



AGENDA
VILLAGE OF BERWYN
COUNCIL MEETING
February 9, 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 January 26, 2023

4. BUSINESS ARISING FROM THE MINUTES

4.1

5. PUBLIC HEARINGS

5.1

6. DELEGATIONS

6.1

7. COMMITTEE OF THE WHOLE

7.1

8. BYLAWS

8.1

9. NEW BUSINESS

- 9.1 Appointment of Mayor
- 9.2 Signing Authority
- 9.3 Boards and Committees and Letter from Cindy Hockley
- 9.4 Set a date for By-Election
- 9.5 Northern Alberta Elected Leaders Meeting
- 9.6 Asset Management Courses
- 9.7 2023 Spring Municipal Leaders Caucus

10. FINANCIALS

10.1

11. CORRESPONDENCE and INFORMATION

11.1 COP Letter – Neil Sandboe

12. COMMITTEE REPORTS

12.1 Councillor Sawan – Library Report

13. STAFF REPORTS

13.1 CAO Report

14. CLOSED SESSION

14.1 Draft Fire Service Agreement - Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 26.

15. ADJOURNMENT

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: February 9th, 2023

Topic: Council Meeting Minutes

Background: January 26th, 2023, Council Meeting

CAO Recommendation: That Council adopts January 26, 2023, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on January 26, 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 **January 26, 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
Monday, January 26, 2023**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on January 26, 2023, commencing at 7:00 p.m.

IN ATTENDANCE

Mayor Steeves
Councillor Bak
Councillor Sawan
Councillor Johnson
Councillor Weber

Chief Administrative Officer - Matthew Norburn
Recording Secretary - Barb Schofield

Kristin Dyck, Mile Zero/Banner Post Reporter, attended the meeting.

CALL TO ORDER

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

Mayor Steeves swore in Dan Weber at 7:01 p.m.

ACCEPTANCE OF AGENDA

RESOLUTION NO. 01-02-09-23

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

ADDITIONS: 9.4 FCSS Agreement with Town of Grimshaw

4.1 Review Letter to the Legion; 4.2 SCADA – Additional Information

CHANGE TO AGENDA: Switch order 7.2 Review Council Appointments to Boards and Committees for 2022 – 2023 to 7.3 and 7.3 to 7.2 RFD -Appointment of New Mayor and Deputy Mayor

RESOLUTION NO. 02-02-09-23

MOVED by Councillor Bak to switch the order of 7.2 Review Council Appointments to Boards and Committees for 2022 – 2023 to 7.3 and 7.3 to 7.2 RFD -Appointment of New Mayor and Deputy Mayor. **CARRIED**

APPROVAL OF MINUTES

RESOLUTION NO. 03-02-09-23

MOVED by Mayor Steeves to accept the agenda amendments to the January 12, 2023 Meeting Minutes. **DEFEATED**

RESOLUTION NO. 04-02-09-23

MOVED by Councillor Johnson that the minutes of the regular meeting of Council Meeting held on January 12, 2023, be adopted as presented. **CARRIED**

BUSINESS ARISING FROM THE MINUTES

4.1 Review Letter to the Legion

RESOLUTION NO. 05-02-09-23

MOVED by Councillor Johnson that Council receive a copy of the apology letter that was sent to the Grimshaw Legion in regards to Remembrance Day. **CARRIED**

4.2 SCADA – Additional Information

No Motion

PUBLIC HEARING

5.1 None

DELEGATIONS

6.1 None

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
January 26, 2023

COMMITTEE OF THE WHOLE

7.1 Councillor Code of Conduct

RESOLUTION NO. 06-02-09-23

MOVED by Councillor Weber to give First Reading to Bylaw No. 690 Council Code of Conduct.

CARRIED

RESOLUTION NO. 07-02-09-23

MOVED by Councillor Nettelfield to give Second Reading to Bylaw No. 690 Council Code of Conduct.

CARRIED

RESOLUTION NO. 08-02-09-23

Moved by Mayor Steeves to give UNANIMOUS consent to proceed with Third and Final Reading to Bylaw No.690 Council Code of Conduct.

