

**VILLAGE OF HEISLER  
REGULAR COUNCIL MEETING MINUTES  
HELD IN COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE  
OCTOBER 28, 2011 @ 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 Friday October 28, 2011 @ 7:00p.m.

**PRESENT:** Sean Maciborski Mayor  
Dennis Steil Deputy Mayor  
Kel Tetz Councillor  
Amanda Howell Recording Secretary  
Debra Moffat Chief Administrative Officer (Forestburg, Alberta)

**1. CALL TO ORDER:**

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

**2. ADOPTION OF AGENDA:**

**Motion 325/11**

Mayor Maciborski moved to adopt the agenda as presented with the following addition.

**Under New Business:**

9.9- Interim Chief Administrative Officer Contract

**CARRIED**

**3. MINUTES:**

**Motion 326/11**

Councillor Tetz moved that Heisler Council approves the September 27, 2011 regular council meeting minutes as presented.

**CARRIED**

**Motion 327/11**

Deputy Mayor Steil moved to approve the Organizational meeting on October 13, 2011 meeting minutes as presented.

**CARRIED**

**4. PUBLIC HEARING: NONE**

**5. DELEGATION:**

Council welcomed Annamarie Hamilton from the Government of Alberta Housing and Urban Affairs office (Municipal Affairs). Annamarie brought information to the Heisler Village Council regarding concerns with Cozy Corner's severed relationship with the Village of Heisler. The Village of Heisler is no longer on the board at Cozy Corner and there is required to be 3 members from council and 3 chosen citizens sitting on the board. Annamarie suggested to Council that Dennis from the Bethany

Group take a meeting with council regarding any questions or concerns The Village of Heisler may have regarding seniors housing. Deputy Mayor Steil proposed to bring Dennis from Bethany in to discuss this issue possibly at the next council meeting.

**Motion 328/11**

Mayor Maciborski moved that Council accept the delegation of Annamarie Hamilton as information.

**CARRIED**

**6. BYLAWS: NONE**

**7. POLICIES:**

**Motion 329/11**

Mayor Maciborski moved to table policy #1502 Tendering Policy until the next council meeting and to revise the policy with a tendering scorecard.

**CARRIED**

**Motion 330/11**

Councillor Tetz moved to accept policy #6100 3-Year Capital Plan Policy as presented.

**CARRIED**

**Motion 331/11**

Deputy Mayor Steil moved to accept policy #1003 Travel, Subsistence and Honorarium Policy as presented.

**CARRIED**

**Motion 332/11**

Mayor Maciborski moved to accept policy #1004 Donation Policy as presented.

**CARRIED**

**8. OLD BUSINESS:**

**Culvert on dump road**

**Motion 333/11**

Mayor Maciborski moved to instruct Recording Secretary to contact Flagstaff County to inquire how the project is progressing and to bring the information to the next council meeting.

**CARRIED**

**County portion of correction line repair**

**Motion 334/11**

Mayor Maciborski moved to instruct Recording Secretary to contact Flagstaff County to inquire how the project is progressing and to bring the information to the next council meeting.

**CARRIED**

**9. NEW BUSINESS**

**Reimbursement of \$185.52 for utilities - Roll #100**

**Motion 335/11**

Mayor Maciborski moved to instruct Recording Secretary to gather information together for the reimbursement of tax roll 100 (whether it was an overpayment or overcharge) and to bring the information to next council meeting.

**CARRIED**

**Purchase tidy tank - \$200.00**

**Motion 336/11**

Mayor Maciborski moved to instruct Recording Secretary to find information on the purchase of tidy tank and to bring the information to next council meeting.

**CARRIED**

**Letter dated September 20, 2011 and October 10, 2011**

**Motion 337/11**

Councillor Tetz moved to permit the applicants to tie into the Village water and sewer systems conditional to the properties being annexed by the Village and all costs related to the annexation, water & sewer connections, road repairs, and all other costs be paid by the applicants.

**CARRIED**

**Proposed Subdivision - Flagstaff County**

**Motion 338/11**

Mayor Maciborski moved to have Recording Secretary send a letter to Flagstaff County approving the subdivision conditional to the properties being annexed by the Village and all costs related to the annexation, water & sewer connections, road repairs, and all other costs be paid by the applicants.

