



AGENDA
VILLAGE OF BERWYN
COUNCIL MEETING
January 12, 2023
BERWYN VILLAGE OFFICE COUNCIL CHAMBER
7:00 PM

1. CALL TO ORDER at

2. ACCEPTANCE OF AGENDA

ADDITIONS TO AGENDA:

CHANGES TO AGENDA:

3. APPROVAL OF MINUTES

3.1 RFD - Council Meeting Minutes – 3.1 Minutes of the Regular Council Meeting held December 12, 2022

4. BUSINESS ARISING FROM THE MINUTES

4.1 Update on ownership of sign

4.2 Apology letter to Legion

5. PUBLIC HEARINGS

5.1

6. DELEGATIONS

6.1 Tracy Halerewich – FCSS

6.2 Angie Konowalyk – Bylaw

6.3 Randy Morden - SCADA

7. COMMITTEE OF THE WHOLE

7.1

8. BYLAWS

8.1 Emergency Management Bylaw

8.2 Procedural Bylaw

9. NEW BUSINESS

9.1 Berwyn Library Financial Request

9.2 RFD - Request for Letter of Support for Main Street Revitalization

10. FINANCIALS

10.1

11. CORRESPONDENCE and INFORMATION

11.1 Peace Regional Victims Services – Annual Request

11.2 MD 135 letter to Honourable Danielle Smith – Re: Fixed Wing Medivac Service

11.3 Alberta Provincial Rural Crime Watch Assoc. – Agenda & Registration

11.4 Municipal Affairs Letter

12. COMMITTEE REPORTS

12.1

13. STAFF REPORTS

13.1 Public Works Report – Del Cardinal

13.2 CAO Report

14. CLOSED SESSION

14.1 Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 23

14.2 Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 27

15. ADJOURNMENT

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: January 12th, 2023

Topic: Council Meeting Minutes

Background: December 12, 2022, Council Meeting

CAO Recommendation: That Council adopts December 12, 2022, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on December 12, 2022, be approved as presented.

IMPLICATION OF DECISION

Financial Implications: None

Alternative Options:

Report Summary: Pursuant to section 208 (1) (iii) of the *Municipal Government Act*, the minutes of December 12, 2022, Regular Council Meeting are given to Council for adoption.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
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Chief Administrative Officer:
CAO Matthew Norburn

Date:

**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.

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 27, 2022

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

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 27, 2022

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 INFORMATION

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

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
October 27, 2022

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 _____ day of _____, 2022

Mayor
Kim Steeves

Chief Administrative Officer
Matthew Norburn



Emergency Management Bylaw #697

Bylaw Statement:

A Bylaw of *The Village of Berwyn*, in the Province of Alberta for the purpose of establishing an Emergency Advisory Committee and Emergency Management Agency.

WHEREAS the *The Village of Berwyn* is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint a Director of Emergency Management, a Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency.

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, such an agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*

THEREFORE, be it resolved that the Council of *The Village of Berwyn* in the Province of Alberta, duly assembled hereby enacts as follows:

INTERPRETATION

1. Headings in this Bylaw are for reference purposes only.
2. Words in the masculine gender will include the feminine and other genders whenever the context so requires and vice versa.
3. Words in the singular shall include the plural or visa versa whenever the context so requires.

DEFINITIONS

1. This Bylaw shall be cited as the "Emergency Management Bylaw"

2. In this Bylaw the following words and terms shall have the following meanings:

- a. **"Act"** means the *Emergency Management Act*, RSA 2000, Chapter E6-8;
- b. **"Council"** means the Council of *The Village of Berwyn*
- c. **"Deputy Director of Emergency Management"** (DDEM) means the person responsible for duties of the Director of Emergency Management in their absence;
- d. **"Director of Emergency Management"** (DEM) means the person appointed by of Council through this bylaw, who shall be responsible for the municipality's Emergency Management Program;
- e. **"Disaster"** means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment;
- f. **"Emergency"** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- g. **"Emergency Advisory Committee"** (the Committee) means the committee appointed by Council through this bylaw to advise the Emergency Management Agency and to report to Council on the state of *The Village of Berwyn's* Emergency Program;
- h. **"Emergency Management Agency"** (the Agency) means the Emergency Management Agency as established by this bylaw;
- i. **"Emergency Plan"** (the Plan) means the Emergency Plan prepared under the direction of the Director of Emergency Management to co-ordinate the response to an emergency or disaster
- j. **"Evacuation Order"** means the order to evacuate persons, the removal of livestock and personal property from an identified area during a state of local emergency or state of emergency;

