



AGENDA
VILLAGE OF BERWYN
COUNCIL MEETING
May 25, 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 11, 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 Recommendation for Summer Council Meeting Schedule and December

8. **BYLAWS**
8.1

9. **NEW BUSINESS**
9.1 Agenda for Summer 2023 Municipal Leaders’ Caucus
9.2 Northern Alberta Elected Leaders (NAEL) June 16th Meeting in High Prairie – No attachment
9.3 Extension for Operating Budget for the Village of Berwyn
9.4 Fund Transfer for Approved Capital Projects in 2023

10. **FINANCIALS**
10.1 Cash Position Report
10.2 Cheque Report
10.3 General Ledger Trial Balance

11. **CORRESPONDENCE and INFORMATION**
11.1 B.E.R.D.S. letter to Mayor and Council

12. **COMMITTEE REPORTS**
12.1

13. **STAFF REPORTS**
13.1 CAO Report

14. **CLOSED SESSION**
14.1

15. **ADJOURNMENT**

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date: May 25th, 2023

Topic: Council Meeting Minutes

Background: May 11, 2023, Council Meeting

CAO Recommendation: That Council adopts May 11, 2023, Regular Council Meeting Minutes as presented or amended.

Moved by _____ that the minutes of the regular meeting of council held on May 11, 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 11, 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 11, 2023**

The regular meeting of the council of the Municipality of Berwyn was held in council chambers in the municipality office on May 11, 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

RESOLUTION NO. 01-05-11-23

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

ADDITIONS: 8.2 Page 1 - Replacement page for Borrowing Bylaw
11.1 Yellowhead County – Alberta Provincial Election

APPROVAL OF MINUTES

RESOLUTION NO. 02-05-11-23

MOVED by Councillor Montie that the minutes of the regular Council meeting held on April 27, 2023, be adopted as presented. **CARRIED**

RESOLUTION NO. 03-05-11-23

MOVED by Councillor Johnson to accept the Special Meeting Minutes from the April 27 & 28 Budget Meeting 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 Review Boards and Committees

RESOLUTION NO. 04-05-11-23

MOVED by Councillor Sawan to enter Committee of the Whole at 7:03 p.m. **CARRIED**

RESOLUTION NO. 05-05-11-23

MOVED by Councillor Sawan to leave Committee of the Whole at 7:10 p.m. **CARRIED**

BYLAWS

8.1 Bylaw 705 2023 Property Tax

8.2 Bylaw 706 Municipal Borrowing Bylaw

RESOLUTION NO. 06-05-11-23

MOVED by Councillor Montie to pass the first reading of the 2023 Property Tax Rate Bylaw 705. **CARRIED**

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
May 11, 2023

RESOLUTION NO. 07-05-11-23

MOVED by Councillor Johnson to pass the second reading of the 2023 Property Tax Rate Bylaw 705. **CARRIED**

RESOLUTION NO. 08-05-11-23

UNANIMOUS consent to proceed with the Third and Final Reading of reading of the 2023 Property Tax Rate Bylaw 705. **CARRIED**

RESOLUTION NO. 09-05-11-23

MOVED by Councillor Sawan to pass the third and final reading of reading of the 2023 Property Tax Rate Bylaw 705. **CARRIED**

RESOLUTION NO. 10-05-11-23

MOVED by Councillor Weber to pass the first reading of Proposed Bylaw 706, Municipal Borrowing Bylaw. **CARRIED**

NEW BUSINESS

9.1 Alberta Rural Health Week Proclamation

RESOLUTION NO. 11-05-11-23

MOVED by Councillor Johnson to declare May 29 – June 2, 2023 as Alberta Rural Health Week. **CARRIED**

FINANCIALS

10.1 None

CORRESPONDENCE and INFORMATON

11.1 Yellowhead County – Alberta Provincial Election

RESOLUTION NO. 12-05-11-23

MOVED by Councillor Montie to accept the letter from Yellowhead County Regarding the Alberta Provincial Election as information. **CARRIED**

COMMITTEE REPORTS

12.1 None

CHIEF ADMINISTRATIVE OFFICER and DEPARTMENT REPORTS

13.1 CAO Report - None

CLOSED SESSION

14.1 Regional Fire Department - local public body confidences (section 23)

14.2 Resident Concerns - Disclosure would be an unreasonable invasion of a third party's personal privacy (section 17)

RESOLUTION NO. 13-05-11-23

MOVED by Councillor Sawan to enter into a Closed Session at 8:00 p.m., to Discuss Regional Fire Department - local public body confidences (section 23) and Resident Concerns – Disclosure would be an unreasonable invasion of a third party's personal privacy (section 17). **CARRIED**

RESOLUTION NO. 14-05-11-23

MOVED by Councillor Johnson to come out of the Closed Session at 8:45 p.m. **CARRIED**

RESOLUTION NO. 15-05-11-23

MOVED by Mayor Bak to direct the Administration to contact the MD in regard to a Fire Department proposal. **CARRIED**

RESOLUTION NO. 16-05-11-23

MOVED by Councillor Montie that resident's request was reviewed, regarding utilities and taxes and it was denied. **CARRIED**

VILLAGE OF BERWYN
SPECIAL COUNCIL MEETING MINUTES
May 11, 2023

ADJOURNMENT

Being that agenda matters have been concluded Councillor Johnson adjourned the meeting at 8:50 p.m.

These minutes approved this _____ day of _____, 2023

Mayor
John Bak

Chief Administrative Officer
Matthew Norburn

VILLAGE OF BERWYN

Administrative Report

Council Meeting Date: May 25th, 2023

Topic: Recommendation for Summer Council Meeting Schedule and December

Background: This Request for Decision (RFD) aims to propose a revised council meeting schedule for the Village of Berwyn during the summer months, as well as recommend a specific date for the December council meeting. The suggested dates for the summer council meetings are July 27th and August 24th, while the proposed date for the December council meeting is December 14th.

