



AGENDA
VILLAGE OF BERWYN
COUNCIL MEETING
March 23, 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 – Special Council Meeting Minutes – 3.1 Minutes of the Regular Council Meeting held March 9, 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 RFD - User Fees Update for the Village of Berwyn Bylaw 701

Bylaw 632 Fee Schedule also attached

9. NEW BUSINESS

9.1 Campsite 2023

9.2 Support for Lemonade Day Program in Berwyn

9.3 RFD – Renew Tax Incentives for 2023

9.3 Non-Residential Tax Incentive Bylaw No. 687

9.3 New Resident Attraction and Incentive Program Policy

10. FINANCIALS

10.1

11. CORRESPONDENCE and INFORMATION

11.1 Letter to the Minister of Municipal Affairs from the Mayor of Peace River

12. COMMITTEE REPORTS

12.1 Verbal Reports from Mayor Bak – Grimshaw Aquifer and Lac Cardinal Economic Development

12.2 Councillor Weber – Long Lake Regional Waste, PREDA, and Citizens on Patrol – No attachments, will hand them out on meeting night.

13. STAFF REPORTS

13.1 CAO Report – Verbal report

14. CLOSED SESSION

14.1

15. ADJOURNMENT

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: March 23rd, 2023

Topic: Council Meeting Minutes

Background: March 23, 2023, Council Meeting

CAO Recommendation: That Council adopts March 23, 2023, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on March 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 March 23, 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
SPECIAL COUNCIL MEETING
MINUTES
March 9, 2023**

The special meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on March 9, 2023, commencing at 7:00 p.m.

IN ATTENDANCE

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.

ACCEPTANCE OF AGENDA

RESOLUTION NO. 01-03-09-23

MOVED by Councillor Johnson that the agenda be adopted as presented.

CARRIED

ADDITIONS: None

CHANGE TO AGENDA: None

APPROVAL OF MINUTES

RESOLUTION NO. 02-03-09-23

MOVED by Councillor Sawan that the minutes of the regular meeting Council Meeting held on February 22, 2023, be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

4.1 None

PUBLIC HEARING

5.1 None

DELEGATIONS

6.1 Sgt. Dave Browne – Peace Regional RCMP

Sgt. Browne gave the council a RCMP quarterly Community Policing Report.

Sgt. Browne left at 7:50 p.m.

COMMITTEE OF THE WHOLE

7.1 Town Meeting Date Change

The Council of the Village of Berwyn changed the date of the public meeting from March 30, 2023, to April 6, 2023, the meeting will be from 7:00 – 9:00 p.m. at the AG Hall.

7.2 Update on Tax Incentive Program

7.3 Discuss 2023 Capital Projects

RESOLUTION NO. 03-03-09-23

MOVED by Councillor Weber to enter Committee of the Whole at 8:50 p.m.

CARRIED

RESOLUTION NO. 04-03-09-23

MOVED by Councillor Johnson to leave Committee of the Whole at 8:06 p.m.

CARRIED

RESOLUTION NO. 05-03-09-23

MOVED by Councillor Johnson to accept 7.2 Tax Incentive Program and 7.3 2023 Capital Projects as information.

CARRIED

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
March 9, 2023

BYLAWS

8.1 RFD – New Utility Bylaw

RESOLUTION NO. 06-03-09-23

MOVED by Councillor Weber to pass the first reading of Utility Bylaw No. 699.

CARRIED

RESOLUTION NO. 07-03-09-23

MOVED by Councillor Sawan to pass the second reading of Utility Bylaw No. 699.

CARRIED

RESOLUTION NO. 08-03-09-23

UNANIMOUS consent to proceed with Third and Final Reading of Utility Bylaw No. 699.

CARRIED

RESOLUTION NO. 09-03-09-23

MOVED by Councillor Weber to pass the third and final reading of Utility Bylaw No. 699.

CARRIED

NEW BUSINESS

9.1 Bylaw Enforcement Services Agreement

RESOLUTION NO. 10-03-09-23

MOVED by Councillor Weber that Council accept the new Bylaw Enforcement Services Agreement with the Town of Grimshaw for a period of two years, beginning on April 1st, 2023, and ending on March 31, 2025.

CARRIED

9.2 RFD – Sewer Line Inspection

RESOLUTION NO. 11-03-09-23

MOVED by Mayor Bak that council approve the inspection of the Main St. sewer line using a camera before any projects are planned for Main Street. Council choose Quote 2, which is \$4,185 with a contingency of 15% with money coming from reserves.

CARRIED

9.3 Municipal Borrowing Bylaw

RESOLUTION NO. 12-03-09-23

MOVED by Councillor Sawan that Council approved the updated borrowing bylaw, allowing the municipality to borrow short-term credit for the 2023 fiscal year.

CARRIED

FINANCIALS

10.1 None

CORRESPONDENCE and INFORMATION

11.1 Letter from Neil Sandboe

RESOLUTION NO. 13-03-09-23

MOVED by Councillor Johnson to direct administration to research whether or not we are able to have a Closed Session visit with Mr. Sandboe as he would like to present Council with some ideas for the Village.

CARRIED

11.2 Community Planning Association of Alberta (CPAA)

RESOLUTION NO. 14-03-09-23

MOVED by Councillor Johnson to accept the Community Planning Association of Alberta (CPAA) material as information

CARRIED

COMMITTEE REPORTS

12.1 Village of Berwyn FCSS Update

RESOLUTION NO. 15-03-09-23

MOVED by Councillor Weber to accept the report from Tracy Halerewich, Grimshaw FCSS updating the Village on what services and programs they have been providing to Berwyn FCSS.

CARRIED

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
March 9, 2023

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 CAO Report

RESOLUTION NO. 16-03-09-23

MOVED by Councillor Johnson to accept the CAO Report as presented. **CARRIED**

No questions from Kristin Dyck, Mile Zero/Banner Post Reporter.
Kristin Dyck left at 8:45

Council took a 5 - minute break at 8:45 p.m. and resumed the meeting at 8:50 p.m.