- k. **"Incident Commander"** means the person appointed by the DEM to manage the response to an emergency or disaster;
 - l. **"Local Authority"** means Council, where a municipality has a council within the meaning of the *Municipal Government Act*, Chapter M-26, RSA 2000;
 - m. **"Minister"** means the Minister charged with the administration of the Act; and
 - n. **"Municipality"** means *The Village of Berwyn*;
3. Council establishes the Emergency Advisory Committee to advise Council on the development of emergency plans and programs and to provide guidance and direction to *The Village of Berwyn's* Emergency Management Agency.
4. The Committee shall:
- a. consist of all of council Quorum shall be 3 Quorum during an Emergency whoever is available
 - b. The Mayor shall chair the committee;
 - c. advise on the development of emergency plans and programs to address potential emergencies or disasters in *The Village of Berwyn*;
 - d. advise Council, duly assembled, on the status of the emergency plans and programs at least once each year;
 - e. meet twice a year and shall have the option of calling special meetings on an as-needed basis. The DEM or his alternate, as requested, shall attend all meetings. In the event of a pending or imminent emergency, no notice shall be required to call a special meeting of the Committee. All members shall use their best efforts to be present at all meetings despite no notice having been provided;
 - f. the agenda for all upcoming regular meetings of the Committee shall be distributed to all members a minimum of one (1) week prior to the scheduled date of the meeting. Minutes shall be kept at each of the Committee meeting and shall be circulated to all Committee members and the DEM within fourteen (14) days of the meeting;

- g. meetings may be held through the use of a conference telephone or similar communications equipment such as email, instant messaging so long as all members participating in such meeting can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meeting. Each person participating in the meeting shall sign the minutes thereof, which may be in counterparts. Approval of said meeting may be accomplished via email.

5. Outside of Emergency or Disaster events the purpose of the Committee is to:

- a. advise on the development of emergency plans and programs;
- b. review Emergency Program progress annually and set priorities for the following year;
- c. complete training as required;
- d. recommend entering into agreements as appropriate to increase local capacity to respond to emergencies and disasters; and
- e. provide guidance and direction to the Agency.
- f. Appoint DDEMs, as necessary, to assist the DEM in the performance of their duties.

6. During an Emergency or Disaster, the purpose of the Committee is to:

- a. support the DEM, DDEM or alternate in the management of the emergency response and provide strategic direction as required;
- b. in accordance with section 15 of this bylaw, declare, renew or terminate a state of local emergency;
- c. in consultation and coordination with the Incident Commander, through the DEM, DDEM or alternate, Committee members may be requested to:
 - i. assist with keeping the community informed using established key messages;
 - ii. serve as a spokesperson if required;
 - iii. engage with other levels of government for financial and resource support;
 - iv. provide briefings to other levels of government; and

v. authorize major expenditures as required.

7. Council delegates the following powers and duties to the Committee:

- a. advise on the development of emergency plan and programs;
- b. in accordance with section 15 of this bylaw, declare, renew or terminate a state of local emergency for part or all of *The Village of Berwyn*;
- c. set priorities for the Emergency Program;
- d. enter into emergency management agreements with another regional group or single municipality.
- e. create policies relating to the emergency preparedness, response, and the operation of the Agency.

8. Council maintains the authority to:

- a. approve emergency plans and programs;
- b. appoint the Chief Administrative Officer;
- c. set the budget for Emergency Management in *The Village of Berwyn*; and
- d. approve this Bylaw.

9. Council shall:

- a. by resolution, appoint the members of the Emergency Advisory Committee;
- b. provide for the payment of expenses of its member(s) of the Committee; and

10. Council may:

- a. By bylaw that is not advertised, borrow, levy, appropriate and expend all sums required for its share of the operation of the Agency; and
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

11. Council establishes the Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew or terminate a state of local emergency.

12. Council appoints the CAO to be the Director of Emergency Management (DEM) for *The Village of Berwyn*.

13. The Agency shall be comprised of the following persons:

- a. The DEM and any DDEMs appointed;
- b. the Northwest Alberta Field Officer(s) of the Alberta Emergency Management Agency;
- c. The RCMP Detachment Commander;
- d. The Public Works Lead Hand;
- e. The District Manager of EMS from Alberta Health Services;
- f. The Superintendent of the School Division
- g. The Fire Chief
- h. the DEM or DDEMs may request any persons to join or advise the Agency at meetings, activities or in the preparing or implementation of the Emergency Plan for each period of time that the Agency deems appropriate.

14. The Agency will:

- a. prepare and administer the emergency plans and program for *The Village of Berwyn* and present them to the Emergency Advisory Committee at least annually for approval;
- b. review the plans and program on a regular basis;
- c. act as the appointed agent in exercising the Council's powers and duties under the Act;
- d. coordinate all emergency services and other resources used in an Emergency;
- e. ensure that one of the DEMs, DDEMs or alternate is designated to discharge the responsibilities of the Agency;

- f. meet a minimum of twice a year. Additional meetings may be called by the DEM;
- g. use the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;
- h. meetings may be held through the use of a conference telephone or similar communications equipment such as email, instant messaging so long as all members participating in such meeting can communicate with one another at the time of such meeting. Participation in such a meeting constitutes presence in person at such meeting. Each person participating in the meeting shall sign the minutes thereof, which may be in counterparts. Approval of said meeting may be accomplished via email.

