

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
October 22, 2020
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:30 PM

PRESENT:

Cindy Hockley
Ken Montie
Kim Steeves
Brienne Nettelfield
Lisa Johnson

Mayor
Deputy Mayor
Councillor
Councillor
Councillor

Greg Gayton
Barb Schofield
Kristin Dyck

CAO
Recorder
Mile Zero News/Banner Post Reporter

Associated Engineering - Andrew Christopher, Sean Nicoll delegation
Gail Sandboe delegation
John McLeod delegation

1. CALL MEETING TO ORDER

The regular meeting of the Berwyn Village Council was called to order at 7:22 p.m. in the Village Council Chambers by Mayor Hockley.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-10-22-20

MOVED by Councillor Nettelfield that Council approve the Village of Berwyn regular Council meeting agenda with additions. **ADDITIONS:** Item 6.3 Johnathan McLeod - Arena
Item 9.1 Deputy Mayor Montie – North Peace Housing Foundation and Long Lake Regional Waste Management Services
Item 10.2 Cash Position Report
Item 10.3 Communications Policies for future consideration
CARRIED

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-10-22-20

MOVED by Councillor Steeves that Council adopt the minutes from the October 8, 2020 Regular Council meeting as amended. **CARRIED**

3.2 Special Meeting Minutes held on October 1, 2020 Review Tenders for Water & Sewer Project

RESOLUTION NO. 03-10-22-20

MOVED by Deputy Mayor Montie that Council adopt the minutes from the October 1, 2020 Special Meeting, (Review Tenders for Water & Sewer Project) as presented. **CARRIED**

It was decided to move forward with delegations as the Associated Engineering (Andrew Christopher, Sean Nicoll) arrived at 7:15.

4. BUSINESS ARISING FROM MINUTES

4.1 Utilities Policy Review

Council reviewed the utility policy after the delegations were finished, the information is below.

5. PUBLIC HEARINGS

None

6. DELEGATIONS

6.1 Andrew Christopher from the Edmonton office and Sean Nicoll from the Grande Prairie office, both from Associated Engineering, attended to discuss the proposed SCADA system.

Council met with Associated Engineering a year ago and Council wanted to have another meeting to discuss some issues and talk about the project a little further. CAO Gayton wants to apply for a Partnership Grant which needs to be done by the November 1st deadline. Associated Engineering gave some clarification on the SCADA System and the operation of the it. They provided Council with an

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 22, 2020

information booklet for the Contractor Scope of Work for the SCADA System Upgrade. The report was prepared for the Village to detail the Scope of Work, which is required at the Water Treatment Plant to install the system.

They discussed preselected tenders vs. invitational tenders and how it works. They discussed local contractors they use in Grande Prairie and are familiar with the SCADA System. Council would prefer local contractors from our area and expand out if there isn't anyone in our area. Associated will touch base with the Town of Peace River who just finished a major water plant upgrade.

Council chose to wait until after delegations to make any decisions on the SCADA information.

Andrew Christopher, Sean Nicoll left at 8:07 p.m.

6.2 Gail Sandboe – Various Matters

Gail arrived at 7:45 p.m.

Gail thanked Mayor Hockley and Rick for attending the opening of Autumn Lane and dignitaries who attended. With volunteer help and donations, they were able to create a beautiful Park which is an asset to our Village.

The second item brought forward was taxes, the Commercial taxes she felt are too high and, in her opinion, she stated this was not the year to raise taxes. Attraction and retention should be one of our priorities and she feels this is a deterrent.

The third item is Citizens on Patrol. They are trying to keep the Village a safe place to live, hours are spent patrolling and observing. Gail shared with Council pictures of eyesore lots and derelict and uninhabitable buildings and uninsured derelict vehicles.

Gail left at 8:17 p.m.

RESOLUTION NO. 04-10-22-20

MOVED by Councillor Steeves to have administration provide the documents to our bylaw enforcement officer that were provided to Council from Citizens on Patrol. **CARRIED**

RESOLUTION NO. 05-10-22-20

MOVED by Councillor Nettelfield to revisit the Community Standards Bylaw at our November 12, 2020 meeting. **CARRIED**

6.3 John McLeod – Arena

John arrives at 8:20 p.m.

