

**MINUTES**  
**VILLAGE OF BERWYN**  
**REGULAR COUNCIL MEETING**  
**August 27, 2020**  
**VILLAGE OF BERWYN COUNCIL CHAMBERS**  
**7:00 PM**

**PRESENT:**

Ken Montie  
Kimberly Steeves  
Cindy Hockley  
Brienne Nettelfield

Mayor  
Councillor  
Councillor  
Councillor

Greg Gayton  
Kristin Dyck

CAO  
Mile Zero News/Banner Post Reporter

Komiete Tetteh - MMSA, Scott Knutilla - Berwyn Fire Chief attended  
Councillor Johnson and Barb Schofield did not attend the meeting.

**1. CALL MEETING TO ORDER**

The regular meeting of the Berwyn Village Council was called to order at 7:09 p.m. in the Village Council Chambers by Mayor Montie.

**2. ADOPTION OF AGENDA**

**RESOLUTION NO. 01-08-27-20**

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

**ADDITIONS: Item 9.3 Councillor Training**  
**Correction to item 7.3 Not Municipal Affairs – Assessment *should be***  
***Sewer Cleaning Quotes – Avenge Oilfield and Tri-Line Contracting***  
**CARRIED**

**3. ADOPTION OF MINUTES**

**RESOLUTION NO. 02-08-27-20**

**MOVED** by Councillor Hockley that Council adopt the minutes from the July 23, 2020 Regular Council meeting as presented.

**CARRIED**

**4. BUSINESS ARISING FROM MINUTES**

Mayor Montie met with John McLeod for they could discuss what the Arena Society had done regarding repairs and what is needed to be done. John asked Mayor Montie if he would ask Council if they would consider paying for the window that was broken during the break-in, the deductible for insurance is \$1000.00 and the cost to replace the window is \$481.16. John and Mayor Montie discussed the opening of the arena. The arena society has stated they are not going to consider opening until the re-opening process goes into Stage three, they will discuss it further at that time.

**RESOLUTION NO. 03-08-27-20**

**MOVED** by Councillor Hockley that the Village would pay to have the window replaced at the arena.

**CARRIED**

**5. PUBLIC HEARINGS**

**5.1 Bylaw # 675**

Bylaw # 675 Manufactured home ages was advertised, there were no inquires regarding the amendment to the Land Use Bylaw.

**RESOLUTION NO. 04-08-27-20**

**MOVED** by Councillor Steeves to open the Public Hearing for Bylaw #675 Manufactured home ages amendment to Land Use Bylaw #601.

**CARRIED**

**RESOLUTION NO. 05-08-27-20**

**MOVED** by Councillor Nettelfield to close the Public Hearing for Bylaw #675 Manufactured home ages amendment to Land Use Bylaw #601.

**CARRIED**

**6. DELEGATIONS**

**6.1 MMSA – Sidewalk Report**

Komiete Tetteh from MMSA informed Council that the sidewalk report was not completed, it is approximately 85% complete and it will be completed for the September 10, 2020 meeting.

**RESOLUTION NO. 06-08-27-20**

**MOVED** by Councillor Steeves to move the sidewalk report to the September 10, 2020 meeting.

**CARRIED**

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Komiete Tetteh left the meeting at 7:19 p.m.

**6.2 Scott Knuttila – Fire Chief Report**

Only five calls since July 1<sup>st</sup>, 2020, one in the Village, four were in the M.D. The Village call was a medical call and these seem to be number one in the Village; new crests should be done next week, about four or five members of the public that participated in the crest contest; a bike ride coming up, about a dozen bikes riding; junior fire department members, have to be careful due to legal issues, total active members is eight and a couple auxiliary; all the trucks were tested and passed inspection, pump truck needs replacement, it is 30 years old by standards that is to old, CAO will look into grants, would like to meet with CAO to discuss fire department budget as there are repairs and other things need fixed or replaced; discussed recruitment incentives and training; Councillor Hockley asked why if there is a motor vehicle accident on the highway why multiple departments respond, Scott explained that Grimshaw is a automatic page because they are the only ones with full vehicle extraction tools and then the department assigned the area it responds to also.

**RESOLUTION NO. 07-08-27-20**

**MOVED** by Councillor Nettelfield to add Fire Department recruitment and retention incentive to the September 10<sup>th</sup>, 2020 meeting agenda. **CARRIED**

**RESOLUTION NO. 08-08-27-20**

**MOVED** by Councillor Steeves to accept the Fire Department report. **CARRIED**

Scott Knutilla left the meeting at 8:50 p.m.

**6.3 Angie Konowalyk – Bylaw Report**

Angie joined the meeting at 7:56 p.m.

Angie and Council discussed overhanging trees obstructing sidewalks, she will look at trees on 50<sup>th</sup> Street and trees on 49<sup>th</sup> Avenue on her next visit to Berwyn; discussed garbage/community standards notices sent to residents, she no longer sends a second notice to residents in certain circumstances; talked about animal control, dogs and cats loose; discussion held regarding the next public meeting, Angie would attend to discuss bylaw issues; a resident at the Public Meeting made a comment about right of entry. Angie clarified the legal permission under the MGA.

