

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
September 9, 2021
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:00 PM

PRESENT:

Cindy Hockley
Ken Montie
Kim Steeves
John Bak

Mayor
Deputy Mayor
Councillor
Councillor

Greg Gayton
Barb Schofield
Kristin Dyck

CAO
Recorder
Mile Zero News/Banner Post Reporter

1. CALL MEETING TO ORDER

The regular meeting of the Berwyn Village Council was held in the Village Council Chambers. The meeting was called to order at 7:01 p.m. by Mayor Hockley. Kristin Dyck attended the meeting via speaker phone.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-09-09-21

MOVED by Councillor Montie that Council approve the Village of Berwyn regular Council meeting agenda as amended.

ADDITIONS: 4.1 Website Logos

7.5 Agreement with Merna Mills

8.4 Additional Information – RCMP Speed Limit Report

11.2 CAO Advertisement

10.1 Addition to CAO Report – Update on sidewalks

CARRIED

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-09-09-21

MOVED by Councillor Steeves that Council adopt the minutes from the August 19, 2021, Regular Council meeting as amended.

AMENDMENTS for the August 19, 2021 Minutes:

Councillor Steeves asked that the word “early” be added at the end of the sentence in Resolution No. 04-08-19-21, as that is what had been discussed regarding the arena opening.

6.1 Resolution No. 04-08-19-21

MOVED by Councillor Steeves that administration provide an estimated utility cost for opening the arena “early”.

MOVED by Councillor Steeves that administration provide an estimated utility cost for opening the arena early. **CARRIED**

6.3 Resolution No. 06-08-19-21

Merna wrote a letter to the Village and is requesting that the Village install water lines and possibly sewer to her property located at 5431-50th Street.

Merna spoke to council requesting an agreement be put in place, she wants it to be in writing that if her property sells the Village will install the water and sewer main to her property line. Administration will write an agreement between the Village of Berwyn and Merna Mills and in the agreement include that within a year of purchase the purchaser must have the utilities attached to a residential property.

RESOLUTION NO. 06-08-19-21

MOVED by Councillor Bak to have CAO Gayton prepare an agreement between the Village of Berwyn and Merna Mills that water and sewer mains put in place when requested. **CARRIED**

Councillor Steeves asked for clarification on Resolution No. 06-08-19-21 as she thought it was only one property in question not both properties. Administration went back and checked the recording. Much discussion was had about the properties and the water and sewer. After Councillor Bak made his motion Councillor Steeves asked which property and he replied the one property for now, it’s all one so far.

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RESOLUTION No. 06-08-19-21

MOVED by Councillor Bak to have CAO Gayton write up a letter that we supply a main water line and sewer line to the property when requested, and that within a year of the request they must have services attached to a residential property. **CARRIED**

7.4 Resolution 10-08-19-21

MOVED by Councillor Steeves to table Bylaw #680 at this time, **remove word "this"** bylaw would repeal Bylaw #672 removal of the \$10.00 **add wording – "flat rate"** charge that was used when water meters **remove word "were"** change from "malfunctioning" to "malfunction".

7.4 Bylaw #680 – Repeals Bylaw #672

RESOLUTION NO. 10-08-19-21

MOVED by Councillor Steeves to table Bylaw #680 at this time, bylaw would repeal Bylaw #672 removal of the \$10.00 flat rate charge that was used when water meters malfunction. **CARRIED**

8.2 Conveys Computer Design & Marketing

REMOVE: Councillor Steeves spoke to Council about Conveys Computer Design & Marketing, it is a new design in marketing that started up in Peace River. Councillor Steeves contacted the owner Rylee Armstrong and she offered to redo our logo; Councillor Steeves told her we are looking to refresh not necessarily redesign and she would be more than willing to do it for logo design update price below.

Logo Design update: restructure our current logo with a more modern visual tone, \$200.00.

Website Design: transfer our current website with a more user-friendly platform (Wix), \$3000.00, this price does not include the cost for Wix Premium program.

8.2 Resolution 16-08-19-21

MOVED by Councillor Steeves **remove: "would be willing"** to enter into an agreement with Rylee Armstrong from Conveys Computer Design & Marketing to refresh our logo and redesign our website as quoted. **CARRIED**

REPLACE WITH: Councillor Steeves spoke to Council about Conveys Computer Design & Marketing, it is a new design and marketing company that started up in Peace River. Councillor Steeves contacted the owner Rylee Armstrong to discuss updating the Village website and refreshing the Village logo.

