

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
JULY 7, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, April 21, 2022
 - Municipal Planning Commission, April 21, 2022
 - Municipal Planning Commission, May 12, 2022
 - Municipal Planning Commission, May 26, 2022

D. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Public Works Report
- 3) Development Update
- 4) 1st Quarter Report
- 5) 2nd Quarter Report
- 6) Open Space Master Plan
- 7) Annual Information Meeting

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Subdivision and Development Appeal Board Bylaw
- b) Subdivision Authority Bylaw
- c) Procedural Bylaw
- d) Alberta Municipalities Convention

2) Planning & Development

- a) Irrevocable Line Of Credit

F. COUNCIL REPORT

1) Council Reports

- a) Roger Dufresne
- b) Ann Zacharias
- c) Frank Tirpak

2) Committee Reports

- a) Joint Services Committee Meeting Minutes – April 29th & May 12th

3) Upcoming Meetings

- a) Next Council Meeting – September 15, 2022

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 21, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Coordinator:	Chris Loov
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Dufresne.

AGENDA APPROVAL

BCC-22-046 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.

CARRIED

CONFIRMATION OF MINUTES

BCC-22-047 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on March 17, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- a) Action Items List
- b) Council Calendar
- c) Accounts Payable
- d) Public Works Report
- e) Shoreline & Bank Stabilization

BCC-22-048 MOVED by Deputy Mayor Zacharias that Administration provide a geotechnical study and recommendation for OS19 and the banks between OS19 and the lake, portions of each OS18 and OS20. The study is intended to inform council on what may be required to

prevent shoreline erosion on municipal land in the west end of the village from RA6 to OS20. The study should include recommendations on what should be done to stabilize and prevent further erosion of the banks between the lake and semi waterfront properties.

CARRIED

BCC-22-049

MOVED by Councillor Tirpak that Council move forward with the shoreline work at RA6 and OS15S for February or whenever the work can be completed.

CARRIED

f) Development Update
g) Forest Assessment

BCC-22-050

MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.

CARRIED

Council break at 9:57 a.m.

Council reconvened at 10:03 a.m.

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

Bylaw #233-22

2022 Mill Rate Bylaw

BCC-22-051

MOVED by Councillor Tirpak that Council give 1st reading to the 2022 Mill Rate Bylaw #233-22.

CARRIED

BCC-22-052

MOVED by Deputy Mayor Zacharias that Council give 2nd reading to the 2022 Mill Rate Bylaw #233-22.

CARRIED

BCC-22-053

MOVED by Mayor Dufresne that by unanimous consent Council give 3rd reading to the 2022 Mill Rate Bylaw #233-22 at this meeting.

UNANIMOUSLY CARRIED

BCC-22-054 MOVED by Councillor Tirpak that Council give 3rd and final reading to the 2022 Mill Rate Bylaw #233-22.

CARRIED

BCC-22-055 Surplus Distribution
MOVED by Deputy Mayor Zacharias that Council redistributes the surplus amount by removing the operating sewer (\$19,360.73) and path numbers (\$157,800), adding the 2022 surplus (\$22,790.22) to top up roads to \$351,965.06, and increasing open spaces to \$32,000 by reducing wastewater (-\$26,438) as below:

RESERVE	ALLOCATION
General Contingency	0.00
Roads, Streets, etc.	199,950.95
Sewer Operations	-19,360.73
Wastewater Capital	-26,438.00
Environment	26,438.00
Pathway	-157,800.00
IT & Facilities	0.00
Fleet Replacement	0.00

CARRIED

PLANNING & DEVELOPMENT

BYLAW #235-22 Land Use Bylaw Amendments Bylaw

BCC-22-056 MOVED by Councillor Tirpak that Council give 1st reading to the Land Use Bylaw Amendments Bylaw #235-22 and schedule a public hearing for the Land Use Bylaw Amendments Bylaw #235-22 at the next meeting.

CARRIED

COUNCIL REPORTS

Mayor Dufresne

- ASVA Boat Mooring Town Hall
- Climate Caucus
- LREMP tabletop exercise
- Joint Services Committee HR subcommittee
- Joint Services Committee

Deputy Mayor Zacharias

- ASVA Boat Mooring Town Hall
- LREMP tabletop exercise
- LREMP Advisory Committee

Councillor Tirpak

- No reports

CAO Evans

- Intermunicipal Development Plan Committee scheduling
- Update on access agreements

BCC-22-057 MOVED by Mayor Dufresne that Council accept the Council reports as information.

