotes for Engineering Services for Phase 3 – Sewer Upgrade Project**

**Motion 148/13**

Moved by Deputy Mayor Tetz that Heisler Village Council instruct the CAO to get three quotes for engineering services for phase 3 of the sewer line replacement project (Manholes 1-2 and 13-17).

**CARRIED**

**COUNCILLOR REPORTS:**

Mayor Steil's written report- None

Mayor Steil's verbal report- None

Deputy Mayor Tetz's written report- None

Deputy Mayor Tetz's verbal report- Flagstaff Family & Community Services – October 9/13,  
Heisler Fire Department – October 16/13

Councillor Bernard's written report- None

Councillor Bernard's verbal report- None

Public Works Operating Report- September/October, 2013

**Motion 149/13**

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

**CARRIED**

**CAO REPORT AND ACTION LIST:**

**Motion 150/13**

Moved by Mayor Steil that Heisler Village Council accept the CAO action list and CAO written report from the September 17, 2013 Council meeting as information.

**CARRIED**

**FINANCIAL:**

**Cheque Register**

**Motion 151/13**

Moved by Deputy Mayor Tetz that Heisler Village Council accept the September 16<sup>th</sup> – September 30<sup>th</sup>, 2013 cheque register #1817- #1845 in the amount of **\$25,332.60** as presented.

**CARRIED**

**Cheque Register**

**Motion 152/13**

Moved by Councillor Bernard that Heisler Village Council accept the October 1<sup>st</sup> – October 15<sup>th</sup>, 2013 cheque register #1846-#1863 in the amount of **\$12,274.71** as presented.

**CARRIED**

**Petty Cash Expenses**

**Motion 153/13**

Moved by Mayor Steil that Heisler Village Council instruct CAO to pay the petty cash expenses for October, 2013 in the amount of **\$43.25**.

**CARRIED**

**Financial Statement for September, 2013**

**Motion 154/13**

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

**CARRIED**

**CAO - Amanda Howell Expenses**

**Motion 155/13**

Moved by Councillor Tetz that Heisler Village Council instruct CAO to pay Amanda Howell's travel expenses for October, 2013 in the amount of **\$33.00**.

**CARRIED**

**Invoice from Fort Garry Fire Trucks – Partial Payment required**

**Motion 156/13**

Moved by Deputy Mayor Tetz that Heisler Village Council instruct CAO to transfer **\$90,000** from Capital Reserves (funds were transferred into capital reserves in 2012 for the purchase of a fire truck) for payment of **\$81,098.85** including GST to Fort Garry Fire Trucks, invoice #70082 for partial payment of the 2013 Freightliner M2 fire truck. The Village of Heisler's 2012-13 Municipal Sustainability Initiative Grant partially funds the project.

**CARRIED**

**Security shelter for fuel tanks**

**Motion 157/13**

Moved by Mayor Steil that Heisler Village Council table agenda item 12.7, Security shelter for fuel tanks until 2014 budget discussions.

**CARRIED**

**Quotes for Locksmith**

**Motion 158/13**

Moved by Mayor Steil that Heisler Village Council approve up to **\$400.00** for the CAO to acquire the services of a locksmith for to rekey the administration building front door lock and change the combination to the administration building safe for increased security purposes.

**CARRIED**

**CAO- MuniWare training request**

**Motion 159/13**

Moved by Councillor Bernard that Heisler Village Council approve the request from CAO, Amanda Howell to attend a two-day MuniWare User Group training session on November 13 & 14, 2013 at a cost of **\$370.00** plus the CAO's mileage.

**CARRIED**

**Parkland Regional Library 2014 Budget for approval**

**Motion 160/13**

Moved by Deputy Mayor Tetz that Heisler Village Council approve the Parkland Regional Library budget for 2014 with the following requisition: 2014 - **\$1,132.50** (151 residents x \$7.50).

**CARRIED**

**Payment of Invoice – SCADA System at Water Treatment Plant**

**Motion 161/13**

Moved by Mayor Steil that Heisler Village Council approve payment of invoice #20130022 to the Flagstaff Intermunicipal Partnership Committee for **\$17,500** as Heisler's unfunded portion for the installation of the SCADA System (remote monitoring system) at the Village of Heisler's water treatment plant. Alberta Transportation, Federal Gas Tax Fund grant funds this project.

