

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
November 26, 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 7:01 p.m.

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 Hockley.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-10-26-20

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

ADDITIONS: Item 7.5 Survey Results

Item 7.6 COVID Meeting Protocol

CARRIED

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-10-26-20

MOVED by Deputy Mayor Montie that Council adopt the minutes from the November 12, 2020 Regular Council meeting as presented.

CARRIED

Council went ahead to Delegations, Agenda item 6.1. Merv Foot, Public Works Foreman

4. BUSINESS ARISING FROM MINUTES

4.1 Development Incentives – Business Incentives

Council discussed the Municipal Development Incentives and how to attract new businesses to the Village.

RESOLUTION NO. 03-10-26-20

MOVED by Councillor Steeves to accept as information, pending administration compiling of the different policies presented that would pertain to the Village of Berwyn.

CARRIED

5. PUBLIC HEARINGS

None

6. DELEGATIONS

6.1 Merv Foot – Public Works Foreman

6.2 Public Works Reports – July 1 – November 15, 2020

Council read over the reports and had no questions regarding the work that had been completed by Public Works.

RESOLUTION NO. 04-10-26-20

MOVED by Councillor Nettelfield to accept the Public Works reports from July 1 – November 15, 2020.

CARRIED

Council moved forward to discuss 7.3 and 7.4 with Public Works Foreman Merv Foot.

7. NEW BUSINESS

7.1 Section 162 – MGA

CAO explained that there is a bit of a change to the day to have nomination day, it will be held on Tuesday, December 15, 2020 instead of Monday, December 14, 2020. Nomination forms can be picked up at the Village Office beginning November 27, 2020. Completed forms can be submitted at any time until noon on nomination day.

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RESOLUTION NO. 05-10-26-20

MOVED by Councillor Nettelfield to accept Councillor Johnson's resignation. **CARRIED**

RESOLUTION NO. 06-10-26-20

MOVED by Deputy Mayor Montie to proceed with the By-Election. **CARRIED**

RESOLUTION NO. 07-10-26-20

MOVED by Councillor Steeves that Nomination Day be held December 15, 2020. **CARRIED**

7.2 Interim Appointments to Committees

Council discussed appointments to Boards and Committees and who would replace Councillor Johnson's positions. Council noted that alternates could fill in on the short term.

RESOLUTION NO. 08-10-26-20

MOVED by Councillor Steeves to proceed with using alternates until after the by-election. **CARRIED**

7.3 Wheatfield Contractors – Lagoon Work

CAO discussed with Council the work that Wheatfield Contractors Ltd. would be doing. They would be preparing some land to put the dirt and asphalt from the water and sewer project next spring.

RESOLUTION NO. 09-10-26-20

MOVED by Deputy Mayor Montie to accept quote from Wheatfield Contractors Ltd. and proceed with the project in the spring of 2021. **CARRIED**

7.4 Wheatfield Contractors – Removal of derelict mobile homes

Discussion was held regarding the removal of the mobile homes recovered through tax sales and how it was going to be done. The contractor has discussed with Public Works Foreman options of how he would move the trailers from the lots, winching them onto a trailer or having a hitch put on the trailers so he could pull them. The cost was \$3,500 per mobile home.

RESOLUTION NO. 10-10-26-20

MOVED by Mayor Hockley that we have Wheatfield Contractors Ltd. remove the three mobile homes, Lot 18 – Block 1 – Plan 4675 MC, (4806-49 Street;) Lot 23 – Block 4 – Plan 8132 ET, (5118-50 Avenue;) Lot 5 – Block 9 Plan 782 1034, (5516-51 Street) and to clean up the lots in the new year and to have the Job completed by May 31, 2021 or sooner. **CARRIED**

Merv Foot left at 7:22 p.m.

Council returned to Business Arising from the Minutes – 4.1 Dan Dibbelt – Business Incentives.

7.5 Survey Results

RESOLUTION NO. 11-10-26-20

MOVED by Mayor Hockley to accept the consolidated results and comments from the paper survey and survey monkey as information. **CARRIED**

7.6 COVID Meeting Protocols

Council discussed Council meetings in the age of COVID. It was decided that Council would return to Zoom meetings. Village of Berwyn residents will be notified on the website and Facebook that Council will be holding future meetings via Zoom and if they have an interest in attending, they can contact the CAO for further information on how to attend.