State of Local Emergency

15. In the event of an Emergency within the boundaries of *The Village of Berwyn* the authority and powers to declare, renew or terminate a state of local emergency under the Act, the authority and powers specified in Section 20 of this Bylaw, and the requirement specified in Section 18 of this Bylaw are hereby delegated to the Emergency Advisory Committee. The Committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency. For clarity, the declaration of a State of Local Emergency would be during an emergency and therefore the quorum for the committee would be as per section 4(a) of this bylaw.
16. When a state of local emergency is declared, the Committee making the declaration shall:
 - a. ensure that the declaration identifies the nature of the Emergency and the area in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - c. as needed and subject to the Act, ensure the declaration of a state of local emergency is renewed every seven (7) days until the Emergency has passed; and
 - d. forward a copy of the declaration to the Minister forthwith.

This section also applies to any renewal of a state of local emergency.

17. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - a. a resolution is passed under Section 18 of this Bylaw;
 - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution; or
 - c. the Minister cancels the state of local emergency for the affected area.
18. When, in the opinion of the Committee, an emergency no longer exists, the Committee shall, by resolution, terminate the declaration.
19. When a declaration of a state of local emergency has been terminated by resolution or lapse of time or cancelled by the Minister, the Committee shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
20. Subject to Section 15 of this Bylaw, the Committee has declared a state of local emergency, the Agency may at any time, in accordance with the Act and related plans or programs may, for the duration of that state of local emergency, do all acts and take all necessary proceedings in the area under a state of local emergency in accordance with the section 24 of the Act.
21. In accordance with Section 19.1 of the Act, if an Evacuation Order is made, every person within the area that is the subject of the Evacuation Order must leave:
 - a. immediately; or
 - b. if a deadline for evacuation is specified in the Evacuation Order, by the deadline.
22. Section 21 of this Bylaw does not apply to a person acting under the direction of a person exercising powers under Section 20 of this Bylaw, as long as there is a plan for safely evacuating that person in a timely manner and the means are available to carry out the plan.
23. In accordance with Section 28 of the Act, no action lies against *The Village of Berwyn* or person acting under *The Village of Berwyn* direction or authorization for anything done or omitted to be done in good faith while carry

out a power or duty under this Act or in the regulations during a state of local emergency.

24. In accordance with Section 535(1) of the *Municipal Government Act* Councilors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the *Municipal Government Act* or any other enactment.

25. Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

SEVERABILITY

Each Section of this Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section or Part of this Bylaw be found to have been improperly enacted for any reason, then such Section or Part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

EFFECTIVE DATE

1. Bylaw 629 and amendments thereto be hereby rescinded.

2. This Bylaw shall come into force and effect on the _____ of _____, 202__.

Read the FIRST time on 12th of December, 2022

Read a SECOND time on 12th of December, 2022

Read a THIRD and FINAL time on _____ of _____, 202__

MAYOR

CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: Jan 12th, 2023

Topic: Procedural Bylaw

Background: The previous Procedural Bylaw and its amendments needed to be updated to follow our current agenda form. The Procedural Bylaw update is to improve the efficiency of council meetings. Updating the Procedural Bylaw with more streamlined and efficient procedures will help the council to accomplish its meetings more efficiently. Updating the Procedural Bylaw will provide more detailed guidance on council procedures and could help to increase transparency and accountability.

Attachments:

1. New Procedural Bylaw 697
2. Previous Procedural Bylaw #607
3. Amendment to Bylaw #673

CAO Recommendation: That council approves the new Procedural Bylaw 697

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: N/A

Alternative Options:

1. That council accepts for information.
2. That council makes recommendations for changes

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
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**Chief Administrative
Officer:**

Date:

VILLAGE OF BERWYN

BYLAW NO. 697

PROCEDURAL BYLAW

PART 1 - INTERPRETATION

1.1 Definitions In this Bylaw, unless the context otherwise requires:

"Act" means the Municipal Government Act, RSA 2000 c M-26 and any amendments thereto;

"Council" means the Council of the Village of Berwyn;

"Mayor" means the Mayor of the Village of Berwyn;

"Meeting" means a meeting of the Council;

"Minutes" means the written record of the proceedings of a Meeting;

"Municipal Office" means the office of the Chief Administrative Officer of the Village of Berwyn;

"Resolution" means a resolution of the Council.

PART 2 - MEETINGS OF COUNCIL

2.1 Regular Meetings

2.1.1 Council shall hold regular Meetings on the second and fourth Thursday of each month at 7:00 p.m. unless otherwise determined by Council.

2.1.2 The Mayor shall preside over all Meetings of the Council unless the Mayor is absent or unable to act, in which case the Deputy Mayor shall preside.

2.2 Notice of Meetings

2.2.1 Notice of all Meetings of Council shall be given to the public in accordance with the Act.

2.2.2 The Agenda for each Regular Meeting of the Council shall be posted in a conspicuous place in the Municipal Office and on the Village's website at least 48 hours before the Meeting.

2.2.3 Any person or delegation must provide their written submission for inclusion in the agenda to the CAO no later than noon on the Wednesday of the week prior to the scheduled meeting;

2.2.3 Presentations shall speak only on the matters which they have submitted to Council and which have been included in the agenda;

2.2.4 Presentations will be limited to thirty (30) minutes, followed by questions from Council members;

2.2.5 Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or that require a statutory Public Hearing; and

2.2.6 Presenters shall not address Council on the same subject matter more than once every three (3) months.

2.3 Quorum

2.3.1 When a quorum is present at the time set for the commencement of a Council meeting, the Mayor shall call the meeting to order.

