

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
September 24, 2020
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:00 PM

PRESENT:

Ken Montie	Mayor
Kim Steeves	Councillor
Cindy Hockley	Councillor
Brianne Nettelfield	Councillor
Greg Gayton	CAO
Barb Schofield	Recorder
Kristin Dyck	Mile Zero News/Banner Post Reporter

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 7:06 p.m. in the Village Council Chambers by Mayor Montie.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-09-24-20

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

ADDITIONS: Item 7.5 Budget Variance Report - Updated
Item 7.6 Changes to Utility Policy
Item 8.2 Garbage Collection Rates
Item 8.3 Photocopier Info
Item 9.1 Councillor Hockley – Peace Library Systems Report
Item 9.2 Long Lake Regional Waste Management – Mayor Montie
Item 10.2 Cash Position Report – Corrected
Item 11.2 Other Matters (No attachment) CARRIED

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-09-24-20

MOVED by Councillor Steeves that Council adopt the minutes from the September 10, 2020 Regular Council meeting as presented. **CARRIED**

4. BUSINESS ARISING FROM MINUTES

4.1 Fire Department – Retention Bonus Policy

Council discussed the Fire Department Retention Bonuses Policy. Councillor Steeves commented that the policy looked good, but it should include that firefighters need to be a member a minimum of three months to qualify for the bonus.

RESOLUTION NO. 03-09-24-20

MOVED by Councillor Hockley to accept the Fire Department Retention Bonuses Policy with the addition of three months consecutive membership. **CARRIED**

5. PUBLIC HEARINGS

None

6. DELEGATIONS

None

7. NEW BUSINESS

7.1 AUMA – Education Sessions

Councillors discussed the education sessions they are taking and the information they were getting from the sessions.

RESOLUTION NO. 04-09-24-20

MOVED by Councillor Hockley to accept the 2020 AUMA Education Sessions as information.

CARRIED

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7.2 Facilities and Infrastructure Survey

Council discussed the Facilities and Infrastructure Survey that CAO Gayton prepared, it will be sent out with the September utility bills. Residents will have until the end of October to return the survey to the Village office. The information will be compiled and brought to the November 12, 2020 meeting for Council can see the results. The survey will also be online.

RESOLUTION NO. 05-09-24-20

MOVED by Mayor Montie to have administration send the Facilities and Infrastructure Survey out with the September utility bills. **CARRIED**

7.3 FCSS Office – Request for Sliding Window

Staff made a request to have a window that could be opened in the FCSS office space for fresh air and better circulation. FCSS coordinator has requested quotes from a couple of window businesses for the window in the FCSS office.

It was brought to Council's attention that the window in the front office does not open either and it would be nice to have one that opens as well. Council also discussed that we get quotes from local contractors.

CAO will identify a funding source and bring it to the October 8, 2020 meeting.

RESOLUTION NO. 06-09-24-20

MOVED by Councillor Nettelfield to table the request for new windows for the office until the October 8, 2020 Council meeting. **CARRIED**

RESOLUTION NO. 07-09-24-20

MOVED by Councillor Steeves to request administration to obtain a quote from a local recognized contractor to replace two windows that open and have the quotes for our next meeting in October 8, 2020. **CARRIED**

7.4 10 Year Capital Plan

CAO explained to Council version one, which represents the status quo in terms of where we were at before making changes. Version two - the numbers supplied are for the 2020-2030. CAO showed Council the break down of the 10-year expenditures into the water/sewer/roads/other categories. Discussions were held about future projects that need to be done. CAO showed Council on the maps provided by the engineer the water and sewer work that will be done and is being tendered out.

RESOLUTION NO. 08-09-24-20

MOVED by Councillor Hockley to accept Version two of the 10-year Capital Plan. **CARRIED**

7.5 Budget Variance Report

Councillors had some questions regarding the budget variance report that CAO answered for them. Councillor asked about the possibility of emailing utility bills as the copying costs and postage costs are high, CAO will research and see if there is a module for the iCity software for e-billing.

RESOLUTION NO. 09-09-24-20

MOVED by Councillor Nettelfield to accept the Budget Variance Report. **CARRIED**

7.6 Utility Policy Update

CAO explained the changes that need to be made to the Utility Policy, the wording on a few clauses needs to be made clearer. Councillors will also review the policy prior to the next meeting on October 8, 2020.

RESOLUTION NO. 10-09-24-20

MOVED by Councillor Steeves to table the utility policy until the October 8, 2020 Council meeting. **CARRIED**

8. CORRESPONDENCE

8.1 2020 Mill Rates – Comparable Villages

A spreadsheet was shown to Council regarding 2020 tax rates for Villages in Alberta, it will be in the next newsletter. This is regarding a comment that was made at the public meeting about the high taxes in Berwyn, this spreadsheet is a sample of tax rates in Alberta.