CLOSED SESSION

14.1 Local Public Body Confidences – FOIP Section 23

RESOLUTION NO. 17-03-09-23

MOVED by Councillor Weber to enter into a Closed Session at 8:50 p.m., to discuss privileged information as per FOIP Section 23. **CARRIED**

RESOLUTION NO. 18-03-09-23

MOVED by Councillor Johnson to come out of the Closed Session at 9:15 p.m. **CARRIED**

RESOLUTION NO. 19-03-09-23

MOVED by Mayor Bak to have the administration contact Fire Chief, Scott Knuttila and the Water Operator, Derrel Johnson and have them attend council meetings quarterly to give Council reports on their operations. **CARRIED**

ADJOURNMENT

Being that agenda matters have been concluded Councillor Johnson adjourned the meeting at 9:17 p.m.

These minutes approved this _____ day of _____, 2023

Mayor
John Bak

Chief Administrative Officer
Matthew Norburn

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date March 23rd, 2023

Topic: User Fees Update for the Village of Berwyn Bylaw 701

Background: The Village of Berwyn provides various services to its residents and businesses, such as water, sewer, garbage collection, equipment rentals, services and recreation facilities. The user fees for these services have not been updated for several years, and the costs of providing these services have increased due to inflation and other factors. Therefore, it is necessary to update the user fees to reflect the current costs of providing these services.

The update of user fees will ensure that the Village of Berwyn can continue to provide high-quality services to its residents and businesses while covering the costs of providing these services. It will also ensure that the user fees are fair and reflect the actual costs of providing each service.

Attachments:

1. Updated User Fees Schedule Bylaw 701
2. Previous User Fees Schedule Bylaw

CAO Recommendation: That Council approves the update of the user fees Bylaw 701 for all services provided by the Village, to reflect the current costs of providing these services

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
BYLAW NO. 632**

**A BYLAW OF THE VILLAGE OF BERWYN, IN THE PROVINCE OF ALBERTA, TO
CONSOLIDATE THE FEES, RATES, CHARGES AND PENALTIES FOR SERVICES PROVIDED
BY THE MUNICIPALITY.**

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; **AND**

WHEREAS the Act provides that a municipality may pass a bylaw for the establishment of fees for licenses, permits and approvals as established by Council; **AND**

WHEREAS the *Freedom of Information and Protection of Privacy Act*, as amended, states that a municipality must make certain information available to the public and that the Council may pass a bylaw to establish fees for the provision of the information; **AND**

WHEREAS the Council of the Village of Berwyn, in the Province of Alberta, deems it expedient to consolidate the fees, rates and charges for various municipal services.

NOW THEREFORE the Council of the Village of Berwyn, in the Province of Alberta, duly assembled, hereby enacts as follows:

- 1. **THAT** a Fee Schedule for the fees, rates, charges and penalties of the Village of Berwyn are established and amended when required by Council resolution.
- 2. **THAT** Council may consider setting or permitting special rates for special circumstances, special items, and individual agreements with outside parties or for any items not covered in the Fee Schedule. Resolution of Council may set such fees.
- 3. **THAT** in the event this Bylaw conflicts with another existing bylaw, this Bylaw shall have precedence.
- 4. **THAT** the Fee Schedule will be reviewed annually and changes will be made by resolution of Council duly passed in Council meeting and attached to this bylaw.
- 5. **THAT** this Bylaw comes into full force and effect after third reading upon being signed.

RECEIVED FIRST READING THIS)	
14 TH DAY OF APRIL, 2016 A.D.,)	(MAYOR)
IN THE VILLAGE OF BERWYN)	
IN THE PROVINCE OF ALBERTA)	(CAO)
)	

RECEIVED SECOND READING THIS)	
28 TH DAY OF APRIL, 2016 A.D.,)	(MAYOR)
IN THE VILLAGE OF BERWYN)	
IN THE PROVINCE OF ALBERTA)	(CAO)
)	

RECEIVED THRID AND FINAL READING)	
THIS 28 TH DAY OF APRIL, 2016 A.D.,)	(MAYOR)
IN THE VILLAGE OF BERWYN)	
IN THE PROVINCE OF ALBERTA)	(CAO)
)	

FEE SCHEDULE

General	
Photocopies / page	0.50
Faxed Documents / page (incoming)	1.00
Faxed Documents / page (outgoing)	2.00
Maps	8.00
Administration Fees	
General Administrative Fee	25.00
Tax Certificate	20.00
Compliance Certificate	75.00
Account Penalty – Utilities	10%
NSF Charges	25.00
Property Tax	
Current year taxes after due date	12.00%
January 1st - all outstanding balances	15.00%
Assessment	
Appeal - Non-residential	650.00
Appeal – Multi-residential (4 or more units)	650.00
Appeal – Residential/Farm	50.00
Planning	
Land Use Bylaw	35.00
Application to Amend Land Use Bylaw	100.00
Development Permits:	
Application for Principal Building	100.00
Application for Accessory Structures, Garages, Decks, Sheds, Fences, Signs	60.00
Development Permit Appeal	100.00
Demolition Permits:	
Shed, Garage, Accessory Building	100.00
Primary Residence under 1800 sq. ft.	300.00
Building 1800 sq. ft. and over	500.00
Business License	
Non-Resident, Hawkers & Peddlers:	
Daily	75.00
Yearly	250.00
Penalty for Breach of Hawkers & Peddlers Bylaw	500.00
Animal Control	
Dog / Cat Tags – Spayed	20.00/year
Dog / Cat Tags – Un-spayed	40.00/year
Service Animal	Free
Failure to hold valid license or ensure license tag is worn	50.00
Replacement Tags	3.00
Deposit for Cat Trap (refundable)	50.00
Penalties as specified in Animal Control Bylaw	as per Bylaw
Equipment & Operators (per hour unless otherwise noted)	
Man (equipment is rented per hour with a Man)	50.00
Grader	175.00
Gravel truck	120.00
Sander (c/w sand and salt)	150.00
Back Hoe	140.00
Pick-up	75.00
Per Barricade	20.00/day
Per After Hours Callout	75.00
Grass cutting/trimming	50.00
Power snake – no man	25.00/day
Steamer	150.00