The Village of Berwyn holds two regular council meetings per month throughout the year to address key matters of governance and provide opportunities for community engagement. During the summer months council meetings usually only take part once per calendar month.

Recommendation: That Council approves the proposed revisions and incorporates the suggested dates into the council meeting schedule

9.1

Agenda for Summer 2023 Municipal Leaders' Caucus

***Subject to change**

*Exact locations within the municipalities are being finalized and will be updated once all are confirmed.
Registrants will be notified via email.*

June 13	Diamond Valley
June 14	Delburne
June 20	Wembley
June 21	St. Paul
June 22	Spruce Grove

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:30 a.m.	Session I – Election Debrief
10:45 a.m.	President’s Report (LGFF, EPR, MFR)
11:00 a.m.	Session II – The Future of Municipal Government: Recommendations to Enhance Collaboration
12:00 p.m.	Lunch
1:00 p.m.	Session III – The Best Dam Session: Water Management Principles
2:00 p.m.	Session IV (locally led)
2:55 p.m.	Closing Remarks

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date May 25th, 2023

Topic: Extension of Operating Budget for the Village of Berwyn

Background: This Request for Decision (RFD) seeks approval from the Village Council of Berwyn to extend the operating budget by one additional year. The extension is necessary to comply with the Municipal Accountability Program (MAP) review conducted by Municipal Affairs. Currently, the operating budget is set to expire in 2025, but in order to align with the recommendations outlined in the MAP review, it is essential to extend it until 2026. This RFD aims to ensure financial compliance and facilitate effective long-term planning for the Village of Berwyn.

The Village of Berwyn, like other municipalities, is subject to regular reviews conducted by Municipal Affairs to assess financial management practices and ensure accountability to taxpayers. The recently completed MAP review has recommended an extension of the operating budget until 2026. Adhering to the recommendations of this review is crucial for maintaining financial responsibility and fostering transparent governance within the village.

Attachments:

1. Operating Budget

CAO Recommendation: The Council of Berwyn approves the extension of the operating budget for an additional year, until 2026. By extending the budget, the council will align with the MAP review recommendations and demonstrate a commitment to sound financial management.

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:

VILLAGE OF BERWYN

9.3 A

GENERAL OPERATING FUND	2020	2022	2023
	Budget	Budget	Budget
<i>REVENUES</i>			
GEN MUNICIPAL PROPERTY TAXATION	501,947	502,226	
GOVERNMENT TRANSFERS OPERATING	192,718	213,866	
SALE OF SERVICES	172,415	252,415	
REVENUE FROM OWN SOURCES	97,478	192,978	
REQUISITIONS FOR OTHER BODIES	106,133	110,408	
TOTAL REVENUES	1,070,691	1,271,894	
	2020	2022	
	Budget	Budget	
<i>EXPENDITURES</i>			
GENERAL GOVERNMENT	517,797	637,223	
PUBLIC WORKS	314,606	302,431	
FIRE HALL	54,083	63,643	
FCSS and RECREATION	83,228	84,931	
WATER AND SEWER	361,642	158,768	
LIBRARY	12,827	19,647	
Bylaw	34,790	5,250	
TOTAL EXPENDITURES	1,378,973	1,271,894	
OPERATING SURPLUS (DEFICIT)	-308,282	0	

File: Berwyn Budget 2022 Draft

VILLAGE OF BERWYN

Request for Decision

Council Meeting Date May 25th, 2023

Topic: Fund Transfer for Approved Capital Projects in 2023

Background: This Request for Decision (RFD) seeks approval from the Village Council of Berwyn to transfer funds between accounts for the purpose of financing approved capital projects in 2023. Specifically, it is requested to transfer \$140,959 from the notice account and \$27,643 from the t-bill account. These funds will be utilized to support the implementation of vital capital projects within the village, ensuring the continued growth and improvement of community infrastructure.

CAO Recommendation: That Council approves the fund transfers to the operating account for the purpose of covering the costs of capital projects.

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	\$373,599.03	\$255,898.13	\$232,998.21	\$ 155,703.90								
T-BILL SAVINGS-RESERVES	\$55,948.88	\$56,161.33	\$56,397.44	\$ 56,626.89								
T-BILL SAVINGS-TAX SALE SURPLUS	\$27,754.76	\$27,860.15	\$27,977.28	\$ 28,091.11								
NOTICE ACCOUNT	\$141,545.88	\$142,099.65	\$142,715.16	\$ 143,313.39								
TOTAL	\$ 598,848.55	\$ 482,019.26	\$ 460,088.09	\$ 383,735.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