Council reviewed the quote from Conveys Computer Design & Marketing for the Village website design and refreshing the Village logo. The quote included a logo design update; website redesign; and a more user-friendly platform

RESOLUTION NO. 16-08-19-21

MOVED by Councillor Steeves to enter into an agreement with Rylee Armstrong from Conveys Computer Design & Marketing to refresh our logo and redesign our website as quoted. **CARRIED**

RESOLUTION NO. 03-09-09-21

MOVED by Councillor Steeves to table the August 19, 2021 minutes until we get clarification on them. **CARRIED**

4. BUSINESS ARISING FROM MINUTES

4.1 Website Logos

CAO provided three different logos from Rylee Armstrong at Conveys Computer Design & Marketing for Council to review and discuss. CAO Gayton told Council one of the things that needed changed was the date the Village was established from 1937 to 1936. Councillors provided input that will be brought to Rylee Armstrong at Conveys Computer Design & Marketing for she can make changes and provide some new samples.

RESOLUTION NO. 04-09-09-21

MOVED by Mayor Hockley to accept as information but, ask Rylee Armstrong at Conveys Computer Design & Marketing to provide other samples based on councillor input. **CARRIED**

5. PUBLIC HEARINGS

None

6. DELEGATIONS

None

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7. NEW BUSINESS

7.1 Berwyn Arena – Utility Costs

At the August 19, 2021 meeting Council requested that the CAO provide a report on the arena power costs in light of John McLeod's request to open the arena earlier. John was attending a meeting at the Grimshaw Multiplex on September 9, 2021, he was looking at getting ice bookings for the Village arena and will provide Council with his findings for a decision can be made on opening in October.

CAO Gayton provided the 2020 and 2021 account inquiries for the arena power.

RESOLUTION NO. 05-09-09-21

MOVED by Councillor Montie to table this until we have more information from John McLeod on bookings and current COVID restrictions. Council will revisit this at the September 23, 2021 Council meeting.

CARRIED

7.2 Pecuniary Interest – Review

As part of the MAP program, the Village is committed to review the rules around pecuniary interest, also referred to as "conflict of interest". CAO Gayton provided information regarding this plus written guidance Municipal Affairs provided. This is a part of Councillor's role where the common practice is to err on the side of caution.

Council reviewed and discussed the Pecuniary Interest information from Municipal Affairs.

No resolution from Council is required, but it will be noted here in the minutes that it was reviewed with Council.

7.3 Alberta Transportation

The Village applied for grant funding to assist with the cost of the Alberta Municipal Water/Wastewater Partnership (AMWWP) SCADA System Upgrade Project.

Alberta Municipal Water/Wastewater Partnership (AMWWP) advised that the fiscal year budget for 2021/2022 is committed, and the project was not recommended for funding approval at this time.

RESOLUTION NO. 06-09-09-21

MOVED by Councillor Nettelield to accept the letter from Alberta Transportation regarding Alberta Municipal Water/Wastewater Partnership (AMWWP) SCADA System Upgrade Project as information.

CARRIED

7.4 Alberta Municipal Affairs – Map Program

CAO Gayton sent the Action Plan in response to the 2021 Municipality Accountability Program (MAP) report for the Village of Berwyn.

RESOLUTION NO. 07-09-09-21

MOVED by Councillor Montie to accept the letter from Alberta Municipal Affairs, Map Program as information.

CARRIED

7.5 Agreement with Merna Mills

CAO Gayton drafted an agreement between the Village of Berwyn and Merna Mills regarding the water and sewer lines to her properties located at:

1. Part of the SW quarter of Section 32 – Range 24 – West of the 5th Meridian
As described on Certificate of Title # 042 435 570 – containing 6.8793 acres
Village of Berwyn Tax Roll #454000.
2. Part of the SW quarter of Section 32 – Range 24 – West of the 5th Meridian
As described on Certificate of Title # 042 435 570 – containing 6.9609 acres
Village of Berwyn Tax Roll #455000.

Much discussion was had regarding the wording in the agreement that was prepared for Council to review. Council would like more clarification of what is expected by each party regarding the water and sewer lines.

RESOLUTION NO. 08-09-09-21

MOVED by Councillor Montie to have administration confer with MMSA on typical service agreements for water & sewer services.