2.3.2 If there is a quorum present at the time set for the commencement of a Council meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

2.3.3 If the quorum is not constituted within fifteen (15) minutes from the time set for the commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.

2.3.4 Whenever a vote on a motion before the Council cannot be taken because of a loss of quorum resulting from:

- a. the declaration of pecuniary interest or conflict of interest; or
- b. from a Councillor or Mayor not being present for all or part of a Public Hearing;

then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.

2.3.5 If a quorum is lost for any other reason the meeting is adjourned.

2.4 AGENDAS FOR COUNCIL MEETINGS

2.4.1 The agenda for each regular Council meeting shall be prepared by the CAO and submitted electronically together with all pertinent correspondence, statements and reports to each member of the Council at least four (4) calendar days prior to the meeting.

2.4.2 Any Council member wishing to have an item of business placed on the agenda for a regular Council meeting shall make the submission to the CAO not later than 12:00 noon on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable the Council to consider the matter.

2.4.3 Council shall only consider items of business on the agenda unless a motion to change it is unanimously passed.

2.5 Order of Business

2.5.1 The order of business at regular Meetings of the Council shall be as follows:

- a. Call to Order;
- b. Adoption of the Agenda;
- c. Disclosure of Pecuniary Interests;

- d. Adoption of the Minutes;
- e. Business Arising from the Minutes;
- f. Petitions and Delegations;
- g. Committee of the Whole
- h. Reports of Committees;
- i. Reports of Officials;
- j. New Business; and
- ki. Adjournment.

2.5.2 The Mayor may vary the order of business if deemed necessary.

2.6 The COTW

Enables Committee members to review upcoming and important issues and opportunities with members of The administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:

- a) Receive updates on emerging and ongoing projects and initiatives.
- b) Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make a decision.

The key for the Committee is to keep the focus on the broader and more strategic items. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

2.7 Special Meetings

2.7.1 The administrator shall call a special meeting of the council whenever requested to do so in writing the mayor or a majority of the members.

2.7.2 The written request referred to in subsection 2.7.1 shall include all items of business to be transacted

2.8 MEETING THROUGH ELECTRONIC COMMUNICATIONS

2.8.1 Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

2.8.2 A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year unless otherwise approved by Council.

2.8.3 A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.

2.8.4 A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

2.9 Minutes

2.9.1 The Minutes of the previous Meeting of the Council shall be presented at the next regular Meeting of the Council for adoption.

2.10.2 The Minutes of each Meeting of the Council shall be available to the public in accordance with the Act.

2.11 Petitions and Delegations

2.11.1 Any person or group may present a petition to Council, provided it is signed by at least ten (10) electors of the Village.

2.11.2 Any person or group wishing to make a presentation to Council shall make a request in writing to the Chief Administrative Officer at least seven (7) days prior to the Meeting.

2.11.3 The Mayor shall have the discretion to determine the length of time allocated for presentations.

2.12 Rules of Order Council shall follow the latest edition of "Robert's Rules of Order" at all Meetings unless otherwise provided for in this Bylaw or the Act.

PART 3 - MAYORAL ELECTIONS

3.1 Eligibility Only members of the Council are eligible to be elected as Mayor.

3.2 Term The term of office for the Mayor shall be for one year, commencing on the first regular Meeting of the Council in the calendar year following the municipal election.

3.3 Election 3.3.1 The Mayor shall be elected by a majority vote of the members of the Council present at a Meeting where there is a full Council.

3.3.2 If there is not a full council, then the Mayor will be appointed on an interim basis until a full council is convened.

3.3.3 If there is a tie vote, the Deputy Mayor shall cast the deciding vote.

3.3.4 If the Deputy Mayor is a candidate for Mayor, the Mayor shall cast the deciding vote.

3.3.5 If the Mayor's position becomes vacant during the term of office, a new Mayor shall be elected in accordance with this Bylaw.

3.4 Declaration of Mayor The Chief Administrative Officer shall declare the candidate elected as Mayor and shall forthwith notify the Minister and the returning officer of the Village.

4. Closed Sessions

4.1 Council has the authority to move into Closed Session pursuant to Section 197(2) of the Act for the purposes of:

- a. protecting the Village, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and
- b. to comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.

4.2 A resolution to move into a closed session shall state in general terms the topic of discussion.

4.3 Where the council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:

- a) The members of the council;
- b) The administrator and other members of the administration as the members of the council may deem appropriate; and
- c) The members of the public as the members of the council may deem appropriate.

4.4 Where the council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes:

- a) The time that the in-camera portion of the meeting commenced and concluded;
- b) The names of the parties present; and
- c) The legislative authority including the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act relied upon for authority to close the meeting to the public.

4.5 No resolutions or bylaws may be passed during a closed meeting.

4.6 No business other than that described within the resolution pursuant to the subsection may be discussed.

4.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of the council unless otherwise provided for in this bylaw.

