

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
JULY 15, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**    - additions/deletions  
                     - adoption

**C. ADOPTION OF MINUTES**    - Regular Meeting Minutes, June 17, 2021  
   - Municipal Planning Commission, June 16, 2021

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works
- 4) Speed Sign Report
- 5) Development Update
- 6) Results of AIM Questions

**E. REQUESTS FOR DECISION**

- 1) **Council & Legislation**
  - a) Sylvan Lake Management Plan
  - b) Munis 101 Councillor Training
  - c) Subdivision and Development Appeal Board Training
  - d) Land Use Bylaw Revisions
- 2) **Public Works**
  - a) Pathway Capital Budget

**F. COUNCIL REPORTS**

- 1) **Council Reports**
  - a) Roger Dufresne
  - b) Ann Zacharias
  - c) Frank Tirpak

**2) Upcoming Meetings**

- a) Next Council Meeting – September 16, 2021

**G. ADJOURNMENT**

## IN ATTENDANCE

## CALL TO ORDER

**BCC-21-093**

**BCC-21-094**

**BCC-21-095**

**BCC-21-096**

Page 1 of 3

REQUEST FOR DECISION

FINANCE & ADMINISTRATOIN

**BCC-21-097**                    Tax Reduction Request  
MOVED by Councillor Tirpak that Council keep the taxation as levied in 2021.  
CARRIED

**BCC-21-098**                    Metrix Group  
MOVED by Councillor Tirpak that Council approve the Metrix Group to continue with the audit services for 2021 and 2022.  
CARRIED

COUNCIL & LEGISLATION

**BCC-21-099**                    Sylvan Lake Regional Water Commission  
MOVED by Deputy Mayor Zacharias that the Council of the Summer Village of Birchcliff hereby approves the disestablishment of the Sylvan Lake Regional Water Commission.  
CARRIED

**BCC-21-100**                    Drowning Prevention  
MOVED by Councillor Tirpak that Council proclaim July 18 - 24, 2021, as National Drowning Prevention Week and Administration to include in weekly email blast to residents.  
CARRIED

**BCC-21-101**                    Shoreline Restoration  
MOVED by Deputy Mayor Zacharias that Administration do preliminary work to determine best practices for shoreline restoration and overland flooding and with feedback from Lacombe Count, AEP, and ALMS, and come back in September with findings.  
CARRIED

Chris Loov left the meeting at 9:53 a.m.

COUNCIL REPORTS

- Mayor Dufresne
- Association of Summer Villages of Alberta
  - Joint Services Committee
  - Sylvan Lake Regional Wastewater Commission

Kara Kashuba left the meeting at 10:14 a.m.

- Deputy Mayor Zacharias
- Parkland Regional Library Board

- Councillor Tirpak
- No reports

**Committee Reports**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

**BCC-21-102**                      MOVED by Councillor Tirpak to accept the reports as information.  
CARRIED

**NEXT MEETING**  
**BCC-21-103**                      MOVED by Mayor Dufresne that the next meeting of Council be held July  
15, 2021, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**BCC-21-104**                      Moved by Mayor Dufresne that being the agenda matters have been  
concluded, the meeting adjourned at 10:22 a.m.  
CARRIED

\_\_\_\_\_  
MAYOR DUFRESNE, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

Summer Village of Birchcliff  
June 16, 2021  
Municipal Planning Commission Minutes

C-2

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held May 3, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias via Zoom  
Councillor: Frank Tirpak via Zoom  
Member-at-Large: Michael Wells via Zoom  
CAO: Tanner Evans via Zoom  
Junior Development Officer: Kara Kashuba via Zoom  
Applicant: Brian Engel via Zoom  
Terry Cameron via Zoom  
Jesse Bjornson

**CALL TO ORDER:** Chair Zacharias called the meeting to order at 2:30 p.m.

**AGENDA:**

**MPC-21-017** Moved by Frank Tirpak that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 83 Birchcliff Road – Escarpment Work and Boathouse Repairs**

Application for escarpment work and boathouse repairs (Lot 4&5, Block 3, Plan 4486AX).

**2. 383 Birchcliff Road – Asphalt Paving**

Application for asphalt paving (Lot 10, Block 1, Plan 7089MC)).

Kara Kashuba, Brian Engel, Jesse Bjornson, and Terry Cameron left the meeting at 3:00 p.m.

**DECISIONS**

**1. 83 Birchcliff Close – Escarpment Work and Boathouse Repairs**

**MPC-20-018** Moved by Ann Zacharias to deny the application for Escarpment Work and Boathouse Repairs at 83 Birchcliff Road for the following reasons:

- The proposed boathouse renovations include structural alterations that are considered to be more than routine maintenance or repair and is considered a rebuild. The boathouse is a non-conforming building and according to the MGA section 643 (5) "a non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered to except: to make it a conforming building; if the development authority considers it necessary.

Initials

- As stated in the MDP 6.3.4, "...remedial actions may be necessary from time to time, the village strongly desires that the bank abutting the shoreline remain as natural as possible to retain natural ecosystems" and the LUB part 3 section 4(5) states that the land located below the top of bank of the lake remain in their natural state. As the geotechnical report states, the work proposed on the bank is not necessary for the retention of the bank as the slope is not in danger of failing.

CARRIED

2. 383 Birchcliff Road – Asphalt Paving

MPC-20-019

Moved by Ann Zacharias to approve the application for asphalt paving of the carriageway at 383 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$500.00
- Driveways shall be constructed in such a manner not to interfere with the natural flow or absorption of water.
- The maximum width of a driveway shall not exceed 10m (2.80ft.).

CARRIED

ADJOURNMENT:

MPC-20-020

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 3:59 p.m.

CARRIED

\_\_\_\_\_  
ANN ZACHARIAS, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials

**Summer Village of Birchcliff****Administration and Finance****Council Date: July 15, 2021****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 158,984.42

The following list identifies any payments over \$3,000:

1. Condo Corporation 0826272	\$ 7,000.00
a. Purchase of Lot 10	
2. SL Regional Wastewater Comm	\$ 5,915.22
a. May 2021 Wastewater Services	
3. Summer Village of Norglenwold	\$ 10,730.43
a. Election Office	
b. MC and Weigh Scale Charges	
c. May 2021 Monthly Shared Costs	
4. Alberta Parking Lot Services	\$ 7,029.75
a. Road Maintenance Program	
5. Alberta School Foundation Fund	\$ 113,947.49

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date  
2021-07-06 12:40 PM

Summer Village of Birchcliff  
**List of Accounts for Approval**  
As of 2021-07-06  
Batch: 2021-00050 to 2021-00056

