



AGENDA
VILLAGE OF BERWYN
COUNCIL MEETING
June 8, 2023
BERWYN VILLAGE OFFICE COUNCIL CHAMBER
7:00 PM

1. CALL TO ORDER at

2. ACCEPTANCE OF AGENDA

ADDITIONS TO AGENDA:

CHANGES TO AGENDA:

3. APPROVAL OF MINUTES

3.1 RFD – Council Meeting Minutes – 3.1 Minutes of the Regular Council Meeting held May 25, 2023

4. BUSINESS ARISING FROM THE MINUTES

4.1

5. PUBLIC HEARINGS

5.1

6. DELEGATIONS

6.1

7. COMMITTEE OF THE WHOLE

7.1

8. BYLAWS

8.1 RFD Amendment to Tax Rate Bylaw 2023

9. NEW BUSINESS

9.1 Addition of Years to the Capital Projects Plan for MAP Compliance

9.1 A - Proposed Capital Project Plan 2023-2026

9.2 RFD Approval of Memorandum of Agreement between the Municipal District of Peace #135

9.2 A - Memorandum of Agreement between the Municipal District of Peace #135

9.3 RFD Lots for a Loonie

9.3 A - Policy Lots for a Loonie

9.4 Implementation of Main Street Business Incentive Program

9.4 A - Policy: Main Street Business Incentive Program

10. FINANCIALS

10.1

11. CORRESPONDENCE and INFORMATION

11.1

12. COMMITTEE REPORTS

12.1

13. STAFF REPORTS

13.1 CAO Report

14. CLOSED SESSION

14.1 Consideration of Offer on Commercial Lots... FOIP disclosure would be harmful to the business interest of a third party (section 16 (1);

14.2 Redirecting of Capital Budget... FOIP disclosure would be harmful to the business interest of a third party (section 16 (1);

15. ADJOURNMENT

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: June 8th, 2023

Topic: Council Meeting Minutes

Background: May 25, 2023, Council Meeting

CAO Recommendation: That Council adopts May 25, 2023, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on May 25, 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 May 25, 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
May 25, 2023**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on May 25, 2023, commencing at 7:00 p.m.

IN ATTENDANCE

Councillor Bak
Councillor Sawan
Councillor Johnson
Councillor Weber
Councillor Montie

Chief Administrative Officer - Matthew Norburn
Recording Secretary - Barb Schofield

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

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

ACCEPTANCE OF AGENDA

ADDITIONS: 9.5 Requests to sit on the Berwyn Library Board.

13.2 FCSS Report

RESOLUTION NO. 01-05-25-23

MOVED by Councillor Weber to accept the additions to the agenda. **CARRIED**

RESOLUTION NO. 02-05-25-23

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

APPROVAL OF MINUTES

RESOLUTION NO. 03-05-25-23

MOVED by Councillor Johnson that the minutes of the regular Council meeting held on May 11, 2023, be adopted as presented. **CARRIED**

BUSINESS ARISING FROM THE MINUTES

4.1 None

PUBLIC HEARING

5.1 None

DELEGATIONS

6.1 None

COMMITTEE OF THE WHOLE

7.1

RESOLUTION NO. 04-05-25-23

MOVED by Councillor Weber to enter Committee of the Whole at 7:02 p.m. **CARRIED**

RESOLUTION NO. 05-05-25-23

MOVED by Councillor Johnson to leave Committee of the Whole at 7:08 p.m. **CARRIED**

RESOLUTION NO. 06-05-25-23

MOVED by Councillor Johnson that Council approve having one Council meeting in July and one in August of 2023, the July meeting will be held on the 27th and the August meeting will be held on the 24th. The one meeting in December 2023 will be held on the 14th. **CARRIED**

BYLAWS

8.1 None

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
May 25, 2023

NEW BUSINESS

9.1 Summer 2023 Municipal Leaders' Caucus

RESOLUTION NO. 07-05-25-23

MOVED by Councillor Montie to have CAO Norburn and Councillor Weber attend the 2023 Municipal Leaders' Caucus on June 20, 2023 in Wembley, AB. **CARRIED**

9.2 Northern Alberta Elected Leaders Meeting (NAEL)

Council discussed the meeting that is to be held on June 16, 2023, in High Prairie but no motion was made.

