

VILLAGE OF BERWYN
Request for Decision

Council Meeting Date: January 26th, 2023



Topic: Council Meeting Minutes

Background: January 12, 2023, Council Meeting

CAO Recommendation: That Council adopts January 12, 2023, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on January 12, 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 12, 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 12, 2023**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on January 12, 2023, commencing at 7:00 p.m.

IN ATTENDANCE

Mayor Steeves
Councillor Bak
Councillor Sawan
Councillor Johnson

Chief Administrative Officer - Matthew Norburn
Recording Secretary - Barb Schofield

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

CALL TO ORDER

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

ACCEPTANCE OF AGENDA

RESOLUTION NO. 01-01-12-23

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

ADDITIONS:

APPROVAL OF MINUTES

RESOLUTION NO. 02-01-12-23

MOVED by Mayor Steeves that an amendment to the December 12, 2022 minutes be made.

DEFEATED

RESOLUTION NO. 03-01-12-23

MOVED by Councillor Johnson that the minutes of the regular meeting of council held on December 12, 2022, be adopted as amended. **CARRIED**

BUSINESS ARISING FROM THE MINUTES

4.1 Update on ownership of sign re: Arena

The sign was donated to the arena by LaPrairie Works

RESOLUTION NO. 04-01-12-23

MOVED by Councillor Sawan to accept the ownership of the sign discussion as information. **CARRIED**

4.2 Apology letter to Grimshaw Legion

Mayor Steeves sent an apology letter to the Grimshaw Legion regarding Remembrance Day.

PUBLIC HEARING

None

DELEGATIONS

6.1 Tracy Halerewich – FCSS Grimshaw

Tracy Halerewich, Director of Community Services gave a presentation to Council regarding, what Grimshaw FCSS will offer to Berwyn. An agreement needs to be drawn up and agreed upon. by Grimshaw and Berwyn Councils before proceeding.

Tracy Halerewich left at 7:30 p.m.

6.2 Angie Konowalyk – Bylaw

Angie spoke with Council, and she informed them of what she wants to be changed in her Bylaw enforcement agreement. CAO Norburn and Angie will discuss this further and have it brought back to the next Council meeting on January 26, 2023.

Angie Konowalyk left at 7:30 p.m.

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
January 12, 2023

6.3 Randy Morden – SCADA

Randy gave a presentation on the SCADA system, giving the pros and cons of the system.

RESOLUTION NO. 05-01-12-23

MOVED by Councillor Bak to cancel the SCADA System and have the grant cancelled.

CARRIED

Randy Morden left at 7:50 p.m.

COMMITTEE OF THE WHOLE

7.1 None

Del Cardinal from Public Works arrived at 7:55 to speak on his report 13.1. Council moved to 13.1 and returned to 8.1 at 8:16 p.m.

BYLAWS

8.1 Emergency Management Bylaw

RESOLUTION NO. 06-01-12-23

MOVED by Councillor Sawan to accept the 3rd and Final Reading of Bylaw #697

Emergency Management.

CARRIED

8.2 Procedural Bylaw

RESOLUTION NO. 07-01-12-23

MOVED by Mayor Steeves to table Bylaw #698 Procedural Bylaw until January 26, 2023, Council meeting to allot time to make changes as discussed.

CARRIED

NEW BUSINESS

9.1 Berwyn Library Financial Request

RESOLUTION NO. 08-01-12-23

MOVED by Councillor Back to send the Berwyn Municipal Library the requested increase of \$3000.00 a year.

CARRIED

9.2 RFD – Request Letter of Support for Main Street Revitalization

RESOLUTION NO. 09-01-12-23

MOVED by Councillor Sawan to draft a letter of support for the main street revitalization project.

CARRIED

RESOLUTION NO. 10-01-12-23

MOVED by Councillor Bak that the council is in favor of pursuing this grant for the main street beautification.

CARRIED

FINANCIALS

10.1 None

CORRESPONDENCE and INFORMATON

11.1 Peace Regional Victims Services – Annual Request

RESOLUTION NO. 11-01-12-23

MOVED by Mayor Steeves to have Victim Services annual funding request moved to the budget discussion.

CARRIED

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

RESOLUTION NO. 12-01-12-23

MOVED by Councillor Johnson to have the administration write a letter of support to the Honourable Danielle Smith regarding the Fixed Wing Medivac Service.

CARRIED

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

RESOLUTION NO. 13-01-12-23

MOVED by Mayor Steeves that we offer the registration fee of \$200.00 for a Citizen on Patrol member to attend the Alberta Provincial Rural Crime Watch Association 2023 Symposium.

CARRIED

VILLAGE OF BERWYN
REGULAR COUNCIL MEETING MINUTES
January 12, 2023

11.4 Municipal Affairs Letter
RESOLUTION NO. 14-01-12-23

MOVED by Mayor Steeves accept the letter from Municipal Affairs as information.
CARRIED

COMMITTEE REPORTS
12.1 None

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 Public Works Report
RESOLUTION NO. 15-01-12-23

MOVED by Mayor Steeves to request administration create a map for Public Works, snow removal following the snow removal policy and provide it to Public Works.
CARRIED

13.2 CAO Report
RESOLUTION NO. 16-01-12-23

MOVED by Councillor Johnson to accept the report from CAO Norburn. **CARRIED**

Recorder, Barb Schofield, and reporter Kristin Dyck from the Mile Zero/Banner Post left the meeting at 9:02 p.m.