Utility Rates	
Administrative Fee	25.00
Administrative Penalty	100.00
Reconnection Fee	25.00
After-hours Emergency Call-out Fee	75.00
Tampering with Village Property	Fines up to 1000.00
Water Base Rate:	
- Residential	12.00
- Guaranteed Income Supplement	6.00
- Commercial / Industrial	16.00
- Institutional	20.00
- Non-metered	71.00
- Unoccupied	12.00
Water Consumption:	
- Residential	1.50/m ³
- Guaranteed Income Supplement	1.50/m ³
- Commercial / Industrial	1.50/m ³
- Institutional	1.50/m ³
Sewer:	
- Residential	13.00
- Guaranteed Income Supplement	7.00
- Commercial / Industrial	17.00
- Institutional	65.00
- Unoccupied	9.00
Garbage:	
- Residential	18.00
- Guaranteed Income Supplement	14.00
- Institutional	21.00
- Unoccupied	17.00
Recycling:	
- Residential	3.00
- Non-residential	3.00
Fire Service Fees	
Fire without Permit	250.00
Fire without Permit & Fire Dept. response required	300.00/hr
Interfere with operation of fire hydrant	500.00
Excessive false alarm response	250.00
- more than 2 alarms within 6 months	300.00
Possess, sell, purchase, discharge fireworks	250.00
Firefighters Fee	17.00/hr
Pumper or Rescue Truck (per unit)	300.00/hr
Stand-by Coverage for Trade Fair or Expositions if done for commercial gain (plus manpower)	150.00/hr
Mutual Aid	as per agreement
Motor Vehicle Collision	as per Alberta Infrastructures Rate

**VILLAGE OF BERWYN
BYLAW NO. 701**

**A BYLAW TO CONSOLIDATE THE FEES, RATES, CHARGES, AND PENALTIES FOR
SERVICES PROVIDED BY THE MUNICIPALITY.**

WHEREAS THE MUNICIPAL GOVERNMENT ACT, RSA 2000, C. M-26 (THE "ACT"), AS AMENDED, EMPOWERS A MUNICIPALITY TO PASS BYLAWS FOR MUNICIPAL PURPOSES RESPECTING SERVICES PROVIDED BY THE MUNICIPALITY;

AND WHEREAS THE ACT AUTHORIZES A MUNICIPALITY TO PASS A BYLAW FOR THE ESTABLISHMENT OF FEES FOR LICENSES, PERMITS, AND APPROVALS AS ESTABLISHED BY COUNCIL;

AND WHEREAS THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, AS AMENDED, REQUIRES A MUNICIPALITY TO MAKE CERTAIN INFORMATION AVAILABLE TO THE PUBLIC AND AUTHORIZES THE COUNCIL TO PASS A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF THE INFORMATION;

AND WHEREAS THE COUNCIL OF THE VILLAGE OF BERWYN DEEMS IT NECESSARY AND EXPEDIENT TO CONSOLIDATE THE FEES, RATES, CHARGES, AND PENALTIES FOR VARIOUS MUNICIPAL SERVICES;

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF BERWYN ENACTS AS FOLLOWS:

A FEE SCHEDULE FOR THE FEES, RATES, CHARGES, AND PENALTIES OF THE VILLAGE OF BERWYN IS HEREBY ESTABLISHED, AND THE COUNCIL MAY AMEND THE FEE SCHEDULE BY RESOLUTION.

COUNCIL MAY SET OR PERMIT SPECIAL RATES FOR SPECIAL CIRCUMSTANCES, SPECIAL ITEMS, AND INDIVIDUAL AGREEMENTS WITH OUTSIDE PARTIES OR FOR ANY ITEMS NOT COVERED IN THE FEE SCHEDULE. COUNCIL MAY SET SUCH FEES BY RESOLUTION.

IN THE EVENT OF A CONFLICT BETWEEN THIS BYLAW AND ANOTHER EXISTING BYLAW, THIS BYLAW SHALL HAVE PRECEDENCE.

THE FEE SCHEDULE SHALL BE REVIEWED ANNUALLY, AND CHANGES SHALL BE MADE BY RESOLUTION OF COUNCIL DULY PASSED IN COUNCIL MEETING AND ATTACHED TO THIS BYLAW.

THE PREVIOUS BYLAW 632 ON FEES, RATES, CHARGES, AND PENALTIES, BYLAW NO. 632, IS HEREBY RESCINDED

THIS BYLAW COMES INTO FULL FORCE AND EFFECT AFTER THIRD READING UPON BEING SIGNED.

READ A FIRST TIME THIS ____ DAY OF _____, 2023.

READ A SECOND TIME THIS ____ DAY OF _____, 2023.

READ A THIRD AND FINAL TIME THIS ____ DAY OF _____, 2023.