PART 5 - AMENDMENT OF BYLAW

This Bylaw may be amended by Council.

PART 6 - REPEAL OF BYLAW

This Bylaw shall repeal any previous procedural Bylaw 604 and Bylaw Amendment 607 of the Village.

PART 6 - ENACTMENT

This Bylaw shall come into full force and effect upon the date of its final adoption.

ADOPTED by Council on the ____ day of _____, 20.

Mayor

Chief Administrative Officer

VILLAGE OF BERWYN

BYLAW NO. 607

PROCEDURAL BYLAW

A BYLAW OF THE VILLAGE OF BERWYN IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF REGULAR COUNCIL MEETINGS.

WHEREAS section 191 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, and amendments thereto provides that a Council may amend or repeal a bylaw of the municipality.

AND WHEREAS Council desires to amend Bylaw No. 604 known as the Council procedural bylaw;

NOW therefore the Council of the Village of Berwyn, duly assembled, hereby enacts as follows:

THAT this bylaw may be cited as the Council procedural bylaw;

THAT Council hereby establishes the following rules, procedures, and guidelines for the conducting of business for regular Council meetings; although such rules, procedures, and guidelines do not apply to special meetings of Council as described in Section 194 of the Municipal Government Act, nor do they apply to informal or unofficial meetings of Council as a Committee of the whole.

AGENDAS

The Agenda for each regular meeting shall be prepared by the Chief Administrative Officer and submitted together with copies of all pertinent correspondence, statements, and reports to each member of Council at least 48 hours prior to each regular meeting. Additions may be made to the agenda for items received after the agenda packages have been sent out.

The order of business in the Agenda should be as follows:

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
4. Public Hearings
5. Delegations
6. Business Arising
7. New Business
8. Financial Statement
9. Correspondence
10. Committee Reports
11. Chief Administrative Officer's Report
12. Confidential Items (in Camera)
13. Adjournment

The order of business established in the foregoing list shall apply unless Council wishes to make changes to accommodate delegations, or unless Council has good cause to make a change. Delegations shall be encouraged to attend Council meetings at a time of 7:00 p.m. or later.

Any member of Council, Village employee, or any other person wishing to have an item of business placed on the Agenda, shall contact the Chief Administrative Officer not later than four (4) full business days before the meeting.

DELEGATIONS

Council recognizes that the citizens of the Village of Berwyn have a right to communicate their concerns to their elected officials, either individually or as a collective group.

However, in order to facilitate the exchange of accurate information, and in view of the fact that it is not reasonable to expect every member of Council to be familiar with every aspect of the Village's day to day operation; those who wish to meet with Council individually or as a delegation shall be expected to do the following:

1. Address a letter or other written communication to the council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, and delivered or mailed to the CAO. The letter must arrive at least three (3) full business days before the meeting at which it is to be presented. If the person wishes to appear before council on the matter it shall be stated in the letter.
2. State whether they wish to be heard in open session or "in camera". Delegations who wish to deal with topics normally dealt with in open meetings should be advised that they will be dealt with in open meetings with members of the media present. The possibility of media inaccuracy in recording the proceedings is not a sufficient excuse to go "in camera". "In camera" sessions are to be used for relatively few matters, such as land transactions and complaints involving the performance of Village personnel.

Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. The chairman may, with consent of the majority of the members present, extend the time.

Council is not obliged to make a decision with the person or persons requesting the decision present.

Council is under no obligation to meet with persons unwilling to state the nature of their business with Council to the Chief Administrative Officer beforehand.

Taxpayers and residents are reminded that they are welcome to any and all Council meetings to observe without appointment.

The Chief Administrative Officer shall ensure the person or persons requesting a Council decision is notified of the result of their request as soon as practical.

IN CAMERA SESSIONS

Council may conduct a part of a meeting in camera only if a matter to be discussed is within one of the categories of private information referred to in Section 197 of the MGA, and, a majority of the Councillors present are of the opinion that it is in the public interest to go in camera.

The purpose for going in camera will be recorded in the motion to move into an in camera session, along with the time and those in attendance.

The rules of Council shall be observed in the in camera session.

The only resolution Council has the power to make in camera is to revert back to an open meeting.

