



AGENDA
VILLAGE OF BERWYN
COUNCIL MEETING
May 11, 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 April 27, 2023

3.2 Special Council Meeting Minutes

4. BUSINESS ARISING FROM THE MINUTES

4.1

5. PUBLIC HEARINGS

5.1

6. DELEGATIONS

6.1

7. COMMITTEE OF THE WHOLE

7.1 Review Boards and Committees

8. BYLAWS

8.1 Bylaw 705 2023 Property Tax

8.2 Bylaw 706 Municipal Borrowing Bylaw

9. NEW BUSINESS

9.1 Alberta Rural Health Week Proclamation

10. FINANCIALS

10.1

11. CORRESPONDENCE and INFORMATION

11.1

12. COMMITTEE REPORTS

12.1

13. STAFF REPORTS

13.1 CAO Report – No Report

14. CLOSED SESSION

14.1 Regional Fire Department - local public body confidences (section 23)

14.2 Resident Concerns - Disclosure would be an unreasonable invasion of a third party's personal privacy (section 17)

15. ADJOURNMENT

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: May 11th, 2023

Topic: Council Meeting Minutes

Background: April 27, 2023, Council Meeting

CAO Recommendation: That Council adopts April 27, 2023, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on April 27, 2023, 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 April 27, 2023, Regular Council Meeting are given to Council for adoption.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer:
CAO Matthew Norburn

Date:

**VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
MINUTES
April 27, 2023**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on April 27, 2023, commencing at 7:00 p.m.

IN ATTENDANCE

Councillor Bak
Councillor Sawan
Councillor Johnson
Councillor Weber
Councillor Montie

Chief Administrative Officer - Matthew Norburn
Recording Secretary - Barb Schofield

Kristin Dyck, Mile Zero/Banner Post Reporter, attended the meeting electronically with video conferencing software.

Ken Montie was sworn in as a new Councillor by Mayor Bak.

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

ACCEPTANCE OF AGENDA

RESOLUTION NO. 01-04-27-23

MOVED by Councillor Weber that the agenda be adopted as amended.

CARRIED

ADDITIONS: 6.3 MNP – Joey Sutton
7.1 MD of Peace – Fire Department Proposal
12.1 Councillor Sawan – Committee Report
12.2 Councillor Weber – Committee Report

APPROVAL OF MINUTES

RESOLUTION NO. 02-04-27-23

MOVED by Councillor Johnson that the minutes of the regular meeting Council Meeting held on April 13, 2023, be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

4.1 None

PUBLIC HEARING

5.1 None

DELEGATIONS

6.1 Peace River Art Club – Dana Laliberte and Peach Meyers
Dana Laliberte and Peach Meyers from Peace River Arts Club Members left at 7:25 p.m.

6.2 Lac Cardinal Economic Development – Dan Dibbelt, Dave Allen, and Colleen Sklapsky
Dan Dibbelt, Dave Allen, and Colleen Sklapsky from Lac Cardinal Economic Development left at 7:52 p.m.

6.3 Joey Sutton – MNP Consolidated Financial Statements for Fiscal Year ended December 31, 2022.
Joey Sutton from MNP arrived at 7:25 p.m. and left at 8:17 p.m.

CAO Norburn left Chambers at 8:13 p.m. and returned at 8:17 p.m.

RESOLUTION NO. 03-04-27-23

MOVED by Councillor Sawan to accept the information from the Peace River Art Club, Lac Cardinal Economic Development, and Joey Sutton – MNP as presented.

CARRIED

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
April 27, 2023

COMMITTEE OF THE WHOLE

7.1 MD of Peace – Fire Department Proposal

RESOLUTION NO. 04-04-27-23

MOVED by Councillor Weber to enter Committee of the Whole at 8:19 p.m.

CARRIED

RESOLUTION NO. 05-04-27-23

MOVED by Councillor Montie to leave Committee of the Whole at 8:36 p.m.

CARRIED

RESOLUTION NO. 06-04-27-23

MOVED by Mayor Bak to direct the administration to ask the MD of Peace for a more detailed proposal.

CARRIED

BYLAWS

8.1 None

NEW BUSINESS

9.1 None

FINANCIALS

10.1 Cash Position Report

RESOLUTION NO. 07-04-27-23

MOVED by Councillor Johnson to accept the Cash Position Report as presented.