CARRIED

NEXT MEETING

BCC-22-058 MOVED by Mayor Dufresne that the next meeting of Council be a meeting of the whole held May 19, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-22-059 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:45 a.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 21, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias
Councillor: Frank Tirpak
Member at Large: Jonathan Paulgaard via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant: Jeff Price

CALL TO ORDER Chair Zacharias called the meeting to order at 8:31 a.m.

AGENDA:

MPC-22-007 Moved by Councillor Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. #37 Sunnyside Cabin

Application for new dwelling at #37 Sunnyside Cabin (Lot 14, Block 1, Plan 4122EO) in the Summer Village of Birchcliff. Applicant requesting 31.22 ft.² variance to floor area from 602.78 ft.² permitted to 634 ft.² requested.

Kara Kashuba and Jeff Price left the meeting at 8:36 a.m.

MPC-22-008 Moved by Chair Zacharias that the Municipal Planning Commission approve the application for a new dwelling with a 31.22 ft.² variance to the floor area at #37 Sunnyside Cabin subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$5,000.00.
- Current shed on the lot to be removed.
- Landscaping to be completed according to landscaping plan.
- Maximum building height to be 19.2ft. measured from the highest natural point of elevation on the building perimeter to the top of the highest ridge of the roof.
- Electrical power from the property line of any parcel to any building situated on the parcel shall be constructed underground.
- There shall be no increase in lot grade.

CARRIED

ADJOURNMENT:

MPC-22-009 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 8:38 a.m.
CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held May 12, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Councillor: Frank Tirpak
Member at Large: Jonathan Paulgaard via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant: David Szybunka via Zoom
Rebecca Szybunka via Zoom
Dan Daneault, Sorento Homes

CALL TO ORDER Chair Zacharias called the meeting to order at 8:59 a.m.

AGENDA:

MPC-22-010 Moved by Councillor Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 409 Birchcliff Road

Application for lakeside stairs at 409 Birchcliff Road (Lot 1 & 2, Block 2, Plan 2265RS) in the Summer Village of Birchcliff.

Kara Kashuba, Dan Daneault, David Szybunka, and Rebecca Szybunka left the meeting at 9:05 a.m.

MPC-22-011 Moved by Jonathan Paulgaard that the Municipal Planning Commission approve the application for lakeside stairs at 409 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$1,000.00
- Only surface vegetation where stairs will be constructed to be removed
- Homeowners to enter into an updates access agreement allowing the staircase on the Environmental Open Space
- Stairs to end before the shoreline and no work to be done on the shoreline or in the water without approval from Alberta Environment and Parks and is to be submitted to the Development Officer prior to work commencing.
- Coco matting or equivalent material to be used for erosion control to reintroduce new vegetation.

CARRIED

ADJOURNMENT:

MPC-22-012 Moved by Chair Zacharias that the Municipal Planning Commission meeting
be adjourned at 9:17 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held on May 26th, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Council Member: Frank Tirpak via Zoom
Member at Large: Michael Wells
Applicant: Mark MacKnight via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Carolyn Widmer

CALL TO ORDER: Chair Zacharias called the meeting to order at 9:05 a.m.

AGENDA:

MPC-22-013 Moved by Michael Wells to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. #16 Western RV

Application for deck addition at #16 Western RV. (Lot 1, Plan 9422486).

Kara Kashuba and Mark MacKnight left the meeting at 9:07 a.m.

MPC-22-014 Moved by Chair Zacharias to approve the application with the following conditions:

Completions Deposit of \$500.00.
No additions, including park model recreational slide outs, Arizona rooms, screened in porches, metal deck covers of basements.
Deck to be constructed on one side of the recreational vehicle only, to a maximum length of the trailer.
Any projection on the yards are only allowed as unenclosed decks and shall not exceed 2.44m (8ft.) in width.
There shall be no trees removed.

CARRIED

ADJOURNMENT

MPC-22-015 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:08 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Summer Village of Birchcliff

