

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
August 19, 2021
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:00 PM

PRESENT:

Cindy Hockley
Ken Montie
Kim Steeves
John Bak

Mayor
Deputy Mayor
Councillor
Councillor

Greg Gayton
Barb Schofield
Kristin Dyck

CAO
Recorder
Mile Zero News/Banner Post Reporter

Councillor Nettelfield did not attend due to illness.

1. CALL MEETING TO ORDER

The regular meeting of the Berwyn Village Council was held in the Village Council Chambers. The meeting was called to order at 7:02 p.m. by Mayor Hockley. Kristin Dyck attended the meeting via speaker phone.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-08-19-21

MOVED by Councillor Montie that Council approve the Village of Berwyn regular Council meeting agenda as amended.

ADDITIONS: 6.3 Merna Mills – Water Servicing

11.2 Land Sale Inquiries

CARRIED

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-08-19-21

MOVED by Councillor Steeves that Council adopt the minutes from the July 15, 2021, Regular Council meeting as amended.

6.2 Change word in first paragraph.

CARRIED

4. BUSINESS ARISING FROM MINUTES

None

Mayor Hockley went to 7.1 Berwyn Library, 2021 Budget and the 2020 Income and Expense Statement as the time slot for 6.1 John McLeod from the Arena Society wasn't until 7:15 p.m.

After doing 7.1 Berwyn Library, 2021 Budget and the 2020 Income and Expense Statement Council returned to 6.1 as John McLeod from the Arena Society had arrived.

John McLeod and Dan Dibbelt arrived at 7:06 p.m.

6. DELEGATIONS

6.1 John McLeod – Arena Society

Council and John discussed 2021 season arena opening. John would like to see the arena open for the first of October. It was discussed that the weather in October might be too warm for the ice to be put in. Mayor Hockley suggested that Mr. McLeod attend the Grimshaw ice allocation meeting on September 9, 2021 and let it be known that there could be ice available and maybe we could get some overflow bookings. This could help in deciding when the arena could put the ice in as it takes a couple of weeks to get it done. If the word is put out that the arena would have ice then a decision can be made on when this can be done.

RESOLUTION NO. 03-08-19-21

MOVED by Councillor Montie to table this discussion until the September 9, 2021 Council meeting.

CARRIED

RESOLUTION NO. 04-08-19-21

MOVED by Councillor Steeves that administration provide an estimated utility cost for opening the arena early.

CARRIED

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Merna Mills joined the meeting at 7:21 p.m. and John McLeod left at 7:21 p.m.

6.2 Dan Dibbelt, Lac Cardinal Economic Development

Dan brought an information package for councillors and included a memory stick with information for CAO Gayton.

Dan shared information about past projects that Lac Cardinal Economic Development were involved in and ongoing projects.

RESOLUTION NO. 05-08-19-21

MOVED by Councillor Steeves accepted the presentation from Dan Dibbelt, Lac Cardinal Economic Development as information. **CARRIED**

Dan Dibbelt left at 7:58 p.m.

6.3 Merna Mills – Water Servicing

Merna wrote a letter to the Village and is requesting that the Village install water lines and possibly sewer to her property located at 5431-50th Street.

Merna spoke to council requesting an agreement be put in place, she wants it to be in writing that if her property sells the Village will install the water and sewer main to her property line. Administration will write an agreement between the Village of Berwyn and Merna Mills and in the agreement include that within a year of purchase the purchaser must have the utilities attached to a residential property.

Councillor Steeves asked for clarification on Resolution No. 06-08-19-21 as she thought it was only one property in question not both properties. Administration went back and checked the recording. Much discussion was had about the properties and the water and sewer. After Councillor Bak made his motion Councillor Steeves asked which property and he replied the one property for now, it's all one so far.

RESOLUTION No. 06-08-19-21

MOVED by Councillor Bak to have CAO Gayton write up a letter that we supply a main water line and sewer line to the property when requested, and that within a year of the request they must have services attached to a residential property. **CARRIED**

5. PUBLIC HEARINGS

None

7. NEW BUSINESS

7.1 Berwyn Library, 2021 Budget and the 2020 Income and Expense Statement

RESOLUTION NO. 07-08-19-21

MOVED by Councillor Bak to accept the 2021 Budget and the 2020 Income and Expense Statement as presented. **CARRIED**

7.2 Election Questions/Election Grant

Two referendum questions were approved to be put on the ballot by the provincial government on October 18, 2021. The questions are:

- Should section 36(2) of the Constitution Act, 1982 – Parliament and the government of Canada's commitment to the principal of making equalization payments – be removed from the constitution?
- Do you want Alberta to adopt year-round Daylight-Saving Time, which is summer hours, eliminating the need to change our clocks twice a year?