CLOSED SESSION

14.1 Funding Agreement with PREDA - Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 23
14.2 Article in the local paper - Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 27

RESOLUTION NO. 17-01-12-23
MOVED by Councillor Johnson to enter into a Closed Session at 9:03 p.m., Funding Agreement with PREDA - 14.1 Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 23, and Article in the local paper - 14.2 Enter into a closed session to discuss items pertaining to the Freedom of Information and Protection of Privacy (FOIP) Act, section 27.
CARRIED

RESOLUTION NO. 18-01-12-23
MOVED by Councillor Bak to come out of the Closed Session at 9:17 p.m.
CARRIED

ADJOURNMENT
Being that agenda matters have been concluded the meeting adjourned at 9:24 p.m.

These minutes approved this _____ day of _____, 2023

_____ Mayor Kim Steeves	_____ Chief Administrative Officer Matthew Norburn
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VILLAGE OF BERWYN

BYLAW No. 690

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors];

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Village of Berwyn;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

1. Short Title

- 1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

- 2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "CAO", means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councillor or the Mayor;

-OR-

- (f) "Member" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) "Municipality" means the municipal corporation of the Village of Berwyn.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

- 4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.5. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;
 - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - (g) law enforcement matters;
 - (h) litigation or potential litigation, including matters before administrative tribunals; and
 - (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the

Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 13.3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.
- 13.4. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 13.5. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.6. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 13.7. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 13.8. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.
- 13.9. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.
- 13.10. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

- 13.11. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the May to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the May is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 13.12. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

14. Formal Complaint Process

- 14.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) All complaints shall be addressed to the Investigator;
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

15. Compliance and Enforcement

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

16. Review

- 16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

First Reading given on the 9 day of June, 2022.



Cindy Hockley, Mayor



Matthew Norburn, Chief Administrative Officer

Second Reading given on the 9 day of June, 2022.



Cindy Hockley, Mayor



Matthew Norburn, Chief Administrative Officer

Given UNANIMOUS consent to go to third reading on this 9 day of June, 2022.

Third and Final Reading given on this 9 day of June, 2022.



Cindy Hockley



Matthew Norburn, Chief Administrative Officer

Updated: November 24, 2022

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: January 26th, 2023

Topic: Appointment of New Mayor and Deputy Mayor

Background:

Councillor Bak has requested that both the current Mayor and Deputy Mayor step down to allow for a new selection process by the councillors. The current Mayor and Deputy Mayor were appointed to their positions when only 3 out of 5 council members were on council. There is now a new council and they should be given the opportunity to select both positions.

Council will need to consider Councillor Bak's request for the resignation of the current Mayor and Deputy Mayor and determine whether a new selection process for the positions of Mayor and Deputy Mayor should be undertaken by the council.

CAO Recommendation: That council should consider Councillor Bak's request and determine whether to proceed with a new selection process for the positions of Mayor and Deputy Mayor.

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. 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 Order of Business

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

- A. Call to Order;
- B. Adoption of the Agenda;
- C. Disclosure of Pecuniary Interests;
- D. Adoption of the Minutes;

- E. Business Arising from the Minutes;
- F. Petitions and Delegations;
- G. Committee of the Whole;
- H. Bylaws;
- I. New Business;
- J. Financials;
- K. Correspondence and Information;
- L. Reports of Committees;
- M. Staff Reports;
- N. Closed Session
- O. Adjournment.

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

2.6 The COTW

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

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

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

2.7 Special Meetings

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

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

2.8 MEETING THROUGH ELECTRONIC COMMUNICATIONS

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

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

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

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

2.9 Minutes

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

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

2.11 Petitions and Delegations

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

2.11.2 Any person or group wishing to make a presentation to Council shall make a request in writing to the Chief Administrative Officer at least eight (8) days prior to the Meeting.

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

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

PART 3 - MAYORAL ELECTIONS

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

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

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

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

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

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

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

PART 5 - AMENDMENT OF BYLAW

This Bylaw may be amended by Council.

PART 6 - REPEAL OF BYLAW

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

PART 6 - ENACTMENT

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

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

Mayor

Chief Administrative Officer

VILLAGE OF BERWYN

BYLAW NO. 604

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. 573 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. 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.
17. People who show up at a Council meeting obviously inebriated or otherwise impaired may be asked to leave.
18. 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.
19. 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.
20. 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.
21. 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.
22. This bylaw shall replace Bylaw No. 573 in its entirety.
23. This bylaw shall come into effect on the date of final passage thereof.

READ a first time this 14th day of November, 2013.

READ a second time this 14th day of November, 2013.

READ a third time this 14th day of November, 2013.

Mayor

Chief Administrative Officer

VILLAGE OF BERWYN

BYLAW NO. 607

PROCEDURAL BYLAW

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

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

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

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

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

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

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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:

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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.