CARRIED

10.2 Cheque Report

RESOLUTION NO. 08-04-27-23

MOVED by Councillor Sawan to accept the Cheque Listing Report for Council as presented.

CARRIED

10.3 General Ledger Trial Balance

RESOLUTION NO. 09-04-27-23

MOVED by Councillor Montie to accept the General Ledger Trial Balance Report as presented.

CARRIED

CORRESPONDENCE and INFORMATON

11.1 Berwyn Arts and Crafts

RESOLUTION NO. 10-04-27-23

MOVED by Councillor Sawan to accept the letter from Allyson Barr, President of the Berwyn Arts and Crafts regarding their closure as of July 1, 2023.

CARRIED

11.2 Peace Region Golf Tournament

RESOLUTION NO. 11-04-27-23

MOVED by Councillor Montie to accept the Peace Region Golf Tournament as Information.

CARRIED

COMMITTEE REPORTS

12.1 Councillor Sawan – Committee Report

RESOLUTION NO. 12-04-27-23

MOVED by Councillor Johnson to accept the verbal report on the Peace Regional Health and Addictions Task Force as information.

CARRIED

12.2 Councillor Weber – Committee Report

RESOLUTION NO. 13-04-27-23

MOVED by Councillor Sawan to accept the verbal report on Long Lake Regional Waste Management and Peace River School Division as information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 CAO Report

RESOLUTION NO. 14-04-27-23

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

CARRIED

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
April 27, 2023

CLOSED SESSION

14.1 Personnel - Freedom of Information and Protection of Privacy (FOIP) Act, section 23.

RESOLUTION NO. 15-04-27-23
MOVED by Councillor Johnson to enter into a Closed Session at 9:03 p.m., to discuss privileged information as per FOIP Section 23. **CARRIED**

RESOLUTION NO. 16-04-27-23
MOVED by Mayor Bak to come out of the Closed Session at 9:23 p.m. **CARRIED**

RESOLUTION NO. 17-04-27-23
MOVED by Councillor Montie to direct administration to contact lawyers in regards to tax arrears. **CARRIED**

ADJOURNMENT

Being that agenda matters have been concluded the meeting was adjourned at 9:28 p.m.

These minutes approved this _____ day of _____, 2023

_____	_____
Mayor	Chief Administrative Officer
John Bak	Matthew Norburn

MINUTES
VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING
For 2023 Budget
April 27 & 28th, 2023
VILLAGE OF BERWYN COUNCIL CHAMBERS

IN ATTENDANCE Councillor Bak
 Councillor Sawan
 Councillor Johnson
 Councillor Weber
 Councillor Montie

Chief Administrative Officer - Matthew Norburn

2023 Budget Meeting

RESOLUTION NO. 01-04-27-23

MOVED by Councillor Sawan to enter into Budget 2023 discussion at 9:30 p.m.

CARRIED

RESOLUTION NO. 02-04-27-23

MOVED by Councillor Johnson to end the Budget 2023 discussion at 10:38 p.m. and resume again on April 28, 2023 at 1:00 p.m. in Council Chambers.

CARRIED

Continued 2023 Budget Meeting

April 28, 2023

The meeting resumed at 1:00 p.m., April 28, 2023 with all of Council in attendance and CAO Norburn.

Guest Speaker, Randy Morden was in attendance.

RESOLUTION NO. 01-04-28-23

MOVED by Councillor Montie to accept the Operating Budget 2023.

CARRIED

RESOLUTION NO. 02-04-28-23

MOVED by Councillor Sawan to accept the Capital Budget 2023.

CARRIED

RESOLUTION NO. 03-04-28-23

MOVED by Mayor Bakt to accept the hiring of Most Engineering (Randy Morden) to engineer the roads and sidewalk repairs.

CARRIED

The meeting was adjourned at 2:03 p.m.