John provided Council with a Tentative 2020 start up schedule for the Arena opening. Council wants to make sure that all Government requirements are being followed before opening.

Grimshaw Minor Hockey will not be having ice time at the arena this year as they have all of their ice time booked, they can't commit to anything this year.

Physical distancing will be used in the dressing rooms and possibly wearing masks depending on the amount of people in the room.

A sign in sheet will be used when using the arena, for they can keep track of who is attending.

RESOLUTION NO. 06-10-22-20

MOVED by Councillor Steeves to have the Arena Society provide policies and procedures in regard to COVID-19 prior to opening to the public. **CARRIED**

John left at 8:36 p.m.

Discussion was held again at 8:37 p.m. regarding the SCADA System

Re: 6.1 SCADA System Update.

RESOLUTION NO. 07-10-22-20

MOVED by Deputy Mayor Montie that we instruct Associated Engineering to look at local contractors for the SCADA Project as discussed and bring it back to Council. **CARRIED**

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 22, 2020

Returned to 4.1 Utilities Policy Review at 8:43 p.m.

Council reviewed the utility policy changes that were made as requested at the October 8, 2020 Council Meeting.

During discussion regarding the changes that were already made to the Utility Policy Council found a few more policy items they would like changed.

RESOLUTION NO. 08-10-22-20

MOVED by Councillor Steeves to table the Utility Policy until the November 12, 2020 Council Meeting.
CARRIED

7. NEW BUSINESS

7.1 Bylaw #673 – Amendment to Procedural Bylaw #607

Council discussed the 30-minute time limit for delegations. They decided to leave it to the discretion of the CAO if a delegation required less than 30 minutes.

RESOLUTION NO. 09-10-22-20

MOVED by Mayor Hockley to add a sentence to the fourth paragraph of the bylaw “time granted may be adjusted at the discretion of the CAO”.
CARRIED

RESOLUTION NO. 10-10-22-20

MOVED by Deputy Mayor Montie to pass the second reading of the Bylaw #673 amendment to Procedural Bylaw #607.
CARRIED

RESOLUTION NO. 11-10-22-20

MOVED by Councillor Nettelfield to pass the third and final reading of the Bylaw #673 amendment to Procedural Bylaw #607.
CARRIED

Council called for a break at 9:07 p.m. and returned to the meeting at 9:16 p.m.

8. CORRESPONDENCE

8.1 Municipal Affairs – Municipal Accountability Program (MAP)

The Village of Berwyn was selected to participate in a Municipal Accountability Program (MAP) review in 2021. The Map process includes a meeting to review municipal documents and discuss policies, procedures, and processes.

RESOLUTION NO. 12-10-22-20

MOVED by Deputy Mayor Montie to accept the letter from the Municipal Accountability Program (MAP) as information.
CARRIED

8.2 Lease Agreement – Berwyn Arena Society

This is a refresher for Council to know where the Society’s responsibilities and the Village’s responsibilities are.

RESOLUTION NO. 13-10-22-20

MOVED by Mayor Hockley to table the lease agreement with the Arena Society until the November 12, 2020 Council Meeting.
CARRIED

8.3 Village of Berwyn Strategic Planning – Expression of Interest

Due to a possible pecuniary interest, Councillor Nettelfield left Council Chambers for Council could discuss the possible hiring of Melanie Bekevich, Strategic Communications.

The Village of Berwyn is seeking a complete review and update to their strategic plan.

Melanie Bekevich has been facilitating strategic planning and stakeholder consultation processes since 2010.

RESOLUTION NO. 14-10-22-20

MOVED by Deputy Mayor Montie to have Melanie Bekevich assist with the Village of Berwyn’s Strategic Plan for 2021.
CARRIED

8.4 Emergency Management Amendment Act

Deputy Mayor Montie and CAO Gayton met with Ken Hawrylenko, who is our local liaison for the Emergency Management Services. Discussion was held regarding changes to the Emergency Management Act, and he reviewed our plan.

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 22, 2020

Our emergency advisory committee must meet at least once a year; and we are required to hold an exercise at least once per year. Councillors are required to take the Municipal Elected Officials Course for Emergency Management 90 days after taking their oath of office.