AS OF April 30, 2023



Village of Berwyn

10.2

Cheque Listing For Council

2023-May-17
3:49:52PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
16709	2023-04-13		838570	PAYMENT ANIMAL CONTROL CONTRACT	142.50	142.50
16711	2023-04-26		Q1 2023 HON	PAYMENT Q1 2023 FIRE HONORARIUMS	238.00	238.00
16712	2023-04-26		5004257265	PAYMENT OFFICE MATS	82.43	82.43
16713	2023-04-26		Q1 2023 HON	PAYMENT Q1 2023 FIRE HONORARIUMS	238.00	238.00
16714	2023-04-26		1701455	PAYMENT PHOTOCOPY CHARGES	194.31	194.31
16715	2023-04-26		2403	PAYMENT PUMPHOUSE REPAIRS	1,319.01	1,319.01
16716	2023-04-26		IN355694	PAYMENT GRAVEL	333.01	333.01
16717	2023-04-26		Q1 2023 HON	PAYMENT Q1 2023 FIRE HONORARIUMS	221.00	221.00
16718	2023-04-26		202300044	PAYMENT MARCH FUEL BILLING	1,223.82	1,223.82
16719	2023-04-26		Q1 2023 HON	PAYMENT Q1 2023 FIRE HONORARIUMS	153.00	153.00
16720	2023-04-26		2023049	PAYMENT CAMERA SEWERS	4,462.61	4,462.61
16721	2023-04-26		Q1 2023 HON	PAYMENT Q1 2023 FIRE HONORARIUMS	272.00	272.00
16722	2023-04-26		2023 FCSS	PAYMENT FCSS CONTRACT 2023	6,189.65	6,189.65
16723	2023-04-26		3523	PAYMENT INFRASTRUCTURE AUDIT	462.00	462.00
16724	2023-04-26		Q1 2023 HON	PAYMENT Q1 2023 FIRE HONORARIUMS	306.00	306.00
16725	2023-04-26		26211123	PAYMENT WCB INSTALMENT	1,641.94	1,641.94
16732	2023-05-09		23-1048164	PAYMENT MAY 2023 BILLING	9,994.15	9,994.15
16733	2023-05-09		Apr 23 RRSP	PAYMENT RRSP CONTRIBUTION	286.82	286.82
16734	2023-05-09		42018 42227	PAYMENT INSURANCE LIBRARY INSURANCE	25,262.00 1,027.00	26,289.00
16735	2023-05-09		apr 23 benefits	PAYMENT APRIL 2023 BENEFITS	711.11	711.11
16736	2023-05-09		apr 23 payroll	PAYMENT PR DEDUCTIONS	6,140.44	6,140.44
16737	2023-05-09		5004267530	PAYMENT OFFICE MATS	82.43	82.43
16738	2023-05-09		1316	PAYMENT PW SUPPLIES	145.87	145.87
16739	2023-05-09		INV393167	PAYMENT COUNCIL MEETING SOFTWARE	3,150.00	3,150.00



Village of Berwyn

Cheque Listing For Council

2023-May-17
3:49:52PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
16740	2023-05-09			PAYMENT 2023 SUBSCRIF 2023 SUBSCRIPTION IAMRESPO	408.09	408.09
16741	2023-05-09		202300058	PAYMENT FUEL BILLING	459.28	459.28
16742	2023-05-09		3761 5654 9896	PAYMENT PW SUPPLIES PW SUPPLIES PW SUPPLIES	54.27 42.78 27.41	124.46
16743	2023-05-09		Apr 23 Janitor	PAYMENT APRIL 2023 JANITORIAL	306.90	306.90
16744	2023-05-09		MAY 23 BILLINC	PAYMENT MAY 2023 BILLING	370.64	370.64
16745	2023-05-09		Apr. 23 billing	PAYMENT APRIL 2023 BILLING	226.49	226.49
16746	2023-05-09		IVC000010957 IVC000010958 IVC000010959 IVC000010960	PAYMENT WATER CONTRACT SEWER LINE FLUSHING SHARED AGREEMENT BYLAW OFFICER	4,074.26 651.00 4,095.00 939.75	9,760.01
16747	2023-05-09		114672417 SOINV4502290 SOINV4527946	PAYMENT PW FUEL PW SUPPLIES PW SUPPLIES	103.46 130.18 50.00	283.64
16748	2023-05-09		12932	PAYMENT COUNCIL PLACARDS	84.00	84.00

Total 76,302.61

*** End of Report ***



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
3-00-00-111	A	Cash On Hand	0.00	150.00
3-00-00-120	A	Capital Reserves	0.00	54,411.58
3-00-00-121	A	ATB Financial	(49,717.10)	85,235.00
3-00-00-210	A	Taxes Receivable Current	(4,753.94)	127,488.60
3-00-00-211	A	Taxes Receivable Arrears	(517.75)	2,982.26
3-00-00-240	A	Provincial Accounts Receivable	0.00	0.00
3-00-00-251	A	Cash Receipts Suspense Account	0.00	395.46
3-00-00-252	A	Gst Receivable	974.97	35,050.61
3-00-00-253	A	Suspense Clearing Account	0.00	(534.66)
3-00-00-254	A	Accounts Payable Suspense	0.00	(18,361.03)
3-00-00-271	A	Accounts Receivable Other	0.00	482,746.96
3-00-00-272	A	Capital Grants Receivable	0.00	0.00
3-00-00-273	A	Loan Receivable	0.00	0.00
3-00-00-299	A	Advance Payroll	4,800.00	4,300.00
3-00-00-320	A	Term Deposits	0.00	137,433.05
3-00-00-322	A	Investment Shares Amfc	0.00	0.00
3-00-00-323	A	Equity Investment Aamd&c's	0.00	0.00
3-00-00-477	A	Tax Sale Surplus	0.00	26,990.56
3-00-00-490	A	Prepaid Expenditures	0.00	1,000.00
3-00-00-610	A	Engineering Structures	0.00	6,248,677.48
3-00-00-611	A	Engineered Structures Accum Amortiz	0.00	(3,765,609.08)
3-00-00-620	A	Buildings	0.00	568,801.19
3-00-00-621	A	Buildings Accumulated Amortization	0.00	(425,015.80)
3-00-00-630	A	Machines & Equipment	0.00	497,613.85
3-00-00-631	A	Equipment Accumulated Amortization	0.00	(246,733.14)
3-00-00-640	A	Land	0.00	191,834.61
3-00-00-650	A	Vehicles	0.00	166,091.45
3-00-00-651	A	Vehicles Accumulated Amortization	0.00	(154,493.22)
3-00-00-670	A	Land Improvement	0.00	159,735.34
3-00-00-671	A	Land Improvement Accum Amortization	0.00	(127,563.14)
3-00-00-672	A	Work In Progress	0.00	0.00
3-41-00-274	A	Accounts Receivable Water	(12,043.49)	11,346.67
3-42-00-274	A	Accounts Receivable Sewer	0.00	0.00
3-43-00-274	A	Accounts Receivable Garbage	0.00	0.00
3-66-00-570	A	Inventory Land For Resale	47,000.00	94,387.74
3-66-00-575	A	Inventory - Supplies	0.00	0.00
Assets Operating Sub Total			(14,257.31)	4,158,362.34
2-00-00-510	E	COVID Supplies	0.00	0.00
2-00-00-741	E	M.m.s.a. Contract Services	0.00	27,313.65
2-00-00-742	E	School Foundation - Requisition	0.00	30,479.96
2-00-00-745	E	North Peace Foundation Requisition	0.00	5,014.89
2-11-00-130	E	Employer contributions	0.00	169.28
2-11-00-150	E	Professional Development	0.00	1,233.75
2-11-00-151	E	Council Meeting Fees	0.00	2,990.00
2-11-00-152	E	Committee Meeting Fees - Council	0.00	6,940.00
2-11-00-211	E	Travel & Subsistance Councillors	0.00	966.99
2-11-00-212	E	Supervisory Expenses Councillors	0.00	1,700.00