GENERAL RULES OF COUNCIL

1. Regular Meetings of Council shall commence at the hour of 7:00 p.m. and shall adjourn on or before 11:00 p.m. if in session at that hour, unless members of Council present, by unanimous vote, agree to an extension of time until the hour of 12:00 midnight.
2. The Regular meetings of Council shall be held on the second and fourth Thursday of each month. Should Council wish to alter or cancel the regular meeting date, a resolution of Council shall be passed beforehand to that effect. Council shall review the date and time of regular meetings annually at the organizational meeting.
3. If there is no quorum present within fifteen (15) minutes after the time appointed for a regular meeting of Council, the recording secretary shall record the names of the members of Council present, and the meeting shall be adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
4. The Mayor, or other person acting as the Chairman of Council meeting, hereinafter also known as the "presiding officer" shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council as a whole. The decision of the presiding officer shall be final unless reversed or altered by a majority vote of the Council members present.
5. Every member wishing to speak to a question or motion shall address himself to the Mayor or presiding officer.
6. The Mayor or presiding officer shall have the authority to set a time limit and the number of times that a councilor may speak to the same question or resolution, having due regard to the importance of the matter.
7. The wording and intent of motions made by councilors should be as clear as possible. Councilors may request that the motion be read aloud by the recording secretary prior to debating or voting on the motion. A motion submitted to Council does not require a seconder.
8. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - (a) a motion to refer the main question to some other person or group for consideration;
 - (b) a motion to amend the main question;
 - (c) a motion to table the main question;
 - (d) a motion to postpone the main question to some future date;
9. Where a question under consideration contains distinct prepositions, the vote upon each preposition shall be taken separately when any member so requests or when the Mayor or the presiding officer so directs.
10. After any question is finally put by the mayor or the presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
11. The Chief Administrative Officer may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
12. The times that council members, staff, or any other persons attending the Council meeting join the meeting or leave the meeting shall be duly recorded in the minutes. Extenuating circumstances for councilors or staff to be late or absent from meetings shall be noted in the minutes.

13. The minutes shall record the vote for or against a resolution or bylaw if a councilor requests it in accordance with Section 185.
14. A secret ballot must be held if a councilor present at the meeting requests it in accordance with Section 185.1. A vote by secret ballot must be confirmed by a resolution of Council.
15. The recording secretary shall record in the minutes each time a member of Council excuses himself by reason of pecuniary interest. Unless disqualified or excused by reason of conflict of interest or pecuniary interest, every member present shall vote on every resolution or bylaw. No abstentions will be permitted except where required or permitted under this or any other enactment.
16. Attending Council meetings by electronic means is permitted when Councillors are out of the area.
17. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not terminated. The object of the future meeting will be to finish the unfinished business.
18. People who show up at a Council meeting obviously inebriated or otherwise impaired may be asked to leave.
19. Excessive or undue profanity will not be permitted. Councillors or any other people who become abusive or profane may be asked to leave, or the meeting may briefly recess until order can be restored.
20. Members of the media shall not interrupt or interfere with Council proceedings. Members of the media or the general public can pose questions to Council or staff at a time predetermined for such questions, or after the adjournment of the meetings.
21. Council meetings may be recessed for a period of not more than ten (10) minutes, should the majority of members present vote in favor of a resolution to recess.
22. Minutes of Council meetings shall be typed shortly after the meeting, and shall be made available to the media and members of the public at no charge.
23. This bylaw shall replace Bylaw No. 604 in its entirety.
24. This bylaw shall come into effect on the date of final passage thereof.

READ a first time this 23rd day of January, 2014.

READ a second time this 23rd day of January, 2014.

READ a third time this 23rd day of January, 2014.


Mayor
Chief Administrative Officer

Bylaw #673

A bylaw of the Village of Berwyn in the province of Alberta to amend Village of Berwyn procedural bylaw #607.

WHEREAS Council has reviewed bylaw #607 at the June 25th, 2020 meeting and discussed some changes.

NOW THEREFORE, THE Council of the Village of Berwyn, duly assembled, hereby enacts as follows:

THAT Page Two of Bylaw 607, regarding delegations, be amended by stating that delegates be granted a maximum of **thirty (30) minutes** to present the matter outlined in the letter. Time granted be adjusted at the CAO's discretion. The CAO shall advise delegations of the time allocation assigned to them.

AND THAT Page Two of the bylaw 607, regarding delegations, be amended by the addition of a paragraph stating:


The number of delegations attending one Council meeting shall be at the discretion of the CAO.

This bylaw shall come into effect on the date of final passage thereof.

Read a first time this 23 day of July, 2020.

Read a second time this 28th day of January, 2021.

Read a third time this 28th day of January, 2021.



Deputy Mayor

Chief Administrative Officer

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: Jan 12th, 2023

Topic: Berwyn Municipal Library Board

Background: The Berwyn Municipal Library has been serving the community for many years, providing residents access to a wide range of resources and services. In 2022, the library received \$12,000 in funding, which is a decrease from the \$16,000 received in 2019. In order to continue to provide high-quality services to the community, the library is requesting an increase in funding for the year 2023.

The library plays a vital role in the community, providing access to information, education, and recreational resources to people of all ages. An increase in funding would allow the library to maintain and improve its current level of service. This would also allow the library to better meet the needs of the community.

The Berwyn Municipal Library is an important asset to the community and a vital source of information and education for residents. An increase in funding would allow the library to continue to provide high-quality services and meet the needs of the community.

Attachment:

1. Letter from Berwyn municipal Library Board

CAO Recommendation: That council supports the request for an increase of \$3000 in annual funding.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: An additional \$3000 from revenues will be directed to Berwyn Municipal Library Board.

Alternative Options:

1. That council accepts for information.
2. That council keeps the current funding agreement in place.
3. That council suggests another amount.

