

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
December 9, 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

CAO
Recorder

Councillor Steeves attended the meeting electronically with video conferencing software. Matthew Norburn attended the meeting electronically with video conferencing software. Brianne Netteifield did not attend. Kristin Dyck, reporter from the Mile Zero/Banner Post did not attend.

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 by Mayor Hockley at 7:02 p.m.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-12-09-21

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

ADDITIONS: 7.3 Interim Budget Approval

8.6 Peace Library Systems – 2022 Budget

8.7 Consumer Price Index

9.2 Mayor Hockley – AUMA Report CARRIED

Councillor Montie told Council that he had just received information today (December 9, 2021) from North Peace Housing Foundation. Councillor Montie asked if he could email the information, he received i.e.: recent announcements and the Requisition from North Peace Housing Foundation to the Councillors. The Requisition would be brought to January 13, 2022, Council Meeting.

Before the adoption of the minutes, Council moved to the Public Hearings as they were advertised as starting at 7:00 p.m.

5. PUBLIC HEARINGS

5.1 Public Hearing for Bylaw #681, Rezoning

5.2 Bylaw #682 Public Notification for advertising

Mayor Hockley explained that Councillor Montie would become a Delegate rather than a Councillor as he has a pecuniary interest in Bylaw # 681 Rezoning.

Mr. Montie felt he did not need to address the Bylaw # 681 Rezoning as it was explained well enough in the bylaw that was taking place.

Mayor Hockley spoke on behalf of a concerned resident that did not attend the Hearing. They were concerned because it had been a shop, what would be done to remediate the soils. It was noted that you possibly could have your children playing on the land. Mr. Montie responded that he was in the process of cleaning everything up at the moment as for the soil he said he was not planning soil remediation at this point. Mr. Montie said after it was cleaned up, he would be gravelling the property.

CAO Gayton informed Mayor Hockley that he received no submissions regarding either bylaw.

Mayor Hockley said having No submissions or No delegates that Council would close the Public Hearing on Bylaw # 681.

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Mayor Hockley then opened the Public Hearing on Bylaw # 682, Public Notification for advertising. There were no submissions and no delegates. CAO Gayton explained the bylaw to Council, it will allow for more flexibility in advertising.

Both Bylaw # 681 and # 682 had been advertised in the Mile Zero/Banner Post papers and in our monthly newsletter.

Mayor Hockley asked if anyone wanted to speak on Bylaw #682 Public Notification for advertising, no one did, so Mayor Hockley closed the Public Hearing for Bylaw #682.

Council returned to the regular meeting.

3. ADOPTION OF MINUTES
RESOLUTION NO. 02-12-09-21

MOVED by Councillor Montie that Council adopt the minutes from the November 25, 2021, Regular Council meeting as presented. **CARRIED**

4. BUSINESS ARISING FROM MINUTES

None

Angie Konowalyk joined the meeting at 7:10 p.m.

6. DELEGATIONS

6. Angie Konowalyk – Bylaw Enforcement
CAO explained to Council that they are continuing some of the discussion we had at the November 25, 2021, Council meeting, regarding the effectiveness of some of the Village's bylaws. CAO Gayton had Bylaw Enforcement Officer, Angie Konowalyk listen to the taped meeting from the November 25, 2021, Council meeting.

Angie explained she would address a few of the concerns to correct them. She told them she doesn't deal on a complaint only basis, she does drive arounds every week when she's here. Angie answered questions that she heard from Councillors on the recorder.

Councillor Montie asked Angie if she could please go through the Community Standards bylaw and let Council know which parts of the bylaw she is not comfortable enforcing.

Discussions followed on what can be done to change things in order for residents to clean up their properties.

RESOLUTION NO. 03-12-09-21

MOVED by Councillor Montie that Council table this discussion until 2022 so more information from other communities can be gathered and try to come up with a plan for a Summer Beautification Program.

CARRIED

Angie Konowalyk left at 7:39 p.m.

Councillor Montie left the room, as he had previously declared a pecuniary interest in this bylaw.

7. NEW BUSINESS

7.1 Bylaw #681, Rezoning

Mayor Hockley asked Council if there was any more discussion on Bylaw #681, no further discussion was had.

RESOLUTION NO. 04-12-09-21

MOVED by Councillor Bak to give the 2nd reading of Bylaw #681, Rezoning Bylaw.

CARRIED

RESOLUTION NO. 05-12-09-21

MOVED by Councillor Steeves to pass the 3rd and final reading of Bylaw #681, Rezoning Bylaw.

CARRIED

Mayor Hockley had Councillor Montie return to Council Chambers.

7.2 Bylaw #682 Public Notification Bylaw

Councillor Steeves request a change in a word on page 2 (b) i. remove "or" after website and replace with "and". Council agreed to the proposed amendment.

RESOLUTION NO. 06-12-09-21

MOVED by Councillor Bak to give the 2nd reading of Bylaw #682, Public Notification Bylaw as amended.

