



**Village of Halkirk  
Council Meeting Minutes  
Halkirk Seniors Center  
February 8<sup>th</sup>, 2024**

In attendance: Mayor Jan Koenraad, Deputy Mayor Dennis Cordel, Councilor Ross Elsasser, and Interim CAO Marcy Renschler, Administration Doris Cordel.

1. **Call to Order:** Mayor Jan Koenraad called the meeting to order at 5:00pm
2. **Adoption of Agenda:**
  - #2024-02-01:**  
Moved by Deputy Mayor Dennis Cordel the adoption of the Agenda. Carried.
3. **Adoption of Minutes:**
  - #2024-02-02**
    1. Moved by Councilor Ross Elsasser to approve the January 10<sup>th</sup>, 2024. Carried.
4. **Delegations:**
  - 4.1 Battle River Watershed:** Sara Skinner presented an update from the Battle River Watershed Committee. Great work is being done in and around our area.
  - 4.2 Todd Pawsey – DEM –** Reported on the REMP (Regional Emergency Management Partnership) and what it means for the Village of Halkirk. Consultants are working through the Emergency Management Documents and will have the Village's Plan included as an appendix under the County of Paintearth. This will allow the County to administer all necessary documents and form the Emergency Response Team that is required from the Province. The appointment of a Deputy Director of Emergency Management must be formalized once the documentation is completed.
  - 4.3 Development Permit Application: Capital Power: 2024-001:**  
**#2024-02-03**  
Moved by Deputy Mayor Dennis Cordel to allow the Capital Power Development Permit #2024-001 to proceed as presented. Carried
5. **Financial Reports**
  - #2024-02-04**
    - 5.1 Moved by Dennis Cordel to approve the Accounts Payable for February 8<sup>th</sup>, 2024. Carried.
      - 1.

**#2024-02-05**

5.2 Moved by Ross Elsassser to approve the January Final Payments. Carried.

**#2024-02-06**

5.2 Moved by Jan Koenraadt to approve the January Bank Reconciliation. Carried.

**6. Business From Previous Meetings:**

**2021-02-07**

6.1 Moved by Dennis Cordel Reserves pay the for 2023 and 2024 New Gas Meters equipped with AMR technology. Carried.

**7. New Business:**

**7.1 Viability Review:**

Interim CAO Marcy Renschler reported that she is seeking another extension for our Viability reporting to Government due to the Change of Council and Administration. The Reporting filed in June was insufficient, and an extension was given to previous Administration that was to be completed by August 31. However, with the previous Council resignation, it was further extended to Jan. 31<sup>st</sup>, 2024. We haven't received our next deadline.

**7.2 CCTIF Funding:**

Interim CAO Marcy Renschler met with the CCTIF Funding Employees to discuss the Church application applied for under previous Council and Administration. The project would be to renovate the Halkirk Church to a Business center. Funding from the program could be \$115,000 with the Village contributing upwards of \$75,000. The ending result would be a building with power, water, sewer, and with the need to have staff in it to run a business/wellness center.

**#2024-02-08**

Moved by Dennis Cordel to direct Administration to meet with CCTIF Funders and cancel this application due to current timelines. Carried.

**7.3 Gas Reserves 2023:**

**#2024-02-09**

Moved by Councilor Ross Elsassser to move \$3,500 to Village of Halkirk Gas Reserves Account as collected from the 2023 Gas Sales. Carried.

**7.4 Carbon Levy 2023:**

Interim CAO Marcy Renschler and Administrative Assistant Doris Cordel have discovered a erroneous error to Utility Billing with regards to Carbon Levy and GST. Village Residents were charged the wrong amount of Carbon Levy on billing statements April through December. Council will need to decide whether to charge the Village Residents back for the Carbon Levy or absorb the approximately \$6,500 in its budget.

**#2024-02-10**

Mayor Jan Koenraad moved that whereas the calculation errors on the 2023 Village of Halkirk Utility accounts resulted in the under collection of the Federal Carbon Levy; and GST on the Carbon Levy; therefore, Administration be directed to proceed with Adjustments to all Village Natural Gas Utility Accounts, in order to recover the 2023 shortfall in Carbon Levy and GST; excluding accounts with adjustments of less than \$5.00. Carried.

**#2024-02-11**

Moved by Deputy Mayor Dennis Cordel that Council approves to not charge Late Penalties on the the Carbon Levy Adjustments until after May 1<sup>st</sup>, 2024. Carried.

**#2024-02-12**

Moved by Councilor Ross Elsasser that Council approves the Information Notice to be included with each Utility Account Adjustment. Carried.

**7.5 Palliser Requisition:**

**#2024-02-13**

Moved by Councilor Ross Elsasser to pay the Palliser 2024 Requisition of \$3,700.00 Carried.

**7.6 Firemen Renumeration:**

**#2024-02-14**

Moved by Deputy Mayor Dennis Cordel to approve 2023 renumeration and T4 amendments to the Firemen for training and callouts that was erroneously missed and miscalculated in 2023. Carried.

**8. Reports**

**1. Council Reports:**

Mayor Jan Koenraad reported that he had attended the PEPS.

Deputy Mayor Dennis Cordel reported he has attended BREOC and Castor and District Housing Authority Meetings.

Councilor Ross Elsasser has not attended any meetings to date.

**2. Administrator Report:**

Administration reported that they have been spending many hours on correcting 2023 errors. As well, they are preparing for the 2023 Financial Audit.

**9. Correspondence:**

Nothing

**10. Date and Time of Next Meeting:** Regular meeting March 14<sup>th</sup>, 2024 @ 5:00pm.

**#2024-02-15**

Moved by Mayor Jan Koenraad to take a 10 minute break @ 6:30pm. Carried.

**11. In Camera Session:** As per FOIP requirements Section 2 35 (a)(b) to discuss Private Lease Agreement

**#2024-02-16**

Councilor Ross Elsasser moved the Council and Administration into Camera at 6:40pm and ask that Mayor Jan Koenraadt recuse himself. Carried  
Mayor Jan Koenraadt left the Council chambers at 6:40PM.

**#2024-02-17**

Deputy Mayor Dennis Cordel moved the Council out of Camera at 6:50pm. Carried  
Deputy Dennis Cordel asked the Mayor Jan Koenraadt return to the meeting at 6:50pm.

**#2024-02-18**

Moved by Councillor Ross Elsasser to remove the 2023 Accounts Receivable Charges as charged to Account #2. Carried.

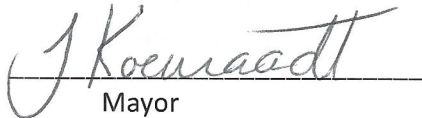
**#2024-02-19**

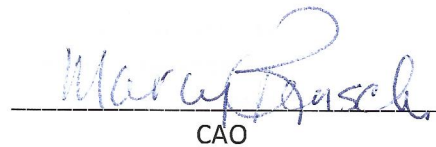
Moved by Deputy Mayor Dennis Cordel that a lease agreement be entered into between the Village of Halkirk and Koenraadt Farms LTD. The terms of the agreement shall include an annual lease fee and a stipulation that proof of insurance must be provided concurrently with the lease agreement. The Lease shall take effect April 1<sup>st</sup>, 2024. Carried.

**12. Adjournment of Meeting:**

**#2024-02-20**

Moved by Dennis Cordel to adjourn the meeting at 7:00pm. Carried.

  
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Mayor

  
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CAO