Berwyn Municipal Library Board
Box 89
Berwyn, AB
TOH OEO

Village of Berwyn
Box 250
Berwyn, AB
TOH OEO

January 5, 2022

Dear Mr. Norburn & Village of Berwyn Council Members,

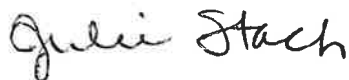
The Berwyn Municipal Library Board would first like to thank you for your financial support. In 2020, we requested more funding as we were at risk of closing because of lack of funds to operate. Our request was approved.

Due to the restriction of Covid-19, there were closures and we had reduced staff and hours. Because of this, we now longer required the extra funding and rescinded our request.

Once restrictions lifted, our hours and staff are back to original operations. It's great to be back up and running but we are now finding ourselves in the same position as we were before, struggling to remain open.

The yearly amount we currently receive from the Village of Berwyn is \$12,000. We would like to request an increase of \$3,000 annually making our total \$15,000. Thank you for your consideration to our request.

Yours Sincerely,

A handwritten signature in cursive script that reads "Julie Stach".

Julie Stach
Library Chairperson

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: Jan 12th, 2023

Topic: Request for letter of support for main street revitalization project

Background: The purpose of this RFD is to request that the council draft a letter of support for the main street revitalization project, which aims to revitalize the main street area of the village through various improvements and renovations.

The main street area is a vital component of the village, serving as a hub for commerce, community, and cultural activities. However, the area has been in need of revitalization for some time, and the main street revitalization project is a comprehensive effort to address this need. The project includes a variety of improvements and renovations, including the widening of sidewalks, public seating and public realm enhancements.

The main street revitalization project will have a number of benefits for the village, including attracting new businesses and visitors, improving the appearance and functionality of the main street area, and enhancing the overall quality of life for residents.

The total cost of the main street revitalization project is estimated to be \$380,000, with the village seeking a grant of 50% from the Northern and Regional Economic Development Program. The remaining cost will be funded by reserves and MSI Capital funding.

The main street revitalization project is an important effort to revitalize the main street area of the village, and a letter of support from the council would be a significant step in securing the necessary funding to complete the project.

CAO Recommendation: That council draft a letter of support for the main street revitalization project.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: If successful the Village will be required to contribute 50% of funding, coming from MSI Capital funding.

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
--

**Chief Administrative
Officer:**

Date:

11.1

RECEIVED DEC 12 2022



Bag 500, 9200 – 99 Street
Peace River, Alberta T8S 2A4

Tel: 780.624.6626
Fax: 780.624.6650

Dec.1, 2022

Village of Berwyn
Box 250
Berwyn, AB T0H 0E0

Re: Annual Request for Financial Support

Dear Council:

On behalf of Peace Regional Victim Services, I am once again requesting financial support in the amount of \$2.00 per capita for 2023. We request this yearly commitment from all municipal councils within the RCMP catchment areas and are extremely appreciative for years of past support.

The Victim Services program assists victims of crime and trauma in partnership with the RCMP and is a valuable resource for citizens in your region.

Continued financial support from all municipal councils is vital for the continued stability of the program and to ensure that the needs of the people residing in Berwyn are met.

Thank you for considering our request again this year. Your continued support is greatly appreciated.

If you have any questions or would like more information, please feel free to contact me at the Peace River RCMP detachment at (780) 624-6664.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Turpin".

Brian Turpin
Regional Coordinator

Assisting Victims of Crime & Trauma in Partnership with the RCMP





P.O. Box 34
5240 - 52 Ave
BERWYN, AB
T0H 0E0

Phone: (780) 338-3845
Fax: (780) 338-2222
Email: info@mdpeace.com

December 14, 2022

Honourable Danielle Smith
Premier of Alberta
307 Legislature Building
Edmonton, AB T5K 2B6

Dear Premier Smith:

The Municipal District of Peace No. 135 was recently made aware that Alberta Health Services notified the Town of Spirit River on November 23, 2022 that it has mandated that AHS Medivac fixed wing planes will not land in winter months at the Spirit River Airport. Apparently Spirit River Airport has been assessed as a high risk due to:

- The runway length is the shortest the fixed wing aircraft can safely land under ideal conditions. Ideal conditions include the runway being "bare and dry" with good visibility and weather/wind
- The runway width and ramp size make taxiing and maneuvering the King Air aircraft challenging when snow and ice are present
- Airport maintenance is not available at all times and is prioritized with other emergency access routes (roadways, communities)
- In some cases the King Air wings and propellers overhang the paved areas and are at risk for FOD damage
- Runway condition reporting is not available at all times and often cannot provide the information needed for pilots to make landing decisions
- Snow clearing options puts snow berms in close proximity to the aircraft maneuvering areas.

Council realizes that small rural airports may not always have perfect winter conditions for landing but at the same time, highways may not be perfectly safe either for transporting healthcare emergencies in the winter. Without medivac fixed wing plane service at the airport, ambulances will be required to travel an hour and 15 minutes away to Grande Prairie where patients may then be transported via fixed wing to Edmonton, particularly in the case of cardiac emergencies. This increases the transport time and possibility of death in an emergency.

The Spirit River Airport has been used by medivac fixed wing planes to transfer many patients over the years and it is disconcerting that AHS has the authority to discontinue this service suddenly when neither winter weather conditions nor the airport have deteriorated. All of a sudden the airport is not adequate in winter months for this service.