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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

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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

BERWYN BYLAW REPORT FOR OCT-DEC 2022

8.2
LY2021

BYLAW # 659 ANIMAL CONTROL Animal Complaints	5	YTD 12
Dogs Impounded	0	YTD 4
Cats Impounded	1	YTD 3
Dog Tags Purchased	0	YTD 9
Cat Tags Purchased	0	YTD 3
Chicken Co-op License	0	YTD 2
BYLAW #661 COMMUNITY STANDARDS Bylaw Complaints	2	YTD 5
Snow around Hydrant/Main Street Sidewalks	7	YTD 10
Unsightly Yards & Grass	3	YTD 99
BYLAW #618 TRAFFIC BYLAW Past the 72 Hours Parking on Street	0	YTD 5
Unattached Trailer on Street	0	YTD 4
Derelict Vehicles	0	YTD 7
BYLAW #601 LAND USE	0	YTD 0
BYLAW #631 CIVIC ADDRESSING No Address on Resident	0	YTD 0
BYLAW #657 NOISE	0	YTD 0
Contractor Hired	0	YTD 27
Municipal Tickets Issued	0	YTD 0
Provincial Tickets Issued	4	YTD 5
Court Appearance	0	YTD 0

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VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: January 26th, 2023

Topic: Utility billing is one of the most regular services the Village of Berwyn provides to residents and businesses. The Village has new software where we can offer E-notices (paperless by email) as an option for residents. Moving to paperless billing would result in long-term savings for the municipality.

Background: Currently each month 275 paper utility notices are sent by mail. In materials, each individual billing costs \$1.19 per paper billing amounts to \$327.25/month or \$3927.00/year. In labour terms, it takes 7 hours for one employee to complete paper utility package preparation whereas it would take substantially less if all customers subscribed to E-notices. Tax/assessment notices are sent out annually, with 435 sent by mail. The cost of each tax package is roughly the same, equating to an annual cost of \$520.00. Together, both utility and tax mailings cost the village over \$4447.00. In the Village of Berwyn, \$4447.00 is roughly a 1.33% property tax increase/decrease.

The administration is suggesting that Council establish an E-notice incentive program. Customers that migrate from paper to paperless billing in the months of May and June would receive:

- A credit to their utility account of **\$10.00** if they choose to participate in paperless invoicing for utilities
 - A credit to their tax account of **\$10.00** if they choose to participate in paperless invoicing for tax/assessment notices
- Crediting accounts results in no cash outlay from the Village as it would be a journal adjustment to the account.

For each resident that takes the Village up on the offer for both utilities and taxes, the payback period would be 17 months.

The administration is also suggesting the following fees for those that choose to remain on paper billing;

- **Seniors and those with a disability at no cost.**
- **All others will be charged an admin fee of **\$2** per notice.**

CAO Recommendation: That Council approve the establishment of a "Go Paperless" program in which residents, property owners and businesses who receive utility invoices or tax and assessment notices from the Village of Berwyn would be eligible for the following incentives once meeting the criteria;

- Upon registering for paperless utility billing between May and June of 2023 a one-time credit of \$10 shall be applied to the associated utility account;
- Upon registering for paperless tax/assessment notices between May and June of 2023 a credit of \$10 shall be applied to the associated tax account.

- And further, the Go Paperless incentive program be discontinued as of July 1st, 2023.

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: January 26th, 2023

Topic: Review of Notice of Non-Compliance for Village of Berwyn

Background: Councillor Edmundson has requested that the council review the Notice of Non-Compliance given to the Village of Berwyn by Alberta Environment and Protected Areas. Environmental Protection Officers reviewed the 2021 waterworks annual report and assessed the following failures:

- Failed to provide a summary of the number, sampling dates and analytical results of the bacteriological samples analyzed for each month, as per condition 8.1.8 (a)
- Failed to submit a summary of the number, results, and sampling dates of the bacteriological samples analyzed for each month, as per condition 8.1.8 (b)
- Failed to provide a description of any problems experienced, and corrective actions taken at the waterworks system during the year, as per condition 8.1.8 (d)

Council should review the Notice of Non-Compliance given to the Village of Berwyn by Alberta Environment and Protected Areas. Council should also consider the failures identified in the waterworks annual report and assess any potential risks or impacts to the community.

Attachments:

- Letter of Non-Compliance from **Alberta Environment and Protected Areas**.

CAO Recommendation:

- That Council should review the Notice of Non-Compliance and the failures identified in the waterworks annual report.
- Council should determine any necessary actions to be taken in order to bring the Village of Berwyn into compliance with Alberta Environment and Protected Areas regulations and conditions.

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:

Approval #00000417-02-00

December 15, 2022

Derrel Johnson
Berwyn Waterworks system
Village of Berwyn
VIA: djohnson@grimshaw.ca

Dear Mr. Derrel Johnson,

NOTICE OF NON-COMPLIANCE

This letter is to advise you that Alberta Environment and Protected Areas reviewed the Berwyn Waterworks System 2021 annual report on December 14th, 2022 and identified it was in non-compliance with the conditions of the waterworks system approval 00000417-02-00.

Environmental Protection Officers reviewed the 2021 waterworks annual report and assessed the following:

- Failed to provide a summary of the number, sampling dates and analytical results of the bacteriological samples analyzed for each month, as per condition 8.1.8 (a)
- Failed to submit a summary of the number, results, and sampling dates of the bacteriological samples analyzed for each month, as per condition 8.1.8 (b)
- Failed to provide a description of any problems experienced, and corrective actions taken at the waterworks system during the year, as per condition 8.1.8 (d)

You must immediately take all steps to comply with the waterworks system authorization requirements. You must provide in writing how the contraventions identified above will be remedied. Written responses must be provided by the end of day of January 23rd, 2023 and directed to Jonathan.Dyck@gov.ab.ca.

Enforcement action may be taken without further notice.

