

**MINUTES  
VILLAGE OF BERWYN  
REGULAR COUNCIL MEETING  
July 15, 2021  
VILLAGE OF BERWYN COUNCIL CHAMBERS  
7:00 PM**

**PRESENT:**

Cindy Hockley  
Ken Montie  
Kim Steeves  
John Bak  
Brianna Nettelfield

Mayor  
Deputy Mayor  
Councillor  
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 electronically with video conferencing software. The meeting was called to order at 7:00 p.m. by Mayor Hockley.

**2. ADOPTION OF AGENDA**

**RESOLUTION NO. 01-07-15-21**

**MOVED** by Councillor Montie that Council approve the Village of Berwyn regular Council meeting agenda as amended. **ADDITIONS:** 7.4 Bylaw #676 Utility Rates

8.4 Berwyn Fiesta Committee  
8.5 Municipal Affairs – Capital Plan Update  
11.1 Land Issue

**CARRIED**

**3. ADOPTION OF MINUTES**

**RESOLUTION NO. 02-07-15-21**

**MOVED** by Councillor Nettelfield that Council adopt the minutes from the June 24, 2021, Regular Council meeting as amended. **CARRIED**

9.1 PREDA Report had an amendment.

**4. BUSINESS ARISING FROM MINUTES**

None

**6. DELEGATIONS**

6.2 Public Works Foreman - Water meter update

Council moved to 6.2 as Public Works Foreman arrived early.

Public Works Foreman informed Council that there is a total 274 meters, 161 have been replaced, there are 16 manual reads. Public Works have 26 meters on the list that need replacement but they have been unable to change them as residents are not contacting them with a time they can come and change them. There are 71 old meters that are currently in working order and as they quit working Public Works will repair them.

Much discussion was held on how to contact the residents that are not getting back to Public Works regarding meter change out. A notice will be sent in the utility bills in August, and it will be placed in the newsletter. There was some discussion about how to catch people at home. Staff may work some evenings and/or weekends.

**RESOLUTION NO. 03-07-15-21**

**MOVED** by Councillor Steeves to set up a procedure for people who are not responding to requests to repair meters and include a penalty of discontinuance of water service after the third notice, until they respond. **CARRIED**

Merv Foot left at 7:29 p.m.

Council talked amongst one another for five minutes while waiting for Jason Schuler to arrive to the ZOOM Meeting.

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6.1 Jason Schuler – Velocity Engineering – Water servicing and Sidewalk matters

Jason Schuler arrived at 7:34 p.m.

He apologized for being late.

Jason answered questions that CAO had asked him prior to the meeting.

Question #1 – A resident had asked the Village to put water service into the property. Jason gave two options and a description of the work involved in doing each option and the cost to the Village and the property owner. The cost to the Village for the installation would be \$8,100.00 and the cost inside the property would be \$18,300.00.

Question #2 Options for concrete work – We are still deciding what concrete work should be completed within the community. A tender document was sent out to three contractors for pricing, with the intent of getting them back next week. He explained para-ramps (wheelchair ramps) at the corner of intersections and the extra work that is needed for them, the extra cost for them is \$500.00 to \$750.00. A business in town has requested a wheelchair ramp in front of their business. The ramp in front of the Post Office was discussed and how the problem can be corrected. Councillor Steeves suggested that sidewalks on 50<sup>th</sup> Street be considered, to keep people from walking on the roads.

The Water & Sewer Service Rehabilitation Project has been completed. New-Gen did a good job and residents were pleased with their work .

**RESOLUTION NO. 04-07-15-21**

**MOVED** by Mayor Hockley to accept the report from Velocity Group as information. **CARRIED**

Jason Schuler left at 8:10 p.m.

**5. PUBLIC HEARINGS**

None

**7. NEW BUSINESS**

7.1 MMSA – Subdivision application – Lot 9, Block 7, Plan 1525219

The subdivision application deals with property at the east entrance into the Village, on the north side of 50<sup>th</sup> Avenue. The proposal is to split one lot into two. There is a building right on the property line which will have to be relocated. ATCO Gas needs to be notified before any future development is done on the properties.

**RESOLUTION NO. 05-07-15-21**

**MOVED** by Councillor Montie that the subdivision be approved subject to the relocation or demolition of the building on the property line. **CARRIED**

7.2 Web Designers – Grande Prairie area

At this time, we have no pricing on any of these Web Designers but heard from a source that image design is a costly designer.

**nine10 Incorporated** is a full-service marketing and advertising studio that was established in 2006. Their websites are based on industry-standard WordPress applications.