RESOLUTION NO. 11-09-24-20

MOVED by Councillor Hockley to have the 2020 Tax rate spreadsheet in the October newsletter. **CARRIED**

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8.2 Garbage Collection Rates

Council discussed garbage collection rates; CAO explained the price per month with Long Lake Regional Waste Management Service Commission our current garbage pick-up and provided the price for having carts instead of the present system.

RESOLUTION NO. 12-09-24-20

MOVED by Councillor Hockley that the question of garbage carts be part of survey that will be going out with the utility bills. **CARRIED**

After further discussion regarding garbage carts and recycling carts Councillor Hockley decided to withdraw her motion pending further information.

RESOLUTION NO. 13-09-24-20

MOVED by Councillor Steeves to accept the garbage arrangement renewal as information pending further information. **CARRIED**

8.3 Photocopier Information

The Village owns the photocopier and have a five-year service agreement which expires in December 31, 2020. CAO supplied Council with a spreadsheet showing the quarterly costs for black and white and color copies. CAO also informed Council that with the agreement Xerox supplies the cartridges, ink and all maintenance.

RESOLUTION NO. 14-09-24-20

MOVED by Councillor Steeves to accept photocopier information as information. **CARRIED**

9. COMMITTEE REPORTS

9.1 Councillor Hockley – Peace Library System Meeting

More of the libraries are opening to customers, a lot of the libraries are attached to schools, so they are not opening up.

Thanks to COVID there have been some cost saving in areas, things they didn't have to spend on they weren't doing the interlibrary for awhile, so they were able to use the funds to buy eBooks.

Interlibrary loans are back so you can order from other libraries, it is just a waiting game because they do have to sit and decontaminate the materials for a period of time before they can be touched.

They are on budget and hope to carry it on strongly into the new year.

RESOLUTION NO. 15-09-24-20

MOVED by Mayor Montie to accept Councillor Hockley's Peace Library System Meeting report as information. **CARRIED**

9.2 Mayor Montie - Long Lake Regional Waste Management Service Commission Report

A discussion about a building on the Long Lake property that would need to be refurbished in order for them to accept grain bags for a recycling program, it has been put on hold due to cost.

They have been talking about getting a newer dozer as the one they have had been costing a more to keep in running condition.

RESOLUTION NO. 16-09-24-20

MOVED by Councillor Hockley to accept Mayor Montie's Long Lake Regional Waste Management Service Commission report as information. **CARRIED**

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

Discussed the AUMA online conference and how it was going for those attending.

A special meeting date to accept a tender for the water system improvement project, tenders close on Monday, September 28th, 2020. Council chose Thursday, October 1st, 2020 at 7:00 p.m. to view the tenders.

RESOLUTION NO. 17-09-24-20

MOVED by Mayor Montie to have a Special Meeting for the Tender Proposals on Thursday, October 1st, 2020 at 7:00 p.m. **CARRIED**

CAO informed Council that he was pleased with the sewer flushers- Tri-Line Contracting, they are finding things that were not done quite right last year.

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CAO had a discussion with Andrew Christopher at Associated Engineering to review the SCADA proposal. There is some extra work involved in the project that is not included in the price. CAO would like to have Associated Engineering at a Council meeting to discuss the matter further. Council agreed with the suggestion.

Fire Chief, Scott Knuttila reviewed the proposed Fire Department retention bonus policy and is good with it.

Alberta Emergency Management has booked a date to review emergency preparedness. Mayor Montie stated he would like to be in attendance.

RESOLUTION NO. 18-09-24-20

MOVED by Mayor Montie to accept the CAO Report as presented. **CARRIED**

Councillor Hockley suggested to CAO and fellow Councillors that it would be a good idea to review one Village of Berwyn policy each meeting. After we finish the utility policy, staff will select another policy for review.

10.2 Cash Position Report – Corrected

Council reviewed the amounts in our various bank accounts.

RESOLUTION NO. 19-09-24-20

MOVED by Mayor Montie to accept the Cash Position Report as information. **CARRIED**

Kristin Dyck and Barb Schofield left the meeting at 9:07 p.m.

11. IN CAMERA

11.1 HR Contract

11.2 Other Matters

RESOLUTION NO. 20-09-24-20

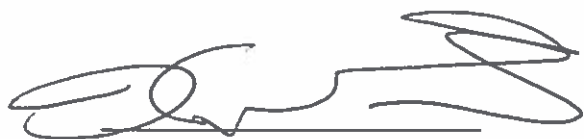
MOVED by that Mayor Montie to move into camera at 9:10 p.m. **CARRIED**

RESOLUTION NO. 21-09-24-20

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

Moved by Councillor Hockley that the meeting adjourn. Time of adjournment 9:56 p.m.

CARRIED



Ken Montie
Mayor



Greg Gayton
Chief Administrative Officer