

**VILLAGE OF HEISLER
REGULAR COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS AT THE HEISLER VILLAGE OFFICE
SEPTEMBER 21, 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 Wednesday September 21, 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 019/16

Moved by Mayor Tetz to adopt the agenda with the following addition:

9.3 Appointment of Parkland Regional Library Representative and Director of Emergency Management Volunteer

CARRIED

MINUTES:

Motion 020/16

Moved by Deputy Mayor Steil that Heisler Village Council adopt the August 18, 2016 regular council meeting minutes as presented.

CARRIED

DELEGATIONS: NONE

PUBLIC HEARING: NONE

BYLAWS:

Bylaw #498-16 Village of Heisler Municipal Planning Commission Bylaw

Motion 021/16

Moved by Mayor Tetz that Heisler Village gives first reading to bylaw #498-16, Village of Heisler Municipal Planning Commission Bylaw.

CARRIED

Motion 022/16

Moved by Deputy Mayor Steil that Heisler Village Council gives second reading to bylaw #498-16, Village of Heisler Municipal Planning Commission Bylaw.

CARRIED

Motion 023/16

Moved by Councillor Doege that Heisler Village Council proceeds to third and final reading of bylaw #498-16, Village of Heisler Municipal Planning Commission Bylaw.

CARRIED

Motion 024/16

Moved by Mayor Tetz that Heisler Village Council by unanimous consent gives third and final reading to bylaw #198-16, Village of Heisler Municipal Planning Commission Bylaw.

CARRIED UNANIMOUSLY

POLICIES:

#1501 Unbudgeted Expenditures

#1502 Purchasing

#1900 Employment Agreements

#1901 Employee Evaluations

#1902 Leaves of Absence

Motion 025/16

Moved by Councillor Doege that Heisler Village Council approves Policies #1501 Unbudgeted Expenditures, #1502 Purchasing, #1900 Employment Agreements, #1901 Employee Evaluations, #1902 Leaves of Absence.

CARRIED

OLD BUSINESS:

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

- a) Building Blocks for Our Future – Survey Information

Motion 026/16

Moved by Deputy Mayor Steil 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

NEW BUSINESS:

Kronos Solar Projects – Solar Park in Heisler

Motion 027/16

Moved by Mayor Tetz that Heisler Village Council accepts agenda item 9.1 – Kronos Solar Projects – Solar Park in Heisler, as information.

CARRIED

Flagstaff Intermunicipal Partnership

Motion 028/16

Moved by Deputy Mayor Steil that Heisler Village Council agree to proceed with a Safety Program- Needs Assessment, prepared by SDI Group at an approximate cost to the Village of Heisler of **\$860.00**, as recommended by the Flagstaff Intermunicipal Partnership Committee as part of developing a Regional Safety Program.

CARRIED

Appointment of Parkland Regional Library Representative AND Director of Emergency Management Volunteer

Motion 029/16

Moved by Mayor Tetz that Heisler Village Council appoint Shailen Weselak as the Parkland Regional Library Representative for the Village of Heisler for a term of three (3) years, commencing September 21, 2016. The CAO will draft a letter to Ms. Weselak thanking her for volunteering for the position and inform the Parkland Regional Library Board of their new board member.

CARRIED

Motion 030/16

Moved by Mayor Tetz that Heisler Village Council appoint Shailen Weselak as the Director of Emergency Management for the Village of Heisler, commencing September 21, 2016. The CAO will draft a letter to Ms. Weselak thanking her for volunteering for the position and will inform the Alberta Emergency Management Agency of Heisler's new Director of Emergency Management.