Bylaw Report for April to June, 2020: three animal complaints and year to date is seven; other complaints two year to date seven; dog tags purchased four and year to date are ten; garbage/community standard notices sent 48 and year to date is 53; unattached trailers/parking violations two and year to date is two; contractor hired/non compliance nine and year to date is ten; Municipal tickets issued one and year to date is one; Provincial tickets issued two and year to date is four; Civic addressing letters one and year to date is one.

**RESOLUTION NO. 09-08-27-20**

**MOVED** by Councillor Steeves to request all department heads attend our next public meeting. **CARRIED**

**RESOLUTION NO. 10-08-27-20**

**MOVED** by Councillor Hockley to accept the Bylaw report. **CARRIED**

Angie left the meeting at 8:25 p.m.

**7. NEW BUSINESS**

**7.1 Municipal Stimulus Program**

Through the Municipal Stimulus Program and the Government of Alberta they are providing funding to municipalities with the primary objective to sustain and create local jobs; enhance provincial competitiveness and productivity; position communities to participate in future economic growth; and reduce municipal red-tape to promote job-creating private sector investment.

Council need to decide by October 1, 2020. Discussion on what to use the funds for were: curbs and sidewalks, solar panels and solar farms.

CAO Gayton will do some research regarding curbs and sidewalks before the September 10, 2020 Council meeting. Sidewalk work to be tendered out.

**RESOLUTION NO. 11-08-27-20**

**MOVED** by Councillor Steeves to have CAO Gayton research sidewalks as a possible use of the Municipal Stimulus Program Grant. **CARRIED**

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**7.2 AUMA Online Conference**

The AUMA online conference will take place September 24<sup>th</sup> and 25<sup>th</sup>, 2020. This year's theme is Together We Can! With opening keynote speaker, Peter Mansbridge.

**RESOLUTION NO. 12-08-27-20**

**MOVED** by Mayor Montie to direct administration to register Councillor Steeves, Councillor Hockley, Councillor Nettelfield and Mayor Montie for the AUMA virtual conference. **CARRIED**

**7.3 Sewer Cleaning – Avenge Energy Services Inc. and Tri-Line Contracting Quotes**

The Village received two quotes for the Sewer Line Cleaning Project.

**RESOLUTION NO. 13-08-27-20**

**MOVED** by Councillor Steeves to offer the Sewer Line Cleaning Project to Tri-Line Contracting at \$15,0000 (5000 meters at \$3.00 a meter). **CARRIED**

**7.4 Reserve bids for Tax Sale Properties**

The Village has two properties for the tax sale on September 16, 2020. Council is required to set a minimum bid as noted in Section 419 of the Municipal Government Act (MGA). Appraisals have been done by Laine Gardner of Remax Realty, and a copy of the tax sale ad ran in the Alberta Gazette and will be running in the Mile Zero/Banner Post papers.

**RESOLUTION NO. 14-08-27-20**

**MOVED** by Councillor Nettelfield to reserve a bid of \$8000.00 dollars for property Lot 2; Block 1; Plan 2529ET. **CARRIED**

**RESOLUTION NO. 15-08-27-20**

**MOVED** by Mayor Montie to reserve a bid of \$165,000.00 dollars for property Lot 3; Block 1; Plan 1449ET. **CARRIED**

**7.5 Bylaw #675 – Manufactured Home Ages**

**RESOLUTION NO. 16-08-27-20**

**MOVED** by Mayor Montie to give the second reading to Bylaw # 675 Land Use Bylaw Amendment. **CARRIED**

**RESOLUTION NO. 17-08-27-20**

**MOVED** by Councillor Steeves the third and final reading to Bylaw # 675 Land Use Bylaw Amendment. **CARRIED**

**8. CORRESPONDENCE**

**8.1 ATCO Power – Franchise Fee percentage**

The franchise agreement allows for an annual change to the franchise fee percentage. Specific procedures must be followed before the fee can be changed and take effect.

**RESOLUTION NO. 18-08-27-20**

**MOVED** by Councillor Hockley that the Village maintain the current ATCO Franchise fee for power for the coming year. **CARRIED**

**8.2 Town of High Prairie – Medical Issues**

The Town of High Prairie is asking for a letter of support be sent to the Minister of Health regarding the Physician Locum Services.

**RESOLUTION NO. 19-08-27-20**

**MOVED** by Councillor Nettelfield that administration send a letter to the Minister of Health supporting the Town of High Prairies position on Physician Locum Services with reference to how it will impact the region. **CARRIED**

**8.3 Municipal Affairs – Assessment Audit**

Alberta Municipal Affairs will be performing a detailed assessment audit for the Village of Berwyn. Assessment Audits are performed under the authority of section 22 of the Matters Relating to Assessment and Taxation Regulation, 2018.