**image Design** since 2000. Full-service web design studio locate in Grande Prairie, AB.

**Sixo Media** since 2014. Sixo Media is one of the leading web design and development businesses based in Grande Prairie, AB.S

**RESOLUTION NO. 06-07-15-21**

**MOVED** by Councillor Nettelfield to accept the provided material and have administration provide further information in the near future. **CARRIED**

7.3 Changing from online (ZOOM) Council meeting to in-person meetings.

CAO is requesting that Council decide on returning to in-person meetings in Council Chambers or continue with on-line meetings (ZOOM) for the time being.

**RESOLUTION NO. 07-07-15-21**

**MOVED** by Councillor Steeves that our August 19, 2021 meeting be held in the Village of Berwyn Chambers and Chambers are to become open. All future meetings from July 15, 2021 onward to be held in Village of Berwyn Chambers unless otherwise discussed. **CARRIED**

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7.4 Bylaw #676 Utility Rates

The bylaw changes the monthly charge for recycling from \$3.25 per month to \$4.00 per month. Monthly water rates increase by \$1.00 per month flat rate and the charge per cubic metre of water increases from \$2.00 per cubic metre to \$2.50 per cubic metre.

**RESOLUTION NO. 08-07-15-21**

MOVED by Councillor Montie to pass the second reading of the proposed Bylaw No. 676 Utility Rates.

**CARRIED**

**RESOLUTION NO. 09-07-15-21**

MOVED by Councillor Nettelfield to pass third and final reading of the Bylaw No. 676 Utility Rates.

**CARRIED**

**8. CORRESPONDENCE**

8.1 Telus – Replacement of 911 Network

On June 1, 2017, the Canadian Radio-television and Telecommunications Commission (“CRTC”) issued Telecom Regulatory Policy 2017-182: *Next-generation 9-1-1-Modernizing 9-1-1 networks to meet the public safety needs of Canadians*, setting out its determinations on the implementation and provision of NG9-1-1 networks and services in Canada and its view that such a transition would provide Canadians with access to new, innovative emergency services and capabilities.

**RESOLUTION NO. 10-07-15-21**

MOVED by Councillor Montie to accept the Telus Replacement of 911 Network as information.

**CARRIED**

8.2 Minister of Justice – RCMP Review

Mayor Hockley sent a letter to the Alberta Justice and Solicitor General Office regarding a possible transition from RCMP to a provincial police force. They appreciated the letter and responded with some information.

- The Fair Deal Panel heard from tens of thousands of Albertans and, heard about many rural Albertans’ frustrations with the RCMP.
- Many Albertans are also frustrated with the challenges of a police force that is ultimately managed in Ottawa.
- Justice and Solicitor General, along with its project contractor has concluded a feasibility study on the costs, benefits, and structure of a potential Alberta provincial police service.
- Through the study they will see if there are new approaches to provincial policing that can provide greater value for taxpayers, while strengthening the connection between police and the communities they serve.

**RESOLUTION NO. 11-07-15-21**

MOVED by Mayor Hockley to accept the letter from the Minister of Justice regarding the RCMP Review as information.

**CARRIED**

8.3 Peace River School Division – Election agreement

Peace River School Division returned the signed agreement between the Municipal Authority and the School Authority.

**RESOLUTION NO. 12-07-15-21**

MOVED by Councillor Steeves to accept the Peace River School Division signed Election agreement as information.

**CARRIED**

8.4 Berwyn Fiesta Committee

On April 24 of 2020 the Berwyn Fiesta Committee sent a letter to the Village informing us that they were disbanding due to inactivity and they offered to sell the shed and contents to the Village/FCSS, we referred the information to the arena Society at that time. This was a second request.

**RESOLUTION NO. 13-07-15-21**

MOVED by Councillor Montie that Council have administration send a letter to the Berwyn Fiesta Committee declining their offer.

**CARRIED**

8.5 Municipal Affairs Capital Plan Update

The ministry is prepared to accept the Village of Berwyn’s submission as satisfactory for 2021; however, it will be important that future submissions by the village also address the following two important matters.

Firstly, the 10-year capital plan indicates that, in the two years following its approval, many infrastructure projects scheduled for 2019 and 2020 remain incomplete. please ensure that the capital plan is updated to reflect council’s current priorities.

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Secondly, future submissions of the 10-year capital plan should clearly identify the funding source for each project.

**RESOLUTION NO. 14-07-15-21**

MOVED by Councillor Nettelfield to accept the Municipal Affairs Capital Plan Update for information.