CARRIED

COUNCILLOR REPORTS:

Mayor Tetz's written report- None

Mayor Tetz's verbal report- Community Advisory Committee – September 12/16, Flagstaff Family & Community Services – September 14/16

Deputy Mayor Steil's written report- None

Deputy Mayor Steil's verbal report – Flagstaff Intermunicipal Partnership – September 12/16

Councillor Doege's written report – None

Councillor Doege's verbal report - None

Public Works written operating report – Aug 10-Sept 15/16

Bylaw Enforcement written report – August 2016

Director of Emergency Management written report – Changes to the Alberta Emergency Alert (AEA)

Motion 031/16

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

CARRIED

CAO REPORT AND ACTION LIST:

Motion 032/16

Moved by Deputy Mayor Steil that Heisler Village Council accept the CAO action list from the August 18, 2016 council meeting; the written report from August and September, and the CAO meeting notes from September 1, 2016.

CARRIED

FINANCIAL:

Cheque Register

Motion 033/16

Moved by Deputy Mayor Steil that Heisler Village Council accept the cheque register #20113175-#20113199 for August 16-31, 2016 in the amount of **\$18,517.13** as presented.

CARRIED

Cheque Register

Motion 034/16

Moved by Mayor Tetz that Heisler Village Council accept the cheque register #20113200-#20113214 for September 1-15, 2016 in the amount of **\$4,180.00** as presented.

Petty Cash Expenses

Motion 035/16

Moved by Councillor Doege that Heisler Village Council instruct the CAO to pay the petty cash expenses for September, 2016 in the amount of **\$38.65**.

CARRIED

August Financial Statement

Motion 036/16

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

CARRIED

1991 Ford F800 Pumper Truck

Motion 037/16

Moved by Mayor Tetz that Heisler Village Council approves the sale value of **\$16,000** for the 1991 Superior Midship Fire Pumper as suggested by Flagstaff County at their August 24, 2016 council meeting.

CARRIED

ATCO Electric – Distribution Revenue Forecast for 2017 Franchise Fee

Motion 038/16

Moved by Mayor Tetz that Heisler Village Council maintain the ATCO Electric – Distribution Revenue Franchise Fee at **7%** for 2017.

CARRIED

CORRESPONDENCE:

- 13.1 Town of Killam – Appointment of new SDAB Members and new Intermunicipal ARB Members
- 13.2 Alberta Human Services – Human Services Transformation
- 13.3 Town of Killam – Community Resource Officer Project – Request for Funding
- 13.4 Flagstaff Regional Solid Waste Management Association – Aug 22/16 meeting minutes
- 13.5 Interagency Minutes – Sept 6/16

- 13.6 Ogilvie LLP Barristers and Solicitors – ALARIE Asset Distribution
- 13.7 TransCanada – Interesting Facts on Energy East
- 13.8 Transport Canada – Requirements under the *Grade Crossings Regulations* pursuant to the *Railway Safety Act*
- 13.9 Safety Codes Council – Changes to Certification for Building Safety Codes Officers
- 13.10 Flagstaff Intermunicipal Partnership – Sept 12/16 meeting minutes
- 13.11 Flagstaff’s Initiative to Relationship & Spousal Trauma – Sept 6/16 meeting minutes

Motion 039/16

Moved by Mayor Tetz that Heisler Village Council accept the Correspondence item numbers 13.1 to 13.11 as information and instruct CAO to include the titles of the letters or memos in the Council meeting minutes.

CARRIED

IN CAMERA

Motion 040/16

Moved by Mayor Tetz to go In Camera to discuss Personnel, Personal, and Legal items at 8:50 p.m.

CARRIED

OUT OF CAMERA

Motion 041/16

Moved by Mayor Tetz to go Out of Camera at 9:48 p.m.

CARRIED

CAO Evaluation & Employment Agreement

Motion 042/16

Moved by Mayor Tetz that Heisler Village Council complete and accept the 2015-2016 CAO Employee Evaluation form as presented, and accept and renew the CAO Employment Agreement with Amanda Howell at a rate of **\$26.10** per hour commencing October 1, 2016.

CARRIED

DATE OF NEXT REGULAR COUNCIL MEETING:

October 19, 2016 at 7:00 p.m.

ADJOURNMENT:

As all items on the agenda were discussed, Mayor Tetz adjourned the meeting at 9:55 p.m.

X

Kel Tetz
Mayor

X

Amanda Howell
CAO

September 21, 2016