CARRIED

RESOLUTION NO. 09-02-09-23

MOVED by Councillor Sawan to give Third and Final Reading Bylaw No. 690 Council Code of Conduct.

CARRIED

7.2 RFD - Appointment of New Mayor and Deputy Mayor

RESOLUTION NO. 10-02-09-23

MOVED by Councillor Bak to call for an Organizational Meeting on February 9, 2023.

CARRIED

7.3 Review Council Appointments to Boards and Committees for 2022 – 2027

Mayor Steeves tabled Council Appointments to Boards and Committees, it will be reviewed when the Organizational Meeting is held on February 9, 2023.

7.4 New Projects – Councillor Johnson

No motion

BYLAWS

8.1 Review Procedural Bylaw

RESOLUTION NO. 11-02-09-23

MOVED by Mayor Steeves that the Procedural Bylaw 698 be tabled for Council has time to review and provide suggestions for changes.

CARRIED

8.2 Bylaw Report – October to December 2022

RESOLUTION NO. 12-02-09-23

MOVED by Mayor Steeves to accept the Bylaw Report for October to December 2022 as presented.

CARRIED

RESOLUTION NO. 13-02-09-23

MOVED by Councillor Johnson to have the administration look into the cost of a full-time and part-time person for animal control.

CARRIED

NEW BUSINESS

9.1 RFD - Go Paperless

RESOLUTION NO. 14-02-09-23

MOVED by Councillor Weber to move forward with going paperless.

CARRIED

9.2 RFD – Review Notice of Non-Compliance

RESOLUTION NO. 08-02-09-23

MOVED by Mayor Steeves to have the administration investigate who the water operator was for the 2021 year for the Village of Berwyn and contact the Municipality, or the individual to find out where these waterworks reports are.

CARRIED

9.3 RFD – Budget Meeting Dates

RESOLUTION NO. 09-02-09-23

MOVED by Mayor Steeves that Council hold the Capital Projects budget on February 8th at 6:00 p.m. and the Operating budget be held at 6:00 p.m. on February 23rd before the Regular Council Meeting.

CARRIED

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
January 26, 2023

9.4 RFD – FCSS Agreement with the Town of Grimshaw
RESOLUTION NO. 10-02-09-23
MOVED by Councillor Johnson that Council approved the agreement with the Town of Grimshaw to provide FCSS services to the Village of Berwyn. **CARRIED**

FINANCIALS

10.1 Cash Position Report
RESOLUTION NO. 11-02-09-23
MOVED by Councillor Weber to accept the Cash Position Report as presented. **CARRIED**

10.2 Cheque Report
RESOLUTION NO. 12-02-09-23
MOVED by Councillor Sawan to move the Cheque Report to a Closed Session rather than an open session due to FOIP issues. **CARRIED**

RESOLUTION NO. 13-02-09-23
MOVED by Councillor Johnson to accept the Cheque Report as presented. **CARRIED**

10.3 Budget Variance Report
RESOLUTION NO. 14-02-09-23
MOVED by Councillor Weber to accept the Budget Variance Report as presented. **CARRIED**

CORRESPONDENCE and INFORMATON

11.1 None

COMMITTEE REPORTS

12.1 None

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 CAO Report
RESOLUTION NO. 11-02-09-23
MOVED by Councillor Johnson to accept the CAO Report as presented. **CARRIED**

ADJOURNMENT

Being that agenda matters have been concluded the meeting was adjourned by Mayor Steeves at 9:18 p.m.

These minutes approved this _____ day of _____, 2023

Mayor
Kim Steeves

Chief Administrative Officer
Matthew Norburn

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: February 9th, 2023

Topic: Procedural Bylaw

Background: Following council directions, the new Procedural has been updated. 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 #698
2. Previous Procedural Bylaw #607
3. Amendment to Bylaw #673

CAO Recommendation: That council approves the new Procedural Bylaw #698

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. 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:

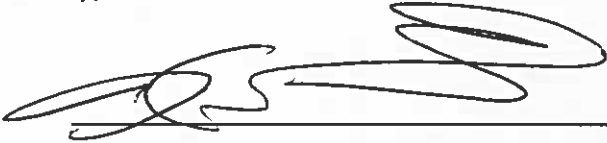
The number of delegations attending one Council meeting shall be at the discretion of the CAO.