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
2-11-00-232	E	Council Insurance	0.00	0.00
2-11-00-510	E	Council Meeting Expenses	80.00	80.00
2-12-00-110	E	Salaries CAO	0.00	27,696.80
2-12-00-111	E	Salaries Municipal Clerks	0.00	27,416.92
2-12-00-112	E	Fire Chief Administration Fee	0.00	0.00
2-12-00-130	E	Employer Contributions	0.00	7,730.61
2-12-00-140	E	Worker's Compensation	0.00	1,641.94
2-12-00-211	E	Travel & Subsistance Office	0.00	1,547.48
2-12-00-212	E	Training/Professional Development	0.00	1,162.50
2-12-00-215	E	Postage (all departments)	0.00	662.39
2-12-00-216	E	Freight Office	0.00	0.00
2-12-00-217	E	Telephone	215.70	653.57
2-12-00-218	E	Internet/Website Services	0.00	729.57
2-12-00-220	E	Advertising	0.00	274.11
2-12-00-221	E	Membership & Association Fees	0.00	2,298.57
2-12-00-222	E	Promotions & Sponsorships	0.00	367.62
2-12-00-223	E	Economic Development	0.00	0.00
2-12-00-230	E	Auditor Fees	0.00	12,600.00
2-12-00-231	E	Legal Services	0.00	435.88
2-12-00-232	E	Insurance	6,315.50	6,315.50
2-12-00-233	E	Consulting	0.00	4,410.00
2-12-00-234	E	Census Taking	0.00	0.00
2-12-00-270	E	Janitorial Services	306.90	5,439.74
2-12-00-272	E	Election & Plebiscite Costs	0.00	(180.00)
2-12-00-274	E	Other Miscellaneous Expenditures	0.00	0.00
2-12-00-340	E	Land Titles Office	0.00	20.00
2-12-00-341	E	Assessment Services	0.00	0.00
2-12-00-510	E	Supplies Office	3,078.50	8,202.66
2-12-00-520	E	Repairs - Office	0.00	65.43
2-12-00-521	E	Photocopy count	0.00	251.21
2-12-00-522	E	Software Support	0.00	5,775.00
2-12-00-541	E	Atco Gas - Office	229.43	1,415.36
2-12-00-542	E	Atco Electric - Office	171.19	918.73
2-12-00-610	E	Allowance For Uncollectable Taxes	0.00	0.00
2-12-00-761	E	Intermunicipal Care Grant expenses	0.00	0.00
2-12-00-762	E	Capital Purchases - Office	0.00	0.00
2-12-00-763	E	Reserve For Equipment - Office	0.00	0.00
2-12-00-771	E	Grants To Organizations	0.00	0.00
2-12-00-810	E	Bank Charges (all departments)	(0.01)	499.07
2-12-00-910	E	Tax Cancellations & Rebates	3,172.62	3,172.62
2-21-00-742	E	RCMP Requisition cost	0.00	17,824.00
2-21-00-745	E	Police Funding Model	0.00	0.00
2-23-00-151	E	Honorariums - Fire	0.00	(187.00)
2-23-00-211	E	Travel & Subsistance - Fire	0.00	0.00
2-23-00-212	E	Education and Training - Fire	0.00	935.37
2-23-00-216	E	Freight - Fire	0.00	0.00
2-23-00-217	E	Telephone - Fire	0.00	0.00
2-23-00-218	E	Fire - Communications	408.09	408.09
2-23-00-232	E	Fire Insurance	6,315.50	6,315.50
2-23-00-274	E	Membership fees	0.00	0.00