Given there will be both senate elections and referendum questions during the 2021 municipal general election, small municipalities holding local elections will be eligible for a grant of \$1,000 for dealing with the provincial matters. This amount changes to \$2,000 if a municipal election is not required.

RESOLUTION NO. 08-08-19-21

MOVED by Councillor Bak to accept the Election Questions/Election Grant as information.

CARRIED

7.3 AUMA Conference Information

Council discussed the upcoming AUMA Convention in Edmonton, November 17-19, 2021. Two rooms have been booked for this date. Councillors will decide at a later date who will be attending. CAO Gayton will register two councillors for the Convention.

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RESOLUTION NO. 09-08-19-21

MOVED by Councillor Montie to have administration register two councillors to attend the AUMA Convention. **CARRIED**

7.4 Bylaw #680 – Repeals Bylaw #672

RESOLUTION NO. 10-08-19-21

MOVED by Councillor Steeves to table Bylaw #680 at this time, bylaw would repeal Bylaw #672 removal of the \$10.00 flat rate charge that was used when water meters malfunction.

CARRIED

7.5 Bylaw Enforcement Quarterly Report

Council had a few questions, one was how bylaw knows if a vehicle has been on the road for more than 72 hours, it was answered with: people tell the bylaw officer or report to the Village office that a vehicle has been on the road longer than 72 hours or the tires can be chalked. What is being done about derelict vehicles was another question, answer: letters are sent to property owners and if they do not comply, they can be fined, and the vehicles can be towed.

RESOLUTION NO. 11-08-19-21

MOVED by Councillor Montie to accept the Quarterly Bylaw Enforcement Report as presented.

CARRIED

7.6 RFD – Substitute Returning Officer

CAO Gayton will train Heather Fawcett giving her a full orientation on the Election Database and other tools at her disposal.

Section 13 of the Local Authorities Election Act allows for appointment of substitute returning officer. Council asked if she is a Commissioner of Oaths and she is not, but CAO Gayton explained that when you accept a nomination paper you can accept it as a returning officer.

RESOLUTION NO. 12-08-19-21

MOVED by Councillor Bak to accept the CAO recommendation to appoint Heather Fawcett as substitute returning officer.

CARRIED

8. CORRESPONDENCE

8.1 Map Program

CAO Gayton updated Council on the Municipal Accountability Program (MAP). CAO reviewed all the “legislative gaps” noted in the Municipal Accountability Program Review and, prepared a schedule for addressing all the issues identified. The schedule that CAO Gayton prepared was forwarded to Alberta Municipal Affairs.

RESOLUTION NO. 13-08-19-21

MOVED by Councillor Montie to accept ATB Financial as the designated financial institute for the Village of Berwyn.

CARRIED

RESOLUTION NO. 14-08-19-21

MOVED by Councillor Steeves that the alternate appointment to the Berwyn Library Board be rescinded, as it conflicts with Section Four of the Libraries Act. and to accept the schedule for dealing with “legislative gaps” in the MAP review be approved as presented.

CARRIED

RESOLUTION NO. 15-08-19-21

MOVED by Councillor Steeves to approve the schedule for dealing with “legislative gaps” and the Municipal Accountability Program (MAP) review is approved as presented.

CARRIED

8.2 Conveys Computer Design & Marketing

REMOVE: Councillor Steeves spoke to Council about Conveys Computer Design & Marketing, it is a new design in marketing that started up in Peace River. Councillor Steeves contacted the owner Rylee Armstrong and she offered to redo our logo; Councillor Steeves told her we are looking to refresh not necessarily redesign and she would be more than willing to do it for logo design update price below.

Logo Design update: restructure our current logo with a more modern visual tone, \$200.00.

Website Design: transfer our current website with a more user-friendly platform (Wix), \$3000.00, this price does not include the cost for Wix Premium program.