CARRIED

8. CORRESPONDENCE

8.1 ATCO Electric sent an information letter regarding the Distribution Revenue Forecast for the 2022 Franchise Fee informing the Village that our franchise agreement allows for an annual change to the fee percentage. Specific procedures must be followed before the fee can be changed and take effect. The information sent is intended to provide the Village with an overview of the franchise fee change procedure.

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RESOLUTION NO. 09-09-09-21

MOVED by Mayor Hockley to not increase the ATCO Electric Franchise fee.

CARRIED

8.2 Quantum Recreation – Playground Inspection

Jason Simituk, is a Canadian Certified Playground Inspector and completed the on-site inspection at Glenmeyer Park on August 13, 2021.

He sent a completed report to the Village informing them of different things that needed attention in the playground.

RESOLUTION NO. 10-09-09-21

MOVED by Councillor Steeves to direct administration to report back to Council when the repairs are completed on the Glenmeyer Playground and the severity Class A hazards prioritized.

CARRIED

8.3 Municipal Affairs, Alberta Community Partnership (ACP)

The Alberta Community Partnership (ACP) enables municipalities and Metis settlements to collaborate with their neighbors on local and regional priorities. This is particularly important as we work together to address challenges related to Alberta's economic and pandemic recovery.

RESOLUTION NO. 11-09-09-21

MOVED by Mayor Hockley to accept the email from Municipal Affairs, Alberta Community Partnership (ACP) as information.

CARRIED

8.4 Speed Limit Survey

The Village sent a speed limit survey in with the August utility bill and also it was on Survey Monkey asking for feedback on the speed limits in the Village. We received quite a few surveys back, some with comments and some with what they thought the posted speed limit should be.

Council discussed the viability of changing the speed limit.

Results from the RCMP speed sign that had been placed on 50th Ave. from June 24th to June 30th, 2021 were provided to council.

Number of Speed Limit Violations SUM: 1,091.

Number of Vehicles Respecting Limit Sum: 1,494.

Percentage of Speed Limit Violations AVG: 46

RESOLUTION NO. 12-09-09-21

MOVED by Councillor Nettelfield to direct administration to research options to slow down traffic.

CARRIED

CAO Gayton asked for a recess at 8:32 p.m.

The meeting resumed at 8:37 p.m.

9. COMMITTEE REPORTS

None

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

CAO Gayton has been working with public works on the sewage lagoon sludge disposal project, this is a maintenance thing that should be done every 9 or 10 years. The Village is working with consultants at Lambourne Environmental and with Alberta Environment takes samples to ensure environmental compliance.

Rick Dostaler Construction was given the contract to do the sidewalk project. They have started work on the sidewalks already.

The paving project will start later than anticipated, WSP Engineering is working on getting a firm date.

The streetlight conversion to LED lights is now tentatively slated for September 27, 2021.

Randy Morden and Barb Schofield are registered for the Subdivision and Appeal Board (SDAB) training.

We were able to use bylaw #675 to help deal with a development permit application for a 13-year-old mobile home to be placed on a lot in Berwyn. The owner had an inspection done on the mobile home and the Village has sent letters to surrounding property owners.

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A discussion was held regarding making September 30 as a Statutory Holiday for Truth and Reconciliation. The government of Alberta has no plans to make this a statutory holiday, and to date no other province has adopted it yet. Some larger municipalities have declared it and Grimshaw is considering it.

RESOLUTION NO. 13-09-09-21

MOVED by Councillor Nettelfield to recognize September 30th as a day for Truth and Reconciliation to recognize the legacy of Residential Schools. **CARRIED**

RESOLUTION NO. 14-09-09-21

MOVED by Councillor Bak to accept the CAO Report as presented. **CARRIED**

Reporter, Kristin Dyck from Mile Zero News/Banner Post attended the meeting via speaker phone, Mayor Hockley asked if she had any questions, she had none at this time.

Kristin Dyck left the meeting at 8:58 p.m.

Barb Schofield left the meeting 8:59 p.m.

11. CLOSED SESSION

11.1 CAO Appraisal

11.2 CAO Advertisement

RESOLUTION NO. 14-09-09-21

MOVED by Mayor Hockley to move into a closed session.

Discussions as permitted under Section 17 of the Freedom of Information Act.

RESOLUTION NO. 15-09-09-21

MOVED by Mayor Hockley to move back into open session. **CARRIED**

Moved by Councillor Montie to adjourn the meeting. **CARRIED**

Time of adjournment 9:43 p.m.

Cindy Hockley
Mayor

Greg Gayton
Chief Administrative Officer