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: MAIN - General Bank</b>					
Computer Cheques:					
921	2021-06-11	<b>Condo Corporation 0826272</b> JUNE112021	Purchase of Lot 10	7,000.00	7,000.00
922	2021-06-11	<b>Stop Payment and re-issue</b>			
923	2021-06-23	<b>Charlaine Vaillancourt</b> RELEASE2021	Legal Release	1,000.00	1,000.00
924	2021-06-30	<b>Appollo Landscaping Ltd</b> 0621-1775	Mulching Pathway	1,260.00	1,260.00
925	2021-06-30	<b>Black Press Group Ltd</b> 34088661	Notices of Nomination	599.58	599.58
926	2021-06-30	<b>Lacombe County</b> IVC00040566	2021 Portion of Sylvan IDP	26.25	26.25
927	2021-06-30	<b>Superior Safety Codes Inc.</b> 2021-0348	RA4 Community Dock Group	262.50	262.50
928	2021-06-30	<b>SL Regional Wastewater Comm</b> 1470	May 2021 Wastewater Services	5,915.22	5,915.22
929	2021-06-30	<b>Tar-ific Construction Ltd</b> 057736 057590	Digital Speed Signs Remove/Install Road Signs	1,617.00 771.75	2,388.75
930	2021-06-30	<b>Town of Sylvan Lake</b> IVC109130	Emergency Response-Invoiced Resident	2,362.50	2,362.50
EFT:					
196	2021-06-15	<b>Summer Villages of Norglenwold</b> 2021-00099 2021-00103 2021-00106	Election Office MC and Weigh Scale Charges May 2021 Monthly Shared Costs	18.46 192.38 10,519.59	10,730.43
197	2021-07-05	<b>Alberta Parkling Lot Services</b> 23122	Road Maintenance Program	7,029.75	7,029.75
198	2021-07-05	<b>Al's Bobcat &amp; Trucking</b> 17958	Spread Gravel	682.50	682.50
199	2021-07-05	<b>Empringham Disposal Corp</b> 23797 23840	May 10 to June 2 Bin Service Weely Collection	1,575.00 928.20	2,503.20
200	2021-07-05	<b>Rugged West Maintenance Inc.</b> 1177	Fence & Tree Removal/Mowing	1,601.25	1,601.25
201	2021-07-05	<b>WSP Canada Inc</b> 1013193	Pathway Phase 2	1,575.00	1,575.00
Other:					
2777-Man	2021-06-30	<b>Wells, Michael</b> JUNE182021MPC	MPC June 18	100.00	100.00
2778-Man	2021-06-30	<b>Alberta School Foundation Fund</b>			

Report Date  
2021-07-06 12:40 PM

Summer Village of Birchcliff  
**List of Accounts for Approval**  
As of 2021-07-06  
Batch: 2021-00050 to 2021-00056

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		11242	School Funding	113,947.49	113,947.49
				Total for MAIN:	158,984.42

Certified Correct This July 6, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## Summer Village of Birchcliff

### Finance

### Information Item

### Agenda Item: *Quarterly Financial Report*

#### Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

#### Options for Consideration:

- The Operating Budget Report to June 30, 2021
- Please be advised that at the time report preparation, not all of June's costs are fully distributed.

- ASFF Report to June 30, 2021
- Capital Projects Report to June 30, 2021

Balances at June 30, 2021

- ATB Bank Account \$338,622.10

#### Reserves and Deferred Accounts

• Accumulated Surplus	0.00
• Completions Deposits	76,750.00
• Deferred Revenue (Grants)	71,271.60
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	973.85
• Reserves Roads	156,389.11
• Reserves Wastewater	93,913.05
• Reserves Pathway	159,000.00
• Reserves Open Spaces	7,977.50
• Reserves General Operating	4,501.95
• Reserve Operating Sewer	19,360.73

#### Administrative Recommendations:

- 1) That Council discuss and accepts all items as information.

#### Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Report Date  
2021-07-06 9:32 AM

**Summer Village of Birchcliff**  
**Operating Budget**  
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-100-110 - Taxes Residential	322,785.71	322,793.23	7.52
101-103-130 - DI - Designated Industrial	34.21	31.28	(2.93)
101-000-510 - Taxes Penalties Costs	4,876.80	6,825.15	1,948.35
112-000-410 - Sale of Service and S	500.00	700.00	200.00
112-000-540 - Interest Charges		2.90	2.90
112-000-550 - Return on Investments	9,000.00	1,191.06	(7,808.94)
112-000-570 - Other Revenue	1,000.70	2,091.28	1,090.58
112-000-575 - Memorial Bench Donations		1,000.00	1,000.00
112-000-740 - MSI-Operational	11,122.00	10,419.00	(703.00)
121-000-530 - Fines Provincial Coll	690.30	295.00	(395.30)
142-000-410 - Wastewater Usage Levy	81,281.20	80,892.80	(388.40)
161-000-410 - Certificates Complian	56.34	300.00	243.66
161-000-510 - Inspection Fees	1,126.86	1,024.71	(102.15)
161-000-520 - Development Permits	5,310.89	4,275.40	(1,035.49)
161-000-590 - Encroachment Fees	101.42	120.00	18.58
<b>Total Revenue:</b>	<b>437,886.43</b>	<b>431,961.81</b>	<b>(5,924.62)</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Mayors Remuneration	3,500.00	2,300.00	1,200.00
211-101-210 - M&S Mayor	1,100.00		1,100.00
211-102-150 - Deputy Mayor Remunera	3,000.00	1,432.19	1,567.81
211-102-210 - M&S Deputy	650.00		650.00
211-103-150 - Councilor Remuneratio	2,400.00	900.00	1,500.00
211-103-210 - M&S Councillor	530.00		530.00
211-201-212 - R&C ASVA	414.53		414.53
211-202-212 - R&M AUMA	829.06		829.06
211-203-212 - Council Education Opportunities	457.20		457.20
211-301-220 - Mem AUMA	950.00	851.31	98.69
211-302-220 - Mem ASVA	975.00	975.00	
211-303-220 - Mem FCM	100.00	103.07	(3.07)
211-304-220 - Mem Mayors and Reeves	100.00		100.00
<b>Total Council and Legislation:</b>	<b>15,005.79</b>	<b>6,561.57</b>	<b>8,444.22</b>
<b>Administration</b>			
212-100-110 - Salaries	102,896.58	39,204.12	63,692.46
212-100-130 - Training	2,726.76	1,247.31	1,479.45
212-100-140 - Benefits	3,847.38	1,156.25	2,691.13
212-100-210 - Travel & Subsistence	3,531.47		3,531.47
212-100-211 - WCB	2,461.46	402.20	2,059.26
212-100-266 - PW Fleet	1,842.41	234.27	1,608.14
212-200-215 - Postage/Freight/Couri	1,878.85	531.92	1,346.93
212-200-500 - Printing Costs	2,104.77	464.96	1,639.81
212-200-510 - Office Supplies	3,301.25	199.29	3,101.96
212-300-217 - Phone/Fax/Internet	2,148.81	626.35	1,522.46
212-300-240 - Computer Software/Mtn	1,578.58	2,677.32	(1,098.74)
212-300-242 - IT Equipment	1,082.74	1,558.50	(475.76)
212-300-250 - Facility Improvements	1,082.74		1,082.74
212-300-255 - Facility Maintenance	3,802.78	181.12	3,621.66
212-300-263 - Condominium Costs	1,105.00	982.63	122.37
212-300-265 - Equipment Maintenance	465.20		465.20

