

**MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
November 12, 2020
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:00 PM**

PRESENT:

Cindy Hockley
Kim Steeves
Brianne Nettelfield

Mayor
Councillor
Councillor

Greg Gayton
Barb Schofield
Kristin Dyck

CAO
Recorder
Mile Zero News/Banner Post Reporter

Deputy Mayor Montie joined the meeting by telephone at 7:03 p.m.
Lisa Johnson did not attend
John Bak and Neil Sandboe attended the meeting as observers.

1. CALL MEETING TO ORDER

The regular meeting of the Berwyn Village Council was called to order at 7:03 p.m. in the Village Council Chambers by Mayor Hockley.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-10-12-20

MOVED by Councillor Steeves that Council approve the Village of Berwyn regular Council meeting agenda with additions. **ADDITIONS: Item 7.7 COVID Procedures for Village and Council
Item 9.1 Councillor Steeves Committee Report – RCMP
Advisory Committee and Berwyn Municipal Library
CARRIED**

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-10-12-20

MOVED by Councillor Steeves that Council adopt the minutes from the October 22, 2020 Organizational Council meeting as amended. **CARRIED**

RESOLUTION NO. 03-10-12-20

MOVED by Councillor Nettelfield that Council adopt the minutes from the October 22, 2020 Regular Council meeting as amended. **CARRIED**

4. BUSINESS ARISING FROM MINUTES

4.1 Development Incentives – Sample Policies

Dan Dibbelt sent CAO some sample policies for Development Incentives, which are to create an incentive to enhance business development and growth opportunities in commercial/industrial districts. Mr. Dibbelt would like to comment on Development Policies and will provide a memo for the next council meeting on November 26, 2020.

RESOLUTION NO. 04-10-12-20

MOVED by Deputy Mayor Montie to table Development Incentives to the November 26, 2020 meeting at which time we will have the memo from Dan Dibbelt. **CARRIED**

CAO dismissed himself to go and make copies of Councillor Steeves Report at 7:10 p.m.
CAO returned at 7:12 p.m. and the meeting continued.

4.2 Communication – Sample Policies

CAO provided three different communication policies for Council to give them some ideas of how the Village should develop their policy. The communication policy purpose is to establish guidelines to ensure that communication with the residents is efficient, effective, consistent, timely and open.

RESOLUTION NO. 05-10-12-20

MOVED by Councillor Steeves to request administration to draft a policy regarding communication from the sample policies and bring it back to council. **CARRIED**

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
November 12, 2020

4.3 Utility Policy Review

The utility policy was brought back to Council with the changes regarding water meters and meter readings.

RESOLUTION NO. 06-10-12-20

MOVED by Councillor Steeves to approve the Utility Policy as presented.

CARRIED

5. PUBLIC HEARINGS

None

Council moved ahead to 7.1 New Business as John McLeod from the Arena Society was not due to attend until 7:30 p.m.

6. DELEGATIONS

6.1 Arena Society – Arena Opening

John McLeod arrived at 7:30 p.m. and left at 7:44 p.m.

John passed out handouts to Council regarding COVID-19 Rapid Response Form. Mayor Hockley requested John change his COVID form under Communication. After arrangements are made to have a person picked up because they have shown signs/symptoms you need to call 811 for them to decide whether or not the person should go home and decides how the patrons need to be handled.

Councillor Nettelfield checked the website, and for this two week enhanced measures it does not say anything about recreation settings.

The arena will possibly be opening on November 20, 2020.

Council commented that only 15 people are allowed in the arena at one time and this includes any volunteers.

RESOLUTION NO. 07-10-12-20

MOVED by Deputy Mayor Montie that as long as the arena is following the provincial guidelines they are able to open on November 20, 2020.

CARRIED

RESOLUTION NO. 08-10-12-20

MOVED by Councillor Steeves that Village administration advise the Arena Society if the COVID rules change.

CARRIED

Council returned to New Business, Agenda item 7.4

7. NEW BUSINESS

7.1 Municipal Affairs – Indicator Results

Beginning in 2017, the ministry started reporting on a new performance measure, which identified the percentage of municipalities that were deemed to be “not at risk” based on financial and governance risk indicators. This performance measure was developed in consultation with stakeholders and, will be used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

There were some areas where the Village had an at risk score. CAO advised Council on the status of tax arrears.