John Bak
Mayor

Matthew Norburn
Chief Administrative Officer

COUNCIL APPOINTMENTS TO BOARDS AND COMMITTEES

2022 - 2023

	Appointee(s)	Alternate(s)
Arena Society	John Bak	Nicole Johnson
Berwyn Municipal Library Board	Duane Sawan	
Family & Community Support Services Advisory Board	Vacant	
Grimshaw Regional Health Care Recruitment & Retention Committee	Nicole Johnson	John Bak
Grimshaw Gravels Aquifer Management Advisory Association	John Bak	Dan Weber
Lac Cardinal Regional Economic Development Board	John Bak	Nicole Johnson
Long Lake Regional Waste Management Services Commission	Dan Weber	Nicole Johnson
Mackenzie Municipal Services Agency	Duane Sawan	Nicole Johnson
North Peace Housing Foundation	Nicole Johnson	
Peace Region Economic Development Alliance (PREDA)	Dan Weber	Nicole Johnson
Peace Regional Library System	Cindy Hockley – Member at large	
RCMP Advisory Board	Dan Weber	Duane Sawan
Mental Health Task Force	Duane Sawan	Nicole Johnson
Citizens on Patrol	Dan Weber – Council Representative	
Regional Assessment Review Board	Cindy Hockley	
Municipal Subdivision and Development Appeal Board	Randy Morden	
Emergency Management	CAO Norburn/John Bak/Nicole Johnson	
Fire Chief Appointment	Fire Chief – Scott Knuttila	

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date May 11, 2023

Topic: Proposed Annual Tax Rate Bylaw for 2023

Background: The purpose of this report is to provide Council with information regarding the proposed tax rates for the Village of Berwyn for the year 2023. The report outlines the changes in the tax rates, the rationale for the changes, and the impact on the Village's finances.

In 2023, overall assessments in the Village of Berwyn were down by [Insert percentage] compared to the previous year. This means that, in order to maintain the same level of revenue as in 2022, a tax rate increase is required.

Proposed Changes: The proposed tax rates for 2023 are as follows:

Assessment Class	Assessment	Rate	Levy
Residential	27,957,850	14.5000000	\$ 405,388.83
Residential Vacant	675,800	30.0000000	\$ 20,274.00
Farm land	1,230	14.5000000	\$ 17.84
Des Ind Mach & Equip	48,600	32.0000000	\$ 1,555.20
DIP	48,600	7.4600000	\$ 362.56
Linear	1,008,330	32.0000000	\$ 32,266.56
Commercial	1,313,950	32.0000000	\$ 42,046.40
Industrial	649,500	32.0000000	\$ 20,784.00
Commercial Vacant	44,800	45	\$ 2,016.00
Industrial Vacant	111,100	45	\$ 4,999.50
TOTALS	31,859,760		\$ 529,710.88
ASFF	Assessment	Requisition	MR
Residential	28,247,468	\$ 74,855.79	2.6500000
Non-Residential/Linear	2,448,783	\$ 9,550.25	3.899998
TOTAL	30,696,251	\$ 84,406.04	
Senior Foundation	Assessment	Requisition	MR
Senior Foundation	Assessment	Requisition	MR
Total Taxable Assessment	1,059,422	\$ 20,059.55	3.780000000

It is worth noting that the minimum tax rate has been adjusted to comply with the Province of Alberta's regulations, and as such, there is now only one minimum tax rate.

The proposed tax rate increase is necessary to ensure that the Village can continue to provide essential services and maintain its infrastructure while facing a decline in overall assessments. The inclusion of a new vacant tax rate is expected to help generate additional revenue for the Village.

The proposed tax rates for the Village of Berwyn in 2023 reflect the need to maintain essential services and infrastructure while facing a decline in overall assessments.

CAO Recommendation: That council approve the 2023 Tax rate Bylaw

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications:

Alternative Options:

1. That council accepts for information.

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

Date:

Village of Berwyn
2023 Property Tax Bylaw No.705

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE
VILLAGE OF BERWYN FOR THE 2022 TAXATION YEAR.