Report Date  
2021-07-06 9:32 AM

**Summer Village of Birchcliff**  
**Operating Budget**  
For the Period Ending June 30, 2021

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	868.21	206.86	661.35
212-300-510 - Other Contingency	361.26	189.49	171.77
212-300-530 - Building Insurance	535.86	0.01	535.85
212-300-540 - Utilities	3,130.89	1,483.79	1,647.10
212-400-220 - Election Expenses/Mee	5,000.00	1,391.68	3,608.32
212-400-221 - Bank Charges	5,181.60	232.45	4,949.15
212-400-222 - Advertising	747.19		747.19
212-400-230 - Legal Fees	5,000.00	1,000.00	4,000.00
212-400-231 - Audit Fees	7,112.00	4,593.85	2,518.15
212-400-232 - Assessment Fees	7,900.00	4,050.00	3,850.00
212-400-233 - Accounting Software	1,868.02		1,868.02
212-400-275 - Municipal Insurance	3,735.93	2,956.23	779.70
212-400-910 - Tax Changes	533.70		533.70
212-400-920 - Covid 19 Reduction	(10,596.00)		(10,596.00)
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-400-940 - IT Replacement Reserve	500.00		500.00
<b>Total Administration:</b>	<b>168,735.44</b>	<b>65,570.60</b>	<b>103,164.84</b>
<b>Protective Services</b>			
223-000-200 - Contract Fire Services	13,424.80	279.20	13,145.60
224-000-200 - Emergency Management	3,108.96	2,500.00	608.96
225-000-200 - Policing Costs	11,963.00		11,963.00
226-000-200 - Enforcement	27,672.50	20,754.38	6,918.12
<b>Total Protective Services:</b>	<b>56,169.26</b>	<b>23,533.58</b>	<b>32,635.68</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	18,000.00	4,551.61	13,448.39
232-000-250 - Road Maintenance	16,256.00	8,985.00	7,271.00
232-000-255 - Plowing Program	24,000.00	7,255.00	16,745.00
232-000-265 - Sign Program	2,292.10	1,633.97	658.13
232-000-270 - Pathway Program	203.20		203.20
232-000-530 - Ditch & Culvert Progr	3,048.00		3,048.00
242-000-250 - SLR WasteWater Commis	8,463.00		8,463.00
242-000-251 - SLR Water Commission	855.00		855.00
242-000-255 - Maintenance Program	16,501.42	4,071.70	12,429.72
242-000-260 - Useage Fees	70,983.00	29,576.10	41,406.90
243-000-200 - Contracted Services - Solid Waste	9,000.00	2,624.00	6,376.00
243-000-255 - Landfill Costs	14,410.03	13,211.32	1,198.71
<b>Total Public Works:</b>	<b>184,011.75</b>	<b>71,908.70</b>	<b>112,103.05</b>
<b>Planning and Development</b>			
261-000-110 - Development Services	1,250.00	1,549.49	(299.49)
261-000-210 - MPC Costs	1,500.00	1,000.00	500.00
261-000-215 - SDAB Costs	800.00		800.00
261-000-250 - IDP (RDC & TSL, LC)	3,000.00	26.25	2,973.75
<b>Total Planning and Development:</b>	<b>6,550.00</b>	<b>2,575.74</b>	<b>3,974.26</b>
<b>Recreation</b>			
274-000-150 - FCSS Matching Funding	2,104.80	877.00	1,227.80
274-000-200 - Buoy Program	4,000.00	327.78	3,672.22
275-000-850 - Parkland Regional Lib	1,050.32	500.18	550.14

Report Date  
2021-07-06 9:32 AM

**Summer Village of Birchcliff**  
**Operating Budget**  
For the Period Ending June 30, 2021

Page 3

	Budget	Year to Date	Budget Remain
<b>Total Recreation:</b>	<b>7,155.12</b>	<b>1,704.96</b>	<b>5,450.16</b>
<b>Environment</b>			
243-102-150 - Red Deer River Waters	259.07		259.07
<b>Total Environment:</b>	<b>259.07</b>	<b>0.00</b>	<b>259.07</b>
<b>Total Expenditures:</b>	<b>437,886.43</b>	<b>171,855.15</b>	<b>266,031.28</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>260,106.66</b>	<b>260,106.66</b>

Report Date  
2021-07-06 9:32 AM

**Summer Village of Birchcliff**  
**ASFF Budget Report**  
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	436,430.57	436,430.57	
101-100-130 - ASFF-Non-Residential	6,882.27	6,875.19	(7.08)
101-103-130 - DI - Designated Industrial	34.21	31.28	(2.93)
<b>Total Revenue:</b>	<b>443,347.05</b>	<b>443,337.04</b>	<b>(10.01)</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	436,430.57	227,894.97	208,535.60
201-101-130 - ASFF-Non-Residential	6,882.27		6,882.27
201-300-130 - DI - Designated Industrial	34.21		34.21
<b>Total Expenditures:</b>	<b>443,347.05</b>	<b>227,894.97</b>	<b>215,452.08</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>215,442.07</b>	<b>215,442.07</b>

Report Date  
2021-07-06 9:33 AM

**Summer Village of Birchcliff**  
**Capital Projects Budget**  
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-196-840 - Project MSI- Pathway Phase 2	135,000.00		(135,000.00)
197-200-840 - Project Res/FGTF/MSP-Drainage	15,000.00		(15,000.00)
197-201-840 - Project Reserves - WW NS Lift Station	25,000.00		(25,000.00)
197-202-840 - Project Reserves- Open Spaces	5,000.00		(5,000.00)
197-203-840 - Project Reserves - Pathway to RR14	5,000.00		(5,000.00)
<b>Total Revenue:</b>	<b>185,000.00</b>	<b>0.00</b>	<b>(185,000.00)</b>
<b>Expenditures</b>			
297-196-840 - Project MSI -Pathway Phase 2	135,000.00	12,655.00	122,345.00
297-200-840 - Project - MSP/FGTF Drainage	15,000.00	4,375.00	10,625.00
297-201-840 - Project MSI - Wastewater NS Liftstation	25,000.00		25,000.00
297-202-840 - Project Reserves - Open Spaces	5,000.00	2,415.00	2,585.00
297-203-840 - Project Reserves - Pathway to RR14	5,000.00	1,200.00	3,800.00
<b>Total Expenditures:</b>	<b>185,000.00</b>	<b>20,645.00</b>	<b>164,355.00</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(20,645.00)</b>	<b>(20,645.00)</b>