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

BYLAW NO. 698

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 a quorum is 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 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 state that the meeting is cancelled.

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 Council meeting under that particular business order.

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 MOTIONS

- 2.5.1 The wording and intent of motions made by councillors should be as clear as possible. Councillors 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.
- 2.5.2 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;

- 2.5.3 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.
- 2.5.4 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.

2.6 Order of Business

2.6.1 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. Bylaws;
- I. New Business;
- J. Financials;
- K. Correspondence and Information;
- L. Reports of Committees;
- M. Staff Reports;
- N. Closed Session
- O. Adjournment.

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

2.7 The COTW

A motion must be made in order to enter and leave the Committee of the Whole. The Committee 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.

2.8 Special Meetings

2.8.1 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.

2.8.2 The written request referred to in subsection

2.8.3 shall include all items of business to be transacted

2.9 MEETING THROUGH ELECTRONIC COMMUNICATIONS

2.9.1 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.

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

2.9.3 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.

2.9.4 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.

2.10 Minutes

2.10.1 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

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

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 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 an Organizational Meeting where there is a full Council.

3.3.2 If there is no full council, then the Mayor will be appointed interim 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 closed session 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 607 and Bylaw Amendment 673 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 _____, 2023.

Mayor

Chief Administrative Officer

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: February 9th, 2023

Topic: Mayor Appointment

Background: Due to the recent resignation of the Mayor of Berwyn, the council will need to appoint a new mayor.

CAO Recommendation: That council opens the floor to nominations to fill the position of mayor to complete the 2023 term.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications:

Alternative Options:

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
--

**Chief Administrative
Officer:**

Date:

VILLAGE OF BERWYN

Request for Decision

Signing Authority Meeting Date: February 9th, 2023

Topic: Signing Authority

Background: The Village of Berwyn needs to remove former Councillor Kim Steeves from the signing authority list and appoint two new councillors to have signing authority for the Village of Berwyn. One of the signing authorities should be the newly appointed Mayor.

CAO Recommendation: That council approve the removal of Kim Steeves from signing authority and make the addition of two new councillors as a signing authority for the Village of Berwyn

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications:

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

**Chief Administrative
Officer:**

Date:

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: February 9th, 2023

Topic: Committee Appointments

Background: Due to recent changes on the council, the council needs to review board appointments and ensure a councillor is appointed to all the boards

CAO Recommendation: That council makes appointments to the boards and committees.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications:

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
--

**Chief Administrative
Officer:**

Date:

Matthew Norburn

From: Cindy Hockley <hockleyc@telusplanet.net>
Sent: Tuesday, January 24, 2023 12:00 PM
To: Matthew Norburn
Subject: Committees

Hello Matthew,

I see that Berwyn council is having another organizational meeting. I would like to let them know that if one of them wants to take on the Peace Library System committee, I would give it up. I do love the library and will continue if that is council's wish.

I also think you should look for another member-at-large for the Lac Cardinal Economic Development Committee. The meetings are on Monday nights and I do not have a strong substitute for my taekwondo classes on that night. This means that I frequently am unable to attend the meetings, in favor of the classes.

Thank you,
Cindy Hockley

COUNCIL APPOINTMENTS TO BOARDS AND COMMITTEES

2022 - 2023

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

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date February 9th, 2023

Topic: By-Election

Background: Due to the recent resignation of Councillor Steeves, the Village is required to hold a By-Election to fill that position before June 1st, 2023.

The administration is recommending council set the following days for the next election.