9.3 Extension of Operating Budget

RESOLUTION NO. 08-05-25-23

MOVED by Councillor Montie to approve the extension of the operating budget to 2026 and to comply with the Municipal Accountability Program (MAP). **CARRIED**

9.4 Fund Transfer for Approved Capital Projects in 2023

RESOLUTION NO. 09-05-25-23

MOVED by Councillor Weber that Council approve the fund transfers to the operating account for the purpose of covering the costs of capital projects. **CARRIED**

9.5 Library Board Requests

RESOLUTION NO. 10-05-25-23

MOVED by Councillor Johnson to accept the requests from Laurie Crowder and Shae-Lynn Stewart to become members of the Berwyn Municipal Library Board.

CARRIED

FINANCIALS

10.1 Cash Position Report

RESOLUTION NO. 11-05-25-23

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

CARRIED

10.2 Cheque Report

RESOLUTION NO. 12-05-25-23

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

CARRIED

10.3 General Ledger Trial Balance

RESOLUTION NO. 13-05-25-23

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

CARRIED

CORRESPONDENCE and INFORMATON

11.1 BERDS letter to Council

RESOLUTION NO. 14-05-25-23

MOVED by Councillor Weber to accept the letter from BERDS as information.

CARRIED

COMMITTEE REPORTS

12.1 None

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 CAO Report

RESOLUTION NO. 15-05-25-23

MOVED by Councillor Montie to accept the CAO report as presented.

CARRIED

13.2 FCSS Report

RESOLUTION NO. 16-05-25-23

MOVED by Councillor Johnson to accept the FCSS report as presented.

CARRIED

CLOSED SESSION

14.1 None

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
May 25, 2023

No questions from Kristin Dyck, Mile Zero/Banner Post Reporter.

ADJOURNMENT

Being that agenda matters have been concluded Councillor Montie adjourned the meeting at 8:45 p.m.

These minutes approved this _____ day of _____, 2023

Mayor
John Bak

Chief Administrative Officer
Matthew Norburn

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date June 8th, 2023

Topic: Tax Rate Bylaw 2023

Background: The Administration received two different versions of the 2023 tax rate summary, and a discrepancy has been identified between the two versions. The discrepancy lies in the reported linear assessment amount, which is a crucial factor for accurately entering information into our financial software. One version states the linear assessment as \$1,008,330, while the other version indicates it as \$1,119,130.

In order to ensure consistency and align our Bylaw and financial information, it is necessary to correct this discrepancy by amending the Tax Rate Bylaw. The proposed amendment will change the linear assessment amount to \$1,119,130, reflecting accurate information and enabling us to maintain accurate financial records.

By aligning the Bylaw and our financial records, we will maintain consistency and accuracy in our taxation processes. The corrected linear assessment amount will reflect the true value of assessments and provide a solid foundation for fair and equitable tax calculations.

CAO Recommendation: I recommend that the Council approves the amendment to the Tax Rate Bylaw 2023 to reflect the corrected linear assessment amount of \$1,119,130. This amendment will rectify the discrepancy between the two versions of the tax rate summary and ensure accurate entry of information into our financial software.

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
2023 Property Tax Bylaw No.706

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE
VILLAGE OF BERWYN FOR THE 2023 TAXATION YEAR.

WHEREAS, the Village of Berwyn has prepared and adopted detailed estimates of municipal revenue, expenses, and expenditures as required, at the council meeting held on June 8th, 2023; and

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

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Village of Berwyn for 2023 total \$1,271,894, and the balance of \$502,226 is to be raised by general municipal property taxation; and

THEREFORE the total amount to be raised by general municipal taxation is \$533127.42 and

WHEREAS, the requisitions are:

Alberta School Foundation Fund

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

Seniors Foundation \$20,059.55

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

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

Assessment Class	Assessment
Residential	27,957,850
Residential Vacant	675,800
Farm land	1,230
Des Ind Mach & Equip	48,600
DIP	31,300
Linear	1,119,130
Commercial	1,313,950
Industrial	649,500
Commercial Vacant	44,800
Industrial Vacant	111,100
Total	

