

**VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
MINUTES
Monday, December 12, 2022**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on December 12, 2022, commencing at 7:00 p.m.

IN ATTENDANCE

Mayor Steeves
Councillor Bak
Councillor Sawan
Councillor Johnson

Chief Administrative Officer - Matthew Norburn
Recording Secretary - Barb Schofield

Kristin Dyck, Mile Zero/Banner Post Reporter, did not attend the meeting.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ACCEPTANCE OF AGENDA

RESOLUTION NO. 01-12-12-22

MOVED by Councillor Sawan that the agenda be adopted as amended. **CARRIED**

ADDITIONS: 4.1 Remembrance Day letter

- 8.2 Code of Conduct
- 9.6 Procedural Bylaw
- 9.7 Notice of Motion for Mayor
- 9.8 Sign at Entrance of Berwyn
- 14.2 Personnel

APPROVAL OF MINUTES

RESOLUTION NO. 02-12-12-22

MOVED by Councillor Johnson that the minutes of the regular meeting of council held on November 24, 2022, be adopted as presented. **CARRIED**

BUSINESS ARISING FROM THE MINUTES

4.1 Remembrance Day letter

Mayor Steeves will draft a letter to Grimshaw Legion Branch #253 regarding Remembrance Day.

PUBLIC HEARING

None

DELEGATIONS

6.1 John McLeod – Arena update

John gave council an update on the arena.

RESOLUTION NO. 03-12-12-22

MOVED by Mayor Steeves that the heat exchange for the ice plant be added to the Capital Budget discussion. **CARRIED**

Johnathan arrived at 7:03 p.m. and left at 7:25 p.m.

CAO Norburn left the meeting to check on the Emergency Management delegate at 7:26 and returned to Council Chambers at 7:30 p.m.

Council moved onto 7.1 while waiting on Emergency Management delegate.

6.2 Emergency Management update

Alan Stebbing from Emergency Management Agency gave a presentation. Alan is assisting administration to put together a new plan of action.

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Alan Stebbing from Emergency Management Agency left at 8:45 p.m.

COMMITTEE OF THE WHOLE

7.1 RFD – Ice Candle Festival
RESOLUTION NO. 04-12-12-22

MOVED by Mayor Steeves to enter Committee of the Whole at 7:30 p.m.

CARRIED

RESOLUTION NO. 05-12-12-22

MOVED by Mayor Steeves to have the Village of Berwyn create an Ice Candle Festival for the weekend of February 18, 19, and 20th, 2023, this event will be advertised to our residents and the Village of Berwyn will supply LED lights.

CARRIED

RESOLUTION NO. 06-12-12-22

MOVED by Mayor Steeves to leave Committee of the Whole at 7:38 p.m.

CARRIED

Returned to 6.2 at 7:38 p.m.

BYLAWS

8.1 Emergency Management Bylaw

This will be put back on the January 12, 2023 agenda.

RESOLUTION NO. 07-12-12-22

MOVED by Mayor Steeves to accept the 1st Reading of Bylaw #697 Emergency Management.

CARRIED

RESOLUTION NO. 08-12-12-22

MOVED by Councillor Sawan to accept the 2nd Reading of Bylaw #697 Emergency Management.

CARRIED

8.2 Councillor Code of Conduct

Mayor Steeves wants the Councillor Code of Conduct, Bylaw #690 brought to the first meeting following the by-election.

NEW BUSINESS

9.1 Capital Projects

RESOLUTION NO. 09-12-12-22

MOVED by Councillor Johnson to accept the 10-year Capital Plan with the changes.

CARRIED

9.2 By-Election and Councillor Resignation

RESOLUTION NO. 10-12-12-22

MOVED by Mayor Steeves to accept the resignation from Councillor Nettelfield.