## **Summer Village of Birchcliff**

**July 15, 2021**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

#### **Background:**

The following will provide council an update on Public Works projects and programs:

- Asphalt repair work has been identified and has been sent to contractors for quotes.
- The noxious weed Oxeye Daisy has been sprayed throughout the village to help prevent spread.
- Summer staff have been watering the small trees planted last year in Birch Close. They have also gone along all municipal pathways and roadways to cut back encroaching vegetation.

#### **Options for Consideration:**

Accept as information.

#### **Authorities:**

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

**Summer Village of Birchcliff****July 15, 2021****Public Works****Information Item****Agenda Item: *Speed Sign Report*****Background:**

All speed sign data for both signs was collected from June 10 – July 6

**Speed Sign #1 (Located near RR14 entrance)**

A total of 38,445 vehicles drove past this sign from June 10 – July 6.

The average speed traveled was 42km/hr

15.72% of vehicles were traveling over the posted 50km/hr speed limit.

**Speed Sign #2 (Located near RR15)**

A total of 14,884 vehicles drove past this sign from June 10 – July 6.

The average speed traveled was 51km/hr

60.37% of vehicles were traveling over the posted 50km/hr speed limit.

**Options for Consideration:**

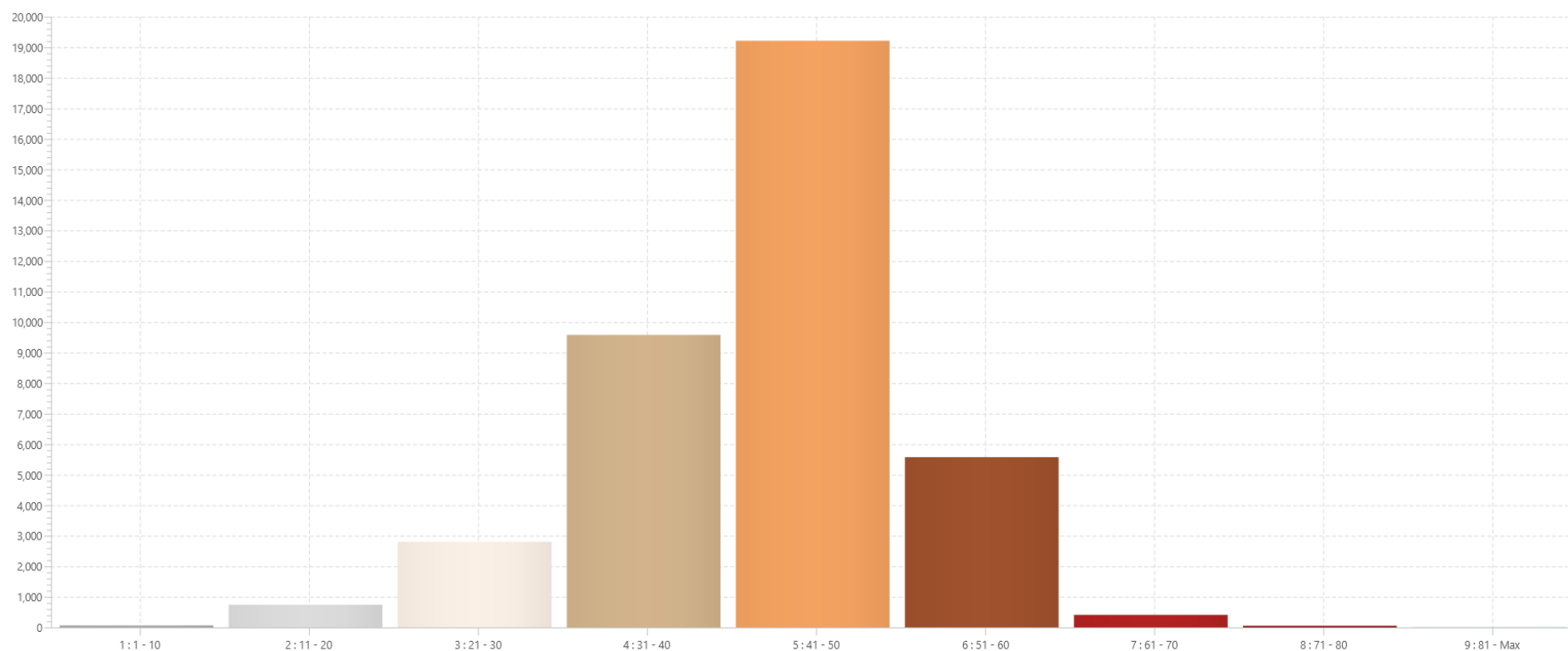
Accept as information.

