

MINUTES
VILLAGE OF BERWYN
REGULAR COUNCIL MEETING
November 25, 2021
VILLAGE OF BERWYN COUNCIL CHAMBERS
7:00 PM

PRESENT:

Cindy Hockley
Ken Montie
Kim Steeves
Brienne Nettelfield
John Bak

Mayor
Deputy Mayor
Councillor
Councillor
Councillor

Greg Gayton
Barb Schofield
Kristin Dyck

CAO
Recorder
Mile Zero News/Banner Post Reporter

Councillor Steeves attended the meeting electronically with video conferencing software.
Kristin Dyck attended the meeting via speaker phone.

1. CALL MEETING TO ORDER

The regular meeting of the Berwyn Village Council was held in the Village Council Chambers. The meeting was called to order by Mayor Hockley at 7:06 p.m.

2. ADOPTION OF AGENDA

RESOLUTION NO. 01-11-25-21

MOVED by Councillor Montie that Council approve the Village of Berwyn regular Council meeting agenda as amended. **ADDITIONS:** 10.1 Attachment to CAO Report – Photocopier Report

11.1 Water Operator Resignation – Additional information

11.3 Request for change in Personnel Policy

11.4 Resolution to appoint new CAO **CARRIED**

3. ADOPTION OF MINUTES

RESOLUTION NO. 02-11-25-21

MOVED by Councillor Bak that Council adopt the minutes from the October 28, 2021, Regular Council meeting as presented. **CARRIED**

3.2 ORGANIZATIONAL MINUTES

RESOLUTION NO. 03-11-25-21

MOVED by Councillor Nettelfield that Council adopt the minutes from the October 28, 2021 Organizational meeting as presented. **CARRIED**

Council moved to Delegations 6.1 WSP Engineering – 2021 Street Rehabilitation Program – Richard Clarke as Mr. Clarke was waiting on the phone to speak with Council.

4. BUSINESS ARISING FROM MINUTES

4.1 Traffic Slowdown Devices

Council discussed the speed limit again. CAO gave Council information on speed humps, the cost (American) is two to four thousand dollars. Councillor Steeves suggested the grid treatment they have on the highway centre lines to slow down traffic. CAO said in the information he had viewed had a lot of the things that were not a fit to the Village in terms of practicality. A road safety campaign was discussed, Councillor Steeves will bring this to the RCMP Advisory Board to see about a safety campaign.

RESOLUTION NO. 04-11-25-21

MOVED by Councillor Nettelfield to have Councillor Steeves get information from the RCMP Advisory Board on a traffic and pedestrian safety awareness campaigns. **CARRIED**

4.2 Bylaw Enforcement Comments

Bylaw Enforcement Officer Angie Konowalyk provided a report that had been requested by Council regarding notices sent to residents versus tickets written. Council discussed repeat offenders and fee increases on each notice sent for the same offence.

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RESOLUTION NO. 05-11-25-21

MOVED by Councillor Nettelield to have Bylaw Enforcement Officer, Angie Konowalyk attend an upcoming Council meeting to discuss increasing the effectiveness of bylaw enforcement.

CARRIED

5. PUBLIC HEARINGS

None

6. DELEGATIONS

6.1 WSP Engineering – 2021 Street Rehabilitation Program – Richard Clarke

Richard Clarke attended the meeting via speaker phone, and joined the meeting at 7:08 p.m.

CAO Gayton requested Richard Clarke from WSP Engineering to speak with Council on the Berwyn 2021 Street Rehabilitation project. Richard felt the project went very well. There were a few issues that needed to be sorted out with the contractor of which were basically getting things done. Initially when the site was visited it was decided that additional things needed to get done, so the Village requested pricing from the contractor for the additional projects. The Village held back approximately \$10,000.00 from the contractor until repairs are made, i.e.: deficiencies were found, hairline cracks around 55th Avenue.

RESOLUTION NO. 06-11-25-21

MOVED by Councillor Montie to accept the report from WSP Engineering, Richard Clarke on the 2021 Street Rehabilitation Program.

CARRIED

Richard Clarke left at 7:22 p.m.

Council returned to #4. Business Arising from the Minutes at 7:23 p.m.