CARRIED

RESOLUTION NO. 11-12-12-22

MOVED by Councillor Johnson to approve the dates for a By-Election, Nomination begins on December 13, 2022, Nomination Day, January 16, 2023, and Election Day is February 13, 2023, and appoint CAO Matthew Norburn as the Returning Officer.

CARRIED

9.3 Grant Match Agreement

RESOLUTION NO. 12-12-12-22

MOVED by Councillor Johnson to direct administration to sign the agreement with Grant Match.

CARRIED

9.4 FCSS Programming

RESOLUTION NO. 13-12-12-22

MOVED by Councillor Sawan to accept the Memorandum of Agreement with the Town of Grimshaw with changes made by council.

CARRIED

9.5 ABMUNIS Natural Gas Prices

RESOLUTION NO. 14-12-12-22

MOVED by Councillor Johnson that Council enter into a one-year fixed rate plan with ABMUNIS Natural Gas at \$4.96

CARRIED

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9.6 Procedural Bylaw

RESOLUTION NO. 15-12-12-22

MOVED by Mayor Steeves that the Procedural Bylaw #673 is not to be updated until all of the councillors have had a chance to review the Procedural bylaw and offer direction for updates. **CARRIED**

9.7 Notice of Motion for Mayor

Notice for a motion at the next council meeting on January 12, 2023. Councillor Bak will research the Municipal Government Act (MGA) to find out about a Notice of Motion.

Council took a break at 9:17 p.m. and returned at 9:25 p.m.

9.8 Sign at the entrance of Berwyn

A discussion was held regarding the ownership of the sign at the entrance of Berwyn. CAO Norburn will contact John McLeod about the ownership of the sign.

FINANCIALS

10.1 Interim Budget

RESOLUTION NO. 16-12-12-22

MOVED by Mayor Steeves that council approve that the 2023 expenditures be authorized for routine, non-discretionary expenditures based on the 2022 budget amounts until the new 2023 budget is passed. **CARRIED**

CORRESPONDENCE and INFORMATON

11.1 Help International Shelterbelt Program

11.2 ATCO Changing poles

11.3 Coloring in break landscapes with housing

11.4 Letter from Minister Ellis

11.5 Minister Copping – Volunteer Fire Departments

RESOLUTION NO. 17-12-12-22

MOVED by Councillor Sawan to accept 11.1 Help International Shelterbelt Program, 11.2 ATCO Changing poles, 11.3 Coloring in break landscapes with housing, 11.4 Letter from Minister Ellis, and 11.5 Minister Copping – Volunteer Fire Departments as information. **CARRIED**

COMMITTEE REPORTS

12.1 None

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 CAO Report

RESOLUTION NO. 18-12-12-22

MOVED by Councillor Johnson to accept the report from CAO Norburn. **CARRIED**

Recorder, Barb Schofield left the meeting at 10:05 p.m.

CLOSED SESSION

14.1 Personnel and 14.2 Personnel

RESOLUTION NO. 19-12-12-22

MOVED by Mayor Steeves to enter into a Closed Session at 10:08 p.m., in accordance with Part 1, Division 2 of the Freedom of Information and Protection of Privacy Act. **CARRIED**

RESOLUTION NO. 20-12-12-22

MOVED by Councillor Bak to come out of the Closed Session at 10:45 p.m. **CARRIED**

CAO Norburn left at 10:05 and returned at 10:45

RESOLUTION NO. 21-12-12-22

MOVED by Councillor Bak that CAO Norburn get a \$10,000.00 per year raise. **CARRIED**

Mayor Steeves opposed

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RESOLUTION NO. 22-12-12-22

MOVED by Councillor Sawan that the \$10,000.00 per year raise be retroactive six months from today, December 12, 2022. **CARRIED**

Mayor Steeves opposed

ADJOURNMENT

Being that agenda matters have been concluded the meeting adjourned at 11:09 p.m.

These minutes approved this 19 day of January, 2022



Mayor
Kim Steeves



Chief Administrative Officer
Matthew Norburn