RESOLUTION NO. 15-10-22-20

MOVED by Councillor Johnson to receive for information and have administration research the Municipal Elected Officials course further. **CARRIED**

RESOLUTION NO. 16-10-22-20

MOVED by Deputy Mayor Montie to have CAO Gayton upgrade to the 300 level for the Incident Command System. **CARRIED**

8.5 Letter from Walter Ciurysek – Re: Commercial Property Taxes

8.6 Letter from Sandra Ciurysek – Re: Commercial Property Taxes

RESOLUTION NO. 17-10-22-20

MOVED by Mayor Hockley to accept letters from Walter Ciurysek and Sandra Ciurysek as information And to direct administration to send letters to Walter Ciurysek and Sandra Ciurysek informing them that we will revisit it at our next budget planning. **CARRIED**

9. COMMITTEE REPORTS

9.1 Deputy Mayor Montie – North Peace Housing Foundation and Long Lake Regional Waste Management Services.

North Peace Housing Foundation has houses for sale in the following communities: three in Grimshaw, one in Berwyn, two in Bluesky, one in Hines Creek , one in Nampa, and one in St. Isadore; The COVID-19 outbreaks in Del Air Lodge and Homesteader Lodge were declared over at the end of September; Some rental rate changes at the Lodges as well as security deposits will be introduced; Affordable housing rental rates will remain status quo.

Long Lake Regional Waste Management Services – Highlights:

Received one quote to crush concrete, about 400 metric tons; Zoom meeting will be held in Grimshaw chambers on November 16, 2020 to review insurance with Rural Municipalities of Alberta (RMA); Waiting on final approval from Berwyn for garbage contractor; Concerns on the age of the dozer and the upcoming large maintenance, will be looking to replace this unit; County of Northern Lights will pay appliance charges for Keg River per invoice; Worked on the 2021 budget; Transfer Stations will be closed on December 26, 2020; LED lights will be installed in the shop, office, scales and front gate; Asbestos rates will be looked at once research is done with other local landfills rates.

RESOLUTION NO. 18-10-22-20

MOVED by Councillor Steeves to accept Deputy Mayor Montie's reports from North Peace Housing Foundation and Long Lake Regional Waste Management Services as information. **CARRIED**

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

Deadline for the Alberta Municipal Water/Wastewater project is November 1, 2020, requesting a motion to approve an application to the program for a SCADA system.

RESOLUTION NO. 19-10-22-20

MOVED by Councillor Johnson to direct CAO Gayton to apply to the Alberta Municipal Water/Wastewater program for the SCADA system. **CARRIED**

E-mail addresses have been changed for office staff. Discussions will be held with our Technical person before changes are made to Council e-mails.

CAO Gayton has enrolled in the Municipal Corporate Planning and Finance Course and will be taking sessions in October and early November.

Staff interviews for the workplace assessment were held on October 15th and 16th. All six staff members participated.

The water leak on 51st Avenue was not a bad one, it was a leaking saddle, it has been fixed with the help of a contractor.

Municipal Clerk has been checking data on the conversion between Winfin and Central Square.

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 22, 2020

RESOLUTION NO. 20-10-22-20

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

CARRIED

10.2 Cash Position Report

RESOLUTION NO. 21-10-22-20

MOVED by Councillor Steeves to accept the Cash Position Report as information.

CARRIED

10.3 Communication Policies for future consideration

RESOLUTION NO. 22-10-22-20

MOVED by Deputy Mayor Montie to start working on our Communication Policy at our November 12, 2020 Council meeting.

CARRIED

Barb Schofield and Kristin Dyck left the meeting at 10:07 p.m.

Councillor Johnson left the meeting at 10:12 p.m.

11. IN CAMERA

11.1 HR Matter

RESOLUTION NO. 23-10-22-20

MOVED by that Mayor Hockley to move into camera at 10:08 p.m.

CARRIED

RESOLUTION NO. 24-10-22-20

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

CARRIED

Moved by Mayor Hockley that the meeting adjourn. Time of adjournment 11:08 p.m.

CARRIED



Cindy Hockley
Mayor



Greg Gayton
Chief Administrative Officer