Page 2

Premier Danielle Smith

December 14, 2022

Council has also been informed that this winter closure situation may occur at other small rural airports, and are very concerned as small rural airports play a huge role in transporting seriously ill patients for timely help. Due to distances from large urban hospitals with advanced medical care, timely transfers are very important for effective medical aid.

The MD of Spirit River is actively helping the Town of Spirit River to rectify some of the issues that AHS has outlined, but this may not happen quickly enough for this winter. The Municipal District of Peace Council asks that you please review this situation and endeavor to prevent the loss of fixed wing medivac service at the Spirit River Airport and in other rural areas that are many miles and hours from elevated emergency healthcare.

Council fears that once fixed wing medivac service is removed, even temporarily, it will never be re-instated. We look forward to your response.

Yours truly,



Robert Willing, Reeve
M.D. of Peace No. 135

/bj

Cc: MLA Todd Loewen, Central Peace-Notley
MLA Dan Williams, Peace River Constituency
Peace Region Municipalities

Alberta Provincial Rural Crime Watch Association Agenda

Hosted by Northern Sunrise Rural Crime Watch Association

March 24th and 25th 2023

Chateau Nova Peace River, Alberta

1. Friday March 24

2. 1600 Registration
3. 1700 Buffet
4. Social hour with cash bar
5. 1900 Fentanyl presentation with Brad McIntosh

6. Saturday March 25

Registration starting at 7.00am

7. 0700 Buffet Breakfast
8. 0830 greetings from Mayor, Reeve and MLA
9. 0900 APRCWA AGM
10. 1100 Coffee break
11. 1115 Crime stoppers – Northern Alberta and Edmonton Crime Stoppers
Board Member
12. 1200 Buffet lunch
13. 1300 Peter Tewfik Data2Action
14. 1430 coffee break
15. 1445 Staff Sgt Browne & local updates
16. 1515 F&W Provincial & local updates
17. 1600 Marc Boychuk presentation for addiction and homelessness causing
rural crime
18. 1700 closing of silent auction
19. 1730 closing of symposium

Northern Sunrise Rural Crime Watch Association 2023 APRCWA Symposium

March 24th and March 25th 2023

REGISTRATION FORM: * (information required to send you your receipt which will be emailed.)

***Name:** _____

***Address:** _____

***Email:** _____

***Crime Watch Association:** _____

***Zone:** _____

Please indicate any allergies or dietary needs _____

Registration is \$ **200.00** Cut off for registration is **February 10, 2023.**

of Registrations _____

Total Submitted: \$ _____ **Cheque #** _____

PLEASE SEND YOUR REGISTRATION FORM AND CHEQUE MADE OUT TO:

Northern Sunrise Rural Crime Watch Association

Box 1266 St Isidore, AB T0H 3B0 or **via email as below.**

e-transfer is available at **nscrimewatch@gmail.com**. Please include your Rural Crime Watch name in the memo. Please email your security answer to the email above. Your registration form must be included to be accepted as registered

The room rates for the Chateau Nova are:

Two Queen Room	\$99
Junior King Suite	\$119

Contact for the hotel is 780-624-3344 . Please use the group code **Provincial Crime Watch Symposium.**

Please note, if you wish to reserve for the Saturday night please call the hotel to arrange this.

Deputy Minister
18th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR110499

Mayor Kimberly Steeves
Village of Berwyn
PO Box 250
Berwyn AB T0H 0E0

Dear Mayor Steeves and Council:

Thank you for the Village of Berwyn's email of December 14, 2022, providing the village's updated capital plan required by Directive 3a under Ministerial Order MSL: 056/18.

On behalf of the Honourable Rebecca Schulz, Minister of Municipal Affairs, I am pleased to notify you the village's submission satisfies the requirements of Directive 3a for 2022. I appreciate the village's progress in addressing the recommendations to ensure its viability.

I look forward to receiving the 2023 annual progress reports, which are due by June 1, 2023. This will be the final submission required under Directive 3 of the ministerial order.

If you have any questions or would like additional support regarding the directives or what should be included in future submissions, please contact the Municipal Viability team, toll-free by first dialing 310-0000, then 780-427-2225, or at viabilityreview@gov.ab.ca.

Sincerely,

Brandy.Cox
Digitally signed by
Brandy.Cox
Date: 2023.01.04 14:31:45
-07'00'

Brandy Cox
Deputy Minister

cc: Honourable Rebecca Schulz, Minister of Municipal Affairs
Matthew Norburn, Chief Administrative Officer, Village of Berwyn
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs
Jeff Nixon, Manager, Municipal Viability, Municipal Affairs

CAO Report

Jan 12th, 2023

- Currently we have a casual employee working alongside Del in PW.
- Will review the situation after our meeting with the MD.
- Completed ICI-200 in Emergency Management.
- Working on the Northern and Regional Economic Development Program.
- Preparing information for Capital Projects 2023.
- Met with the Town of Grimshaw to discuss FCSS
- Hold regular meetings with PW and staff