**CARRIED**

**Flagstaff Regional Solid Waste Management - Community Paper Recycling Proposal**

**Motion 339/11**

Deputy Mayor Steil moved to accept proposal #2 which is placing a bin in 5 of the larger surrounding communities with an approximate cost to the Village of Heisler of \$1.00 per capita per year, with the option to revisit the issue if Village residents request.

**CARRIED**

**Hauling dirt and leveling property at 421 Haultain Avenue**

**Motion 340/11**

Mayor Maciborski moved to advise Recording Secretary to instruct Public Works Foreman to haul dirt and level property at 421 Haultain Avenue.

**CARRIED**

**Chief Administrative Officer Evaluation Form**

**Motion 341/11**

Mayor Maciborski moved to table issue until March 2012.

**CARRIED**

**Chief Administrative Officer Employment Agreement**

**Motion 342/11**

Mayor Maciborski moved to table Chief Administrative Officer Employment Agreement until CAO has returned as per recommendation from Municipal Affairs.

**CARRIED**

**IN CAMERA**

**Motion 343/11**

Mayor Maciborski moved to go In Camera at 9:15pm to discuss personnel issues.

**CARRIED**

**Motion 344/11**

Deputy Mayor Steil moved to go out of Camera at 9:35pm.

**CARRIED**

**Motion 345/11**

Councillor Tetz moved to approve Interim Chief Administrative Officer Contract as presented.

**CARRIED**

**Motion 346/11**

Mayor Maciborski moved to appoint Amanda Howell as Interim Chief Administrative Officer. A copy of October 28, 2011 Council meeting minutes will be given to Alberta Treasury Branch for signing authority changes. Copies of the required changes to signing authority were presented to council from Alberta Treasury Branch.

**CARRIED**

**Motion 347/11**

Mayor Maciborski moved to send a letter to local contractor regarding invoice #11262, dated July 14, 2011 in the amount of \$1575.00, as the request for shale was not approved by Council, Public Works, or CAO and will not be paid.

**CARRIED**

**Motion 348/11**

Mayor Maciborski moved to instruct Interim CAO to hire someone to make water meter installation appointment calls to Village residents @ \$15.00/hour to a maximum of 16 hours.

**CARRIED**

**10. COUNCILLORS REPORTS**

**Mayor Maciborski's report- None**

**Deputy Mayor Steil's report- None**

**Councillor Tetz's report- None**

**Public Works report- None**

**By-Law Enforcement report- None**

**11. CAO REPORT AND ACTION LIST**

Interim CAO provided Council with information regarding what she has learnt and what she is working on at the present time. Interim CAO asked council if she will be

permitted to attend an Introduction to Excel course at a cost of \$70.00. Council approved the request.

**12. FINANCIAL**

**Cheque Register**

**Motion 349/11**

Mayor Maciborski moved to accept cheque register #901-940 in the amount of **\$48,965.10** as information.

**CARRIED**

**September, 2011 Financial Statement**

**Motion 350/11**

Councillor Tetz moved to accept September, 2011 Financial Statement as information.

**CARRIED**

**ATCO Electric- Distribution Revenue Forecast for 2012 Franchise Fee**

**Motion 351/11**

Mayor Maciborski moved to increase ATCO Electric's Franchise Fee from 5% to 7% for 2012. An ad will be placed in the Community Press and the Heisler newsletter informing residents of this change.

**CARRIED**

**Petty Cash in the amount of \$56.52**

**Motion 352/11**

Mayor Maciborski moved to instruct Interim CAO to look in September, 2011 Council meeting minutes to locate where the Petty Cash went, and to bring the information to the next council meeting. Interim CAO is to instruct Public Works Assistant to expense his cellular phone bill so the Village can pay him by cheque as to track where the money goes on the General Ledger.

**CARRIED**

**13. CORRESPONDENCE**

**Motion 353/11**

Mayor Maciborski moved to accept correspondence from Flagstaff Family & Community Services -Minutes- September 14, 2011 and Flagstaff Regional Recreation Plan as information.

**CARRIED**

**14. DATE OF NEXT REGULAR COUNCIL MEETING**

The next regular meeting of the Village of Heisler will be held on **November 30, 2011** at 7:00pm.

**15. ADJOURNMENT**

As all items on the agenda have been addressed, Mayor Maciborski adjourned the meeting at 10:25pm.

X

Sean Maciborski  
Mayor

X

Amanda Howell  
Interim CAO

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