**Authorities:**

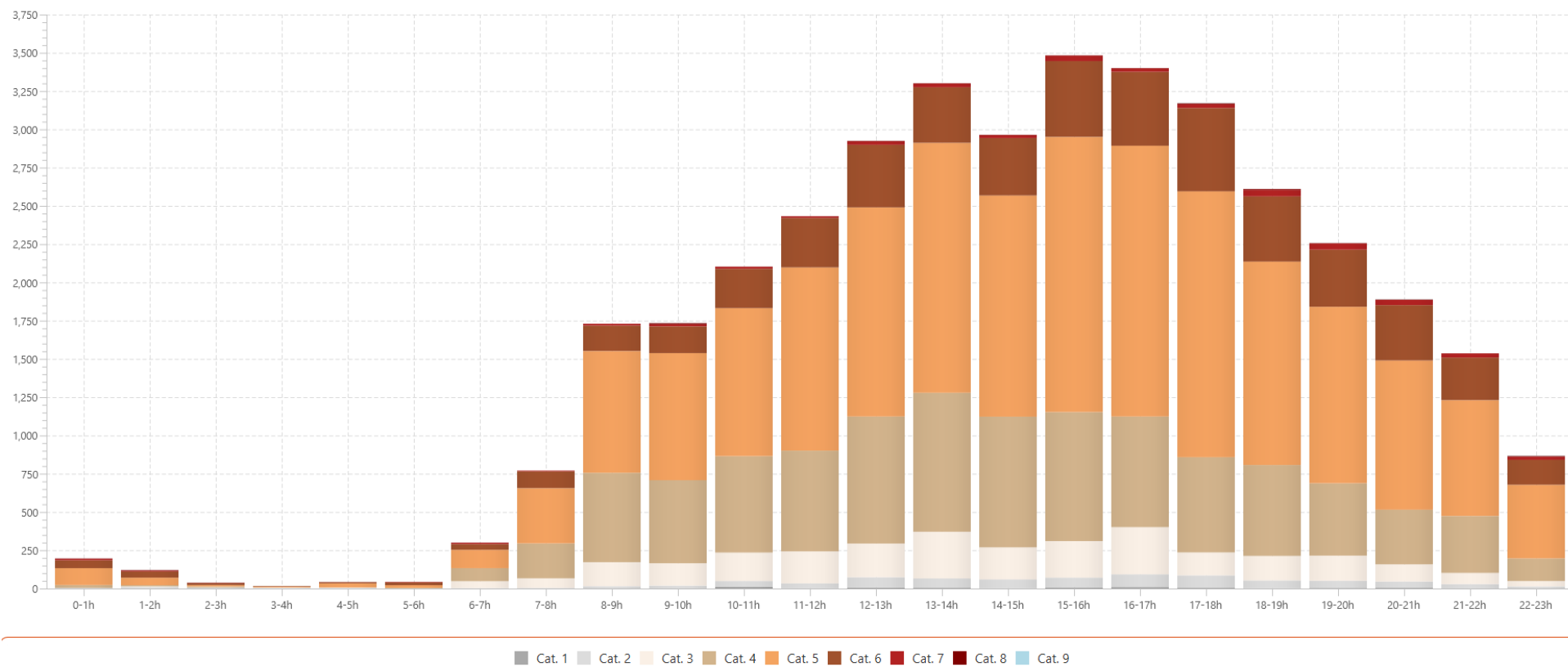
MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