WHEREAS, the Village of Berwyn has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 28th 2022; and

WHEREAS, the estimated municipal revenues from all sources other than property taxation total \$659,259 and:

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Village of Berwyn for 2022 total \$1,271,894, and the balance of \$502,226 is to be raised by general municipal property taxation; and

THEREFORE the total amount to be raised by general municipal taxation is \$502,226 and

WHEREAS, the requisitions are:

Alberta School Foundation Fund

- Residential & Farmland	\$74,855.79
- Non-residential	\$9550.25

Seniors Foundation	\$20,059.55
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WHEREAS, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Village of Berwyn as shown on the assessment roll is:

Assessment Class	Assessment
Residential	27,957,850
Residential Vacant	675,800
Farmland	1,230
Des Ind Mach & Equip	48,600
DIP	48,600
Linear	1,008,330
Commercial	1,313,950
Industrial	649,500
Commercial Vacant	44,800
Industrial Vacant	111,100
TOTAL ASSESSMENT	31,859,760

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Village of Berwyn, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Berwyn

Alberta School Foundation Fund

Assessment Class	Assessment	Rate	Levy
Residential	27,957,850	14.5000000	\$ 405,388.83
Residential Vacant	675,800	30.0000000	\$ 20,274.00
Farm land	1,230	14.5000000	\$ 17.84
Des Ind Mach & Equip	48,600	32.0000000	\$ 1,555.20
DIP	48,600	7.4600000	\$ 362.56
Linear	1,008,330	32.0000000	\$ 32,266.56
Commercial	1,313,950	32.0000000	\$ 42,046.40
Industrial	649,500	32.0000000	\$ 20,784.00
Commercial Vacant	44,800	45	\$ 2,016.00
Industrial Vacant	111,100	45	\$ 4,999.50
TOTALS	31,859,760		\$ 529,710.88
ASFF	Assessment	Requisition	MR
Residential	28,247,468	\$ 74,855.79	2.6500000
Non-Residential/Linear	2,448,783	\$ 9,550.25	3.899998
TOTAL	30,696,251	\$ 84,406.04	
Senior Foundation	Assessment	Requisition	MR
Senior Foundation	Assessment	Requisition	MR
Total Taxable Assessment	1,059,422	\$ 20,059.55	3.780000000

2. That the minimum amount payable per parcel as property tax for general municipal purposes shall be \$715 per parcel.

3. This bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in the *MGA* or another enactment or in the bylaw. This bylaw is passed when it receives third reading and it is signed in accordance with S.213 of the *MGA*.

READ a first time on this ____ day of _____, 2023.

READ a second time on this ____ day of _____, 2023.

Given UNANIMOUS consent to go to third reading on this _____ day of _____, 2023.

READ a third and final time on this ____ day of _____, 2023.

Signed this ____ day of _____, 2023.

Chief Elected Official

Chief Administrative Officer

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date May 11th, 2023

Topic: Proposed Bylaw 706 to Incur Indebtedness by the Issue of Debentures

Background: The purpose of this report is to provide Council with information regarding the proposed bylaw to incur indebtedness by the issue of debentures for the purpose of completing repairs and renovations to Main Street, water services, sidewalks, and roads. The report outlines the rationale for the proposed debenture issue, the proposed terms of the debentures, the steps that the Village must follow to advertise the intent to borrow the money and the petition period for residents.

The Village of Berwyn requires repairs and renovations to be completed on Main Street, water services, sidewalks, and roads to maintain the safety and accessibility of the Village. These repairs and renovations are expected to cost \$750,000.

Proposed Indebtedness: To fund the repairs and renovations, the Village proposes to incur indebtedness by the issue of debentures in the amount of \$250,000. The debentures will be issued for a term of 25 years, with an interest rate of no more than 5.5% per annum.

The proposed debenture issue must follow the procedures set out in the Municipal Government Act. This includes advertising the intent to borrow the money in a local newspaper and providing a petition period for residents to voice their concerns or opposition. The attachment to this report outlines the specific procedures that the Village must follow to ensure compliance with the Municipal Government Act.

The proposed debenture issue is necessary to fund the repairs and renovations required to maintain the safety and accessibility of the Village. The issue of debentures will allow the Village to complete the necessary work without significant impact on the annual budget.

The proposed debenture issue will result in an increase in the Village's indebtedness, which will have an impact on the Village's debt servicing costs. The impact on individual property owners will vary depending on the assessed value of their property.

The proposed bylaw to incur indebtedness by the issue of debentures for the purpose of completing repairs and renovations to Main Street, water services, sidewalks, and roads is recommended to Council. The proposed debenture issue will allow the Village to maintain the safety and accessibility of the Village without significant impact on the annual budget.