The nomination Period Begins, on February 10th, 2023

Nomination Day, April 17th, 2023

Election Day May 15th, 2023

Council will also need to appoint a returning officer for the By -Election

CAO Recommendation: That council approves the suggested dates for a By-Election and appoints the CAO, Matthew Norburn as the Returning Officer.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: Minimal

Alternative Options:

1. That council accepts for information.
2. That council chooses another date for the By Election

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

**Chief Administrative
Officer:**

Date:

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date February 9th, 2023

Topic: Northern Alberta Elected Leaders Meeting

Background: The Northern Alberta Elected Leaders (NAEL) offers a venue for northwestern municipal leaders to gather and share current practices and seek opportunities to collaborate with NAEL which advocates for change on numerous issues of common interest in the northwest. Members of the group are located within the constituencies of Peace River, Dunvegan-Central Peace-Notley, Grande Prairie-Wapiti, Grande Prairie-Smoky, West Yellowhead, and Lesser Slave Lake.

On February 24th, the Northern Alberta Elected Leaders will be meeting in Grande Prairie. This will be a great opportunity to network with other communities

CAO Recommendation: That Council appoints a council member and the CAO to attend this meeting.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: Travel expenses are \$262, Hotel \$150, and Food \$60 per person attending.

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

**Chief Administrative
Officer:**

Date:

VILLAGE OF BERWYN Request for Decision

Council Meeting Date February 9th, 2023

Topic: Asset Management Course

Background: ABmunis, is offering Asset Management workshops at no cost other than travel and accommodations. The workshops are aimed at CAOs and elected officials to provide an understanding of how asset management can support your municipality.

There will be a course offered on April 20, 2023, in GRANDE PRAIRIE at the Four Points by Sheraton in Grande Prairie.

CAO Recommendation: That council appoint a member of the council to attend the training session.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: Travel expenses \$262, Hotel \$150, Food \$60

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative
Officer:

Date:

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date February 9th, 2023

Topic: 2023 SPRING MUNICIPAL LEADERS' CAUCUS

Background: The 2023 Spring Municipal Leaders' Caucus (MLC), will be taking place at the Westin Edmonton on March 30 and 31. This important event will cover key, top-of-mind issues facing communities, and give municipalities a chance to hear from government leaders ahead of the provincial election. The event will kick off with lunch on Thursday, March 30, and run until lunch on Friday, March 31.

This year's Spring MLC is being held in conjunction with a President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30. The Summit will focus on opportunities and challenges related to inter-municipal collaboration.

CAO Recommendation: That council appoint a councillor and the CAO to attend this conference.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: Full Registration \$350 per person, Hotel \$195 per night, travel \$533, food, \$60 per day.

Alternative Options:

1. That council accepts for information.

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

Date:

January 23/2023
November 22, 2022

Berwyn Village Council
Box 250
Berwyn, Alberta T0H 0E0

Dear Council:

After our last nights' COP meeting, these items "came up" and we would like to present them for your consideration. Please keep in mind that all our patrol costs are being born by the COP members.

1. We have approximately 4 meetings per year to inform each other of MD office / yard and Village problems. (Other information is shared via email and phone.) We book our meetings as RCMP liaisons are available. The Golden Age Center is heated and appropriate size for our meetings. They have waived our first meeting rental costs (they normally charge \$60 for 4 hours). Question: Realizing the Villages financial situation, would the Village with the MD assistance, entertain covering our meeting costs as per submitted invoices?
2. Our COP membership is all volunteer and consists mainly of Seniors. We would like to request membership drive information in your next newsletter. Please contact myself, Gail or Trudy Leitch for more details.
3. Now that Cindy Hockley (a COP member) is no longer on Council, may we request a Council representative.
4. No doubt the most passionate point – Tower Park Campsite, along with the rotating driveway campsites. We are against last summers repeat of the campsite becoming another homeless center with free wood and water, or the previous years when it was a party place and drug exchange center. Most of our members are afraid to patrol it. I should mention the RCMP liaison liked it open to the homeless as it was a usual location to encounter the occupants/repeat offenders. But the Public Works staff were not impressed when they had to clean up the garbage, etc after the occupants were evicted and the park closed. Our COP group's objective is to provide a safe and quiet Proud Village.

Remember --- we are only eyes and ears for the RCMP.