**CARRIED**

**Invoice from Select Engineering Consultants Ltd.**

**Motion 162/13**

Moved by Deputy Mayor Tetz that Heisler Village Council instruct CAO to remit payment to Select Engineering Consultant Ltd. in the amount of **\$442.84** for design drawings for the CCTV (camera) Inspections of various sewer lines in Heisler.

**CARRIED**

**Invoice from Reynolds Mirth Richards & Farmer LLP**

**Motion 163/13**

Moved by Mayor Steil that Heisler Village Council instruct CAO to remit payment to Reynolds Mirth Richards & Farmer in the amount of **\$440.14** for attorney fees pertaining to general matters.

**CARRIED**

**Copy of 2013 Revenues & Expenditures to date**

**Motion 164/13**

Moved by Councillor Bernard that Heisler Village Council accept agenda item 12.14, copy of 2013 Revenues and Expenditures for information.

**CARRIED**

**Transfer funds to reserves**

**Motion 165/13**

Moved by Deputy Mayor Tetz that Heisler Village Council instruct the CAO to transfer **\$32,500** in unspent 2013 Federal Gas Tax Funds and **\$13,033** in unspent 2013 Basic Municipal Transportation Grant funding into Capital Reserves. The funds will be expended on future capital projects.

**CARRIED**

**CORRESPONDENCE:**

- 13.1- Information from Service Canada – Canada Summer Jobs funding
- 13.2- Copy of email from Jaclyn Roulston – AB Environment, Leak Detect Survey
- 13.3- Letter from Alberta Municipal Affairs – Minister’s Awards for Excellence and Innovation  
Public Library Service
- 13.4- Alberta Emergency Management Agency – MEP review report 2013
- 13.5- Letter from Alberta Municipal Affairs – Approval of MSI Capital project – sewer project
- 13.6- Flagstaff Intermunicipal Partnership Committee – September 16/13 meeting minutes
- 13.7- Flagstaff Regional Solid Waste Management Association – September 23/13  
meeting minutes
- 13.8- Alberta Municipal Health and Safety Association – October newsletter
- 13.9- Letter from AMSC – Energy Requirements

**Motion 166/13**

Moved by Deputy Mayor Tetz that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.9 as information and instruct CAO to include the titles of the letters or memos in the Council meeting minutes.

**CARRIED**

**IN CAMERA:**

**Motion 167/13**

Moved by Mayor Steil that Heisler Village Council go In Camera to discuss personal and personnel items at 8:46 p.m.

**CARRIED**

**OUT OF CAMERA:**

**Motion 168/13**

Moved by Mayor Steil that Heisler Village Council go Out of Camera at 9:10 p.m.

**CARRIED**

**Water Plant Consultant**

**Motion 169/13**

Moved by Councillor Bernard that Heisler Village Council instruct the CAO write a letter to the Water Plant Consultant, Garry Reuther to thank him for his assistance over the past year and that Heisler will continue his payment of **\$50.00/month** until December 31, 2013.

**CARRIED**

**Request from ratepayer to purchase lot**

**Motion 170/13**

Moved by Councillor Bernard that Heisler Village Council instruct the CAO to write a letter to the ratepayer to request their attendance at the November 2013 council meeting as a delegation or submit a detailed written proposal pertaining to land use and the time frame of the development project.

**CARRIED**

**Letter from ratepayer**

**Motion 171/13**

Moved by Mayor Steil that Heisler Village Council instruct the CAO to write a letter to the ratepayer to inform them that council discussed and declines their request to purchase their lot in Heisler. Council suggests listing the property in question with a realtor or on MLS for a possibly faster sale.

**CARRIED**

**DATE OF NEXT REGULAR COUNCIL MEETING:**

November 21, 2013 at 7:00pm

**ADJOURNMENT:**

As all items on the agenda were discussed, Mayor Steil adjourned the meeting at 9:25 p.m.

X

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Dennis Steil  
Mayor

X

Amanda Howell  
CAO