Attachments:

1. Municipal borrowing Timeline

CAO Recommendation: That Council gives the first reading to Bylaw 706 and directs the administration to follow the guidelines set out in advertising the bylaw.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: Minimal advertising in the local newspaper

Alternative Options:

1. That council accepts for information.

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

Date:

BYLAW NO. 706

OF THE Village OF Berwyn

(hereinafter referred to as "the Municipality")
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$250,000.00 for the purpose of Main Street Repairs and Renovations.

WHEREAS:

The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Main Street Repairs and Renovations.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$770,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves

\$220,000.00

Provincial Grants

\$300,000.00

Debentures

\$250,000.00

Total Costs

\$770,000.00

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$250,000.00, for a period not to exceed twenty five (25) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty five (25) years.

The principal amount of the outstanding debt of the Municipality at December 31, 20 22 is \$0.00 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the

Main Street Repairs and Renovations

the sum of Two Hundred and Fifty Thousand DOLLARS
(\$250,000.00) be borrowed from the Province of Alberta or another authorized financial institution
by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of
\$250,000.00 is to be paid by the Municipality at large.

2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the
amount and purpose as authorized by this bylaw, namely the

Main Street Repairs and Renovations

3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or
annual equal payments of combined principal and interest instalments not to exceed Twenty Five (25)
years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another
authorized financial institution, on the date of the borrowing, and not to exceed six (6) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