SIGNED: _____
MAYOR

SIGNED: _____
CAO

FEE SCHEDULE

General	
Photocopies / page	0.50
Faxed Documents / page (incoming)	1.00
Faxed Documents / page (outgoing)	2.00
Maps	25.00
Administration Fees	
General Administrative Fee	30.00
Tax Certificate	30.00
Compliance Certificate	75.00
Utility Bill Reprints	10.00
Account Penalty – Utilities	10%
NSF Charges	30.00
Property Tax	
Current year taxes after due date	15.00%
January 1st - all outstanding balances	18.00%
Assessment	
Appeal - Non-residential	650.00
Appeal – Multi-residential (4 or more units)	650.00
Appeal – Residential/Farm	50.00
Planning	
Land Use Bylaw	35.00
Application to Amend Land Use Bylaw	100.00
Development Permits:	
Application for Principal Building	100.00
Application for Accessory Structures, Garages, Decks, Sheds, Fences, Signs	60.00
Development Permit Appeal	100.00
Demolition Permits:	
Shed, Garage, Accessory Building	100.00
Primary Residence under 1800 sq. ft.	300.00
Building 1800 sq. ft. and over	500.00
Business License	
Non-Resident, Hawkers & Peddlers:	
Daily	75.00
Yearly	250.00
Penalty for Breach of Hawkers & Peddlers Bylaw	500.00
Animal Control	
Dog / Cat Tags – Spayed	25.00/Year
Dog / Cat Tags – Un-spayed	50.00/Year
Service Animal	Free
Failure to hold valid license or ensure license tag is worn	50.00
Replacement Tags	3.00
Chicken Coop Permit	50.00
Deposit for Cat Trap (refundable)	50.00
Penalties as specified in Animal Control Bylaw	as per Bylaw
Dog Pound Fees	25.00/ Day
Equipment & Operators (per hour unless otherwise noted)	
Man (equipment is rented per hour with a Man)	100.00
Grader	200.00
Sander (c/w sand and salt)	150.00/Load
Backhoe	200.00/Hour
Pick-up	100.00/Day
Per Barricade	25.00/Day
Per After Hours Callout	100.00
Grass cutting/trimming	75.00/Hour

Steamer	200.00/Day
Utility Rates	
Administrative Fee	50.00
Administrative Penalty	100.00
Disconnection/Reconnection Fee	50.00
After-hours Emergency Call-out Fee	100.00
Tampering with Village Property	Fines up to 1000.00
Water Base Rate:	
- Residential	16.52
- Guaranteed Income Supplement	9.44
- Commercial / Industrial	21.24
- Institutional	25.96
- Non-metered	71.00
- Unoccupied	
Water Consumption:	
- Residential	2.95/m ³
- Guaranteed Income Supplement	2.95/m ³
- Commercial / Industrial	2.95/m ³
- Institutional	2.95/m ³
Sewer:	
- Residential	17.70
- Guaranteed Income Supplement	10.62
- Commercial / Industrial	22.42
- Institutional	79.06
- Unoccupied	13.02
Garbage:	
- Residential	21.24
- Guaranteed Income Supplement	16.52
- Institutional	24.78
- Unoccupied	20.06
Recycling:	
- Residential	3.84
- Non-residential	3.84
Fire Service Fees	
Fire without Permit	250.00
Fire without Permit & Fire Dept. response required	400.00/hr
Interfere with operation of fire hydrant	500.00
Excessive false alarm response(2 within 6 months)	400.00
Possess, sell, purchase, discharge fireworks	500.00
Firefighters Fee	17.00/hr
Pumper or Rescue Truck (per unit)	300.00/hr
Stand-by Coverage for Trade Fair or Expositions if done for commercial gain (plus manpower)	200.00/hr
Mutual Aid	as per agreement
Motor Vehicle Collision	as per Alberta Infrastructures Rate

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date March 23rd, 2023

Topic: Recommendation to not open the campsite in 2023

Background: In 2022, the Village of Berwyn was unable to find a volunteer group to manage the campsite. As a result, the campsite was not properly maintained and attracted homeless people that stayed there over the allowed time. When these individuals eventually left, they left a big mess that the staff had to clean up. The situation was not only problematic for the Village's staff, but it also had a negative impact on the surrounding neighbours. The Citizens on Patrol Group do not feel comfortable going to the campsite, which has made it difficult to monitor and ensure public safety.

Given the difficulties faced in 2022 with the campsite, it is recommended that the Village of Berwyn not open the campsite in 2023. With the lack of a volunteer group to manage the site, the likelihood of the same issues recurring is high, and it is not in the best interest of the Village to put staff and residents at risk. The negative impact on the neighbourhood is also a concern, and closing the campsite in 2023 would help to alleviate these issues.

Closing the campsite would result in a loss of revenue for the Village. However, the costs associated with managing and maintaining the campsite, as well as the potential costs of addressing the negative impacts on the surrounding neighbourhood, outweigh the financial benefits of keeping the campsite open.

CAO Recommendation: That the Village of Berwyn does not open the campsite in 2023

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: N/A

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

**Chief Administrative
Officer:**

Date:

Barb Schofield

From: Matthew Norburn
Sent: March 8, 2023 3:44 PM
To: Barb Schofield
Subject: Fwd: Berwyn Campsite

For next council meeting

Sent from my iPhone

Begin forwarded message:

From: Gail Sandboe <ngsandboe@gmail.com>
Date: March 8, 2023 at 1:19:04 PM MST
To: Matthew Norburn <cao@berwyn.ca>
Subject: Berwyn Campsite

Village council and Administration

As per our recent council meeting discussion and COP letter (and neighbours) regarding the status of Berwyn Campsite, here are some thoughts on its closure:

1. Free water, wood and lodging—extra work for our Public Works crew
2. Who will collect camping fees – not all free
3. Homeless camp discovered when sign drew “tourists” – signs taken down if unused.
4. Party place – cutting down and burning trees in 10’ bonfires
5. Noise and swearing all hours – all days
6. Fights and ambulance calls
7. Drug?? Users wandering throughout the Village 24 hours
8. Another negative image for our Village
9. Some COP members scared to patrol campsite
10. Are the current bathrooms “legal”??