CAO Gayton wrote a response to acknowledge that we received the information, and it has been sent back to Municipal Affairs.

RESOLUTION NO. 09-10-12-20

MOVED by Councillor Steeves to accept the Municipal Affairs indicator Results as information.

CARRIED

7.2 Municipal Affairs – MAP Review

A Municipal Accountability Program (MAP) is a proactive approach aimed at municipalities achieve legislative compliance. The selected date for review is April 28, 2021. The Village is assembling some of the information they have requested.

RESOLUTION NO. 10-10-12-20

MOVED by Deputy Mayor to accept the Municipal Affairs – MAP Review as information.

CARRIED

RESOLUTION NO. 11-10-12-20

MOVED by Councillor Steeves to establish a location of the Municipal Office as 5006-51 Street.

CARRIED

7.3 Emergency Management – Elected Officials Course

When disasters happen in Alberta's communities, elected officials play an important role in the emergency management process.

CAO asked Council if they would like to be registered for the Municipal Elected Officials (MEO) Self directed online course.

RESOLUTION NO. 12-10-12-20

MOVED by Mayor Hockley to direct administration to sign up Councillor Steeves, Councillor Nettelfield, Deputy Mayor Montie, and Mayor Hockley for the Municipal Elected Officials (MEO) Self-directed online course.

CARRIED

Council moved back to 6.1 Delegations as John McLeod from the Arena Society arrived at 7:30 p.m.

7.4 COVID Funding – FAQ's

On September 25, 2020, the Government of Alberta announced the Municipal Operating Support Transfer (MOST) program which is intended to distribute federal and provincial operating funding support to Alberta municipalities to help offset increased operating costs or lost revenues incurred due to the COVID-19 pandemic. Funding is provided as part of the Safe Restart Agreement between Alberta and Canada.

The Government of Alberta has released MOST program guidelines and funding allocations that provide information on the program.

RESOLUTION NO. 13-10-12-20

MOVED by Councillor Nettelfield to table the Municipal Operating Support Transfer (MOST) program until the budget meeting.

CARRIED

7.5 Facilities and Infrastructure Survey Results

CAO Gayton provided the results from the Facilities and Infrastructure survey. The Village received 22 surveys by conventional submission and 64 responses by Survey Monkey, for a total of 86.

Council discussed comments from the survey and things that need to be done/improved.

RESOLUTION NO. 14-10-12-20

MOVED by Mayor Hockley to accept as information and have administration to compile the results into a single table.

CARRIED

7.6 Interstellar Electric – Quote for Renovation

Due to a possible pecuniary interest, Mayor Hockley left Council Chambers at 8:03 p.m. for Council could discuss the quote for renovations from Interstellar Electric.

The intent for this is to upgrade Council Chambers for they can have Council meetings via Zoom for Village residents due to COVID-19. The update requires receptacles, circuit breakers; new floor wiring moulding/tracking to match carpet for perimeter receptacles for east and south walls; add communication/video links, along with power receptacles in ceiling; new ceiling LED lighting.

Council discussed getting three quotes before making any decision.

RESOLUTION NO. 15-10-12-20

MOVED by Councillor Steeves to table the discussion regarding quotes for renovations until we have at least three quotes from around the region (if possible) to review.

CARRIED

Mayor Hockley returned to Council Chambers at 8:09 p.m.

7.7 COVID Procedures for Staff and Council

Discussions regarding the new health measures that came into place across Alberta to protect the health system and limit the spread of COVID-19. Office setting strategies to take place in order to keep everyone safe. Suggestion made that wearing masks be made mandatory in Council Chambers and the office and also for anyone entering the office. Many different suggestions were talked about on how to handle the situation.

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
November 12, 2020

RESOLUTION NO. 16-10-12-20

MOVED by Councillor Steeves that masks become mandatory for anyone entering the Village Office as well as staff. **CARRIED**

RESOLUTION NO. 17-10-12-20

MOVED by Councillor Steeves to direct administration to advertise that the Village recommends masks be worn in the Village of Berwyn as well as the region. **CARRIED**

8. CORRESPONDENCE

8.1 Minister of Municipal Affairs – Spending Outlook

RESOLUTION NO. 18-10-12-20

MOVED by Mayor Hockley to accept letter from the Minister of Municipal Affairs as information. **CARRIED**

8.2 BERDS – Request for Funding

The Berwyn Elks Recreation Development Society is looking for additional funding as they do not receive any funding from any municipality at this time.