8.1 A

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

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

Assessment Class	Assessment	Rate	Levy
Residential	27,957,850	14.5000000	\$ 405,388.83
Residential Vacant	675,800	30.0000000	\$ 20,274.00
Farmland	1,230	14.5000000	\$ 17.84
Des Ind Mach & Equip	48,600	32.0000000	\$ 1,555.20
DIP	31,300	7.4600000	\$ 233.50
Linear	1,119,130	32.0000000	\$ 35,812.16
Commercial	1,313,950	32.0000000	\$ 42,046.40
Industrial	649,500	32.0000000	\$ 20,784.00
Commercial Vacant	44,800	45	\$ 2,016.00
Industrial Vacant	111,100	45	\$ 4,999.50

Total	\$ 533,127.42
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Senior Foundation	Assessment	Requisition	MR
Total Taxable Assessment	1,059,422	\$ 20,059.55	1.894000000
ASFF	Assessment	Requisition	MR
Residential	28,247,468	\$ 74,855.79	2.6500000
Non-Residential/Linear	2,448,783	\$ 9,550.25	3.899998

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

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

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

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

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

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

Signed this ____ day of _____, 2023.

Chief Elected Official

Chief Administrative Officer

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date June 8th, 2023

Topic: Addition of Years to the Capital Projects Plan for MAP Compliance

Background: As part of our commitment to transparency and accountability, the Village has actively participated in the Municipal Accountability Program (MAP). Through this program, municipalities are encouraged to enhance their financial planning processes and ensure responsible allocation of resources. In order to comply with MAP guidelines, it has been identified that an extension of two years is required to our existing five-year capital projects plan.

The current capital projects plan covers the years 2023 to 2027. However, to align with MAP requirements and ensure comprehensive financial planning, it is necessary to extend the plan to include the years 2027 and 2028. This extension will provide a more accurate and robust framework for our long-term capital project considerations.

The inclusion of these additional years in the capital projects plan will enable us to assess long-term funding needs, prioritize projects effectively, and make informed decisions regarding resource allocation. This extended planning horizon aligns with best practices in financial management and supports the Village's commitment to responsible and transparent governance.

CAO Recommendation: That Council approves the addition of the years 2027 and 2028 to the Village's capital projects plan. This extension will facilitate compliance with the Municipal Accountability Program, ensuring that our financial planning processes meet the program's standards.

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 Proposed Capital Project Plan 2023-2026

9.1 A

Total Program 2023-26
\$980,000.00

Year	Work Item Description	Estimated Cost
2023	Inspection of manholes 2, 3, 4, 20, 28, 30, and 31 to determine needed repairs and/or replacement priority. Repair as required.	\$10,000.00
2023	Repair Sidewalks where report identified issues	\$15,000.00
2023	ACP patching throughout Village. Work to be done by Village crew. ACP supply from Alberta Transportation project planned nearby	\$75,000.00
2024	Rehabilitate septic lines as determined from 2023 inspection.	\$50,000.00
2024	Selective rehabilitation of concrete sidewalks	\$25,000.00
2024	Selective replacement of 4 manholes identified in 2023 inspection	\$80,000.00
2025	Major septic system rehabilitation. Replace 6 manholes, replace/line 150 linear metres of septic line, replace 47th Street trunk main.	\$325,000.00
2026	Water distribution system rehabilitation. Replace valve saddles and lines identified from location and exercise program as needing replacement	\$250,000.00
2026	Roadway pavement preservation and selective repair. ACP patching and application of asphalt slurry seal.	\$150,000.00
2027	Replace Manhole Covers	\$220,000.00
2028	Replace Manhole Covers	\$80,000.00
	Replace Fuurnace and hot water tankks if needed	\$10,000.00
	R	

2023 Total
\$100,000.00

2024 Total
\$155,000.00

2025 Total
\$325,000.00

2026 Total
\$400,000.00

council's action plan to address each of the recommendations found within the viability plan, on November 1st of each year for the next five years to Municipal Affairs.