5. The indebtedness shall be contracted on the credit and security of the Municipality.

6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

7. This bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS _____ DAY OF _____, 20 _____

READ A SECOND TIME THIS _____ DAY OF _____, 20 _____

READ A THIRD TIME THIS _____ DAY OF _____, 20 _____

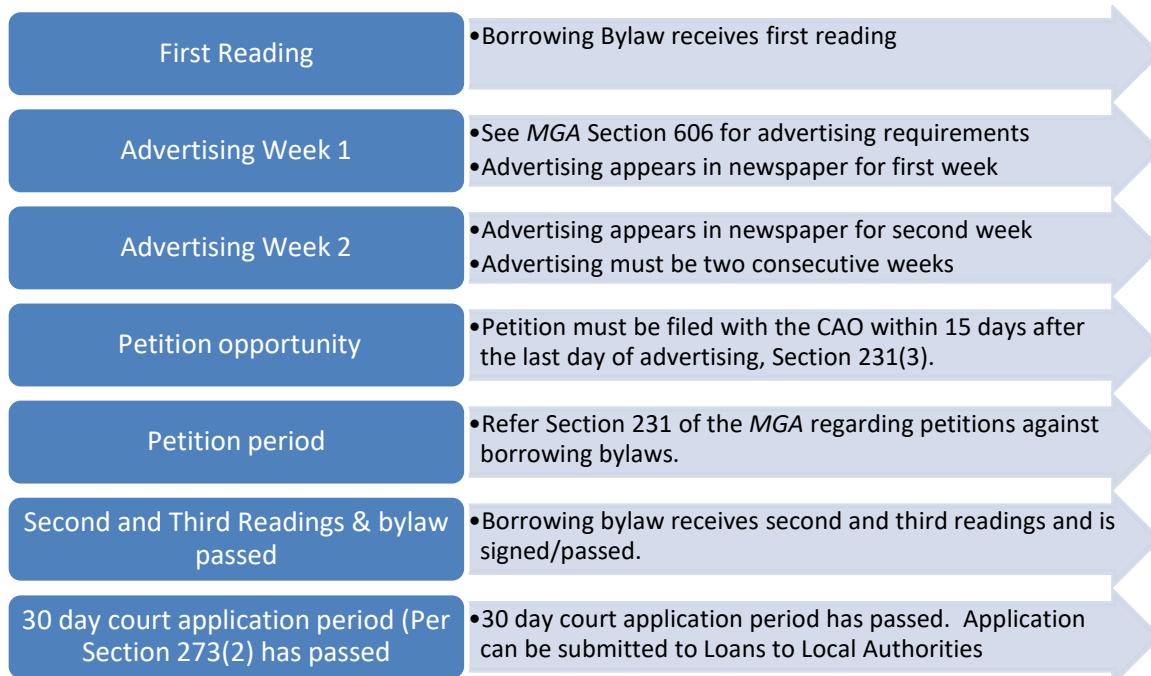
Chief Elected Official

Chief Administrative Officer

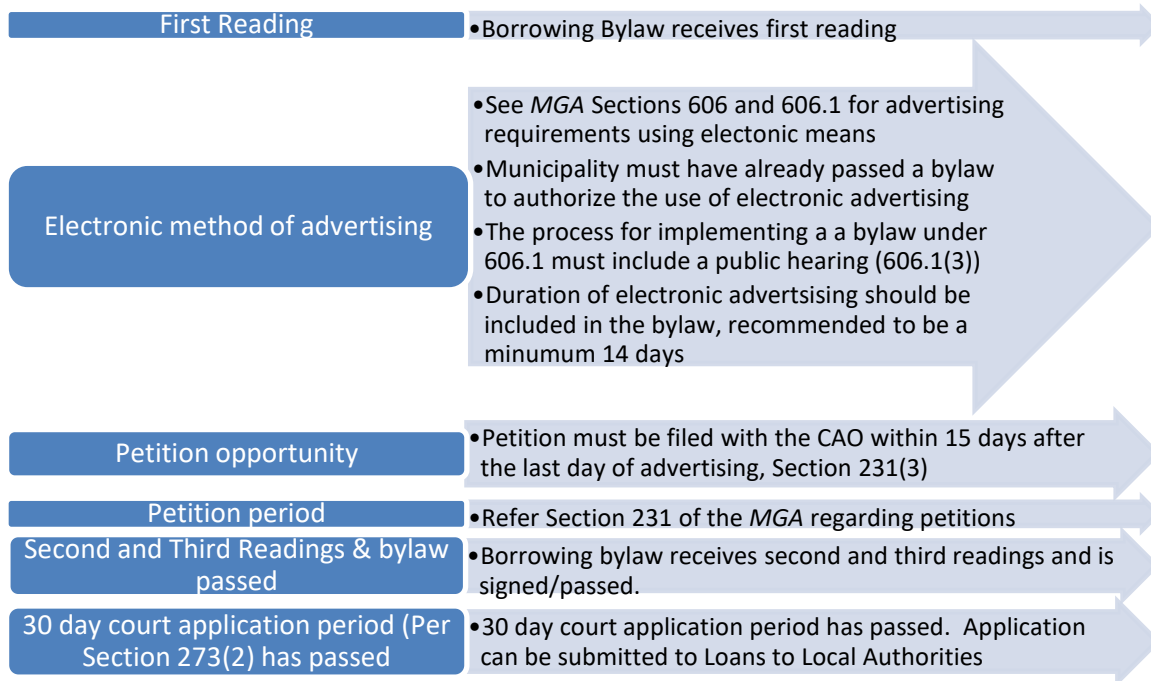
SEAL

Note: This document has no legal effect and is intended as a sample format only. The relevant provincial legislation and regulations should be consulted for certainty.

Timeline for Passing a Borrowing Bylaw – Newspaper Advertising



Timeline for Passing a Borrowing Bylaw – Electronic Advertising (Electronic advertising method must be authorized by previously held public hearing and bylaw)



This reference chart is intended to be a general reference for the timelines to pass a borrowing bylaw when advertising is required. It is **not** intended to be a definitive reference and municipalities are responsible to ensure that their borrowing bylaw and the passing of the bylaw meets all of the requirements of the *Municipal Government Act*.

Alberta Rural Health Week Proclamation

Rural health providers are powerful assets in their communities. Not only do their healthcare skills and practices enhance their community's quality of life, but these professionals also contribute to rural life on a more personal level. They have special relationships with their patients and community as family, friends, neighbours, volunteers, teachers, and mentors.

Community volunteers, led by local health professional attraction and retention committees, are the heart and soul of their communities. These local volunteers go above and beyond to support healthcare and healthcare providers in their communities, develop innovative and collaborative approaches to attract and retain healthcare providers and help keep healthcare close to home.

I, **John Bak, Mayor**, do hereby designate *May 29 – June 2, 2023* as Alberta Rural Health Week in Village of Berwyn. I urge all community residents to show appreciation for the contributions of the rural health professionals and community volunteers whose abilities and efforts enhance the quality of life in rural Alberta.

Signed the ____ day of ____ **2023**

Mayor Bak