**Speed Sign #1 (Located near RR14 entrance)**

Total Count for Speed Ranges

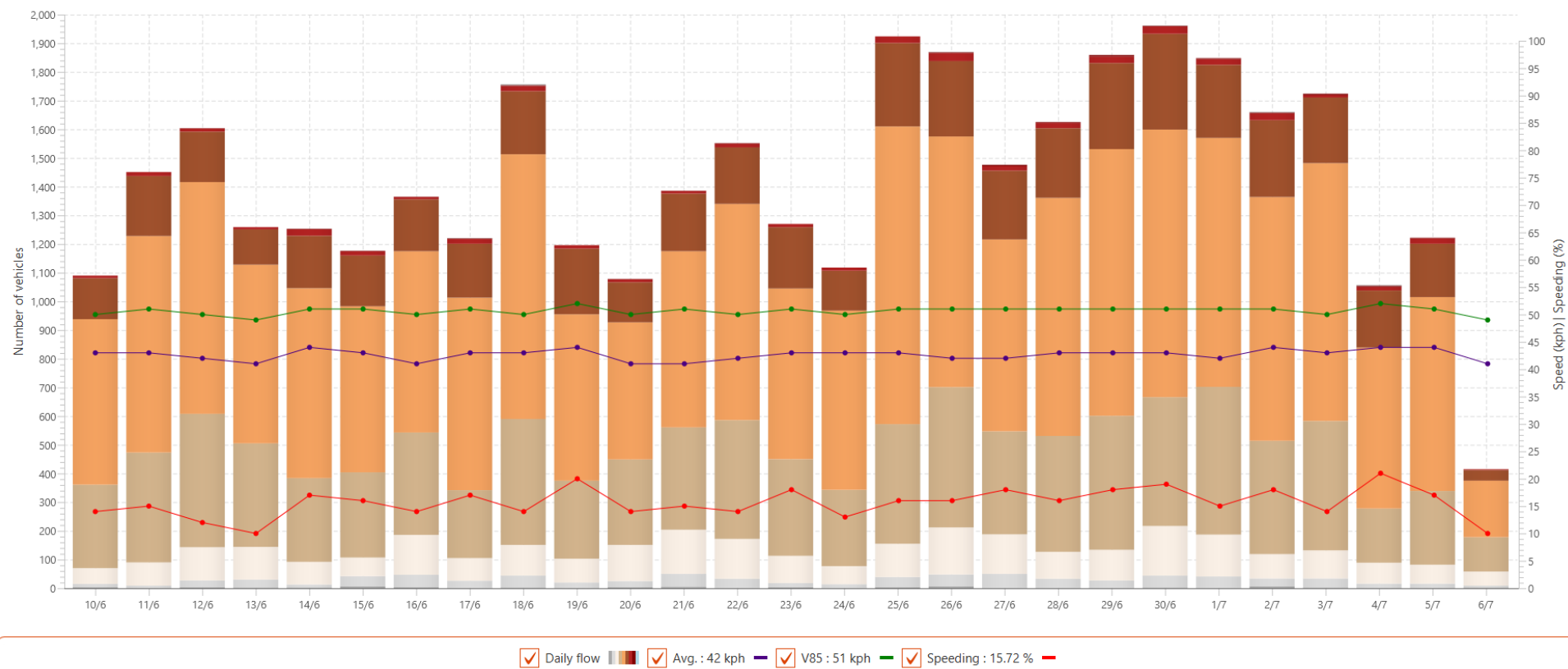


# Hourly Traffic Breakdown (24-hour clock)



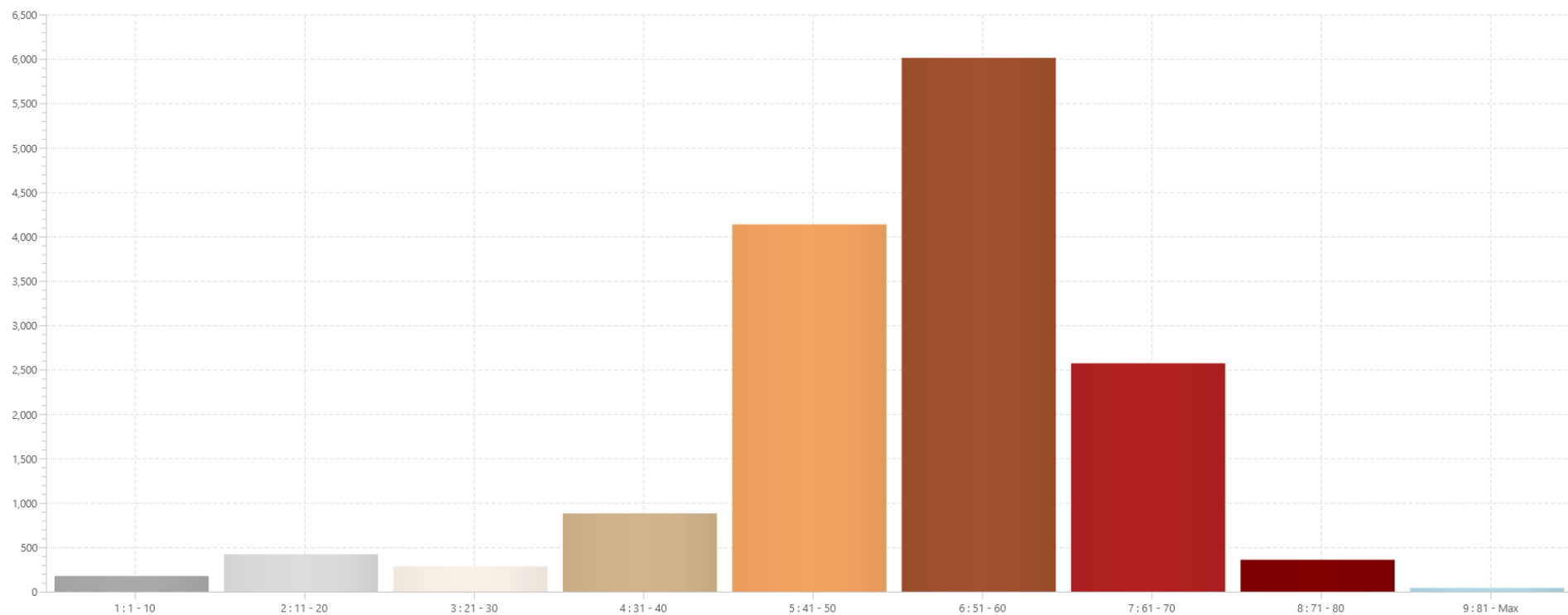
Km/hr 0-10 11-20 21-30 31-40 41-50 51-60 61-70 71-80 81+