RESOLUTION NO. 16-08-19-21

MOVED by Councillor Steeves would be willing to enter into an agreement with Rylee Armstrong from Conveys Computer Design & Marketing to refresh our logo and redesign our website as quoted.

CARRIED

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REPLACE WITH: Councillor Steeves spoke to Council about Conveys Computer Design & Marketing, it is a new design and marketing company that started up in Peace River. Councillor Steeves contacted the owner Rylee Armstrong to discuss updating the Village website and refreshing the Village logo.

Council reviewed the quote from Conveys Computer Design & Marketing for the Village website design and refreshing the Village logo. The quote included a logo design update; website redesign; and a more user-friendly platform

RESOLUTION NO. 16-08-19-21

MOVED by Councillor Steeves to enter into an agreement with Rylee Armstrong from Conveys Computer Design & Marketing to refresh our logo and redesign our website as quoted.

CARRIED

Merna Mills left the meeting at 9:19 p.m.

8.3 BERDS - Insurance Research

The BERDS Society insurance renewal is approaching, and they are requesting that the Village add the hall on the AUMA Insurance policy, they would cover their portion of the insurance, so it would be no additional cost to the Village. With this consideration it will assist in reducing overall insurance costs and allow for the use of their additional funding to be used towards operations of the hall. They would like the CAO to get a price that includes the Berwyn Elks Community Centre in the AUMA insurance policy. CAO Gayton will do research in order for a decision can be made.

RESOLUTION NO. 17-08-19-21

MOVED by Councillor Montie to have administration obtain pricing including the Berwyn Elks Community Centre in the Village of Berwyn Insurance Policy, to be paid by the Berwyn Elks Recreation Development Society (BERDS).

CARRIED

9. COMMITTEE REPORTS

9.1 Councillor Montie – Reports from North Peace Housing Foundation; Long Lake Regional Waste Management and the Car Show Committee.

North Peace Housing

COVID Update on Stage Three for Lodge, it will impact off-site, but existing on-site restrictions will remain in place for the time being. The expectations of the residents is that they follow on and off-site COVID-19 protocol.

Visiting Policy: Each resident or alternate decision maker may identify up to four designated family/support persons who are essential to maintaining resident mental and physical health. Outdoor visits may include 10 people including the resident.

Alberta Social Housing approved 1.25 million in repairs to the HVAC and water systems at Heritage Towers; The Board approved replacement of one water heating system to forced air system at Grimshaw community housing and replace two furnaces in one unit in Grimshaw and one in Fairview.

Long Lake Regional Waste Management

Tours were confirmed at all locations on August 28, 2021. As of September 21, 2021 the ePilot Project has expanded so a person knows what products can be dropped off at the Transfer Stations. Basically, if it has an electrical cord, it is now accepted. The Governance Bylaw was passed; Fall residential clean-up will be September 20 to 25, 2021 with free surrender of appliances.

Car Show Committee

The Harvest Moon Festival, 2nd Annual Car Show n' Shine will be held on September 18th Mainstreet Grimshaw from 5:30 to 8:30 p.m. They are asking for people to pre-register for \$10.00 or on day of \$20.00 proceeds will be donated to the Dyck family. Live entertainment and more.

RESOLUTION NO. 18-08-19-21

MOVED by Councillor Bak to accept the North Peace Housing Foundation, Long Lake Regional Waste Management and the Car Show Committee reports from Councillor Montie.

CARRIED

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

Public Works had an accident with one of the trucks, the back fender was damaged, the damage is approximately \$9,500.00. Public Works has asked rather than fix the damage they would like to replace it with a flat deck. CAO Gayton has made an inquiry with the claim's advisor regarding the matter.

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The Village is having issues getting a sidewalk contractor to do work this year, CAO Gayton is working with the engineers to see if a creative solution can be found. No contractors are available to do the project to date.

CAO Gayton attended the NG911 (Next Generation 911) webinar. The plan is to switch to a wireless system by 2025. Telus is preparing agreements for the municipalities to sign and hopes to have CRTC approval of an agreement in early 2022. This will be more cell phone friendly.

An Emergency Management exercise had been discussed for Council and staff, maybe a tabletop exercise. Council will do a Mock Disaster exercise sometime after the election.