Should you have any questions, please contact the undersigned at 780-625-9940 or by email at Jonathan.Dyck@gov.ab.ca.

Respectfully,

Environmental Protection Officer – Inspector
Regulatory Assurance Division – North Region

CC: Jack McNaughton, AEPA Compliance Manager
Steve Craik, AEPA Drinking Water Operations Specialist
Kim Steeves, Mayor of the Village of Berwyn

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: Jan 26th, 2023

Topic: Budget Meeting Dates

Background: Budget meetings are a critical component in the budget development process, providing the council with the opportunity to review and provide feedback on the proposed budget. Two types of budget meetings are typically held: Capital Projects and Operating Budgets.

Council should consider holding the Capital Projects budget meeting on February 9th and the Operating budget meeting on February 23rd.

CAO Recommendation: That council hold the Capital Projects budget meeting on February 9th and the Operating budget meeting on February 23rd.

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:

CASH POSITION

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
ATB OPERATING	\$ 278,408.01	\$ 206,094.69	\$ 148,887.95	\$ 100,126.29	\$ 24,392.79	\$ 124,859.74	\$ 261,250.60	\$ 510,875.58	\$ 505,208.60	\$ 525,052.15	\$ 516,188.35	408,901.73
T-BILL SAVINGS-RESERVES	\$ 54,443.83	\$ 54,473.07	\$ 54,516.28	\$ 54,571.54	\$ 54,638.75	\$ 54,725.57	\$ 54,843.19	\$ 54,980.60	\$ 55,139.89	\$ 55,316.94	\$ 55,507.90	55,724.15
T-BILL SAVINGS-TAX SALE SURPLUS	\$ 27,008.16	\$ 27,022.66	\$ 27,044.09	\$ 27,071.50	\$ 27,104.84	\$ 27,147.91	\$ 27,206.26	\$ 27,274.42	\$ 27,353.44	\$ 27,441.27	\$ 27,536.00	27,643.28
NOTICE ACCOUNT	\$ 137,532.27	\$ 137,621.95	\$ 137,748.64	\$ 137,905.26	\$ 138,092.66	\$ 138,329.12	\$ 138,644.06	\$ 139,009.03	\$ 139,428.97	\$ 139,894.43	\$ 140,394.60	140,959.45
TOTAL	\$ 497,392.27	\$ 425,212.37	\$ 368,196.96	\$ 319,674.59	\$ 244,229.04	\$ 345,062.34	\$ 481,944.11	\$ 732,139.63	\$ 727,130.90	\$ 747,704.79	\$ 739,626.85	633,228.61

AS OF October 31, 2022

	A	B	C	D	E	F	G	H	I	J	K
1	REVENUES										
2				2019 Actual		2020	2020	2021	2021	2022	2022
3	GL CODE	DESCRIPTION	#REF!			Budget	actual	Budget	Actual	Budget	Actual (to date)
4											
5	MUNICIPAL PROPERTY TAX										
6	110000110	Taxes Residential				381,878	407,956	398,616	398,249	379,670	\$ 408,760.26
7	110000111	Taxes Commercial				45,500	51,787	47,170	53,372	69,426	\$ 53,680.80
8	110000112	Taxes Industrial				12,000	18,421	27,738	18,823	24,393	\$ 19,395.87
9	110000115	Taxes Linear				31,000	29,552	28,423	29,237	28,737	\$ 29,359.32
10	110000120	Minimum Tax				37,177					
11		TOTAL MUNICIPAL PROPERTY TAX	o			507,555	507,716	501,947	499,681		\$ 511,196.25
12											
13	CONDITIONAL TRANSFERS FROM OTHER GOV'TS										
14	110000850	M.D. Unconditional Grant				-51,500	51,500	53,045	53,045	53,045	\$ 54,637.00
15	115100840	F.c.s.s. Grants				-46,500	17,191	18,852	20,309	20,000	\$ 4,688.00
16	115100850	F.C.S.S Other Grants				-500	27,206	26,706	26,706	26,706	\$ 26,706.00
17	114400850	Recycle - Local Gov't Grant				-11,500	11,867	11,900	11,867	11,900	\$ 11,867.00
18	112300850	Local Firehall Grant				-20,000	20,000	0	20,000	20,000	\$ 20,000.00
19	113200842	MSI - Operating				-63,717	67,970	69,015	69,015	69,015	\$ -
20	117200850	Recreation Local Government Grant				-10,000	10,000	10,000	10,000	10,000	\$ 10,000.00
21	110000750	COVID Grant - Provincial				0	0	0	123,429	0	\$ -
22	113200840	Provincial/Federal Grant-Summer job				0	0	3,200	0	3,200	\$ -
23											
24											
25		TOTAL CONDITIONAL TRANSFERS OTHER GOV'TS	o			-203,717	205,734	192,718	334,371	213,866	\$ 127,898.00
26											
27	SALE OF SERVICES										
28	111200410	Sale Of Goods, Maps, Pins, Etc.				-600	340	340	960	340	\$ 520.00
29	111200412	Photo Copier Sales				-25	63	80	17	80	\$ 10.00
30	111200590	Other Revenue				-1,300	400	2,000	7,813	2,000	\$ 3,159.00