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
2-23-00-510	E	Supplies - Fire	0.00	(11,873.76)
2-23-00-520	E	Repairs - Fire	0.00	42.90
2-23-00-541	E	Atco Gas - Fire	513.36	3,200.07
2-23-00-542	E	Atco Electric - Fire	160.54	770.63
2-23-00-762	E	Capital Purchases - Fire	0.00	(14,095.24)
2-23-00-764	E	Reserve For Equipment Rep - Fire	0.00	0.00
2-23-00-771	E	Grants to Local Groups	0.00	0.00
2-25-00-522	E	Grimshaw Medical Clinic - Contract	4,095.00	4,095.00
2-26-00-130	E	Employer Contributions (Bylaw Off.)	0.00	0.00
2-26-00-215	E	Bylaw Postage	0.00	196.77
2-26-00-250	E	Dog Catcher Contracted	0.00	142.50
2-26-00-251	E	Bylaw Enforcement Officer	375.00	400.00
2-26-00-510	E	Supplies - Dog Catching	520.00	520.00
2-26-00-511	E	Bylaw Enforcement Expenses	0.00	25.00
2-32-00-110	E	Salaries Public Works	416.00	32,689.00
2-32-00-120	E	Seasonal Employee - Pw	0.00	0.00
2-32-00-130	E	Employer Contributions (P.W.)	16.89	3,838.28
2-32-00-211	E	Travel & Subsistance - Pw	0.00	0.00
2-32-00-212	E	Education & training - Public Works	0.00	0.00
2-32-00-216	E	Freight - Public Works	0.00	333.45
2-32-00-217	E	Telephone - Public Works	352.99	1,853.20
2-32-00-221	E	Membership Fees - Public Works	0.00	0.00
2-32-00-232	E	Public Works Insurance	6,315.50	6,315.50
2-32-00-251	E	Machines & Equipment Rented - Pw	0.00	0.00
2-32-00-270	E	Snow Removal & Street Blading	0.00	9.76
2-32-00-510	E	Supplies - Public Works	434.38	5,373.36
2-32-00-511	E	Street Gravelling - Pw	0.00	317.15
2-32-00-520	E	Repairs - Equipment - Pw	0.00	3,532.08
2-32-00-521	E	Gas & Oil - Public Works	535.94	2,415.78
2-32-00-522	E	Repairs - Other	0.00	(1,686.51)
2-32-00-541	E	Atco Gas - Pw	892.59	6,551.16
2-32-00-542	E	Atco Electric - Pw	475.76	2,392.47
2-32-00-543	E	Street Lighting - Pw	5,003.70	23,822.54
2-32-00-760	E	Street Paving Expense	0.00	0.00
2-32-00-761	E	Capital Purchases - Light Equipment	0.00	0.00
2-32-00-762	E	Capital Equipment - Pw	0.00	0.00
2-32-00-763	E	ATB Loan Repayment	0.00	0.00
2-32-00-764	E	Reserves For Equipment - Pw	0.00	0.00
2-32-00-765	E	Reserves For Infrastructure - Pw	0.00	0.00
2-32-00-766	E	Infrastructure Projects - P. Works	0.00	440.00
2-32-00-767	E	MSI miscellaneous. Projects	0.00	0.00
2-32-00-831	E	Loan Interest	0.00	0.00
2-32-00-840	E	Infrastructure Audit	0.00	0.00
2-41-00-110	E	Water - Wages (Contract)	2,609.75	(57.05)
2-41-00-211	E	Travel & Subsistance - Water	0.00	0.00
2-41-00-212	E	Education & Training - Water	0.00	0.00
2-41-00-215	E	Postage - Water	0.00	1,242.45
2-41-00-216	E	Freight - Water	133.56	87.26
2-41-00-221	E	Membership Fees - Water	0.00	0.00
2-41-00-232	E	Water-Insurance	6,315.50	6,315.50



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
2-41-00-250	E	Water Operator Contracted	0.00	0.00
2-41-00-252	E	Railway Crossing Rent - Water	0.00	0.00
2-41-00-510	E	Supplies - Water	0.00	396.71
2-41-00-511	E	Supplies - Water Meters	0.00	0.00
2-41-00-520	E	Repairs - Water	0.00	3,558.25
2-41-00-521	E	Photocopy count - Utilities	0.00	251.21
2-41-00-541	E	Atco Gas - Water	306.22	1,614.81
2-41-00-542	E	Atco Electric - Water	690.84	4,696.50
2-41-00-758	E	Pumphouse Upgrades	0.00	0.00
2-41-00-759	E	Well Upgrades	0.00	0.00
2-41-00-760	E	Water Upgrades	0.00	0.00
2-41-00-761	E	New Water Upgrades - Valves	0.00	0.00
2-41-00-762	E	Water upgrades loop 1 & 2	0.00	0.00
2-41-00-763	E	Water Adjustments	80.52	976.50
2-41-00-764	E	Capital Reserves - Water	0.00	0.00
2-42-00-110	E	Sewer Wages	0.00	0.00
2-42-00-216	E	Freight - Sewer	0.00	0.00
2-42-00-221	E	Sewer line flushing	620.00	620.00
2-42-00-510	E	Supplies - Sewer	0.00	0.00
2-42-00-520	E	Repairs & Maintenance Sewer	1,136.94	5,387.04
2-42-00-762	E	Capital Purchases - Sewer	0.00	0.00
2-42-00-764	E	Capital Reserves - Sewer	0.00	0.00
2-42-00-766	E	Infrastructure Projects - Sewer	0.00	0.00
2-43-00-110	E	Solid Waste Wages	0.00	0.00
2-43-00-270	E	Garbage Pickup (Contracted)	0.00	10,528.24
2-43-00-271	E	Landfill Charges	0.00	6,832.14
2-44-00-270	E	Recycling charges	0.00	(118.65)
2-51-00-110	E	Salaries FCSS Coordinator	0.00	4,688.25
2-51-00-130	E	Employer Contributions (FCSS)	0.00	0.00
2-51-00-211	E	FCSS Travel & Subsistance	0.00	0.00
2-51-00-215	E	Postage	0.00	0.00
2-51-00-217	E	FCSS Telephone	0.00	0.00
2-51-00-220	E	FCSS Advertising	0.00	0.00
2-51-00-221	E	FCSS Membership Fees	0.00	0.00
2-51-00-235	E	FCSS Community Newsletter	0.00	0.00
2-51-00-250	E	FCSS CONTRACT (TOWN OF GRIMSHAW)	0.00	10,877.90
2-51-00-272	E	FCSS Programming Expense	0.00	0.00
2-51-00-510	E	FCSS Supplies	0.00	0.00
2-51-00-771	E	Grants to Organizations (FCSS)	0.00	0.00
2-62-00-770	E	Handi-van Requisition NPHF	0.00	0.00
2-66-00-510	E	Land Sale Expense	0.00	0.00
2-66-00-511	E	Land Purchase	0.00	0.00
2-66-00-764	E	Reserve For Development - Land	0.00	0.00
2-72-00-112	E	Salary Recreation Coordinator	0.00	0.00
2-72-00-130	E	Employer Contributions Recreation	0.00	0.00
2-72-00-211	E	Travel & Subsistance Recreation	0.00	0.00
2-72-00-212	E	Education & Training Recreation	0.00	0.00
2-72-00-216	E	Freight Recreation	0.00	0.00
2-72-00-220	E	Advertising Recreation	0.00	0.00
2-72-00-221	E	Membership Fees - Recreation	0.00	0.00