Council have reviewed the needs of the Village along with our financial constraints. They have approved a new capital plan that allows the Village to complete needed projects using our the unused MSIcapital projects fundign along with future MSI funding. Council are also willing to use our debt limit to ensure future capital projects are completed.

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date June 8th, 2023

Request for Decision (RFD)

Topic: Approval of Agreement between the Municipal District of Peace No. 135 and the Village of Berwyn

Background: The Municipal District of Peace No. 135 (MD) and the Village of Berwyn have collaborated to draft an agreement that outlines various provisions for mutual cooperation and assistance between the two entities. This Request for Decision (RFD) seeks approval from the Village Council to endorse the agreement, which encompasses aspects such as viability assistance payment, firefighting services, recycling bins funding, recreation funding, weed inspection, and weed control.

The terms and provisions outlined in the agreement foster collaboration, support the well-being of both communities, and promote efficient delivery of essential services.

The agreement includes the following key provisions:

1. Term: The agreement will be in effect from January 1, 2023, to December 31, 2026.
2. Viability Assistance Payment: The MD will provide the Village with a viability assistance payment of \$27,637, subject to a 4% cost of living increases each year.
3. Fire Fighting Services: The MD will deliver firefighting services to the Village on a fee-for-service basis, as per the Fire Services Agreement between the Village and the MD. The Village will pay for these services based on invoices received, deducting \$25,000 annually from the MD's funding payment to the Village.
4. Recycling Bins Funding: The MD will grant the Village an annual amount equivalent to 50% of the previous year's recycling costs. This funding will enable MD residents to access the recycling bins located in the Village.
5. Recreation Funding: The MD will provide the Village with an annual grant of \$10,000 to support MD youth's access to recreational facilities in the Village.
6. Weed Inspection and Control: The MD will conduct weed inspections within the Village's boundaries to eradicate noxious or prohibited noxious weeds, as per the Weed Control Act. The Village will designate an individual responsible for weed control on identified properties. The Village will issue notices to property owners for weed control, and if necessary, enforce compliance in a timely manner.
7. Payment Schedule: All funds outlined in the agreement shall be paid on or before June 30 of each year.

Attachment: Proposed Agreement

Recommendation: That Council approves the agreement, and upon approval, the CAO will proceed with the necessary steps to finalize and implement the agreement.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications:

Alternative Options:

1. That council accepts for information.

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

Date:

Memorandum of Agreement

Between:

The Municipal District of Peace No. 135
5240-52nd Avenue, Berwyn, in the Province of Alberta
(hereinafter referred to as the MD)

And

The Village of Berwyn
5006-51st Street, Berwyn, in the Province of Alberta
(hereinafter referred to as the Village)

The Parties agree:

- 1.0 That the term of this agreement shall be from January 1, 2023 to December 31, 2026 inclusive.
- 2.0 **Viability Assistance Payment:** The MD will provide \$27,637 to the Village as a viability assistance payment. This base amount will be increased each year by a 4% cost of living increase from the previous calendar year.
- 3.0 **Fire Fighting Services:** The MD will provide Fire Fighting Services to the Village on a fee for service basis. These services will be invoiced to the Village at the rates stated in the Fire Services Agreement between the Village and the MD. All details pertaining to the delivery of Fire Services will be as per the aforementioned Fire Services Agreement between the Village and the MD.
 - 3.1 The Village will pay for these services as follows:
 - a) Each year when the MD prepares its annual funding payment for the Village, based on this agreement, it will subtract from the amount owed to the Village the amount of \$25,000.
 - b) Invoices will be prepared and sent to the Village each time the Fire Department responds to an incident within the Village borders.
 - c) When the total of all fire services provided to the Village exceeds the \$25,000 already paid the Village will pay all further amounts invoiced to the Village within 60 days
 - 3.2 The Village of Berwyn will continue to provide all of the equipment that is currently in use by the Village of Berwyn's Fire Department to the MD of Peace's Fire Department. **This includes the SCBA's on which they have a 15 year lease.**
 - 3.3 The MD shall be responsible for the formation and ongoing operation of a volunteer fire department with a fire chief appointed by the MD, and the fire chief to be under the direction and control of the MD Council.
 - 3.4 The MD, through their fire department, will provide fire protection services to the Village with sufficient manpower as determined by the MD Fire Chief, or his/her designate.
 - a) the MD Fire Chief or designate will determine the appropriate unit to respond based on the 911 information provided.
 - 3.5 The Village will be responsible for maintaining the Berwyn Fire Hall and providing suitable accommodation for the housing and storage of the 2012 Rosenbauer Pumper. The MD shall pay all other costs associated with the 2012 Rosenbauer Pumper.