Some thoughts on it’s continued use:

1. Consider “Day Use” only park – block off traffic entrance
2. Rentable campsite with pre-payment and key to unlock/lock gate. Key deposit returned after Village inspection.
3. Check out time 11 am (1:30 pm)??
4. Set a length of stay – eg. 7 days – not allowed to “Set up camp” Control garbage.
5. Hire??? Campsite attendant to patrol and collect camping fees.
6. RCMP able to find persons of interest.

I would be available for further discssion if required. Neil Sandboe 780-618-9675

Sent from Gail Sandboe

VILLAGE OF BERWYN

Request for Decision

Council Meeting March 23rd, 2023

Topic: Support for Lemonade Day Program in Berwyn

Background:

Community Futures Peace Country is organizing the Lemonade Day program in the Peace Region, which allows children to set up lemonade stands and learn entrepreneurship skills. As part of the program, a Best Stand contest and a Best Entrepreneur contest will be held, with prize ribbons and money awarded to winners. However, in order to participate in the contests, children must submit pictures of their stands and complete their business results.

Option 1:

Children in Berwyn could also participate in the Best Stand and Best Entrepreneur contests by submitting pictures and results, respectively, to the organizers of the Lemonade Day program in Peace River. The judges for these contests would be the same as for the Peace River stands. However, there would be costs associated with this option, up to \$500 for the three contest categories (Best Entrepreneur, Best Stand, and Best Tasting), as well as materials such as workbooks, backpacks, prize ribbons, t-shirts for the judges, and extra buttons and tattoos.

Option 2:

Alternatively, the Village of Berwyn could provide judges from Berwyn to evaluate the lemonade stands in a separate contest from the Peace River stands. This option would also entail costs, including the same materials as for Option 1.

The Lemonade Day program is an important educational and entrepreneurial opportunity for children in Berwyn. It teaches valuable skills such as financial literacy, marketing, and customer service, and promotes creativity and independence. Furthermore, by having judges visit the stands, the organizers of the program can ensure that all participants in the area follow safety and health regulations.

Financial Implications:

The Village of Berwyn would need to contribute three hundred dollars to cover the costs of either option. These costs include \$500 for the three contest categories, as well as materials such as workbooks, backpacks, prize ribbons, t-shirts for the judges, and extra buttons and tattoos.

CAO Recommendation: That the Village of Berwyn supports the Lemonade Day program in Berwyn by contributing up to five hundred dollars to cover the costs of either Option 1 or Option 2, as outlined above.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: \$500 fees for workbooks, prizes etc.

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

Request for Decision

Council Meeting Date March 23rd, 2023

Topic: Renewal of Non-Residential and Residential Incentive Policies

Background: In 2022, the Village of Berwyn passed two tax incentives aimed at both businesses and residents, the Non-Residential Incentive **Policy** and the Residential Incentive **Policy**, with the aim of encouraging economic growth and development in the community. The Non-Residential Incentive Policy offers a tax exemption to non-residential properties for a period of five years for the value of any new construction or improvements to existing buildings, while the Residential Incentive Policy offers a tax exemption to residential properties **for a period of five years for the value of any new construction or improvements to existing buildings.**

These policies are a key ingredient in encouraging economic growth and development in the community, and it is recommended that they be renewed for the 2023 tax year.

Renewing the Non-Residential Incentive Policy and the Residential Incentive Policy for the 2023 tax year will demonstrate the Village of Berwyn's commitment to economic growth and development in the community. It is recommended that the Council approve the proposal to renew these policies.

Attachments:

Non-Residential Incentive Bylaw 687, passed in 2022

Residential Incentive Policy, passed in 2022

CAO Recommendation: That Council renew the Non-Residential Incentive Policy and the Residential Incentive Policy for the 2023 tax year, as attached.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications: The financial implications of renewing these policies will be a loss of tax revenue for the Village of Berwyn in the short term. However, the long-term benefits of encouraging economic growth and development in the community will outweigh this loss.

Alternative Options:

1. That council accepts for information.
2. That council rescinds the Bylaw and incentive policies.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL
--

**Chief Administrative
Officer:**

Date:



VILLAGE OF BERWYN
Province of Alberta

BYLAW NO. 687

**NON-RESIDENTIAL TAX INCENTIVE
BYLAW**

Page 1 of 6

A BYLAW OF THE VILLAGE OF BERWYN, in the Province of Alberta, to provide non-residential property tax incentives for new industrial and commercial development and expansions.

WHEREAS it is deemed expedient by Council to provide tax incentives to encourage assessment growth and promote industrial and commercial development and expansion,

AND WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for non-residential properties and on machinery and equipment to encourage economic growth.

NOW THEREFORE, the Council of the VILLAGE OF BERWYN No. 11, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the “Non-Residential Tax Incentive” Bylaw.

2. PURPOSE

The purpose of this Bylaw is to:

- 2.1 Encourage new development and redevelopment of non-residential properties resulting in improvements within the VILLAGE OF BERWYN.
- 2.2 Establish tax exemptions in accordance with *MGA* s. 364.2 for assessed persons when there is a new project or an expansion project that meets the criteria and requirements set out in this Bylaw.
- 2.3 Provide a process for application for tax exemption under this Bylaw.
- 2.4 Provide a process for review by Council of the refusal or cancellation of a tax exemption under this Bylaw.

3. DEFINITIONS

In this Bylaw:

- 3.1 “*Applicant*” means the Assessed Person as defined under *MGA* s. 284(1) or authorized agent for the Assessed Person who applies for an exemption under this Bylaw.
- 3.2 “*CAO*” means Chief Administrative Officer as appointed by Council of the VILLAGE OF BERWYN;
- 3.3 “*VILLAGE*” means the municipality of the VILLAGE OF BERWYN;
- 3.4 “*Council*” means the elected officials as a whole who comprise the municipal Council for the VILLAGE OF BERWYN.
- 3.5 “*Designated Industrial Property*” has the same meaning as defined under *MGA* s. 284(1) (f.01).
- 3.6 “*Exemption*” means the portion of municipal taxes on non-residential property and/or machinery and equipment that have been determined to be exempt in accordance with this Bylaw.
- 3.7 “*Machinery and Equipment*” means the type of property falling within the assessment class specified under *MGA* s. 297(1) (d).
- 3.8 “*MGA*” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as



VILLAGE OF BERWYN
Province of Alberta

BYLAW NO. 687

**NON-RESIDENTIAL TAX INCENTIVE
BYLAW**

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amended from time to time.

