

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
September 10, 2020
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:00 PM

PRESENT:

Ken Montie
Kimberly Steeves
Cindy Hockley
Brianna Nettelfield

Mayor
Councillor
Councillor
Councillor

Greg Gayton
Barb Schofield
Kristin Dyck

CAO
Recorder
Mile Zero News/Banner Post Reporter

Komiete Tetteh - MMSA
Kyle St. Laurent attended by speaker phone

Councillor Johnson did not attend the meeting.

1. CALL MEETING TO ORDER

The regular meeting of the Berwyn Village Council was called to order at 7:00 p.m. in the Village Council Chambers by Mayor Montie.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-09-10-20

MOVED by Councillor Steeves that Council approve the Village of Berwyn regular Council meeting agenda with additions.

ADDITIONS: Item 6.2 MMSA, Komiete Tetteh – Sidewalk Report
Correction to item 7.5 Budget Variance
Item 8.1 Letter from Merna Mills
Item 11.1 HR Advice

CARRIED

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-09-10-20

MOVED by Mayor Montie that Council adopt the minutes from the August 27, 2020 Regular Council meeting as amended. *Add to 6.3 Bylaw Report: a resident at the Public Meeting made a comment about the right of entry.*

CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 Fire Department – Recruitment & Retention

Council discussed putting an incentive in place for the Fire Department members and new recruitments. It was discussed that members of three months and 75% of practice attendance (with the discretion of the Fire Chief) would receive a \$200.00 dollar Visa card incentive in December, this will be made retroactive to January 2020.

RESOLUTION NO. 03-09-10-20

MOVED by Councillor Steeves to direct administration to draft a policy with the parameters layed out for Firefighting retention incentive as discussed by council.

CARRIED

5. PUBLIC HEARINGS

None

6. DELEGATIONS

6.1 Berwyn Public Works Staff – Water Meters

Kyle St. Laurent joined the meeting by speaker phone at 7:25 p.m.

Kyle informed council that Public Works had 129 meters to change as of the end of August 2020 and as of September 9, 2020 they have eight left to change. There will be 11 complete change outs that have to be done and this will require the assistance of Slim's Plumbing. The total of meters that will have been changed is 140. The residents who haven't complied to the door hangers that Public Works have left on their doors will receive letters from the Village office.

RESOLUTION NO. 04-09-10-20

MOVED by Councillor Hockley to accept the phone update from Kyle St. Laurent about the meters.

CARRIED

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Kyle St. Laurent ended speaker phone conversation at 7:37 p.m.

6.2 MMSA, Komiete Tetteh – Sidewalk Report

Komiete Tetteh joined the meeting at 8:08 p.m.

Sidewalk Condition Analysis (Draft Presentation).

Councillors were provided with a Sidewalk Condition Analysis (Draft Presentation). Komiete discussed the draft with Council explaining the sidewalk conditions, sidewalk layers for the Village web map. Council discussed prioritizing the work that needs done and would like to repair the tripping hazards this fall.

Komiete Tetteh left the meeting at 8:50 p.m.

RESOLUTION NO. 05-09-10-20

MOVED by Councillor Hockley to accept the Sidewalk Condition Analysis (Draft Presentation) from Komiete Tetteh, MMSA. **CARRIED**

7. NEW BUSINESS

7.1 FCSS Introductory Information

An email from the Ministry of Community & Social Services was passed on to Council from the Berwyn FCSS, Community Services Director. The session they are providing would be helpful in gaining an understanding of Family and community support services. They will be hosting a FCSS 101 session via Zoom on two separate dates.

RESOLUTION NO. 06-09-10-20

MOVED by Mayor Montie to have Councillor Hockley attend the FCSS 101 session via Zoom on September 29, 2020 from 9:00 a.m. to 10:30 a.m. and Councillor Nettlefield will attend the October 1, 2020 session from 11:30 a.m. – 1:00 p.m. **CARRIED**

7.2 Capital Plan – 2020

CAO informed Council that there is money in the MSI and showed Council a breakdown of some projects that have been discussed over the last while, CAO told Council he added the breakdown as a discussion draft. After much discussion Council decided to send a survey in the utility bills, as well as putting it on survey monkey and advertising it on Facebook to get Village residents input on what infrastructure is a priority as well as repairs to public facilities. CAO to investigate and provide more options.

