

**VILLAGE OF BERWYN**  
**REGULAR COUNCIL MEETING**  
**MINUTES**  
**Thursday, November 24, 2022**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on November 24, 2022, commencing at 7:00 p.m.

**IN ATTENDANCE**

Mayor Steeves  
Councillor Bak  
Councillor Sawan

Chief Administrative Officer - Matthew Norburn  
Recording Secretary - Barb Schofield

Councillor Nettelfield was unavailable

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

John Bak and Duane Sawan were both sworn in at 7:03 p.m.

**CALL TO ORDER**

The meeting was called to order at 7:04 p.m.

**ACCEPTANCE OF AGENDA**

RESOLUTION NO. 01-11-24-22

MOVED by Mayor Steeves that the agenda be adopted as amended.  
**CARRIED**

**Changes:** 9.7 Added Update to Lac Cardinal Economic Development Board Agreement  
9.1 Official Oath for new Councillors  
remove 10.4 Letter to ATB Financial – Signing authority for Councillor Edmundson (Johnson)

**Additions:** 8.1 Procedural Bylaw updates

9.8 FCSS

9.9 Remembrance Day

11.5 Bylaw 690 Councillor Code of Conduct

14.2 Personnel - Freedom of Information Act Section 25: disclosure harmful to the economic interests of a public body.

RESOLUTION NO. 02-11-24-22

MOVED by Councillor Sawan to accept the changes and deletions to the November 24, 2022 agenda.  
**CARRIED**

**APPROVAL OF MINUTES**

RESOLUTION NO. 03-11-24-22

MOVED by Mayor Steeves that the minutes of the regular meeting of council held on October 27, 2022, be adopted as amended.  
**CARRIED**

RESOLUTION NO. 04-11-24-22

MOVED by Mayor Steeves that the minutes from the October 31, 2022, Special Meeting Be accepted as presented.  
**CARRIED**

RESOLUTION NO. 05-11-24-22

MOVED by Mayor Steeves that the minutes from the October 27, 2022, Organizational Meeting be accepted as presented.  
**CARRIED**

Council moved to Delegations 6.1 Neil Sandboe at 7:15 p.m.  
Council moved back to 4. Business Arising from the Minutes at 7:35 p.m.

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**DELEGATIONS**

6.1 Neil Sandboe made a presentation to council.

**BUSINESS ARISING FROM THE MINUTES**

4.1 GOA – Alberta Human Rights  
RESOLUTION NO. 06-11-24-22

MOVED by Mayor Steeves to request the administration update the Village policies to include Anti-Semitic and discrimination and put it in the staff policy. **CARRIED**

4.2 Council Appointments to Boards and Committees  
RESOLUTION NO. 07-11-24-22

MOVED by Mayor Steeves to accept the appointments to Boards and Committees as amended. **CARRIED**

4.3 10 – Year Capital Plan

No motion was made. The 10 – Year Capital Plan will be reviewed and approved at our next council meeting on December 12, 2022, at 7:00 p.m.

4. Village of Berwyn Viability Plan  
RESOLUTION NO. 08-11-24-22

MOVED by Mayor Steeves to accept the Village of Berwyn Viability Plan as information. **CARRIED**

**PUBLIC HEARING**

None

**BYLAWS**

8.1 Procedural Bylaw updates

RESOLUTION NO. 09-11-24-22

MOVED by Councillor Bak to challenge the position of Mayor. **CARRIED**  
Mayor Steeves was against.

RESOLUTION NO. 10-11-24-22

MOVED by Councillor Johnson to challenge the position of Deputy Mayor. **CARRIED**  
Mayor Steeves was against.

RESOLUTION NO. 11-11-24-22

MOVED by Mayor Steeves that the position of Mayor and Deputy Mayor be voted on once a full council is available. **CARRIED**

RESOLUTION NO. 12-11-24-22

MOVED by Councillor Bak to have the administration update the Procedural bylaw. **CARRIED**

**NEW BUSINESS**

9.1 Cancelled

9.2 Date for the December Council Meeting

RESOLUTION NO. 13-11-24-22

MOVED by Mayor Steeves to hold the December meeting on Monday, December 12, 2022, and no council meeting will be held on Thursday, December 8th or 22nd. **CARRIED**

9.3 Secret Santa for a Senior

RESOLUTION NO. 14-11-24-22

MOVED by Councillor Bak that the Village of Berwyn donate \$300.00 to the Secret Santa for a Senior group. **CARRIED**

9.4 MD of Peace – FCSS Programming and Funding

RESOLUTION NO. 15-11-24-22

MOVED by Councillor Bak that the Village of Berwyn refund the requested amount of \$13,353 to the MD of Peace. **CARRIED**