- 3.9 *“Non-residential”* has the same meaning as defined under MGA s. 297(1)(b).
- 3.10 *“Project”* means new construction or expansion of a structure, facility or addition of new machinery and equipment and improvements that increases the assessment value.
- 3.11 *“Requisitioned Tax”* means the tax that is collected by the VILLAGE on behalf of the Province of Alberta or housing authorities, including but not limited to education and social housing tax.
- 3.12 *“Tax Incentive Agreement”* means a written agreement between the VILLAGE and the Assessed Person setting out the terms and conditions for an exemption under this Bylaw.

4. ELIGIBILITY

- 4.1 Development shall conform to the VILLAGE’s Land Use Bylaw 601 and amendments thereto and all other applicable provincial legislation.
- 4.2 All eligible development shall be of a permanent nature.
- 4.3 Benefits under the Non-Residential Tax Incentive Bylaw cannot be combined with any other tax credit policy that may be offered by the VILLAGE or the Province of Alberta.
- 4.4 Utilities and other fees owed to the VILLAGE by the Assessed Person that are associated with the property will be current.
- 4.5 Taxes associated with the property are paid by the due date in the Tax Penalty Bylaw as amended from time to time.
- 4.6 Assessed Person must not be in bankruptcy or receivership.
- 4.7 Only the municipal portion of taxes is eligible for exemption. Requisitioned taxes are excluded from any exemption.
- 4.8 (1) Exemptions only apply to:
 - (a) Non-Residential and
- (2) Exemptions shall not apply to:
 - (a) Residential,
 - (b) Farmland,
 - (c) Linear properties.
- 4.9 The first tax year that a tax exemption may be granted under this Bylaw will be the full tax year after establishment.
- 4.10 Tax exemption may be transferrable to the new owner unless the new owner fails to meet all requirements under this Bylaw.



VILLAGE OF BERWYN
Province of Alberta

BYLAW NO. 687

**NON-RESIDENTIAL TAX INCENTIVE
BYLAW**

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5. APPLICATION & PROCESS

- 5.1 Applicants will need to apply for this tax exemption using *Schedule B – Application* of this Bylaw.
- 5.2 Applicants are encouraged to apply prior to the commencement of construction or undertaking a project, or before completion of construction.
- 5.2 Notwithstanding section 5.1, a complete application must be received no later than December 31 of the year of construction to qualify for a tax exemption the following year.
- 5.3 The VILLAGE may require any additional information that, at the discretion of the VILLAGE, is necessary to consider the eligibility of the application or to confirm ongoing compliance with the eligibility criteria of the exemption.
- 5.4 CAO will consider each application in accordance with this Bylaw and:
 - (a) Grant the exemption and enter into a Tax Incentive Agreement with the Applicant; or
 - (b) Reject the application and advise the Applicant with written reasons as to why, including means to appeal to Council.
- 5.5 CAO shall be authorized to enter into a Tax Incentive Agreement with the Applicant if an exemption is granted.
- 5.6 Tax exemption will begin in the taxation year following the completion of the construction or development if the Applicant meets all requirements of this Bylaw including but not limited to the execution of the Tax Incentive Agreement.
- 5.7 When a condition of the Tax Incentive Agreement is breached or the property and Assessed person no longer qualifies for an exemption under this Bylaw the CAO will provide a written decision cancelling or modifying the exemption as appropriate.

6. TERM

- 6.1 Tax exemptions on a new construction may be granted to a maximum term of five years in accordance with *Schedule A – Exemption Levels & Duration*.
- 6.2 Tax exemptions on a single property may be considered for up to a maximum total of fifteen (15) consecutive taxation years.

7. TAX INCENTIVE AGREEMENT

Tax Incentive Agreement shall be required for all granted exemptions. The Tax Incentive Agreement will include the following:

- 7.1 Taxation years to which the exemption applies.
- 7.2 Exemption percentages that will apply over the term of the Tax Incentive Agreement.



VILLAGE OF BERWYN
Province of Alberta

BYLAW NO. 687

NON-RESIDENTIAL TAX INCENTIVE
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7.3 Conditions which if breached will result in the cancellation of the Tax Incentive Agreement.

7.4 Any other information or conditions provided by the VILLAGE.

8. DISPUTE

8.1 Any dispute regarding the calculation of tax exemption, cancellation of tax exemption, or any entitlement under this Bylaw, shall be referred to Council for resolution.

8.2 An applicant may appeal to Council by submitting a written request for appeal to the CAO within thirty (30) days of the initial dispute.

8.3 Council, after considering an appeal, may:

(a) Uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an exemption or tax incentive agreement.

(b) Direct CAO to revise or amend a decision with respect to the matter.

8.4 The decision of Council shall be final and binding upon all parties except in the case where the decision is the subject of an application for judicial review, and such application must be filed with Court of Queen's Bench not more than sixty (60) days after the date of decision.

9. FORCE & EFFECT

9.1 If a portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided, and the rest of the Bylaw remains valid and effective.

9.2 This Bylaw shall come into full force and take effect upon third and final reading.

First Reading given on the 12th day of May 2022.

Cindy Hockley, Mayor

Matthew Norburn, Chief Administrative Officer

Second Reading given on the 12th day of May 2022.