**CARRIED**

**9. COMMITTEE REPORTS**

9.1 Councillor Steeves - RCMP Community Advisory Committee; MMSA; Berwyn Municipal Library Board

**RCMP Community Advisory Committee**

- Three priorities identified have been identified:
  - o Property Crime, Drug related crimes, and police community relations
  - o Targets to reduce vehicle theft and break & enters by 10%
  - o Increase relationship with COP in Berwyn
- 2 car thefts in Berwyn in May
- Seasonal changes have caused increase in arson fires
- Berwyn fire under investigation for arson
- RCMP to partner with committee for "lock it or lose it" campaign
- Mental health professional to be paired up with RCMP to assist with mental health calls
- Speed boards to be added to Berwyn and Brownvale

**MMSA Meeting**

- Office manager Karen Diebert has officially retired after 41 years of service
- New part time director has been hired
- New office manager has been hired
- Temporary office assistant/reception has been hired

**Berwyn Municipal Library Board**

- Library hours remain reduced 10-5 Monday, 1-6 Thursday, and 11-4 Saturday.
- Free library membership offered to entice more board members
- Funding Letter Request to Village – requesting a physical agreement on file
- Currently Village makes 3 payments of \$4000 throughout the year – Board request for something more structured. Suggesting Quarterly payments of \$3000 be added to funding letter.
- Council Representative to send Peace Library Systems report to Berwyn Library Chair (Julie Stach)
- Current bank balance \$4119.43
- Operational costs <\$500 monthly (including 50% of utilities, phone, fax, internet, janitorial/maintenance) plus salaries.
- Councillor Steeves has asked on behalf of the Library Board to have the Village do a funding agreement letter to have in place before a new librarian is hired as the current librarian has resigned her position. CAO has suggested they give the Village four postdated invoices for accounts payable has it on file to send the payments to them, Councillor Steeves has asked that a funding letter states this information.

**RESOLUTION NO. 15-07-15-21**

MOVED by Councillor Steeves to have the Village of Berwyn administration draft a funding agreement with the Berwyn Municipal Library in the amount of \$12,000.00 annually to be paid out in quarterly installments.

**CARRIED**

**RESOLUTION NO. 16-07-15-21**

MOVED by Councillor Nettelfield to accept Councillor Steeves reports from the RCMP Community Advisory Committee, MMSA Meeting and the Berwyn Municipal Library Board as information.

**CARRIED**

**10. CHIEF ADMINISTRATIVE OFFICER REPORT**

10.1 CAO Report

- Meeting with E Construction regarding road paving, it looks like they will be starting towards the end of July early August.
- Johnathan McLeod asked CAO Gayton to ask council what they thought about opening the arena October 1<sup>st</sup> in terms of him getting everything in place. More information needs to be given before decisions can be made.

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- Citizens on Patrol (COP) are having a meeting on Friday evening, July 16, 2021 at 7:30 p.m. at the Golden Age Seniors Centre. They are bringing in a guest speaker and would surely appreciate council attendance.
- The Village has one property slated for sale if the arrears are not paid by the tax sale date of September 15<sup>th</sup>.
- FCSS annual report was completed and sent to the province and to the Municipal District of Peace.
- Prior to the onset of COVID, Alberta Environment had been requesting that we conduct testing for lead in the water. This was part of a province-wide initiative to require testing. That process has resumed, and the Village has ordered test kits.
- Election agreements have been wrapped up with both school divisions. We are participating in the provincial election database, which administers senate elections. A note of nomination day for the senate position has been placed on the Village webpage.
- The proposed strategic plan has been advertised on our webpage for awhile now, CAO Gayton recommends that they move on to the next steps.

**RESOLUTION NO. 17-07-15-21**

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

**CARRIED**

**10.2 Budget Variance Report**

It was noticed that the revenue on the taxes is not showing anything on the report. CAO Gayton will discuss this with the finance clerk to see what the issue is.

**RESOLUTION NO. 18-07-15-21**

**MOVED** by Councillor Montie to accept the Budget Variance Report.

**CARRIED**

Mayor Hockley asked Kristin Dyck, Mile Zero News/Banner Post if she had any questions, she had no questions.

Kristin Dyck and Barb Schofield left the meeting at 8:55 p.m.

**11. CLOSED SESSION**

**11.1 Land Issue**

**RESOLUTION NO. 19-07-15-21**

**MOVED** by Mayor Hockley to move into a closed session to discuss a matter pertaining to 11.1 Land Issue. Discussions as permitted under Section 16 (1) of the Freedom of Information Act.

**CARRIED**

**RESOLUTION NO. 20-07-15-21**

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

**CARRIED**

Moved by Councillor Montie that the meeting adjourn.

**CARRIED**

Time of adjournment 9:04 p.m.



Cindy Hockley  
Mayor



Greg Gayton  
Chief Administrative Officer