7. NEW BUSINESS

7.1 Arena Lease Agreement for Review

Mayor Hockley wanted to discuss the arena agreement with Council as they will be going into budget considerations soon. For the past two years it has been discussed potentially limiting arena utilities, whether it be the amount we pay for the utilities per year or the amount and time they are open.

CAO advised Mayor Hockley that it would be difficult to monitor the amount they pay due to actual costs aren't known until well after consumption has happened. Mayor Hockley proposed that the Village pay for a period of time whether it be for months or five months of operation and if they choose to operate outside that it would be at their own expense. Doing this it would eliminate them having to ask us when they can open.

RESOLUTION NO. 07-11-25-21

MOVED by Councillor Steeves to send the Arena Society a letter to request the lease agreement be amended by stating opening to take place on or after the November 15th and closing on or before March 15th of the following year unless approved by council.

CARRIED

7.2 Osmond Tree Services

Council was pleased with the work that had been done by Osmond Tree Services and that the amount charged to the Village came in under budget.

RESOLUTION NO. 08-11-25-21

MOVED by Councillor Montie to accept the information provided by R. Osmond Tree Services Ltd.

CARRIED

A break was requested at 8:10 p.m. and Council returned to the meeting at 8:14 p.m.

8. CORRESPONDENCE

8.1 MSI Capital and Operating – 2022

The MSI Grant will be lower for the 2022 and 2023 years. Mayor Hockley spoke on it stating she heard Minister McIver, Minister of Municipal Affairs speak at the Alberta Municipalities Conference. He explained that because we received such a large amount this year because they took from 2022 and 2023 in order to get people back working in 2021.

RESOLUTION NO. 09-11-25-21

MOVED by Councillor Bak to accept the MSI Capital and Operating – 2022 information as information.

CARRIED

8.2 Subdivision and Development Appeal Board

RESOLUTION NO. 10-11-25-21

MOVED by Mayor Hockley that Council approve the appointment of the following individuals as Members of the Peace Regional Subdivision and Development Appeal Board for a three-year term,

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effective November 30, 2021 to November 30, 2024. Member: Randy Morden representing the Village of Berwyn; Avis Gagne representing the Town of McLennan; Monica Robinson representing the Town of

Peace River; Owen Sanford representing the Town of Fairview; Theresa Johnson representing the MD of Peace No. 135; Camille Zavisha representing the Village of Hines Creek; Alison Bjornson representing the Village of Hines Creek. **CARRIED**

RESOLUTION NO. 11-11-25-21

MOVED by Councillor Hockley that Council approve the appointment of Bradley Drouin as a member of the Peace Regional Subdivision and Development Appeal Board, effective November 30, 2021, to serve the remainder of the term of office for Guy Beaudoin who has resigned from the Board as the representative for the Town of Falher. **CARRIED**

8.3 Secret Santa for Seniors Program

The Secret Santa Program for a Senior Program started in 2016 to help bring Christmas Cheer to our most vulnerable and sometimes forgotten Seniors.

RESOLUTION NO. 12-11-25-21

MOVED by Councillor Bak to have the Village of Berwyn donate \$300.00 dollars towards the Secret Santa for Senior Program. **CARRIED**

8.4 Provincial Police Service Transition Study

The release of the Alberta Provincial Police Service Transition Study completed by PricewaterhouseCoopers (PwC) Canada, would like to invite municipalities to participate in further engagement on the finding of the report. This can be done virtually, or a person can attend in person at various locations in Alberta.

RESOLUTION NO. 13-11-25-21

MOVED by Mayor Hockley to allow the Councillors to attend the Alberta Provincial Police Service Transition Study if they choose. **CARRIED**

8.5 Peace Library System Presentation

Peace Library System sent a letter of congratulations to council on the recent appointments. The purpose of the letter was to introduce to have CEO Lisa Robison for the Peace Library System.

RESOLUTION NO. 14-11-25-21

MOVED by Mayor Hockley to invite Peace Library Systems to do a presentation for Council in 2022. **CARRIED**

8.6 Climate Caucus

The Climate Caucus sent congratulations to Council on the 2021 election, and they are reaching out as they think the Village could benefit from this network as Council moves forward in the new term.

RESOLUTION NO. 15-11-25-21

MOVED by Councillor Nettelfield to accept the information from the Climate Caucus as information. **CARRIED**

9. COMMITTEE REPORTS

9.1

10. CHIEF ADMINISTRATIVE OFFICER REPORT

10.1 CAO Report

A Restriction Exemption Program (REP) was drafted for the Arena Society's use. They have put it in place, and the public can see it on their Facebook page.