Cindy Hockley, Mayor

Matthew Norburn, Chief Administrative Officer

Given UNANIMOUS consent to go to third reading on this 12th day of May 2022.

Third Reading and Assent given on the 12th day of May, 2022.

Cindy Hockley, Mayor

Matthew Norburn, Chief Administrative Officer



VILLAGE OF BERWYN
Province of Alberta

BYLAW NO. 687

NON-RESIDENTIAL TAX INCENTIVE
BYLAW

SCHEDULE A – Exemption Levels & Duration

	New Development
	Exemption Level
Year 1	100%
Year 2	100%
Year 3	100%
Year 4	100%
Year 5	100%



VILLAGE OF BERWYN
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BYLAW NO. 687

NON-RESIDENTIAL TAX INCENTIVE
BYLAW

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Schedule B - Application

Non Residential Property Tax Incentive

Name of Property Owner (as per tax roll):			Date:
Contact Name:			
Mailing Address:	City/Town/Village:	Province:	Postal Code:
Telephone Number (Main):		Telephone Number (Alternate):	
Email Address:			

Legal Description of Lands for Tax Exemption:

Roll:	Plan:	Block:	Lot:
Roll:	Plan:	Block:	Lot:

I/We, the undersigned, understand the conditions of eligibility and further terms set out in Bylaw 687 (Non- Residential Tax Incentive Bylaw), and acknowledge I/we have authority to request taxation exemption on the above mentioned properties.

Full Name

Signature

Full Name

Signature

Office Use Only:

Development Permit #:	Development Permit Issue Date:	Development Completion Date:
Previous Assessment:	Current Assessment:	Increase in Assessment:
Exemption % Year 1	Exemption % Year 2	Exemption % Year 3
Exemption % Year 4	Exemption % Year 5	
Approved By:		



VILLAGE OF BERWYN
Province of Alberta

BYLAW NO. 687

NON-RESIDENTIAL TAX INCENTIVE
BYLAW

Page 6 of 6

New Resident Attraction and Incentive Program Policy

Purpose of Policy:

This New Resident Attraction and Incentive Program Policy (this “Policy”) sets out the guidelines for Administration to implement the New Resident Attraction and Incentive Programs.

A. Definitions:

1. **Assessor** – an accredited professional delegated to evaluate properties for taxation purposes
2. **Assessment Value** – the dollar value assigned to a property to apply applicable property taxes.
3. **Bill of Sale** – a certificate of transfer of personal property.
4. **CAO** – Chief Administrative Officer
5. **Council** – the Village of Berwyn Council and its delegates.
6. **Residential Renovation** – Upgrades made to the exterior of a residential property.
7. **Municipal Rate** – the tax rate applied to the assessment value to calculate the portion of property taxes collected for the purpose of operating the Village.
8. **Municipal Taxes** – the portion of property taxes collected for the purpose of operating the Village.
9. **New Build** – either existing or built specifically for the purchaser that has not been previously lived in.
10. **New Resident** – a resident that moves into the Village of Berwyn from another municipality or country.
11. **Occupancy Permit** – a document issued, certifying a building's compliance with applicable building codes indicating it to be in a condition suitable for occupancy.
12. **Owner** – the holder of a Title or Bill of Sale.
13. **Primary Residence** – the main residence where the owner(s) live for the most substantial portion of the year.

-
- 14. Occupancy Permit** – a document issued, certifying a building's compliance with applicable building codes indicating it to be in a condition suitable for occupancy.
- 15. Owner** – the holder of a Title or Bill of Sale.
- 16. Primary Residence** – the main residence where the owner(s) live for the most substantial portion of the year.
- 17. Residence** – any building or structure used exclusively for human habitation and includes site-built, manufactured, and modular homes.
- 18. Residential Property** – property zoned for living or dwelling.
- 19. Residential Renovation** – Upgrades made to the exterior of a residential property.
- 20. Roll** - An assessment roll is a listing of all assessable properties in a municipality and their assessed values
- 21. Tax Rate Bylaw** – Bylaw setting the tax rates for the year.
- 22. Temporary Residence** – a residence that was not intended to be permanent or primary and for the purpose of this policy does not exceed 6 months.
- 23. Title** – document identifying the registered owner(s) of the property, as provided by Alberta Land Titles.
- 24. Village** – the Village of Berwyn.

B. Residential Renovations Incentive:

1. Timeline

- (a) The qualifying period of this program will be from January 1 to December 31.
- (a) Applications must be received by December 31.

2. Terms

- (a) If the owner(s) sells the property at any time during the 3 years, the credits will stay with the property and transfer to the new owner(s).
- (b) Applicants can only apply for one of the three New Resident Attraction and Incentive Programs.
- (c) Only renovations to the exterior of the property will be considered.

- (d) Approval is subject to homeowners submitting application and receipts to the Village.
- (e) Maximum credit is 50% of the cost of the exterior renovation or to a maximum \$2500.
- (f) Only the property owner(s) can apply for the incentive.
- (g) This is a one-time-per-property incentive.
- (h) Year 1 will start the following year of the property assessment value increasing:
 - a. Increase occurring between January 1, and December 31, Year 1 will be the following year.

3. Qualifying Properties

- (a) Residential Properties only,
- (b) If the property has a residential/commercial split, the incentive is only applied to the assessment value associated with residential.

4. Credits

- (a) Credits will be applied as per below:
 - a. Year 1 - 50% of credit applied to Municipal Taxes.
 - b. Year 2 – The remaining 50% of credit applied to Municipal Taxes.
 - c. Any remaining credit will be applied to Municipal taxes the following year(s).
- (b) Credits will be applied annually, within 14 days of the Tax Rate Bylaw being approved by the Council.
- (c) Credits are applied to the municipal rate only.
- (d) Credits will be applied directly to the Roll and will not be paid out.

C. New Build Property Tax Incentive:

1. Timeline

- (a) Applications must be received by December 31.

