

**VILLAGE OF HEISLER  
REGULAR COUNCIL MEETING MINUTES  
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE  
SEPTEMBER 11, 2017 @ 9:00 A.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 Monday September 11, 2017 @ 9:00 a.m.

**PRESENT:** Dennis Steil Mayor  
Morgan Doege Deputy Mayor  
Amanda Howell Chief Administrative Officer

**CALL TO ORDER:**

Mayor Steil called the meeting to order at 9:05 a.m.

**ADOPTION OF AGENDA:**

**Motion 288/17**

Moved by Deputy Mayor Doege to adopt the agenda with the following additions:

12.9 – Sale of 1991 F800 fire truck

**CARRIED**

**MINUTES:**

**Motion 289/17**

Moved by Mayor Steil that Heisler Village Council adopt the August 24, 2017 regular council meeting minutes as presented.

**CARRIED**

**DELEGATIONS:** NONE

**PUBLIC HEARING:** NONE

**BYLAWS:** NONE

**POLICIES:** NONE

**OLD BUSINESS:**

**SCADA Upgrade Project**

**Motion 290/17**

Moved by Mayor Steil that Heisler Village Council accept the SCADA Upgrade Project information (improving the functionality of the SCADA system for more local control and improved reporting), for information. If additional funds are required to bring the SCADA to proper function, Council wishes to add funds to the Water Plant Upgrade project to bring the SCADA up to the village's needs.

**CARRIED**

September 11, 2017

**NEW BUSINESS:**

**Water Treatment Plant – Infrastructure Assessment**

**Motion 291/17**

Moved by Mayor Steil that Heisler Village Council instruct the CAO to contact Select Engineering to arrange a full assessment of the water plant for needed upgrades, etc. as part of the Water Treatment Plant Upgrade project, funded by Federal Gas Tax grant funds.

**CARRIED**

**Employee Health and Safety Program**

**Motion 292/17**

Moved by Mayor Steil that Heisler Village Council accept the information from SDI Group for Building and Implementing a Health and Safety Management System including key elements for the Flagstaff Intermunicipal Partnership (FIP) for information.

**CARRIED**

**COUNCILLOR REPORTS:**

Mayor Steil's written report – None

Mayor Steil's verbal report – None

Deputy Mayor Doege's written report – None

Deputy Mayor Doege's verbal report – None

Public Works written operating report – August 22-September 6/17

Bylaw Enforcement written report – August 2017

Director of Emergency Management written report – None

**Motion 293/17**

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

**CARRIED**

**CAO REPORT AND ACTION LIST:**

**Motion 294/17**

Moved by Deputy Mayor Doege that Heisler Village Council accept the Action List and CAO written report from the August 24, 2017 regular council meeting as information.

**CARRIED**

**FINANCIAL:**

**Cheque Register**

**Motion 295/17**

Moved by Mayor Steil that Heisler Village Council accept the cheque register #20113629-#20113650 from August 16-31, 2017 in the amount of **\$17,142.69** as presented.

**CARRIED**

**Acceptance of Petty Cash Expenses**

**Motion 296/17**

Moved by Deputy Mayor Doege that Heisler Village Council instruct the CAO to pay the petty

cash expenses for September 2017 in the amount of **\$49.30**.

**CARRIED**

**August Financial Statement**

**Motion 297/17**

Moved by Deputy Mayor Doege that Heisler Village Council accept the balance shown on the August 2017 Financial Statement as presented.

**CARRIED**

**CAO Travel Expenses**

**Motion 298/17**

Moved by Mayor Steil that Heisler Village Council approve the June 16-August 30, 2017 travel expenses of CAO, Amanda Howell in the amount of **\$370.50**.

**CARRIED**

**ATCO Electric – Distribution Revenue Forecast for 2018 Franchise Fee**

**Motion 299/17**

Moved by Mayor Steil that Heisler Village Council maintain the distribution revenue franchise fee at **7%** for 2018.

**CARRIED**

**Deputy Mayor Morgan Doege Meeting Expenses**

**Motion 300/17**

Moved by Mayor Steil that Heisler Village Council instruct the CAO to pay Deputy Mayor Morgan Doege's meeting expenses from January 26-September 11, 2017 in the amount of **\$640.00**. Council agrees to make an exception to section 6.4.1 of the Travel, Subsistence and Honorarium Policy #1003 that in this instance, due to the resignation of a council member; Deputy Mayor Doege may be one of the two necessary council members needed to approve expense claims.

**CARRIED**

**Office Janitorial Services – Request for Proposals**

**Motion 301/17**

Moved by Mayor Steil that Heisler Village Council rejects the proposal from Pinoy's Cleaning and Janitorial Services of **\$25.00** per hour for janitorial services. Council instructs the CAO to advertise for Request for Proposals for janitorial services until October 31, 2017.

**CARRIED**

**2017 Budget To-Date Discussion**

**Motion 302/17**

Moved by Mayor Steil that Heisler Village Council accept the budget to-date discussion and instruct the CAO to transfer budgeted funds to and from reserves as follows: **\$3,200** from general reserves, **\$1,500** from recreation reserves, and **\$12,000** to general reserves, **\$3,000** to water operating reserves, **\$3,000** to sewer operating reserves, and **\$2,000** to waste post-closure reserves as per the 2017 operating budget. It is further moved that council accept the

estimate of costs incurred to-date of **\$10,257** from McNabb Construction for work undertaken for the Storm Water Management Project.

**CARRIED**

**Sale of 1991 F800 Fire Truck**

**Motion 304/17**

Moved by Deputy Mayor Doege that Heisler Village Council accept **\$9,000** rather than **\$10,000** for the 1991 fire truck to compensate the purchaser for parts (pressure gauges) that need to be replaced as they are not in working order.

**CARRIED**

**CORRESPONDENCE:**

**Motion 305/17**

Moved by Mayor Steil that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.4 as information and instruct the CAO to include the titles of the letters or memos in the Council meeting minutes.

- 13.1 Alberta Agriculture and Forestry – Livestock Traceability Premises Identification (PID) Starter Outreach Kit
- 13.2 Russel Farmer & Associates Consulting Ltd. –Brochure
- 13.3 Flagstaff Regional Solid Waste Management Association – August 28/17 meeting minutes
- 13.4 ATCO Electric – 2016 Electric Franchise Report

**CARRIED**

**IN CAMERA**

**Motion 306/17**

Moved by Mayor Steil to go In Camera to a personnel item at 11:07 a.m.

**CARRIED**

**OUT OF CAMERA**

**Motion 307/17**

Moved by Mayor Steil to go Out of Camera at 11:40 a.m.

**CARRIED**

**CAO Evaluation and Employment Agreement Renewal**

**Motion 308/17**

Moved by Deputy Mayor Doege that Heisler Village Council renew the employment agreement 2017/18 with Amanda Howell, effective October 1, 2017 and review the 2016/17 Employee Evaluation.

**CARRIED**

**DATE OF NEXT REGULAR COUNCIL MEETING:**

To be determined by the CAO, post-nomination day or post-election.

**ADJOURNMENT:**

As all items on the agenda were discussed, Mayor Steil adjourned the meeting at 11:55 a.m.

X

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Mayor

X

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Amanda Howell  
CAO