## Daily Breakdown

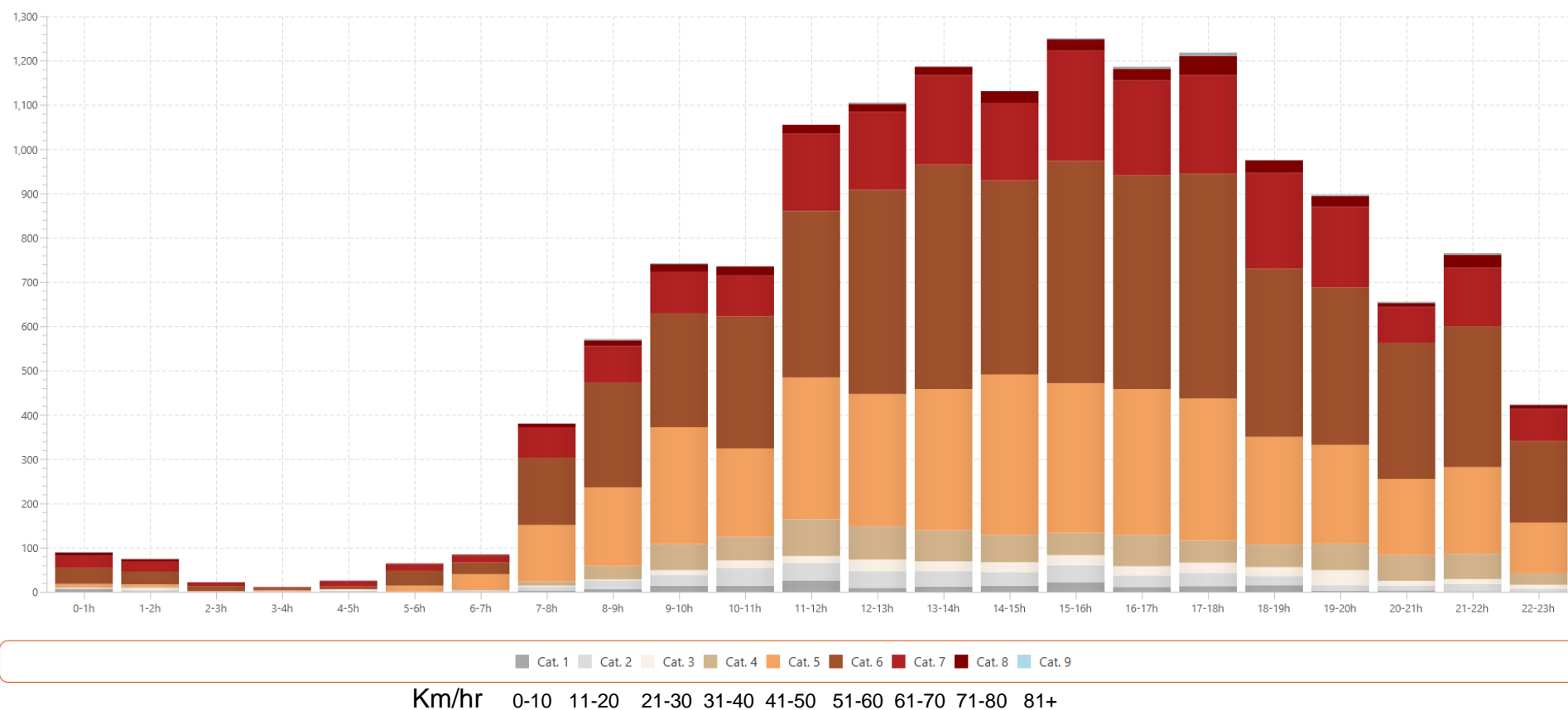


**Speed Sign #2 (Located near RR15)**

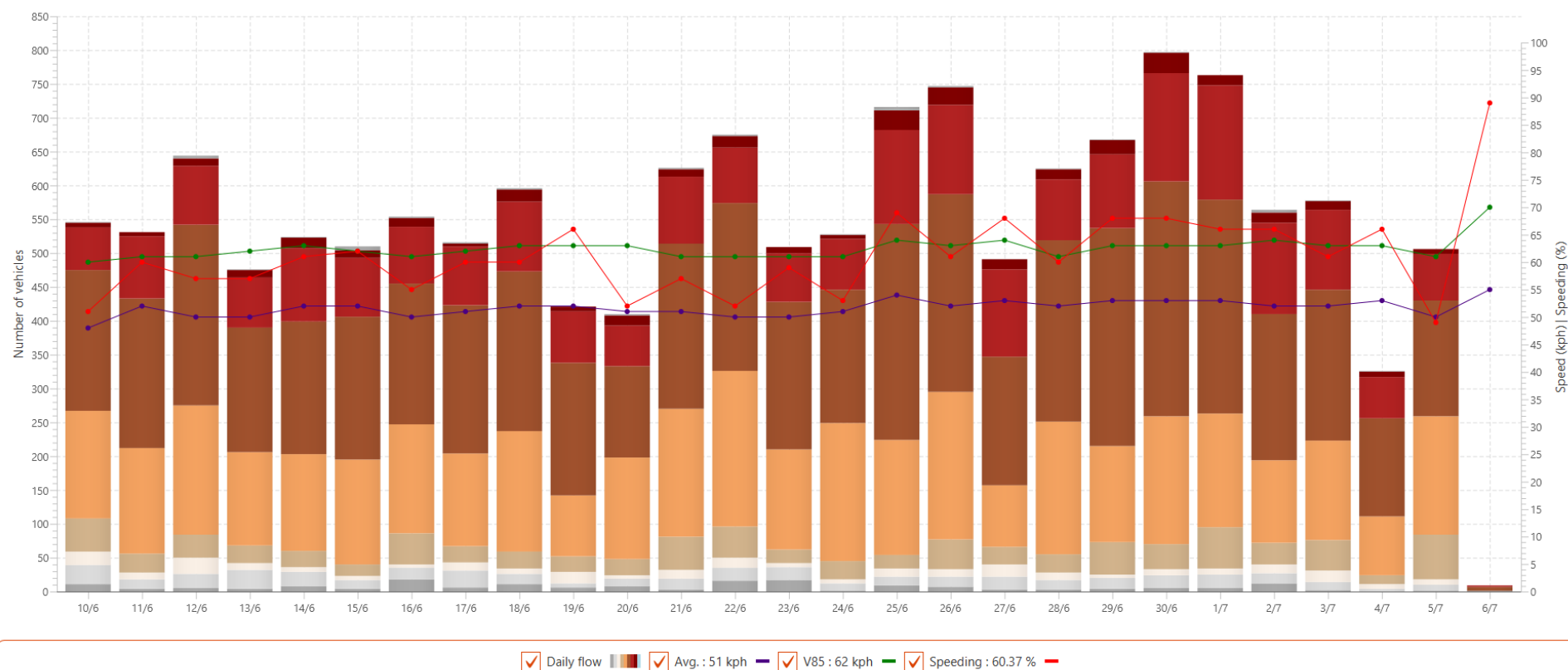
Total Count for Speed Ranges



# Hourly Traffic Breakdown (24-hour clock)



## Daily Breakdown



## Summer Village of Birchcliff

July 15, 2021

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 73 development permits issued in the Summer Villages (31 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 19 in Norglenwold, and 13 in Sunbreaker Cove).

##### Current Developments:

1. 13 Sunnyside Cabin	Cabin Renovation	Issued in 2016
<i>(Deck must be completed by April 15<sup>th</sup>, 2021 – incomplete, deduction made from CD)</i>		
2. 110 Birchcliff Road	Attached Garage	Issued in 2018
<i>(Require AB site plan &amp; site inspection)</i>		
3. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Landscaping incomplete)</i>		
4. 381 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Development incomplete, revisions being made)</i>		
5. 570 Birch Way	Dwelling	Issued in 2018
6. 41 Birchcliff Road	Sport Court	Issued in 2019
7. 127 Birchcliff Road	Demolition	Issued in 2019
8. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
9. 129 Birchcliff Road	Demolition	Issued in 2019
10. 337 Birchcliff Road	Demolition	Issued in 2019
11. 349 Birchcliff Road	Retaining Wall	Issued in 2019
12. 337 Birchcliff Road	Dwell, Gar., & Guest House	Issued in 2019
13. 183 Birchcliff Road	Retaining Wall	Issued in 2020
14. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
15. 137 Birchcliff Road	Driveway	Issued in 2020
16. 27A Sunnyside Cabin	Deck	Issued in 2020
17. 93 Birchcliff Road	Deck Addition	Issued in 2020
18. 87 Birchcliff Road	Dwelling	Issued in 2020
19. 141 Birchcliff Road	Driveway	Issued in 2020
20. 71 Birchcliff Road	Demolition	Issued in 2020
21. 83 Birchcliff Road	Dwelling Relocation	Issued in 2021
22. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
23. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021

24.553 Birch Close	Accessory Building	Issued in 2021
25.14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
26.33 Sunnyside Cabin	Deck	Issued in 2021
27.83 Birchcliff Road	Dwelling	Issued in 2021
28.369 Birchcliff Road	Garage W Guest House	Issued in 2021
29.94 Birchcliff Lane	Dwelling	Issued in 2021
30.111 Birchcliff Road	Detached Garage	Issued in 2021 <b>(NEW)</b>
31.383 Birchcliff Road	Asphalt Paving	Issued in 2021 <b>(NEW)</b>

### **Administrative Recommendations:**

Council to accept as information.

### **Authorities:**

Land Use Bylaw #170/13.

**Summer Village of Birchcliff****July 15, 2021****Information Item****Agenda Item: *Results of AIM questions*****Background:**

At Birchcliff's annual information meeting we asked a number of poll questions regarding some potential projects or improvements we could make for next year. The findings were that residents were in favor of potential improvements to the lift station area and an ice road to be cleared for walking in the winter.

Administration has taken these findings and will look into potential costs and options associated with them and bring those to Council at our September meeting for our strategic planning session, along with options for shoreline restoration.

**Options for Consideration:**

1. Council to accept as information.

**Authorities:**

**Summer Village of Birchcliff**

**July 15, 2021**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *Sylvan Lake Management Plan*

**Background:**

Administration has received the attached request from the Chair of the Sylvan Lake Management Committee asking all 8 municipal partners to made a motion to rescind the Sylvan Lake Management Plan. With the recent completion of the Sylvan Lake Intermunicipal Development Plan (IDP), the Sylvan Lake Management Plan has now become redundant.

**Options for Consideration:**

- 1) That Council accept as information.
- 2) That Council rescind the Sylvan Lake Management Plan.

**Administrative Recommendations:**

- 1) That Council rescind the Sylvan Lake Management Plan.

**Authorities:**

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.

July 5, 2021

Dear Member:

In 1977 the first Sylvan Lake Management Plan was created, helping to establish an integrated approach to the management of the lake as a recreational resource. The plan was developed as a conceptual document providing recommendations for responsible land and recreational use. This plan was updated in 1986 and again in 2000, in a collaborative effort between the eight municipalities surrounding Sylvan Lake to ensure the lake's long-term protection and sustainability. The last plan update in 2000 was completed with the expectation of being adopted as an Intermunicipal Development Plan. The Plan was not adopted as a statutory document; however, it has still served as a guide for the responsible development and growth of land surrounding the lake since its approval. At that time, the responsibility of monitoring the Sylvan Lake Management Plan was granted to the Sylvan Lake Management Committee.