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- 9.5 PREDA Invoice  
RESOLUTION NO. 16-11-24-22  
MOVED by Mayor Steeves that invoice #642R in the amount of \$636.14 be paid to PREDA.  
**CARRIED**
- 9.6 Come Alive Gospel Music Festival 2023  
RESOLUTION NO. 17-11-24-22  
MOVED by Councillor Sawan to request administration respond to the email from Come Alive Gospel Music Festival 2023 received November 14, 2022, and request them to send a detailed cost.  
**CARRIED**
- 9.7 Lac Cardinal Economic Development Board Agreement  
RESOLUTION NO. 18-11-24-22  
MOVED by Councillor Bak that the Village of Berwyn enter into a one-year agreement with Lac Cardinal Economic Development Board.  
**CARRIED**
- 9.8 FCSS  
RESOLUTION NO. 19-11-24-22  
MOVED by Councillor Bak to have the CAO from the Village of Berwyn and the Town of Grimshaw prepare an agreement regarding delivery of the FCSS programming in the Village of Berwyn.  
**CARRIED**
- 9.8 Remembrance Day  
RESOLUTION NO. 20-11-24-22  
MOVED by Mayor Steeves that we draft a letter of apology to the Grimshaw Legion Branch #253.  
**CARRIED**

Heather Fawcett joined the meeting at 7:59 p.m. and left at 8:43 p.m.

FINANCIALS

- 10.1 Budget Variance Report  
RESOLUTION NO. 21-11-24-22  
MOVED by Councillor Sawan to accept the Budget Variance Report as presented.  
**CARRIED**
- 10.2 Cheque Report - Last cheque #16426  
RESOLUTION NO. 22-11-24-22  
MOVED by Councillor Sawan to accept the Cheque Report as presented.  
**CARRIED**
- 10.3 Cash Position Report  
RESOLUTION NO. 23-11-24-22  
MOVED by Mayor Steeves to accept the Cash Position Report as presented.  
**CARRIED**
- CORRESPONDENCE and INFORMATION**
- 11.1.1 NWST Charitable Foundation  
RESOLUTION NO. 24-11-24-22  
MOVED by Councillor Sawan to accept the NWST Charitable Foundation as information.  
**CARRIED**
- 11.2 Joint Meeting with Peace River School Division  
RESOLUTION NO. 25-11-24-22  
MOVED by Mayor Steeves to have the administration respond to the email from Peace River School Division informing them that we will have CAO Norburn and a representative from the council attend the meeting on February 1, 2023.  
**CARRIED**
- 11.3 MD of Peace 2022 Organizational Meeting Appointments  
RESOLUTION NO. 26-11-24-22  
MOVED by Mayor Steeves to accept the 2022 Representatives to the Lac Cardinal

Inter-Municipal Cooperative Committee as information.

**CARRIED**

11.4 Alberta Municipalities Villages West Update  
RESOLUTION NO. 27-11-24-22

MOVED by Mayor Steeves to accept the letter from Angela Duncan, Mayor, of Alberta Beach as information.

**CARRIED**

11.5 Bylaw 690 Councillor Code of Conduct  
RESOLUTION NO. 28-11-24-22

MOVED by Mayor Steeves to table Bylaw 690 Councillor Code of Conduct until the December 12, 2022, Council Meeting.

**CARRIED**

**COMMITTEE REPORTS**

12.1 None

**CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS**

13.1 CAO Report

RESOLUTION NO. 29-11-24-22

MOVED by Councillor Bak to accept the verbal report from CAO Norburn.

**CARRIED**

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

Kristin Dyck, Mile Zero/Banner Post Reporter, Recorder, Barb Schofield and delegate, Neil Sandboe left the meeting at 8:55 p.m.

**CLOSED SESSION**

14.1 Human Resources

14.2 Acting CAO

RESOLUTION NO. 30-11-24-22

MOVED by Mayor Steeves to enter into a Closed Session In accordance with Part 1, Division 2 of the Freedom of Information and Protection of Privacy Act and Section 25: disclosure harmful to the economic interests of a public body at 8:57 p.m.

**CARRIED**

RESOLUTION NO. 31-11-24-22

MOVED by Mayor Steeves to come out of the Closed Session at 9:26 p.m.

**CARRIED**

RESOLUTION NO. 32-11-24-22

MOVED by Councillor Sawan to have Mayor Steeves consult with a lawyer regarding CAO contract.

**CARRIED**

**ADJOURNMENT**

Being that agenda matters have been concluded the meeting adjourned at 9:30 p.m.

These minutes approved this 12<sup>th</sup> day of December, 2022

  
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Mayor  
Kim Steeves

  
\_\_\_\_\_  
Acting Chief Administrative Officer  
~~Kelly Bunn~~ Matthew Norburn