2. Terms

- (a) If the owner(s) sell the property at any time during the program, the credits will stay with the property and transfer to the new owner(s).
- (b) The property must be the owner(s) primary residence.
- (c) Applicants can only apply for one of the three New Resident Attraction and Incentive Programs.
- (d) This is a one-time-per-property incentive.
- (e) Only the property owner(s) can apply for the incentive.
- (f) Year 1 will start the following year of the property being given the occupancy permit.
 - a. Occupancy being approved between January 1, and December 31, Year 1 will be the following year.

3. Qualifying Properties

- (a) Residential Properties only,
- (b) If the property has a residential/commercial split, the incentive is only applied to the assessment value associated with residential.
- (c) A new build, either existing or built specifically for the purchaser that has not been previously lived in.
 - a. Site-Built Home;
 - b. Modular Home or
 - c. Manufactured Home.

4. Required Documents

- (a) Copy of the Title (This will be collected by Administration internally) or
- (b) Bill of Sale for Manufactured Homes in a Manufactured Home Park and,
- (c) Occupancy Permit (This will be collected by Administration internally).

5. Credits

- (a) Credits will be applied as per below:
 - a. Year 1 - 75% reduction of Municipal Taxes on the total assessment;

- b. Year 2 - 50% reduction of Municipal Taxes on the total assessment;
- c. Year 3 - 25% reduction of Municipal Taxes on the total assessment.
- (b) Credits will be applied annually, within 14 days of the Tax Rate Bylaw being approved by the Council.
- (c) Credits are applied to the municipal rate only.
- (e) Credits will be applied directly to the Roll and will not be paid out.

D. New Resident Grant:

1. Timeline

- (b) The qualifying period of this program will be from January 1 to December 31.
- (c) Applications must be received by December 31.

2. Terms

- (a) The property must be the owner(s) primary residence.
- (b) The owner(s) previous primary residence was not in the Village of Berwyn.
 - a. Applicants that resided in a Temporary Residence in the Village of Berwyn for 6 months or less before purchasing, will also be considered.
- (c) Applicants can only apply for one of the three New Resident Attraction and Incentive Programs.
- (d) Only the property owner(s) can apply for the grant.
- (e) This grant is a one-time-per-property incentive.

3. Qualifying Properties

- (a) Residential Properties only.

4. Grant

- (a) Grant of \$500 towards the qualifying property.
- (b) Grant is applied to either Municipal taxes or Municipal Utilities.

5. Required Documents

- (a) Copy of the Title (This will be collected by Administration internally) or
- (b) Proof of the previous residence (subject to prove satisfactory to CAO approval).
 - a. Utility Bill
 - b. Tax Notice;
 - c. Or other documentation that proves the previous residency.

6. Credit

- (a) Credit will only be issued to the applicant(s).
- (b) Credit will be issued within 30 days of CAO Approval.
- (c) Credit will be in the placed on the resident's account.



OFFICE OF THE MAYOR

TOWN OF PEACE RIVER

March 8, 2023

Minister of Municipal Affairs
Members of Executive Council
Executive Branch
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
minister.municipalaffairs@gov.ab.ca

Minister of Education
Members of Executive Council
Executive Branch
228 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
education.minister@gov.ab.ca

Attention: Honourable Rebecca Schulz & Honourable Adriana LaGrange

Dear Minister Schulz and Minister LaGrange:

Re: Carbon Tax Concerns

On behalf of Peace River Town Council, we have serious concerns about the cost that carbon tax is increasingly having on our northern municipalities and local school divisions, and its impact on our ability to provide vital services to our communities.

This year, the carbon tax levy to our local Peace River School Division is set to be \$200,000, and is estimated to reach \$680,000 by 2030. This is on top of the already high cost of heating schools and the long distances our buses must travel each day to transport students given the large catchment area served by our schools. These costs are unavoidable and similar economic pressures burden each of our municipalities as well.

Given current rates of inflation, the increasing costs of vehicles, materials and contracted services and provincial funding fluctuations, municipalities and school divisions are already facing tight budgets and limited funding options. The added cost of the carbon tax is placing even more strain on our finances, making it difficult to maintain essential services such as infrastructure, public safety, and education. While it is true that there are rebates available to households to reduce the financial impact of this tax; school divisions, housing boards, municipalities and other similar organizations do not have equivalent mitigating measures available to them. These costs must then be passed on to our already overburdened ratepayers in the form of higher property taxes and educational requisitions.

The cost of the carbon tax levy is walking the line of being equal to or greater than the cost of operating

Elaine Manzer
Mayor, Town of Peace River
Phone: 780-624-3988
Email: mayor@peaceriver.ca

Town Administration Office
P.O. Box 6600, 9911-100 Street
Peace River, AB T8S 1S4
Phone: (780) 624-2574 Fax: (780) 624-4664
Website: www.peaceriver.ca

General Email: info@peaceriver.ca

some of our smaller schools, which are already burdened by the threat of closure due to funding constraints. Such closures would have devastating impacts on our ability to provide a quality education to our students and the viability of our communities.

We urge you to take a stand against the carbon tax on municipalities and school divisions. Alternative solutions that do not place such heavy burdens on these essential institutions must be found, and we are hopeful that you will take a leadership role in finding other solutions.

Thank you for your attention to this critical matter. We eagerly await your response and would be happy to arrange a meeting to discuss this matter further.

Sincerely,



Mayor Elaine Manzer
Town of Peace River

cc: Arnold Viersen, Member of Parliament for Peace River – Westlock
Dan Williams, MLA for Peace River
Peace River School Division
Village of Berwyn
Clear Hills County
Municipal District of Fairview
Town of Fairview
Town of Grimshaw
Town of Manning
Village of Nampa
Northern Sunrise County
County of Northern Lights
Municipal District of Opportunity
Municipal District of Peace No. 135