Over the years their financials have depleted and with COVID it is undetermined as to when they will be going into a Casino to be able to have some funding come from that, unfortunately the rentals are not covering the costs of operating the Elks Hall at this time.

A letter was also sent to the Municipal District of Peace #135 for asking for financial support.

RESOLUTION NO. 19-10-12-20

MOVED by Councillor Nettelfield that we will take the letter from the Berwyn Elks Recreation Development Society under consideration and revisit during our budget. **CARRIED**

9. COMMITTEE REPORTS

9.1 Councillor Steeves Committee Reports – RCMP Advisory Committee and Berwyn Municipal Library

RCMP to restart monthly/quarterly reports on Peace Region Crime.

Nampa donated one thousand dollars towards Crime Prevention through Environmental Design (CPTED) project.

First responders may be expanding to include Fish & Wildlife Officers, Sheriffs and Weigh Scale Officers to assist police with faster response times.

RCMP have apprehended five prolific property crime offenders from our region.

Lock it or Lose it campaign on hold until spring 2021.

D.A.R.E. (Drug Abuse Resistance Education) has ended. New pilot project coming in (Alberta only) for grades 1-12. Peace Regional RCMP have applied as a candidate. If accepted RCMP will then select schools to deliver to.

Berwyn Municipal Library

Library opened on October 15, 2020 for in person visits including one work station. All required policies and procedures have been developed and implemented.

Festival of wreathes to begin immediately to provide as much time as possible to receive wreathes and run the auction. In person and online via Facebook bids will be accepted. Closing date for bids is December 17, 2020 at 1:30 p.m.

Library advised to provide all COVID related expenses and receipts to the Village of Berwyn for consideration towards the Municipal Operating Support Grant.

A \$500 dollar grant was received from MD of Peace to be spent on purchasing new books.

Four computers were donated to the library and are currently in works of getting set up.

Financials are currently holding strong and in the best shape any board members have seen for the Library in their time.

RESOLUTION NO. 20-10-12-20

MOVED by Deputy Mayor Montie accepted Councillor Steeves Committee Reports – RCMP Advisory Committee and Berwyn Municipal Library as information. **CARRIED**

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

A proposed date for the budget meeting was set for November 19, 2020 at 7:00 p.m.

Kyle St. Laurent’s water and sewer exams are finalized. November 19, 2020 for the water exam and November 26 and December 4, 2020 for sewer exam.

The report proposed changes to the utility policy. Public Works commented that it has been difficult to catch people at home. Another modern issue is that a lot of people have cell phones, so there’s no listing in the phone book to track the owner or renter.

Strategic Plan – Melaine Bekevich sent some questions to CAO this week. She is wondering prior to commencing with the strategic plan discussions that we have a public consultation process before starting. The plan is our tentative schedule is probably two evening sessions in January 2021. Have a draft plan to council by the end of January 2021 and then the public consultation/open house in February 2021. Ms. Bekevich has also asked if council believes there is a need for more broad based consultation prior to the planning session and does council wish to include any key community stakeholders in the planning sessions.

CAO’s from the region met at Berwyn Elks Community Hall on November 6th, 2020 to review the MMSA workplan for the year. MMSA is still working on our sidewalk report.

Bylaw Officer and CAO met and had discussions about the Community Standards Bylaw, she agrees some changes need to be made and would like to be involved in the review discussion.

RESOLUTION NO. 21-10-12-20

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

10.2 Cheque Report – #14981 - #15028

RESOLUTION NO. 22-10-12-20

MOVED by Councillor Nettelield to accept the Cheque Report – #14981 - #15028. **CARRIED**

No questions from the Media

Kristin Dyck, Barb Schofield, Neil Sandboe and John Bak left the meeting at 8:50 p.m.

11. IN CAMERA

11.1 Report – Workplace Assessment

RESOLUTION NO. 23-10-12-20

MOVED by that Deputy Mayor Montie to move into camera session. **CARRIED**

RESOLUTION NO. 24-10-12-20

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

Moved by Mayor Hockley that the meeting adjourn. Time of adjournment 9:18 p.m.



Cindy Hockley
Mayor



Greg Gayton
Chief Administrative Officer