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
2-72-00-232	E	Arena/Recreation Insurance	0.00	0.00
2-72-00-235	E	Tourism Expenditures	0.00	0.00
2-72-00-272	E	Programming Expend - Recreation	0.00	0.00
2-72-00-510	E	Supplies - Recreation	0.00	97.08
2-72-00-511	E	Community Garden	0.00	0.00
2-72-00-520	E	Repairs - Recreation	0.00	0.00
2-72-00-521	E	Repairs - Arena	0.00	0.00
2-72-00-541	E	Atco Gas - Arena	747.70	5,423.48
2-72-00-542	E	Atco Electric - Arena	326.91	9,684.79
2-72-00-742	E	Capital Reserves - Tourism	0.00	0.00
2-72-00-762	E	Capital Purchases - Recreation	0.00	0.00
2-72-00-764	E	Capital Reserves - Recreation	0.00	0.00
2-72-00-770	E	Grants To Organizations Recreation	0.00	0.00
2-74-00-232	E	Library/Craft Centre Insurance	1,027.00	1,875.44
2-74-00-275	E	Peace Library System Requisition	0.00	1,723.09
2-74-00-520	E	Repairs - Library Craft Bldg	0.00	21.45
2-74-00-764	E	Capital Reserves - Library	0.00	0.00
2-74-00-770	E	Library Operating Grant	0.00	7,500.00
2-97-00-720	E	Contribution to Contingency reserve	0.00	0.00
6-00-00-610	E	Enigneering Structures Additions	0.00	0.00
6-00-00-611	E	Engineered Structures Amort Expens	0.00	0.00
6-00-00-620	E	Buildings Fixed Assets Additions	0.00	0.00
6-00-00-621	E	Buildings Amortization Expense	0.00	0.00
6-00-00-630	E	Machines, Equipment Additions	0.00	0.00
6-00-00-631	E	Equipment Amortization Expense	0.00	0.00
6-00-00-640	E	Land Additions	0.00	0.00
6-00-00-650	E	Vehicle Additions	0.00	0.00
6-00-00-651	E	Vehicles Amortization Expense	0.00	0.00
6-00-00-671	E	Land Improvement Amortization Expense	0.00	0.00
6-00-00-761	E	Contributed To Operating Functions	0.00	0.00
6-00-00-764	E	Additions To Function Capital Rese	0.00	0.00
6-12-00-621	E	Amortization Administration	0.00	0.00
6-23-00-621	E	Amortization Fire	0.00	0.00
6-32-00-621	E	Amortization PW	0.00	0.00
6-32-00-651	E	Vehicles Amortization Expense PW	0.00	0.00
6-32-00-690	E	Gain/Loss Sale of Fixed Assets	0.00	0.00
6-41-00-621	E	Amortization water	0.00	0.00
6-42-00-621	E	Amortization Sewer	0.00	0.00
6-72-00-621	E	Amortization Recreation	0.00	0.00
6-74-00-621	E	Amortization Culture	0.00	0.00
Expenses Capital Sub Total			54,396.01	379,551.24
4-00-00-121	L	Short Term Bank Loans	0.00	0.00
4-00-00-230	L	Amounts Due To Other Governments	0.00	0.00
4-00-00-233	L	LAPP Payable/RRSP	286.82	718.85
4-00-00-234	L	Benefits Payable	711.11	(759.77)
4-00-00-235	L	CPP Source Deductions Payable	2,196.54	2,978.47
4-00-00-236	L	EI Source Deductions Payable	765.62	1,137.21
4-00-00-237	L	Income Tax Source Deductions Payable	3,147.21	(6,007.51)
4-00-00-238	L	Wages Payable	0.00	0.00