RESOLUTION NO. 12-10-26-20

MOVED by Councillor Nettelfield that as of the December 10, 2020 Council meeting will be held via Zoom and that Council meetings continue to be held online until further notice. **CARRIED**

8. CORRESPONDENCE

8.1 Alberta Municipal Affairs – ACP Grant

The province has put this grant Alberta Community Partnership (ACP) for municipalities to collaborate with their neighbors on local and regional priorities to work together to address challenges related to Alberta's economic recovery and emergency preparedness.

RESOLUTION NO. 13-10-26-20

MOVED by Deputy Mayor Montie to direct administration to confer with surrounding municipalities to see if they would be interested in entering into a partnership for an Alberta Community Partnership (ACP) grant. **CARRIED**

8.2 Peace River School Division – February 3, 2021 Meeting

The school division has invited council and CAO to attend a Zoom meeting with Peace River School Division on February 3, 2020. They are invited to ask questions at the meeting. Mayor Hockley and

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Councillor Nettelfield will attend the Peace River School Division virtual joint meeting on February 3, 2021.

RESOLUTION NO. 14-10-26-20

MOVED by Mayor Hockley to accept the meeting request from Peace River School Division as information. **CARRIED**

8.3 Secret Santa Program

CAO received a letter requesting support for the Secret Santa Program for Seniors in the Peace Country. They are accepting gift cards and certificates and monetary donations for Group Purdy's Chocolate Plan.

RESOLUTION NO. 15-10-26-20

MOVED by Councillor Steeves to provide a contribution of \$300.00 dollars towards the pre-made gift bags for the Secret Santa for Seniors Program. **CARRIED**

Deputy Mayor Montie challenged councillors from the Village of Berwyn to donate two gift bags at \$25.00 each to the Secret Santa for Seniors Program.

9. COMMITTEE REPORTS

None

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

Staff had a discussion before about Christmas celebrations for staff but with the new rules we are no longer able to have a Christmas get together.

Made some progress with the contingency arrangements on the water system, we still are not sure what the province will do when our conditional water licence expires on December 31, 2020. We have not heard anything on it yet. We do have a fellow from Rycroft who will help us out. Kyle St. Laurent has his licence for Water Treatment but not for Water Distribution and we will have the assistance from the fellow from Rycroft to oversee with the Water Distribution, if arrangements can be made.

It is now mandatory for office staff to wear masks and we have posted a sign on the front door informing anyone who enters needs to wear a mask and use the hand sanitizer. CAO is looking into getting more plexiglass for in front of clerk's desk and between the Municipal clerk's desk and the front-end clerk.

CAO had public works staff remove some old desks from Council Chambers and other materials to free up some space.

We are not having a float this year as we are not having the Super Saturday Parade.

CAO asked Council if they had been receiving emails from AUMA, some had received emails, and some had not received them.

CAO informed Councillors that the Bylaw Officer had sent out notices to residents with derelict vehicles.

RESOLUTION NO. 16-10-26-20

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

10.2 Cash Position Report

A councillor asked CAO if there was a difference in the cash position from October 2019 to October 2020. CAO will check into it and prepare something for next meeting.

RESOLUTION NO. 17-10-26-20

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

10.3 Budget Variance Report (as distributed at Budget Meeting)

RESOLUTION NO. 18-10-26-20

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

CAO Gayton discussed with the Municipal Clerk the process to have utility bills emailed to residents. There is the ability to do it but, possibly additional software might be required along with additional training. We are going to be looking into it and see what we need to get it done.

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Kristin Dyck from the Mile Zero/Banner Post had a question regarding Council election. Mayor Hockley answered her question.

Kristin Dyck and Barb Schofield left the meeting at 8:35 p.m.

11. IN CAMERA

- 11.1 Employee Workplace Assessment
- 11.2 Torch and Stinger – Arena Land

RESOLUTION NO. 19-10-26-20

MOVED by Mayor Hockley to move into camera session.

CARRIED

While in camera Council discussed labour – related issues, and a land issue.

RESOLUTION NO. 20-10-26-20


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

CARRIED

Moved by Councillor Nettelfield that the meeting adjourn.

CARRIED

Time of adjournment 9:00 p.m.



 Cindy Hockley
 Mayor



 Greg Gayton
 Chief Administrative Officer