2

	A	B	C	D	E	F	G	H	I	J	K
1	REVENUES										
2			2019 Actual		2020	2020	2021	2021	2022	2022	
3	GL CODE	DESCRIPTION	#REF!		Budget	actual	Budget	Actual	Budget	Actual (to date)	
4											
31	112600510	Bylaw revenue			0	2,070	1,400	726	800	\$	1,171.00
32	112600530	Municipal Fines By-law Violation			-1,600	265	180	370	350	\$	50.00
33	112600520	Dog Tags			-200	190			475	\$	140.00
34	113200591	Other Revenue PW			-2,000	4,227	1,335	9,160	9,000	\$	-
35	114100120	Frontage Tax Water			-1,500	1,500	1,500	1,500	1,500	\$	-
36	114100410	Water Service Fees & Charges Levied			-110,200	93,510	95,000	110,871	110,000	\$	101,903.86
37	114100411	Water Shutoff & Bulk Sales			-1,500	75	500	0	500	\$	-
38	114100560	Water & Sewer Penalties			-1,629	3,897	5,200	10,990	10,000	\$	12,480.15
39	114100590	Other Revenue-Water								\$	1,525.00
40	114200410	Sewage Services Fees & Charges			-50,200	750	200	50,599	50,000	\$	21,038.00
41	114300410	Garbage Fees Levied			-67,000	65,245	65,300	65,797	65,300	\$	27,921.00
42	115100590	Other FCSS revenue			-50	0	550	75	100	\$	50.00
43	116100520	Development Permit Fees			-270	560	400	420	400	\$	-
44	116600590	Lease/Rental of Lots			0	1,571	-1570	1,571	1570	\$	-
45	117200411	Programming Revenue			0	0	0	-		\$	25.00
46											
47											
48		TOTAL SALE OF SERVICES	0		-238,074	174,663	172,415	260,868	252,415	\$	169,993.01
49											
50	OTHER REVENUE FROM OWN SOURCES										
51	110000510	Penalties & Costs On Taxes			-10,000	25,592	25,000	19,864	25,000	\$	23,257.66
52	110000541	Franchise Rebate Atco Gas			-39,000	37,411	39,399	38,728	39,399	\$	26,197.56
53	110000542	Franchise Rebate Atco Electric			-27,083	26,959	28,761	28,724	28,761	\$	14,935.64
54	110000550	Interest On Term Deposits			-3,500	1,703	1,698	0	1,698	\$	-
55	110000551	Current Account Interest			-4,500	3,063	2,500	3,072	3,000	\$	2,003.34
56	110000552	Dividends RMA			-105	20	20	0	20	\$	-

	A	B	C	D	E	F	G	H	I	J	K
1	REVENUES										
2			2019 Actual			2020	2020	2021	2021	2022	2022
3	GL CODE	DESCRIPTION	#REF!			Budget	actual	Budget	Actual	Budget	Actual (to date)
4											
57	110000740	Fines Provincial				0	10	100	0	100	\$ -
58	130000252	GST receiveable				0	0	0	0	95,000	\$ 93,353.79
59											
60		TOTAL OTHER REVENUES	0			-84,188	94,758	97,478	90,389	192,978	\$ 159,747.99
61											
62	REQUISITION TAXES										
63	110000130	Taxes School ASFF				-89,426	-89,849	89,849	90,086	92,944	\$ 95,695.67
64	110000135	Taxes Seniors Foundation				-15,509	-15,501	16,284	16,688	17,465	\$ 8,940.37
65		TOTAL REQUISITION TAXES				-104,935	-105,350	106,133	106,775		\$ 104,636.04
66											
67	TOTAL ALL REVENUES		0			-123,359	877,522	1,070,691	1,292,084	659,259	\$ 1,073,471.29
68											
69							updated May 5/20				

GENERAL GOVERNMENT, COUNCIL
ADMINISTRATION
REQUISITIONS/CONTRACTS

GL CODE	DESCRIPTION	2021	2021	2022	2022
<i>COUNCIL</i>		Budget	Actual	Budget	Actual (to date)
121100130	Employer contributions	750	921	750	\$ 385.01
121100150	Professional Development	2,000	2,438	2,000	\$ 529.54
121100151	Council Meeting Fees	15,600	12,610	15,600	\$ 8,580.00
121100152	Committee Meeting Fees - Council	11,000	17,120	11,000	\$ 7,000.00
121100211	Travel & Subsistance Councillors	2,000	2,242	2,000	\$ 1,625.16
121100212	Supervisory Expenses Councillors	7,200	7,800	7,200	\$ 4,500.00
121100510	Council Meeting Expenses	500	670	500	\$ 302.38
TOTAL COUNCIL EXPENSES		39,050	43,801	39,050	\$ 22,922.09
<i>ADMINISTRATION</i>					
121200110	Salaries CAO	71,500	74,500	72,573	\$ 60,908.70
121200111	Salaries Municipal Clerks	60,811	79,856	61,723	\$ 68,470.49
121200130	Employer Contributions	19,000	18,765	19,285	\$ 17,918.20
121200140	Worker's Compensation	2,000	10,009	2,030	\$ 4,020.00
121200211	Travel & Subsistance Office	700	621	700	\$ 1,402.33
121200212	Training/Professional Development	3,000	904	2,000	\$ 3,280.14
TOTAL ADMINISTRATION EXPENSES		157,011	184,656	158,311	\$ 155,999.86
<i>GENERAL</i>					
121200215	Postage (all departments)	2,100	1,470	2,000	\$ 1,631.96
121200216	Freight Office	50	0	50	\$ -
121200217	Telephone	5,300	5,808	2,500	\$ 4,196.32
121200218	Internet/Website Services	2,400	738	1,000	\$ 4,509.00
121200220	Advertising	1,100	2,756	1,100	\$ 1,138.51
121200221	Membership & Association Fees	2,456	2,203	2,456	\$ 759.90
121200222	Promotions & Sponsorships	8,500	0	8,500	\$ 1,119.54
121200223	Economic Development	8,100	7,290	8,100	\$ 7,290.00
121200230	Auditor Fees	23,000	25,768	23,000	\$ 29,925.00