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RESOLUTION NO. 07-12-09-21
MOVED by Councillor Steeves to pass the 3rd and final reading of Bylaw #682, Public Notification Bylaw as amended. **CARRIED**

7.3 Interim Budget Approval
Every expenditure in a new fiscal year should have the approval in a capital and/or operating budget. Most municipalities (especially the smaller ones) don't approve their budgets until some time early in the fiscal year. The CAO recommended using the 2021 budget as a basis for an interim budget.
RESOLUTION NO. 08-12-09-21
MOVED by Councillor Montie that 2022 expenditures be authorized for routine, non-discretionary expenditures based on the 2021 budget amount. **CARRIED**

8. CORRESPONDENCE

8.1 Peace River School Division Meeting
Peace River School Division has invited the council and CAO to a virtual joint meeting with other municipalities
RESOLUTION NO. 09-12-09-21
MOVED by Councillor Montie to have Councillors who would like to attend the Peace River School Division Joint Meeting Board of Trustees to give notice to CAO for he can advise PRSD to send a ZOOM notice to those who would like to attend. **CARRIED**

8.2 Peace Regional Victims Services Request for Support
Peace Regional Victims Services are requesting financial support in the amount of \$2.00 per capita for 2022.
RESOLUTION NO. 10-12-09-21
MOVED by Mayor Hockley to table this request until the 2022 budget discussions. **CARRIED**

8.3 City of Cold Lake Physician Assessment Process
The City of Cold Lake sent a letter asking for our support lobbying with the government to try and get physicians moved into the province at a faster pace.
RESOLUTION NO. 11-12-09-21
MOVED by Councillor Montie to take the letter from the City of Cold Lake to the next Doctor Recruitment Committee to see if it gets their support. **CARRIED**

8.4 Rural Crime Watch Symposium, Northern Sunrise County
Northern Sunrise Rural Crime Watch Association, Zone 3 will be hosting the 2022 Alberta Provincial Rural Crime Watch Symposium February 25 & 26th, 2022. In preparation for the event, they are asking community partners to participate by providing sponsorship.
CAO Gayton provided Council with information on Grant Funding to see if there are available funds to donate to Northern Sunrise Rural Crime Watch Association.
RESOLUTION NO. 12-12-09-21
MOVED by Councillor Bak to donate \$250.00 to Northern Sunrise Rural Crime Watch Association. **CARRIED**

8.5 Peace Library Systems Board Meeting Highlights
The Peace Library Systems Board Meeting was held by Zoom on November 27, 2021.
RESOLUTION NO. 13-12-09-21
MOVED by Councillor Montie to accept the Peace Library Systems Board Meeting Highlights as information. **CARRIED**

8.6 Peace Library System Board 2022 Budget
Peace Library System sent a copy of their 2022 Budget as required by their Master Agreement with our municipality.
RESOLUTION NO. 14-12-09-21
MOVED by Councillor Steeves accepted the Peace Library System Board 2022 Budget as information. **CARRIED**

8.7 Consumer Price Index
CAO Gayton added this information on the Consumer Price Index just as an indicator to let Council know the current situation. Council may want to keep this in mind when doing the 2022 budget.
RESOLUTION NO. 15-12-09-21
MOVED by Councillor Bak to accept the Consumer Price Index as information. **CARRIED**

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9. COMMITTEE REPORTS

9.1 Councillor Steeves Reports
RCMP Advisory Board Committee

- Sergeant Browne advised that there are some renovations taking place at the Peace River Detachment.
 - String of Breaking and Entering have taken place in Grimshaw
 - Reports Nampa Public School may be closing at the end of this school year due to lack of attendance.
 - 18 hr shuffle to take place at QEII hospital in GP, patient and equipment move to new hospital for opening. Assistance provided by Peace Regional AHS
 - Reports of excess speeding across PR bridge, increased police presence to address concerns
 - Reported to RCMPAC the request for speed reader board to be returned to Berwyn as well, max speed to be set at 50 km/hr and set up on 50th Street.
 - Additional request for Road Safety Campaign for Berwyn Residents from RCMP.
 - Chair Dave LeBlanc advised a signage inventory of all speed signs, crosswalks and crosswalk markings may be of assistance as well. The speed board installation will take place as soon as possible.
- MMSA - Highlights:
- Executive Director Kelly Bunn has been hired to oversee MMSA operations.
 - Policies have been developed/updated for internal operations
 - Extensive GIS upgrades to come offering far more layers and ease of reporting for residence to be captured
 - Berwyn on schedule for Intermunicipal Development Plan, and Land Use Bylaw Review from April – June 2022 with KT
 - Berwyn Municipal Development Plan to be refreshed in 2023

RESOLUTION NO. 16-12-09-21

MOVED by Councillor Bak to accept Councillor Steeves RCMP Community Advisory Board Committee and MMSA Reports. **CARRIED**

9.2 Mayor Hockley - AUMA Report

AUMA – Legal Course on November 16, 2021

The following notes are from Mayor Hockley's attendance at the Alberta Municipalities conference.