RESOLUTION NO. 07-09-10-20

MOVED by Councillor Steeves to assist with capital planning Council request that a survey to the residents involving infrastructure priorities as well as public facility useage to be included in the September utility bill as well as an electronic version. **CARRIED**

RESOLUTION NO. 08-09-10-20

MOVED by Councillor Steeves to accept the Capital Plan as information and re-discuss at the September 24, 2020 Council Meeting. **CARRIED**

7.3 Strategic Plan Information

CAO made some calls and then emailed a request to Community Development and received the emailed information from Community Development Unit informing us that they are unable to assist with a facilitated session at this time. However, they will offer resources and a phone call to assist with thinking through the agenda and process for our meeting. They have sent a strategic planning workbook which council are interested in reviewing. Discussed having a facilitator come in but, before doing this Council will review the workbook and discuss further and decide after that if they need an outside facilitator to guide them further.

RESOLUTION NO. 09-09-10-20

MOVED by Councillor Nettlefield to accept the email information from Marci Scharle, Community Development Officer, Government of Alberta Community Development Unit. **CARRIED**

RESOLUTION NO. 10-09-10-20

MOVED by Mayor Montie to request administration to pursue quotes from recommended facilitators for a Strategic Planning session with a request for a report for the next meeting on September 24, 2020 with possible dates for the Strategic Planning session. **CARRIED**

7.4 Cheque Report

Councillor Steeves asked about the cheque for MD of Peace for mowing the lagoon, she was told that they have always done the mowing as we don't have the proper equipment to do it. Councillor Hockley had a question regarding a cheque to Mad Dog Cresting, this was for the Fire Department. Councillor Steeves also questioned the Xerox payment and thought we should look at purchasing rather than renting. CAO will research the yearly cost for having the printer.

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RESOLUTION NO. 11-09-10-20

MOVED by Councillor Nettlefield to accept the Accounts Payable Cheque List as presented.

CARRIED

7.5 Budget Variance Report

RESOLUTION NO. 12-09-10-20

MOVED by Mayor Montie to defer budget variance discussion until the September 24, 2020 Council Meeting to allow Councillors to thoroughly review the information.

CARRIED

RESOLUTION NO. 13-09-10-20

MOVED by Councillor Steeves to add to the Adoption of Agenda, 11.1 In Camera, HR update.

CARRIED

8. CORRESPONDENCE

8.1 Merna Mills

Merna had some questions: Asked about the minimum tax and what is being done about it, the minimum tax will be reviewed in our next budget for 2021; Felt that she was shorted on her property, CAO explained the new system rounds things differently than the old software so a persons has the same amount of property it's just the numbers are rounded up; Question regarding her water bill will have to be checked into with administration.

RESOLUTION NO. 14-09-10-20

MOVED by Councillor Steeves to direct administration to contact Merna Mills regarding her concerns.

CARRIED

RESOLUTION NO. 15-09-10-20

MOVED by Councillor Nettlefield to direct administration to update the utility policy for clarity.

CARRIED

9. COMMITTEE REPORTS

None

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

CAO informed Council they made some progress in disposing of the old mobile homes for a decent price. An issue has come about as only one of the three trailers has a hitch, CAO will look into what can be done with the issue of the hitches; CAO will be going to Velocity to see the lay out plans for the water and sewer, specs not done yet; Update on Kyle St. Laurent tickets re: water & sewer, he has a waiting period on the water before he can apply again, he has an application in on sewer tickets; The public access map from MMSA has a link posted on the website, We also have some information regarding the residential minimum tax, and the 2019 financial statement is posted in the Council minutes section; Tri-line Service will be out doing the sewer main flushing within several weeks, administration will remind residents when it takes place in case of water fluctuation; Registration for the AUMA online conference was completed CAO will forward confirmation to councillors; ATCO will be sending an update on the LED Streetlighting soon.

RESOLUTION NO. 16-09-10-20

MOVED by Councillor Hockley to accept the CAO report as presented.

CARRIED

Kristin Dyck and Barb Schofield left the meeting at 9:55 p.m.

11. IN CAMERA

11.1 HR Update

RESOLUTION NO. 17-09-10-20

MOVED by that Mayor Montie to move into camera.

CARRIED

RESOLUTION NO. 18-09-10-20

MOVED by Mayor Montie that Council revert to an open session.

CARRIED

RESOLUTION NO. 19-09-10-20

MOVED by Councillor Steeves to request administration to proceed with the hiring of outside Human Resources assistance as discussed by Council.

CARRIED

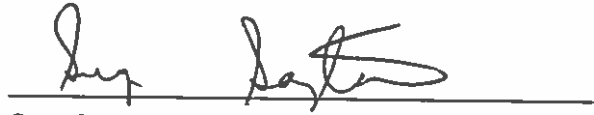
Moved by Mayor Montie to adjourn the meeting. Time of adjournment 10:12 p.m.

CARRIED

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Ken Montie
Mayor



Greg Gayton
Chief Administrative Officer