CAO Gayton met Rylee Armstrong from Conveys Computer Design & Marketing on November 16th to review the comments to date on the new website. Unless Council has any further comments, we would like to take the new site live in early December. That way we can promote it in the December newsletter.

CAO Gayton finished researching companies on photocopiers, as a replacement is needed in the office.

Staff will have a float in the parade on December 4th for the Super Saturday, but it might not be as fancy as the past years.

CAO Gayton informed Council that he will have bylaws coming to the next Council meeting for a rezoning that the Village has an application on, and we also have our revamped bylaw for our public

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communications/public advertising. The ads have been sent to the paper and will be out before the Public Hearing on December 9, 2021.

CAO Gayton met with the Craft Club and the Municipal Library to discuss insurance.

Councillor Steeves asked about an update on the playground, CAO Gayton told Councillor Steeves that Public Works had done some of the work that was in the playground report. And recently some vandalism has been done to the playground equipment, persons have written graphic content with a felt marker on the equipment. Public works is looking for a solution to remove the marker from the equipment.

Councillor Steeves also asked about an update report on the water meters. CAO Gayton had a meeting with public works staff and the Municipal Clerk. The Municipal Clerk will do the meter reads in December as our water person has resigned. CAO Gayton is looking into issues with the meter reads, he is looking into the laptop and update issues. CAO Gayton has also been in touch with a company that we have on retainer, and they have been providing the Village with meter reading advice.

RESOLUTION NO. 16-11-25-21

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

10.2 Budget Variance Report

Mayor Hockley had previously asked CAO Gayton and the Municipal Clerk to look into a couple of things on the report that were not clear.

He answered the questions she asked him to look into, Mayor Hockley was satisfied with the answers.

RESOLUTION NO. 17-11-25-21

MOVED by Councillor Nettelfield to accept the Budget Variance Report as presented. **CARRIED**

10.3 Cash Position Report

RESOLUTION NO. 18-11-25-21

MOVED by Councillor Montie to accept the Cash Position Report as presented. **CARRIED**

10.4 Cheque Report – Cheque #'s 15639 to #15722

RESOLUTION NO. 19-11-25-21

MOVED by Councillor Bak to accept the Cheque Report as presented. **CARRIED**

Mayor Hockley asked Kristin Dyck from Mile Zero News/Banner Post if she had any questions, she had none at this time.

Reporter, Kristin Dyck from Mile Zero News/Banner Post attended the meeting via speaker phone.

Kristin Dyck and Barb Schofield left the meeting at 8:59 p.m.

11. IN CAMERA

11.1 Water Operator Resignation

11.2 MD of Peace Voter Complaint

11.3 Request for change in Personnel Policy

11.4 Resolution to appoint new CAO

RESOLUTION NO. 20-11-12-20

MOVED by Mayor Hockley that Council convene in a closed session as allowed by Section 17 of the FOIP Act – personnel matters. **CARRIED**

Council went into a closed session at 9:00 p.m.

Councillor Steeves left the in-camera session during discussion of agenda item 11.3 due to a possible pecuniary interest.

RESOLUTION NO. 21-11-12-20

MOVED by Mayor Hockley to revert back to an open session. **CARRIED**

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Council went back into an open session at 10:16 p.m.

RESOLUTION NO. 22-11-12-20

MOVED by Councillor Nettelfield that Council amend the personnel policy to include .75 sick leave days per month for part-time, with such provision commencing January 1, 2022. **CARRIED**

Part-time employees must be at least .5 FTE(i.e., half time) to qualify.

RESOLUTION NO. 23-11-12-20

MOVED by Councillor Montie that Council decline the request for retroactive sick leave from an employee. **CARRIED**


Councillor Steeves rejoined the meeting at 10:19 p.m.

RESOLUTION NO. 24-11-12-20

MOVED by Mayor Hockley to hire Matthew Norburn as our Chief Administrative Officer. **CARRIED**

Moved by Mayor Hockley to adjourn the meeting. **CARRIED**

Time of adjournment 10:20 p.m.



Cindy Hockley
Mayor



Greg Gayton
Chief Administrative Officer