At the last Sylvan Lake Management Committee meeting, the Committee agreed that with the recent completion of the Sylvan Lake Intermunicipal Development Plan (IDP), the Sylvan Lake Management Plan has now become redundant. The IDP is a formal, statutory plan that addresses land-based issues within the watershed and achieves the vision and purpose of the Sylvan Lake Management Plan. As such, the Committee has determined that the Sylvan Lake Management Plan should be rescinded.

As the Chair of the Sylvan Lake Management Committee, I am requesting on the Committee's behalf, that the member municipalities rescind the Sylvan Lake Management Plan as the new IDP has established the policies needed to promote sustainable land development and protect the health of the watershed. We request that, if possible, each municipality rescind the Sylvan Lake Management Plan prior to the next Sylvan Lake Management Committee Meeting in September.

Should you have any questions please feel free to contact me at [roger.gj.dufresne@gmail.com](mailto:roger.gj.dufresne@gmail.com).

Sincerely,

Roger Dufresne  
Chair, Sylvan Lake Management Committee

## Summer Village of Birchcliff

July 15, 2021

### Administration

### Request for Decision

### Agenda Item: *Munis 101 Training*

#### **Background:**

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the Municipal Government Act and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 is a 4-session course using Zoom and Google Classroom platforms with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into four sections as follows:

#### Session 1 – Basics of Municipal Governance and Legislation in Alberta

- Review the role of municipalities in Alberta as legislated by the Municipal Government Act (MGA)
- Recognize municipal responsibilities in relation to service planning and delivery
- Differentiate between different forms of community planning – The Elected Official's Role in Municipal Leadership (pt. 1)
- Recognize the roles and responsibilities of council as a whole
- Understand council proceedings

## Session 2 – The Elected Official’s Role in Municipal Leadership (pt. 2)

- Differentiate between the roles and responsibilities of individual councillors, the CAO, and municipal staff
- Evaluate the application of the Council Code of Conduct
- Identify instances of pecuniary interest
- Reflect on decision making process

## Session 3 – Explore the Role of Municipal Planning and Development and Effective Collaboration

- Recognize how municipalities plan and grow
- Understand common planning and development processes
- Analyze and classify collaborative projects as opportunities or requirements
- Alleviate and resolve intermunicipal disputes
- Recognize tools for collaboration

## Session 4 – Navigate the World of Municipal Finance

- Recognize important budgeting and financial administration processes
- Understand council’s role in financial statement and audit requirements
- Distinguish how municipalities are funded

The cost for this virtual event is \$275 per person and sessions run as follows:

- September 14 from 2:30 to 4:30 p.m.
- September 21 from 2:30 to 4:30 p.m.
- September 28 from 2:30 to 4:30 p.m.
- October 5 from 2:30 to 4:30 p.m.

## **Options for Consideration:**

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements

## **Administrative Recommendations:**

Authorize Councillors to attend and have administration make arrangements.

## **Authorities:**

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

## **Summer Village of Birchcliff**

**July 15, 2021**

### **Council & Legislative**

### **Request for Decision**

#### **Agenda Item:** *Subdivision and Development Appeal Board Training*

#### **Background:**

Administration has received information on the upcoming Subdivision and Development Appeal Board (SDAB) Training.

In recent changes to the *Municipal Government Act*, Subdivision and Development Appeal Board training is mandatory before members can sit on the SDAB hearing and training must be completed every three years.

This course is for newly appointed SDAB members and clerks or yet to be certified members and clerks.

This course includes:

- administrative law principles
- introduction to planning and development in Alberta
- legislative and planning considerations
- roles and responsibilities of members, clerks and other parties
- SDAB appeals, process and authority
- decision making
- other issues

This course is now delivered in 4, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification.

Administration has secured the following dates for our members:

- September 22-24 Member/Clerk Refresher AM
- October 12-15 New Member/Clerk AM

#### **Options for Consideration:**

- 1) Council authorize Administration to register the Chair and members-at-large for the upcoming training.

**Administrative Recommendations:**

Administration to register Mayor and members-at-large for training where available.

**Authorities:**

Subdivision and Development Appeal Board Regulation

2(2) A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

## **Summer Village of Birchcliff**

**July 15, 2021**

### **Request for Decision**

**Agenda Item:** *Land Use Bylaw revisions / MPC*

#### **Background:**

Over the past year council has been discussing options for the Municipal Planning Commission and potential Land Use Bylaw revisions. When a Land Use Bylaw is amended it requires 3 readings and a public hearing. Generally, for any amendments to a LUB it is good to engage the public above and beyond the public hearing, prior to any readings taking place.

By looking at the past MPC meetings and variance requests, administration can see where potential amendments could be made to the Land Use Bylaw. After researching we can then submit a list of potential amendments for council's consideration which would then go to the public for comment, and eventually we would amend the LUB. Amendments could help clarify the regulations that need to be followed, allowing for better guidance for both administration and the MPC in the decision making process, or potentially the eventual elimination of the MPC altogether.

#### **Options for Consideration:**

1. Council direct administration to create a list of potential Land Use Bylaw amendments for consideration.
2. Council to accept as information.

#### **Authorities:**

**Summer Village of Birchcliff****July 15, 2021****Public Works****Request for Decision****Agenda Item: *Pathway Capital Budget*****Background:**

All bids have now been received for phase 2 of the pathways project. Actual costs for construction came in roughly \$45,000.00 higher than projected. Should Council wish to proceed with this project an increase to the capital project Pathway Phase 2 will be required. Administration recommends increasing the capital budget for this project from \$135,000 to \$190,000 to account for this difference and to allow additional funds for connecting the village path network to the new Slopes pathway system. Birchcliff currently has enough MSI funding available to cover all these costs with roughly \$48,000 in MSI left over for future projects.

**Options for Consideration:**

1. Council move to increase the capital budget Pathway Phase 2 from \$135,000 to \$190,000 with funding to come from MSI grants.
2. Council move to increase the capital budget Pathway Phase 2 from \$135,000 to a specified amount with funding to come from MSI grants.
3. Accept as information

**Administrative Recommendations:**

Council move to increase the capital budget Pathway Phase 2 from \$135,000 to \$190,000 with funding to come from MSI grants.

**Authorities:**

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"

**Summer Village of Birchcliff**

**July 15, 2021**

**Council Reports**

**Information Item**

**Council Reports:**

Roger Dufresne

Ann Zacharias

Frank Tirpak

**Committee Reports:**

**Correspondence:**

**Upcoming Meetings:**

Next Council Meeting: September 16, 2021