Funding Agreement Between
the Municipal District of Peace No. 135
& The Village of Berwyn

- 3.6 The MD shall indemnify and save harmless the Village and its employees and volunteers from all claims, damages, costs, losses, expenses, actions and suits caused by or arising either directly or indirectly out of the performance of this agreement as it relates to the fire apparatus operating in the Municipal District of Peace No. 135.
- 3.7 The Village shall indemnify and save harmless the MD and its employees and volunteers from all claims, damages, costs, losses, expenses, actions and suits caused by or arising either directly or indirectly out of the performance of this agreement as it relates to the fire apparatus operating in the Village of Berwyn.
- 4.0 **Recycling Bins Funding:** The MD will pay the Village an annual grant which allows the MD's residents access to the recycling bins located in the Village. The grant will be equal to 50% of the previous year's recycling costs. Village administration must provide the MD with a copy of the annual invoice each year.
- 5.0 **Recreation Funding:** The MD will pay the Village an annual grant of \$10,000 which will allow MD's youth access to the recreational facilities located within the Village.
- 6.0 **Weed Inspection:** The MD will provide weed inspection services within the Village's boundaries for the purpose of eradicating noxious or prohibited noxious weeds as listed in the Weed Control Act. Each year the Village will provide a new municipal map to the Manager of Agricultural Services in order to allow specific properties to be correctly identified. All the inspections will be completed by the end of the 3rd week in June and a written inspection report of properties having noxious or prohibited noxious weed infestations will be provided to the CAO of the Village. Casual inspections will also be done later on an as needed basis. Weed inspections shall be done without direct charge to the Village.
- 7.0 **Weed Control:** Each year the Village will designate an individual who will be responsible for the control of weeds on properties reported by the Manager of Agricultural Services. This individual's name will be provided to the Manager of Agricultural Services. Within 3 business days of receiving a written inspection report from the Manager of Agricultural Services, the Village shall issue a Notice to the property owner under the Village's bylaws requiring the weeds to be controlled within one week.
- If the Notice is not complied with, Village personnel will enforce the notice by picking, spraying or arranging for a certified pesticide applicator to control the weeds within one week. It shall be the responsibility of the Village to control weeds in a timely manner. If requested, the Manager of Agricultural Services will provide technical weed control information to the Village's designated individual. If no weed control action is taken in a timely manner, the Manager of Agricultural Services will report the matter to the CAO/Council of the MD and the CAO/Council of the Village.
- 8.0 All funds to be paid pursuant to this agreement shall be paid on or before June 30 of each year.
- 9.0 This agreement may be amended by mutual consent of both parties.
- 10.0 This agreement may be terminated by either party to the agreement by giving six months notice in writing, to the other party of the said intention to terminate the agreement. The agreement will terminate six months after giving written notice of the intention to terminate.

Funding Agreement Between
the Municipal District of Peace No. 135
& The Village of Berwyn

In Witness Whereof, the Parties hereto have affixed their hands and corporate seals this 30th day of May, 2023

Municipal District of Peace No.135

Reeve

(seal)

Chief Administrative Officer

Village of Berwyn

Mayor

(seal)

Chief Administrative Officer

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date June 8, 2023

Topic: Lots for a Loonie

Background: due to the recent donation of lots to the Village of Berwyn the Village is committed to promoting affordable housing and encouraging development within our community. In line with this objective, we propose the implementation of the "Berwyn Lot for a Loonie" Program. This program offers developers and purchasers the opportunity to buy a lot for \$1, provided that a dwelling is constructed within a specified time frame.