CAO Gayton had a Playground Inspection done at Glenmeyer Park, an inspector was doing other playgrounds in the area and contacted the Village to see if they wanted it done, the cost was \$400.

Community Services Director, Kristy Rees and CAO Gayton met with the inspector. He gave good advice on the things that are required to be done, one of the things that is required is a sign needs to be posted at the playground stating who operates it and the name and phone number in case anything happens. He also had a ball with a sensor which he dropped from a certain height which duplicates how hard a child falls off a swing. He tests the pea gravel that is underneath the swings to see if it absorbs enough, impact. We will get a written report when he has finished.

Councillor Bak asked about the response we received for the speed limit questionnaire. CAO explained we haven't checked out the survey monkey yet, we only have the paper copies and only 19 were received. The cut-off for the survey is Monday, August 23, 2021. Councillor Steeves received a report

from the RCMP Advisory Committee for the speed sensing sign that was placed on 50 Avenue. She will forward it to CAO Gayton to include in the results showing how much speeding is happening in the Village. Full results from the survey will be ready for the September 9, 2021 Council meeting.

Full payment on a tax sale property was received, it had been scheduled to go to Tax Sale Auction on September 15, 2021.

CAO Gayton sat in on a conference call with Minister Nate Glubish on August 9th regarding the provincial government's \$150 million program for broadband connectivity. One of the objectives they are trying to achieve is to have remote and rural communities reach a standard of 50 mbps download speed, and 10 mbps upload. The details on the funding framework have yet to be released. The Minister says the program is an urgent priority with him.

The Fiesta Association found a buyer for their shed.

Mackenzie Municipal Services Agency (MMSA) is looking for a new Agency Director. Kelly Bunn is acting as their interim director until a permanent Director is hired.

RESOLUTION NO. 19-08-19-21

MOVED by Councillor Bak to accept the CAO Report as presented.

CARRIED

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.2 Public Works Report

A new format for the Public Works report was presented to Council. Councillor Steeves asked if it was necessary for council to review public works report, she wondered if it couldn't be reviewed by the CAO and if he had any issues, it could then be brought to Council. CAO explained that he thought it was good for council to be aware of what public works was doing in case people had questions for them they might have the answers.

RESOLUTION NO. 20-08-19-21

MOVED by Councillor Bak to accept the Public Works Report as presented.

CARRIED

10.3 Cheque Report #15405 - #15558

Council Steeves had a question which the CAO Gayton answered for her regarding payments to the Town of Grimshaw, and Councillor Bak also had a question about the name of a company which was also answered by CAO Gayton.

RESOLUTION NO. 21-08-19-21

MOVED by Councillor Montie to accept the Cheque Report as presented.

CARRIED

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10.4 Cash Position Report

Council had questions regarding the Cash Position report

RESOLUTION NO. 22-08-19-21

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

CARRIED

10.5 Budget Variance Report

RESOLUTION NO. 23-08-19-21

MOVED by Councillor Bak to accept the Budget Variance Report as presented.

CARRIED

Reporter, Kristin Dyck from Mile Zero News/Banner Post attended the meeting via speaker phone, Mayor Hockley asked if she had any questions, she had none at this time.

Kristin Dyck and Barb Schofield left the meeting at 9:48 p.m.

Mayor Hockley called for a brief recess at 9:48 p.m.

Mayor Hockley called the meeting back to order at 9:52 p.m.

11. CLOSED SESSION

11.1 CAO Appraisal

11.2 Land Sale Inquiries

RESOLUTION NO. 24-08-19-21

MOVED by Councillor Bak to move into a closed session to discuss a matter pertaining to 11.1 CAO Appraisal and 11.2 Land Sale Inquiries. Discussions as permitted under Section 16 & 17 of the Freedom of Information Act.

CARRIED

RESOLUTION NO. 25-08-19-21

MOVED by Councillor Bak to move back into open session.

CARRIED

RESOLUTION NO. 26-08-19-21

MOVED by Mayor Hockley to have administration advertise the upcoming Chief Administrative Officer vacancy.

CARRIED

Moved by Councillor Steeves to adjourn the meeting.

CARRIED

Time of adjournment 10:23 p.m.



Cindy Hockley
Mayor



Greg Gayton
Chief Administrative Officer