**RESOLUTION NO. 20-08-27-20**

**MOVED** by Mayor Montie to accept the Municipal Affairs – Assessment Audit letter as information. **CARRIED**

**8.4 M.D. of Peace – Joint Meeting**

Council discussed dates that would work for them to attend the joint meeting with M.D. of Peace. Suggested dates are October 15<sup>th</sup> or 29<sup>th</sup>.

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**RESOLUTION NO. 21-08-27-20**

**MOVED** by Councillor Steeves to have administration to respond to M.D. of Peace with alternate dates for the meeting. **CARRIED**

**9. COMMITTEE REPORTS**

**9.1 Councillor Nettelfield - PREDA Report**

PREDA voted in the increase for memberships from .50 cents to .75 cents per capita, the increase will take effect in the 2021 fiscal year.

**RESOLUTION NO. 22-08-27-20**

**MOVED** by Mayor Montie to accept Councillor Nettelfields PREDA report. **CARRIED**

**9.2 Councillor Steeves Report – MMSA**

The board discussed exploring future ideas for the agency due to a decrease in contracts. Discussion around potential beneficial services that can be offered to municipalities to be surveyed and discussed further with CAO's. Public access to GIS system (web-mapping) "Guest" account is live for Village of Berwyn residents, a link to the site is on the Village of Berwyn website.

**RESOLUTION NO. 23-08-27-20**

**MOVED** by Councillor Hockley to accept Councillors Steeves report on the MMSA meeting. **CARRIED**

**9.3 Councillor Training**

Council discussed online courses being offered. Presently Councillor Steeves and Councillor Hockley are taking courses.

**RESOLUTION NO. 24-08-27-20**

**MOVED** by Mayor Montie to authorize all councillors to participate in the Elected Officials Education Program (EOEP) courses subject to the budget limitations. **CARRIED**

Council discussed setting a date for a Strategic Planning session and who they could bring in to advise them with the process. Council discussed bringing in Dan Dibbelt and also research other options, reach out to Community Development Officers. Strategic Plan will be on the September 10, 2020 agenda.

**10. CHIEF ADMINISTRATIVE OFFICER REPORT**

**10.1 CAO Report**

CAO talked with GFL manager, David Craig regarding the recycling facility. A separate truck is sent to pick up the glass and that is taken to a regional land fill. The recycle material is taken back to the facility in Grande Prairie and processed and then is shipped to their recycling facility in Winterburn. The cardboard bins seem to be the issue as they fill up so quickly, the cost to have an extra bin would be \$527.00 per month.

Kyle St. Laurent and CAO met with Velocity Consulting on July 30<sup>th</sup> to discuss the curbcock, service line, and saddle replacement program. Velocity will be looking for contractors who are available to do the work this fall.

The Village is in the process of getting our Berwyn.ca emails set up. Councillors will be getting individual email address with the Village as well.

The Ag Society has asked if we could include their front entrance way when we do our sidewalk program and they will pay the cost to have it done.

CAO informed Council he will be talking to Public Works to have them regularly inspect the tax recovery properties to make sure no one is squatting in them. Talked about having the trailers removed from the properties as they are not liveable. CAO is researching companies for demolition of the trailers.

Council set February for the next Public Meeting, a day in February will be chosen at a later date and residents will be given notice.

Discussed the sidewalk by the United Church property. Council chose to table the discussion until Councillors have had time to research the situation.

**RESOLUTION NO. 25-08-27-20**

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

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An inquiry was made regarding the water meter replacements and how things are progressing. CAO Gayton will be in touch with Public Works regarding their work plan. Some of the replacements could be difficult due to the curbscocks, then the plumber's assistance will be needed. The project is moving forward.

**RESOLUTION NO. 26-08-27-20**

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

**10.2 Hines Creek water costs**

Information was shown to Council supplemental to previous discussions and why we looked at the SCADA System and the thought behind it is if we get a SCADA System in other Municipalities that may end up working for us would be able to do it remotely and would cut down on the costs.

**RESOLUTION NO. 27-08-27-20**

**MOVED** by Mayor Montie to accept the Hines Creek information as presented. **CARRIED**

**10.3 Re; July 28<sup>th</sup> AUMA President visit**

**RESOLUTION NO. 28-08-27-20**

**MOVED** by Councillor Hockley to accept the information about the AUMA Presidents visit as presented. **CARRIED**

Kristin Dyck left the meeting at 10:17 p.m.

**11. IN CAMERA**

**11.1 Staff issues**

**RESOLUTION NO. 29-08-27-20**

**MOVED** by that Mayor Montie to move into camera at 10:17 p.m. **CARRIED**

**RESOLUTION NO. 30-08-27-20**

**MOVED** by Councillor Hockley that Council revert to an open session at 11:02 p.m. **CARRIED**

**RESOLUTION NO. 31-08-27-20**

**MOVED** by Mayor Montie to have CAO look into our Human Resources issues. **CARRIED**

Moved by Councillor Nettelfield to adjourn the meeting. Time of adjournment 11:03 p.m.

**CARRIED**



Ken Montie  
Mayor



Greg Gayton  
Chief Administrative Officer