121200231	Legal Services	1,500	0	1,500	\$ 4,974.30
121200232	Insurance	7,461	8,132	7,905	\$ 7,221.87
121200233	Consulting	3,220	2,835	3,000	\$ -
121200270	Janitorial Services	3,300	2,808	3,300	\$ 2,700.72
121200272	Election & Plebiscite Costs	518	169	200	\$ 180.00
121200274	Other Miscellaneous Expenditures	400	0	400	\$ 52.50
121200340	Land Titles Office	400	598	400	\$ 420.00
121200341	Assessment Services	8,400	8,469	8,400	\$ 4,644.92
121200762	Capital Purchases - Office	2,000	11,002	50,000	\$ -
121200510	Supplies Office	9,000	7,481	9,000	\$ 5,750.67
121200520	Repairs - Office	1,800	17	1,800	\$ 567.25
121200521	Photocopy count	1,350	2,374	1,350	\$ 527.71
121200522	Software Support	8,000	18,613	8,000	\$ 990.00
121200541	Atco Gas - Office	1,700	1,599	1,700	\$ 1,860.46
121200542	Atco Electric - Office	2,550	2,233	2,550	\$ 2,259.07
121200763	Reserve For Equipment - Office				
121200771	Grants To Organizations	7,600	6,600	7,600	\$ -
121200810	Bank Charges (all departments)	2,000	2,037	2,000	\$ 1,559.76
121200910	Tax Cancellations & Rebates	1,500	0	1,500	\$ -
129700720	Contribution to Contingecy Reserve			47,768	\$ -
TOTAL GENERAL EXPENSES		115,705	120,999	207,080	\$ 63,634.23
GL CODE	DESCRIPTION	2021	2021	2022	
REQUISITIONS/CONTRACTS		Budget	Actual	Budget	
120000745	North Peace Foundation Requisition	16,706	16,507	17,465	\$ 8,732.38
120000741	M.m.s.a. Contract Services	25375	25613.57	26390	\$ 26,490.00
120000742	School Foundation - Requisition	89426	100,205	92,944	\$ 46,471.79
122500522	Grimshaw Medical Clinic - Contract	4400	4477	4400	\$ 4,163.00
122100742	RCMP Requisition cost	13,184	9,113	\$ 19,374	\$ 13,678.00
124300270	Garbage Pickup (Contracted)	20797	22731.98	20,797	\$ 22,176.33
124300271	Landfill Charges	10407	10406.6	31,414	\$ 10,204.36
124400270	Recycling charges	23736	23733.16	20000	\$ 18,426.43

TOTAL GENERAL REQUISITIONS/CONTRACTS		204,031	212,787	232,783	\$ 150,342.29
Total General Government		515,797	562,243	637,223	\$ 392,898.47

PUBLIC WORKS

		2020	2020	2021	2021	2022	2022
GL CODE	DESCRIPTION	Budget	Actual	Budget	Actual	Budget	Budget (to date)
123200110	Salaries Public Works	148,588	137,914	84,807	142,704	123,205	\$ 105,017.48
123200120	Seasonal Employee - Pw	0	10725.74	11315	8,461	9000	\$ 9,052.16
123200130	Employer Contributions (P.W.)	18,000	19,196	19,400	20,806	19,691	\$ 15,643.90
123200211	Travel & Subsistence - Pw	0		0	210	200	\$ -
123200212	Education & training - Public Works	100	0	100	0	1,000	\$ 1,571.13
123200216	Freight - Public Works	500	461	500	348	500	\$ 332.00
123200217	Telephone - Public Works	4,500	4,689	4,700	4,427	4,500	\$ 3,067.69
123200232	Public Works Insurance	0	0	4,303	4,303	4,185	\$ 5,511.81
123200251	Machines & Equipment Rented - Pw	600	0	450	825	500	\$ 784.00
123200270	Snow Removal & Street Blading	11,500	11,573	12,000	6,983	12,000	\$ 1,301.14
123200510	Supplies - Public Works	11,000	10,357	12,250	10,433	12,250	\$ 6,339.87
123200511	Street Graveling - Pw	5,700	3,547	5,000	4,416		\$ 2,390.80
123200520	Repairs - Equipment - Pw	10,000	9,690	10,000	13,782	10,000	\$ 14,547.68
123200521	Gas & Oil - Public Works	10,000	7,476	10,000	13,283	10,300	\$ 16,757.99
123200522	Repairs - Other	11,150	18,145	30,500	26,118	30,500	\$ 1,888.72
123200541	Atco Gas - Pw	6,000	5,234	5,800	5,163	5,800	\$ 6,110.49
123200542	Atco Electric - Pw	7,700	5,347	6,000	9,772	6,000	\$ 5,766.98
123200543	Street Lighting - Pw	63,348	55,541	62,000	42,571	50,000	\$ 53,840.90
123200762	Capital Purchases - Light Equipment	152,500	1,541	9,500	0	2,800	\$ -
123200767	Miscellaneous. projects (Trailer removal.)	0	400				\$ 6,409.68
TOTAL PUBLIC WORKS EXPENSE		292,906	301,837	288,625	314,606	302,431	\$ 256,334.42