Under this program, developers or purchasers will be required to submit a proposal to the Village, outlining the desired type and size of the dwelling they wish to construct, as well as the timeframe for construction. The proposals will be evaluated by the Development Authority, and if deemed satisfactory, an agreement will be signed with the developer or purchaser, specifying the conditions, such as a deposit requirement, servicing responsibilities, and construction timelines. Non-compliance with these conditions will result in the land reverting back to the Village's ownership.

By offering lots at a minimal cost, we encourage the construction of dwellings within a reasonable timeframe, ensuring the continued development of our community. The program's guidelines, including compliance with relevant bylaws and safety codes, will safeguard the quality and integrity of the constructed dwellings.

Furthermore, the "Berwyn Lot for a Loonie" Program aligns with our long-term vision of creating a vibrant and sustainable community by providing accessible housing opportunities. It will contribute to the economic prosperity of the Village and enhance its desirability as a residential destination.

Attachments: Proposed Lot for a Loonie Policy.

CAO Recommendation: That council approve the Lot for a Loonie Policy.

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:

Policy Title: Berwyn Lot for a Loonie Program

9.3 A

Effective Date: [Insert Effective Date]

Review Date: [Insert Review Date]

1. Purpose:

The purpose of the Berwyn Lot for a Loonie Program is to promote affordable housing and encourage development within the Village of Berwyn. This policy establishes the guidelines and procedures for the sale of lots at a nominal cost to developers and purchasers, subject to the construction of a dwelling within a specified timeframe.

2. Policy Statement:

The Village of Berwyn recognizes the importance of providing accessible housing opportunities for its residents. The Berwyn Lot for a Loonie Program aims to facilitate the acquisition of land for residential development while ensuring compliance with applicable regulations and promoting responsible construction practices.

3. Definitions:

- a) Lot: A parcel of land within the Village of Berwyn, designated for residential development under this program.
- b) Developer/Purchaser: An individual or entity participating in the program, responsible for the construction of a dwelling on the purchased lot.
- c) Development Authority: The designated body responsible for reviewing and approving proposals submitted under this program.
- d) Development Permit: The permit issued by the Village of Berwyn authorizing the construction of a dwelling on the purchased lot.
- e) Deposit: The specified amount paid by the developer/purchaser as a security measure, subject to refund or forfeiture based on compliance with the program's conditions.

4. Eligibility:

The Berwyn Lot for a Loonie Program is open to all interested developers and purchasers, subject to the following eligibility criteria:

- a) The developer/purchaser must submit a proposal outlining the desired type and size of the dwelling, along with the proposed construction timeframe.
- b) The proposal must comply with the Village's Land Use Bylaw, Alberta Building Code, and applicable Safety Codes.
- c) The proposal will be evaluated by the Development Authority, and if approved, an agreement will be signed with the developer/purchaser, subject to the conditions outlined in this policy.

5. **Program Conditions:**

a) **Deposit:** The developer/purchaser must pay a deposit of \$1,000 per lot upon signing the agreement. This deposit will be refunded upon successful completion of the program's conditions or forfeited in the event of non-compliance.

b) **Lot Servicing:** If no services currently exist, the developer/purchaser is responsible for servicing the lot, including water, sewer, road, and other necessary infrastructure.

c) **Development Permit Application:** The developer/purchaser has 90 days from the agreement signing to apply for a development permit.

d) **Construction Timeframe:** Construction on the dwelling must commence within 1 year of the development permit being issued and must be completed within a reasonable timeframe acceptable to the Village.

e) **Non-Compliance:** Failure to meet the agreed-upon timelines will result in the land reverting back to the Village's ownership, and the deposit will be forfeited.

f) **Title Caveat:** The Village will place a caveat on the title, protecting its right to retransfer the land in case of non-compliance. g) **Building Inspection:** If construction has started but a final and approved building inspection is not provided within 365 days of the development permit issue, the Village will be entitled to keep the deposit.