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
4-00-00-241	L	Payable For Homeowners	0.00	0.00
4-00-00-259	L	Payable To Others F.c.s.s.	0.00	0.00
4-00-00-290	L	Trade Accounts Payable	0.00	(35,102.22)
4-00-00-291	L	Accounts Payable-Accured Interest	0.00	0.00
4-00-00-298	L	Accrual Account Payable System	0.00	(34,419.00)
4-00-00-310	L	Debenture Payable	0.00	0.00
4-00-00-320	L	Loans Payable	0.00	0.00
4-00-00-477	L	Tax Sale Surplus	0.00	(14,926.55)
4-00-00-478	L	Deferred Accounts	0.00	(711,476.72)
4-00-00-480	L	Deposit On Land	0.00	0.00
4-00-00-491	L	Accounts Payable Excess Collection	0.00	0.00
4-00-00-762	L	Reserve For Land Replacement	0.00	(1,000.00)
4-00-00-800	L	Equity In Fixed Assets	0.00	(3,113,227.23)
4-00-00-910	L	Surplus/deficit	0.00	(276,324.40)
4-00-00-920	L	Surplus/Deficit-Capital Fund	0.00	0.00
4-12-00-220	L	Community Fundraiser	0.00	(150.00)
4-12-00-225	L	Oktoberfest Funding	0.00	(5,066.08)
4-12-00-610	L	Reserve For Doubtful Accounts	0.00	(9,334.02)
4-12-00-611	L	Allowance For Doubtful Acc. Utilit	0.00	0.00
4-12-00-720	L	Capital Reserve Office Equipment	0.00	(1,400.00)
4-23-00-764	L	Reserve For Equipment Rep. - Fire	0.00	(4,800.00)
4-25-00-720	L	Reserve for RCMP Requisition	0.00	(9,202.00)
4-25-00-764	L	Reserve For Equipment Rep.-ambulanc	0.00	(590.00)
4-32-00-763	L	Public Works Building Reserve	0.00	0.00
4-32-00-764	L	Capital Reserve For P.w. Equipment	0.00	(5,800.49)
4-32-00-765	L	Capital Reserve For Street Paving	0.00	(3,315.00)
4-41-00-490	L	Water Meter Deposits	0.00	0.00
4-41-00-725	L	Reserve For Water System Repairs	0.00	(5,942.00)
4-42-00-725	L	Reserve For Sewer Repairs-replace	0.00	(1,000.00)
4-43-00-725	L	Reserve For Garbage Repairs/replace	0.00	0.00
4-43-00-764	L	Reserve For Landfill & Transfer Sit	0.00	(1,000.00)
4-72-00-720	L	Reserve Recreation Projects	0.00	(3,651.72)
4-72-00-742	L	Reserve For Tourism Projects	0.00	(1,979.41)
4-72-00-743	L	Reserve for Berwyn 100th Anniversary	0.00	0.00
4-72-00-761	L	Reserve For Plant Repairs/replace	0.00	(4,000.37)
4-72-00-764	L	Reserve Arena Projects	0.00	0.00
4-73-00-720	L	Reserve For Tourism Projects	0.00	0.00
4-74-00-720	L	Reserve For Culture Projects	0.00	(1,500.00)
4-97-00-710	L	Operating Contingency Reserve	0.00	(62,297.83)
4-97-00-720	L	Reserve For Contingencies	0.00	0.00
Liabilities Operating Sub Total			7,107.30	(4,309,437.79)
1-00-00-110	R	Taxes Residential	0.00	0.00
1-00-00-111	R	Taxes Commercial	0.00	0.00
1-00-00-112	R	Taxes Industrial	0.00	0.00
1-00-00-115	R	Taxes Linear	0.00	0.00
1-00-00-120	R	Minimum Tax	0.00	0.00
1-00-00-130	R	Taxes School ASFF	0.00	0.00
1-00-00-135	R	Taxes Seniors Foundation	0.00	0.00
1-00-00-510	R	Penalties & Costs On Taxes	0.00	(22,493.27)



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
1-00-00-541	R	Franchise Rebate Atco Gas	0.00	(16,208.50)
1-00-00-542	R	Franchise Rebate Atco Electric	0.00	(9,472.56)
1-00-00-550	R	Interest On Term Deposits	0.00	0.00
1-00-00-551	R	Current Account Interest	0.00	(3,686.96)
1-00-00-552	R	Dividends RMA	0.00	0.00
1-00-00-740	R	Fines Provincial	0.00	0.00
1-00-00-750	R	COVID Grant - Provincial	0.00	0.00
1-00-00-760	R	Intermunicipal CARES Grant	0.00	0.00
1-00-00-840	R	Intermunicipal CARES Grant	0.00	0.00
1-00-00-850	R	M.D. Unconditional Grant	0.00	0.00
1-12-00-410	R	Sale Of Goods, Maps, Pins, Etc.	(100.00)	(220.00)
1-12-00-412	R	Photo Copier Sales	0.00	(17.00)
1-12-00-520	R	Vending Licences	0.00	0.00
1-12-00-590	R	Other Revenue	(47,001.00)	(47,916.23)
1-12-00-920	R	Transfers From Capital Reserves	0.00	0.00
1-12-00-921	R	Transfers From Operating Reserves	0.00	0.00
1-23-00-840	R	Provincial Conditional Grant	0.00	0.00
1-23-00-850	R	Local Firehall Grant	0.00	0.00
1-23-00-920	R	Transfers From Reserves	0.00	0.00
1-23-00-990	R	Contributed From Other Sources	0.00	0.00
1-26-00-510	R	Bylaw revenue	0.00	0.00
1-26-00-520	R	Dog Tags	(95.00)	(330.00)
1-26-00-530	R	Municipal Fines By-law Violation	0.00	(25.00)
1-32-00-120	R	Step Grant Public Works	0.00	0.00
1-32-00-590	R	Lease & Rental Of P.W. Equipment	0.00	0.00
1-32-00-591	R	Other Revenue - P. W.	0.00	(260.74)
1-32-00-830	R	Gas Tax Fund - Infrastructure	0.00	0.00
1-32-00-840	R	ProvinciaL/Federal Grant-Summer job	0.00	0.00
1-32-00-841	R	MSI - Capital	0.00	0.00
1-32-00-842	R	MSI - Operating	0.00	0.00
1-32-00-920	R	Transfers From Capital Reserves	0.00	0.00
1-41-00-120	R	Frontage Tax Water	0.00	0.00
1-41-00-410	R	Water Service Fees & Charges Levied	0.00	(39,036.59)
1-41-00-411	R	Water Shutoff & Bulk Sales	0.00	0.00
1-41-00-560	R	Water & Sewer Penalties	0.00	(5,427.17)
1-41-00-590	R	Other revenue - Water	(50.00)	(1,550.00)
1-41-00-840	R	Provincial Grant - Water	0.00	0.00
1-41-00-920	R	Transfers From Reserves	0.00	0.00
1-42-00-410	R	Sewage Services Fees & Charges	0.00	(18,460.98)
1-42-00-920	R	Transfers From Reserves	0.00	0.00
1-43-00-410	R	Garbage Fees Levied	0.00	(24,326.78)
1-43-00-920	R	Transfers From Reserves	0.00	0.00
1-44-00-850	R	Recycle - Local Gov't Grant	0.00	0.00
1-51-00-410	R	F.c.s.s. User Fees	0.00	0.00
1-51-00-590	R	Other F.c.s.s. Revenue	0.00	0.00
1-51-00-840	R	F.c.s.s. Grants	0.00	(4,688.25)
1-51-00-850	R	F.C.S.S Other Grants	0.00	(13,353.00)
1-61-00-520	R	Development Permit Fees	0.00	0.00
1-66-00-464	R	Sale Of Serviced Land Lots	0.00	0.00
1-66-00-470	R	Sale Of Other Land Lots	0.00	0.00