WATER and SEWER

			2020	2020	2021	2021	2022	2022
GL CODE	DESCRIPTION		Budget	Actuals	Budget	Actuals	Budget	Budget (to date)
124100110	Water - Wages RWO		10,481	13,734	32,891	26,941	70,800	\$ 41,264.12
124100211	Travel & Subsistance - Water		1000	140	150	0	150	\$ -
124100212	Education & Training - Water		1500	760.93	1000	117.41	1000	\$ -
124100215	Postage - Water		3,100	2,344	2,800	2,832	2,800	\$ 3,067.72
124100216	Freight - Water		2,800	4,532	4,000	3,026	4,000	\$ 1,763.48
124100221	Membership Fees - Water		120	0	120	0	120	\$ -
124100232	Water-Insurance		0	0	1,661	1,661	1,628	\$ 1,550.06
124100250	Water Operator Contracted		0	0	4,485	0		\$ -
124100252	Railway Crossing Rent - Water		270	270	270	270	270	\$ 270.00
124100510	Supplies - Water		8,000	3,326	6,100	2,017	6,100	\$ 2,234.03
124100511	Supplies - Water Meters		500	2,440	3,000	926	3,000	\$ -
124100520	Repairs - Water		13,010	26,066	21,000	35,613	21,000	\$ 27,479.42
124100521	Photocopy count - Utilities		0	1,438	1,500	2,374	1,500	\$ 523.38
124100541	Atco Gas - Water		3,100	1,756	2,800	1,708	2,800	\$ 1,963.72
124100542	Atco Electric - Water		12,000	5,086	11,800	10,159	11,800	\$ 8,940.46
124100763	Water Adjustments		700	17	500	0	500	\$ -
124100760	Water Upgrades		277,961	11,547	0	379,383		\$ 40,656.73
124200110	Sewer Wages				25,582	0		\$ -
124200216	Freight - Sewer		100	0	100	0	100	\$ -
124200221	Sewer line flushing		15,000	15,000	16,000	14,010	16,000	\$ -
124200510	Supplies - Sewer		0	63	1,200	44	1,200	\$ 75.40
124200520	Repairs & Maintenance Sewer		12,000	14,216	14,000	4,464	14,000	\$ 37,340.67
124100764	Capital Reserves Water		0		0	0		\$ -
TOTAL WATER SEWER EXPENSE			361,642	102,734	150,959	485,545	158,768	\$ 167,129.19

4 months Taylor \$28,248 8 months RWO \$42,500

FIRE HALL

GL CODE	DESCRIPTION	2020	2020	2021	2021	2022	2022
		Budget	Actual	Budget	Actual	Budget	Actual (to date)
122300151	Honorariums - Fire					9,700	\$ 4,199.81
122300211	Travel & Subsistance - Fire					300	\$ -
122300212	Education and Training - Fire		700	500	804	800	\$ 571.24
122300216	Freight - Fire	0	147	50	50	50	\$ 391.00
122300217	Telephone - Fire						
122300218	Fire - Dispatch	6,300	10,565			1,860	\$ 485.94
122300218	Fire - Communications			6,300	6,524	6,300	\$ 485.94
122300232	Fire Insurance			0	1,859	1,860	\$ 1,771.50
122300274	Membership fees	290	110	2,533	0	2,533	\$ 1,430.53
122300510	Supplies - Fire	7,500	9,560	9,000	14,575	14,600	\$ 1,762.69
122300520	Repairs - Fire	3,000	4,412	4,500	7,574	7,500	\$ 4,823.25
122300762	Bunker Gear		8,000	8,000		6,800	\$ -
122300541	Atco Gas - Fire	3,000	2,468	3,000	2,885	3,000	\$ 3,320.47
122300542	Atco Electric - Fire	2,200	2,184	2,200	2,107	2,200	\$ 2,122.57
122300762	Capital Purchases - Fire		-	8,000	0	8,000	\$ -
142300764	Reserve For Fire Equipment						\$ -
TOTAL FIRE HALL EXPENSE		22,290	38,146	44,083	36,377	65,503	\$ 20,879.00

BYLAW

GL CODE	DESCRIPTION	2020	2020	2021	2021	2022	2022
		Budget	Actual	Budget	Actual	Budget	Budget (to date)
122600215	Bylaw Postage	0	76	0	475	500	\$ 478.59
122600250	Dog Catcher Contracted	100	96	0	84	100	\$ 235.00
122600251	Bylaw Enforcement Officer	3,500	3,043	3,500	3,817	3,500	\$ 3,025.00
122600510	Supplies - Dog Catching	110	310	150	105	150	\$ 151.88
122600511	Bylaw Enforcement Expenses	1,200	1,656	2,000	657	1,000	\$ 1,141.99
TOTAL BYLAW EXPENSE		4,910	5,181	5,650	5,139	5,250	\$ 5,032.46