6 **Lot Allocation:** Lots will be sold on a first-come, first-served basis, subject to the approval of proposals by the Development Authority. The Village will maintain a record of allocated lots and ensure transparency in the allocation process.

7. **Review and Amendments:** This policy will be reviewed periodically to ensure its effectiveness and relevance

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date June 8th, 2023

Topic: Implementation of Main Street Business Incentive Program

Background: The Village of Berwyn aims to promote economic development and revitalize the Main Street area by attracting new commercial businesses. To achieve this goal, it is proposed to establish the Main Street Business Incentive Program. This program offers a one-year, 100% municipal tax reduction to eligible businesses that are new owners of the Main Street property, excluding pre-existing owners and renters. The purpose of this Request for Decision (RFD) is to seek approval from the Village Council for the implementation of this policy.

The CAO recommends the adoption of this policy as it aligns with the Village's economic development objectives, demonstrates a commitment to revitalizing the Main Street area, and encourages new investment in the local business community. The one-year tax reduction period provides an attractive incentive to new business owners, helping them establish their operations and contribute to the economic growth of Berwyn.

Please review the attached Main Street Business Incentive Program Policy, which outlines the eligibility criteria, application process, and compliance requirements for businesses seeking municipal tax reduction. This policy specifies that the incentive cannot be combined with any other incentives offered by the Village of Berwyn.

Attachments:

- Main Street Business Incentive Program Policy

CAO Recommendation: That Council approves the implementation of the Main Street Business Incentive Program to support economic development and encourage new business openings on Main Street in Berwyn.

Moved by _____ that

IMPLICATION OF DECISION

Financial Implications:

Alternative Options:

1. That council accepts for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative
Officer:

Date:

Policy: Main Street Business Incentive Program

Policy Statement: The Village of Berwyn recognizes the importance of promoting economic development and revitalizing the Main Street area. This policy aims to attract new commercial businesses to Main Street in Berwyn by offering a one-year, 100% municipal tax reduction to eligible businesses. The incentive is available exclusively to new owners of the property and cannot be combined with any other incentives offered by the Village of Berwyn.

Policy Details:

1. Eligibility Criteria:

1.1 New Ownership: Only businesses that are the new owners of the property on Main Street shall be eligible for the incentives outlined in this policy. This excludes pre-existing owners and renters of the property.

2. Municipal Tax Reduction:

2.1 Application Process: Once a new business on Main Street is open and operating, the business owner may apply for a one-year, 100% reduction in municipal taxes.

2.2 Eligibility Period: The application for the municipal tax reduction must be submitted within six (6) months of the business's official opening date.

2.3 Verification and Approval: The Village of Berwyn shall review each application for eligibility and compliance with the requirements of this policy. The Village reserves the right to request additional information or documentation as deemed necessary.

2.4 Municipal Tax Reduction Period: Upon approval, the municipal tax reduction shall be applicable for a period of one (1) year from the date of approval.

2.5 Non-Combination with Other Incentives: This incentive cannot be combined with any other incentives or tax reduction policies offered by the Village of Berwyn.

3. Compliance and Reporting:

3.1 Compliance with Local Regulations: The new business shall comply with all applicable local regulations, bylaws, and ordinances of the Village of Berwyn.

3.2 Reporting: The business owner shall submit an annual report to the Village of Berwyn, detailing the business's financial performance and its contribution to the local economy.

4. Effective Date:

4.1 This policy shall come into effect immediately upon adoption by the Village Council of Berwyn.

5. Review and Amendments:

5.1 The Village of Berwyn may periodically review this policy to ensure its effectiveness. Amendments may be made as deemed necessary by the Village Council.

This policy is enacted and certified as a true and correct copy on this ____ day of _____, 2023, by the Village Council of Berwyn.

Chief Elected Official

Chief Administrative Officer

CAO Report June 8th 2023

- Attended Housing Accelerator Fund Webinar
- Agricultural Review Board Bylaw approved by Municipal Services
- Operating Budget Approved by Municipal Services
- Had talks with potential new business to Berwyn
- Had talks in regards to food provider for Drive-In Movie
- Attended meeting with MD of Peace regarding funding agreement