Regards,


Neil Sandpoe, Berwyn COP

RECEIVED JAN 24 2023



Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year and your signed grant application form by mail or email to:

**Alberta Municipal Affairs
Public Library Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Phone: (780) 427-4871
libgrants@gov.ab.ca**

Budget requirements are set out in Sections 8 and 12.6 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2023 Budget

Budget approved by library board as authorized by:

Legal name of library board: Berwyn Municipal Library

Print name: Julie Stach

Position: Board Chairperson

Signature: _____

Date budget was approved by board: _____

Original or emailed copies are accepted

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2023
Projected cash balance at beginning of year, January 1		
01	Cash on hand	\$25.00
02	Total in current bank accounts	\$3,109.00
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$3,134.00
Government contributions		
07	Local appropriation (Cash transfer from your municipality for operations) (2022 - \$12,000)	\$15,000.00
08	Provincial library operating grant (do not combine with other provincial funding)	\$6,660.00
Other government contributions		
09	Cash transfer from <u>neighbouring municipality</u>	
10	Cash transfer from <u>another municipal or intermunicipal library board</u> (2022 - \$5000)	
11	Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)	
12	Cash transfer from Improvement District/Summer Village	
13	Cash transfer from School board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	\$5,000.00
15a		
15b		
15c		
Other revenue		
16	Book sales	\$120.00
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$2,200.00
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	\$900.00
18b	Fines	\$80.00
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$40.00
22	GST refund	
23	Interest	
24	Transfers from reserve accounts	
25	Other income (please list)	
25a		
25b		
25c		
26	TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)	\$30,000.00
27	TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$33,134.00

ESTIMATE OF EXPENDITURE		Budget 2023
Staff		
28	Salaries, wages and benefits	\$21,000.00
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	
32	Travel and hospitality (staff)	
33	TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)	\$21,000.00
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59) (2022 - \$1,000)	\$2,000.00
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
38	TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)	\$2,000.00
Administration		
39	Audit and/or annual financial review	\$200.00
40	Board expenses (incl. honoraria, travel, course and conference fees) (2022 - \$0)	\$500.00
41	Equipment rentals and maintenance (2022 - \$0 goes on a 3-yr invoice)	\$1,500.00
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$500.00
44	Library supplies (incl. binding & repair) (2022 - \$0)	\$100.00
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	
46	Postage and box rental	
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees) (2022 - \$150)	\$1,000.00
48	General office supplies (incl. stationery, printing and copier supplies) (2022 - \$305)	\$500.00
49	Telephone and telecommunications (incl. internet connections) (2022 - \$1250)	\$1,500.00
50	Other materials and supplies	
51	Other expenses	
52	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)	\$5,800.00
Building costs		
53	Insurance	
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds) 2022 - \$1360)	\$1,600.00
55	Utilities 2022 - \$2700)	\$4,500.00
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	
58	TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)	\$6,100.00

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2023
Transfer payments		
59	Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.)	
59a	Peace Library System	\$1,600.00
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60)	\$1,600.00
62	TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$36,500.00
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	
67	Other (please list)	
67a		
67b		
68	TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67)	
69	TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68)	\$36,500.00

Projected cash balance at end of reporting year		
70	Cash on hand	
71	Total in current bank accounts	
72	Total in savings accounts	
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
75	TOTAL PROJECTED CASH ON HAND (add lines 70 to 74)	
76	TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75)	\$36,500.00

If it is anticipated that the municipality will be paying operating costs on behalf of the library board, please have the Municipal Administrator complete the Direct Payments form on the next page.

Direct Payments - Budget

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2023
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
d. Utilities	
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL PROJECTED LIBRARY OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.)	\$ -
Other expenditures to be paid by municipality	
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality will pay in membership fees/levies to the regional library system for the reporting period)	
M. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to l.)	\$ -

I, _____, Administrator of
(please print name)

(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality
in providing the indicated services to the

(legal name of library board)

Signature: _____

Date: _____

- Attended Joint Municipality with Peace Regional School Division
- Attended ICF meeting with MD of Peace
- Had follow-up meeting with CAO from MD of Peace
- Had a funding discussion with Grant Match
- Submitted application to Northern Regional Economic Development grant
- Ice Candle Festival was advertised on Facebook