Village of Berwyn

General Ledger Trial Balance 3 (by Account Type)

2023-May-17
3:43:33PM

Current Year Actuals

2023

General Ledger	Account Type	Description	May	YTD
1-66-00-590	R	Lease/Rental of Lots	0.00	0.00
1-66-00-600	R	Tax Sale Surplus	0.00	0.00
1-72-00-411	R	Programming Revenue	0.00	0.00
1-72-00-590	R	Community Garden	0.00	0.00
1-72-00-811	R	Recreation Grants Other	0.00	0.00
1-72-00-850	R	Local Government Grant	0.00	0.00
1-72-00-920	R	Transfers From Capital Reserves	0.00	0.00
1-72-00-921	R	Transfer From Operating Reserves	0.00	0.00
1-73-00-840	R	Tourism Grants	0.00	0.00
1-73-00-920	R	Transfer From Reserves (tourism)	0.00	0.00
1-74-00-921	R	Transfers From Reserves - Library	0.00	0.00
5-00-00-840	R	Provincial Capital Grants	0.00	0.00
5-00-00-850	R	Local Government Capital Grants	0.00	0.00
5-00-00-930	R	Contributed From Operating Function	0.00	0.00
5-00-00-990	R	Other Capital Acquired	0.00	0.00
Revenue Capital Sub Total			(47,246.00)	(207,473.03)
Grand Total			0.00	21,002.76

*** End of Report ***



P.O. Box 458

Berwyn, Alberta

May 18, 2023

To Mayor Bak and Council,

Village of Berwyn:

We, the Berwyn Elks Recreation Development Society (B.E.R.D.S.) are a group of volunteers from the Village of Berwyn and MD of Peace. We are a non-profit society and have been in existence since 1998.

We manage the month to month operations of the Berwyn Elks Community Hall (formerly the old Berwyn Hospital which was renovated as a hall by the Berwyn B.P.O.Elks). Our hall is available to the Village and surrounding area for Weddings, Funerals, Meetings, Special Events.

Our revenue is from rentals, donations, and fundraising. We do apply for grants but these are usually for a specific project and often require a matching amount. The hall was closed during covid, so this understandably was a setback.

We are fortunate to be able to attend a Casino event in Grande Prairie once every 3 years which helps immensely with expenses.

Our gas and power bills have been outrageous this past winter, as is it with everyone in Alberta,

Jan. - \$1,998.36

Feb. - \$1,628.49

Mar. - \$1,613.08

Apr. - \$1,170.00

We pay insurance once a year, currently \$4,697.00. We have had plumbers and electricians attending for routine maintenance repairs. We do not hire a janitor, but the volunteer board members have been stepping up for janitorial duties.

We have enjoyed a reciprocal agreement with the Village for the past 15 years whereby the Village has been plowing our driveway and parking lot in the wintertime, cutting the grass in the summer and also removing our garbage. As a result, we have offered free rentals to the Village at any time a venue is needed, if the hall is not already booked or there is a funeral.

Now this agreement has been suddenly cancelled without notice. The Village staff hauled half of our garbage and when asked, by BERDS volunteers, why the rest was not taken, staff replied they were not allowed. We also needed snow removal for a rental and the staff indicated they had the time to do it, but were not allowed. This cancellation of our arrangement will hurt us financially, as we will need to hire contractors for snowplowing, grass cutting and disposal of garbage.

I am writing to council to request that you consider continuing our reciprocal agreement, for the good of the community so that we can continue to provide this venue, without financial hardship.

Sincerely

A handwritten signature in cursive script that reads "Pat Coates". The signature is written in black ink and is positioned to the right of the word "Sincerely".

Pat Coates

On behalf of the Berwyn Elks Recreation Development Society

CAO Report April 13th 2023

- Public works lead hand promoted to Foreman
- Met with the Engineer, Water Operator and Public Works Foreman regarding the Main Street Project
- Completed Summer Employment paperwork with Summer Employee
- Met with lawyers regarding several issues
- Met with MMSA regarding promotional displays on capital projects