Procurement policy – tenders may not need to be approved by council if the policy is clear. Can set approval by cost, scoring criteria or other factors

Home-based businesses – spell it out clearly, development permit required (?) as changing the use of the property

Compile and keep a list of policies that may be considered in making decisions under part 17 of MGA and have been approved by the council

Code of Conduct – should be reviewed at least every four years, watch for changes that may be required due to case law

Detail the process to investigate the complaint

Who can complain? Document right to reject frivolous or vexatious claims

Recommendation from a lawyer – council will investigate but has the discretion to bring in a third-party investigator in each case, (NOT CAO or legal counsel as they may appear biased)

Document right of the complainant to seek legal advice at his own expense

Put in timelines to get each stage completed, allow some flexibility

Complaint, response, investigation, findings, response, sanction

Sanction – consider the duration. Opportunity to improve vs permanent

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AUMA Convention November 17, 2021
Drug Decriminalization

Address substance abuse disorder as a medical condition, like obesity or diabetes

Asking municipalities to declare Public Health Emergency and advocate to Federal Government for development of Pan-Canadian plan of action, provision of safe supply, decriminalize personal amounts

Start Your Term Off Right – November 18, 2021

Future of municipal government project – researching options of what it will look like in the future

1. Review code of conduct – minimum every four years
2. Review the procedural bylaw
3. Review the CAO/Administration bylaw

Learn who has what powers when they are in effect and how they work together

Top Tips for Working with Your Administrative Team

Understand shared goals, purposes, and expectations

Be prepared to have difficult conversations

Know the CAO Evaluation Process – deal with specific issues as they happen, don't let things fester

Do you have an Employee Code of Conduct? Should you?

RESOLUTION NO. 17-12-09-21

MOVED by Councillor Montie to accept Mayor Hockley's AUMA, Legal Course and AUMA Convention Report. **CARRIED**

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

CAO talked to Rylee Armstrong regarding the proposed new website. She is planning to prepare a mobile friendly website but wanted to finish the conventional website first before she did that

We checked our community standards bylaw #661 and animal control bylaw #659, and they both have escalating penalty clauses for second and third offences.

CAO placed an employment opportunity advertisement on our Facebook page for some interim help for our public works supervisor.

CAO Gayton has discussed with Public Works foreman, Merv that we need to take our time in hiring as we need to see where the water situation is before we can commit on how much can be put in for helping Merv.

The Village finally received the completed final claim from New Generation Projects for the water and sewer work completed in June. CAO Gayton calculated how all three big capital projects did as compared to budget.

We have had some trouble with our water sample courier and are presently researching other options.

CAO Gayton brought forward information on the cost of renting or outright purchase.

RESOLUTION NO. 17-12-09-21

MOVED by Councillor Bak to purchase the Image Runner Advance DX C3835i copier outright from Hi-Tech Business Solutions. **CARRIED**

RESOLUTION NO. 18-12-09-21

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

CARRIED

10.2 Water Meters

CAO Gayton provided Council with a summary of the water meter issues that the staff reviewed. Outside assistance is required to ensure the software is up to date, hardware is up to date, the radio system is up to date. It's possibly not an issue of individual meters in some cases, it may be a systemic problem.

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RESOLUTION NO. 19-12-09-21
MOVED by Councillor Montie to receive water meter reports as information. **CARRIED**

RESOLUTION NO. 20-12-09-21
MOVED by Councillor Steeves to have administration address the water meter reading issues as soon as possible. **CARRIED**

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

- 11. IN CAMERA**
- 11.1 Request for Consideration
- 11.2 Land Issue
- 11.3 Land Issue

RESOLUTION NO. 21-12-09-21
MOVED by Councillor Bak that Council convene in a closed session to deal with personnel and land matters as permitted by as allowed by Section 16 and 17 of the Freedom of Information and Protection of Privacy Act. **CARRIED**

Councillor Steeves Zoom meeting was muted so that she did not participate in the discussion, of agenda item 11.1 due to a possible pecuniary interest.

Councillor Steeves rejoined the meeting when 11.2 and 11.3 were discussed.

RESOLUTION NO. 22-12-09-21
MOVED by Mayor Hockley to revert to an open session. **CARRIED**

Council went back into an open session at 9:05 p.m. **CARRIED**

RESOLUTION NO. 23-12-09-21
MOVED by Councillor Montie to have administration prepare a letter in response to the request for reconsideration of the Council's decision. **CARRIED**

RESOLUTION NO. 24-12-09-21
MOVED by Mayor Hockley that staff research further regarding the water tower replica lot and involve the landowners. **CARRIED**

RESOLUTION NO. 25-12-09-21
MOVED by Councillor Montie that staff do further research on Block 7, Plan 832 0513. **CARRIED**

Moved by Councillor Bak to adjourn the meeting. **CARRIED**

Time of adjournment 9:13 p.m.



Cindy Hockley
Mayor



Matthew Norburn
Chief Administrative Officer