FCSS and RECREATION

GL CODE	DESCRIPTION	2020	2020	2021	2021	2022	2022
		Budget	Actuals	Budget	Actuals	Budget	Budget (to date)
125100110	Salaries FCSS Coordinator	25,605	25,875	26,885	24,792	26,601	\$ 17,298.39
125100130	Employer Contributions (FCSS)	1,900	1,763	1,850	1,930	1,878	\$ 1,268.90
125100211	FCSS Travel & Subsistance	4,000	782	2,000	1,145	2,000	\$ 922.74
125100217	FCSS Telephone	1,400	279	1,850	1,567	1,850	\$ 741.61
125100220	FCSS Advertising	800	1,756	400	150	400	\$ -
125100221	FCSS Membership Fees	350	346				\$ -
125100235	FCSS Community Newsletter	2,500	1,240	2,500	1,450	2,500	\$ 503.34
125100272	FCSS Programming Expense	16,080	11,069	14,000	10,906	14,000	\$ 8,763.98
125100510	FCSS Supplies	2,500	892	2,000	1,137	2,000	\$ 845.25
125100771	Grants to Organizations (FCSS)	1,500	0	2,000	0	2,000	\$ -
125100215	FCSS Postage		279				\$ -
127200112	Salary Recreation Coordinator	1,579	1,579	1,000	0	0	\$ -
127200130	Employer Contributions Recreation	102	102	90	0	0	\$ -
127200220	Advertising Recreation	0	0	50	0	50	\$ -
127200232	Arena/Recreation Insurance	165	165	3,916	3,917	3,953	\$ 3,764.43
127200272	Programming Expend - Recreation	30	30	500	300	3,500	\$ 5,162.14
127200510	Supplies - Recreation	532	532	1,300	741	1,300	\$ 282.62
127200511	Community Garden	3,626	3,626	4,000	748	4,000	\$ 1,517.48
127200520	Repairs - Recreation	458	458	500	523	500	\$ 400.00
127200521	Repairs - Arena			1,000	0	1,000	\$ -
127200541	Atco Gas - Arena	5,229	5,229	5,400	3,471	5,400	\$ 5,044.71
127200542	Atco Electric - Arena	14,872	14,872	10,000	11,299	11,000	\$ 15,099.24
127200764	Capital Reserve Recreation	0	0	0	0		\$ -
127200742	Capital Reserve Tourism	0	0	0	0		\$ -
147200743	Berwyn 100 th Anniversary	0	0	0	0	1,000	\$ -
TOTAL FCSS AND RECREATION		83,228	70,875	81,241	64,075	84,931	\$ 61,614.83

drive in

LIBRARY

GL CODE	DESCRIPTION	2020	2020	2021	2021	2022	2022
		Budget	Actuals	Budget	Actuals	Budget	Actual (to date)
127400232	Library/Craft Centre Insurance			3,681	3,681	3,720	\$ 5,463.76
127400275	Peace Library System Requisition	3,427	3,427	3,427	3,427	3,427	\$ 3,507.14
127400520	Repairs - Library Craft Bldg	400	400	500	223	500	\$ 270.80
127400770	Library Operating Grant	9,000	9,000	12,000	12,000	12,000	\$ 12,000.00
127400764	Capital Reserve Library	0	0	0	0		\$ -
TOTAL LIBRARY		12,827	12,827	19,608	19,332	19,647	\$ 21,241.70

VILLAGE OF BERWYN

Capital Budget					2022 Actuals
REVENUE		2021	2022		
GL CODE	Description				
113200830	Community Fund (formely gas Tax)		\$ 250,000.00		\$ -
113200920	Transfers From Capital Reserves				
	Recreation Reserve				
	General Reserve				
113200841	MSI - Capital	\$ 218,922.00	\$ 218,922.00		\$ 109,460.00
Total for REVENUE		\$ 218,922.00	\$ 468,922.00		
EXPENSE					
2-32-00-00-00-511	Street Gravelling	\$ 4,415.90	\$ 5,000.00		\$ 2,390.80
2-32-00-00-00-760	Street Paving	\$ 125,440.60	\$ 60,000.00		\$ 14,580.21
123200767	MSI miscellaneous. Projects	\$ 75,387.50	\$ 9,500.00		\$ 1,950.00
2-32-00-00-00-762	Capital Equipment - PW		\$ 6,100.00		\$ -
2-32-00-00-00-766	Infrastructure Projects - P. Works		\$ 12,000.00	man holes/culverts	\$ 2,282.13
124100760	Water System Upgrade Project	\$ 379,383.00	\$ 44,000.00	Lagoon cleaning	\$ 40,656.73
2-41-00-00-00-762	Capital Purchases - Water		\$ 3,200.00	new motor	\$ -
2-42-00-00-00-766	Infrastructure Projects - Sewer				\$ 2,282.13
2-72-00-00-00-235	Tourism Expenditures (capital)				\$ -
Total for EXPENSE		\$ 584,627.00	\$ 139,800.00		\$ 173,602.00
Rev- Exp		\$ (365,705.00)	\$ 329,122.00		

CAO Report Jan 26th, 2023

- Wrote a letter to Hon. Danielle Smith.
- Completed Northern and Regional Economic Development (NRED) Program grant application
- Prepared a letter for Alberta Municipal Water/Wastewater Partnership notifying them of the council's intent to cancel the project.
- Applied for funding towards the summer employment program
- Held regular meetings with staff in preparation for budget planning.