Administration and Finance

Council Date: July 7, 2022

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 206,622.65

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

1. Parkland Geotechnical Consulting Ltd	\$ 4,200.00
a. Completion of Letter – Feb. 8/22	
b. Completion of Letter – Mar. 8/22	
2. Lacombe Regional Waste Service	\$ 13,211.32
a. 2022 LRWSC Requisition	
3. Lee Ann Beaubien	\$ 3,300.00
a. Project Start up & Review	
4. Sylvan Lake Regional Water/Wastewater	\$ 5,974.57
a. March 2022 Wastewater Services	
5. Rugged West Maintenance Inc.	\$ 3,108.89
a. Buoy Installation & Remove Snow Fence	
b. Mowing and Trimming	
6. Sylvan Lake Regional Water/Wastewater	\$ 3,235.85
a. Governance & Admin Costs-2022	
7. Tar-ific Construction Ltd	\$ 5,470.50
a. Supply & Install Bollards	
b. Washed Out Pathway	
8. Summer Village of Norglenwold	\$ 10,812.71
a. March 2022 Monthly Shared Costs	
b. March 2022 Muni Specific Costs	
9. Summer Village of Norglenwold	\$ 16,351.70
a. April 2022 Monthly Shared Costs	
b. April 2022 Muni Specific Costs	
10. Summer Village of Norglenwold	\$ 12,686.89
a. May 2022 Monthly Shared Costs	
b. May 2022 Muni Specific Costs	
11. Alberta School Foundation Fund	\$ 110,271.12
a. 2 nd Quarter School Funding	

Council Expense Claims Report:**April 2022**

▪ Roger Dufresne	\$ 541.48
▪ Ann Zacharais	\$ 597.60
▪ Frank Tirpak	\$ 207.32

May 2022

▪ Roger Dufresne	\$ 792.44
▪ Ann Zacharais	\$ 409.15
▪ Frank Tirpak	\$ 300.00

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.

Date Printed
2022-06-24 9:40 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00031 to 2022-00048

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1037 1434	2022-04-30	Mark & Lisa Brumm 461-000-520 - Completions Dep	Completions Deposit Refund	1,000.00	1,000.00
1038 24038 24038	2022-04-30	Alberta Parkling Lot Services 232-000-250 - Road Maintenan 312-000-260 - GST Paid Refund	Roadway Sweeping - April 1 GST Tax Code	2,282.00 114.10	2,396.10
1039 20220029 20220029	2022-04-30	Alberta Urban Municipalities 211-301-220 - Mem AUMA 312-000-260 - GST Paid Refund	AUMA Membership GST Tax Code	986.66 49.33	1,035.99
1040 0222-4057 0222-4057 0222-4066 0222-4066	2022-04-30	Parkland Geotechnical Consulting Ltd 312-000-260 - GST Paid Refund 297-204-840 - Project MSI-Shor 312-000-260 - GST Paid Refund 297-204-840 - Project MSI-Shor	GST Tax Code Shoreline Study Project GST Tax Code Shoreline Study Project	100.00 2,000.00 100.00 2,000.00	2,100.00 2,100.00
			Payment Total:		4,200.00
1041 36906	2022-04-30	Lacombe Regional Waste Service 243-000-255 - Landfill Costs	2022 LRWSC Requisition	13,211.32	13,211.32
1042 1	2022-04-30	Lee Ann Beaubien 212-400-230 - Legal Fees	Project Start Up & Review M	3,300.00	3,300.00
1043 220242 220242	2022-04-30	Parkland Regional Library 275-000-850 - Parkland Region 312-000-260 - GST Paid Refund	2nd Quarter Requisition 202 GST Tax Code	262.91 13.15	276.06
1044 1600	2022-04-30	Sylvan Lake Regional 242-000-260 - Useage Fees	March 2022 Wastewater Se	5,974.57	5,974.57
1045 IVC115106	2022-04-30	Town of Sylvan Lake 223-000-200 - Contract Fire Ser	Fire Dispatch Fees	304.20	304.20
1046 1532 1532	2022-04-30	Triangle Construction Inc 312-000-260 - GST Paid Refund 232-000-200 - Green Space Pro	GST Tax Code Removal of Large Poplar Tr	12.50 250.00	262.50
1047 8570 8570	2022-04-30	Wild Rose Assessment Service 312-000-260 - GST Paid Refund 212-400-232 - Assessment Fees	GST Tax Code Assessment Fees-Apr 1-Jur	96.25 1,925.00	2,021.25
1048 IN167982 IN167982 IN171704 IN171704 IN172436 IN172436	2022-05-18	Utility Safety Partner 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund 312-000-260 - GST Paid Refund 242-000-255 - Maintenance Pro 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	May/21 Rec'd May/22 Notifi GST Tax Code GST Tax Code Oct/21 Rec'd May/22 Notific Nov/21 Rec'd May/22 Notific GST Tax Code	44.10 2.21 1.58 31.50 18.90 0.95	46.31 33.08 19.85
			Payment Total:		99.24
1049 1562	2022-05-31	EGgen, David 461-000-520 - Completions Dep	Completions Deposit	1,000.00	1,000.00
1050 1778	2022-05-31	Jason McDonald 461-000-520 - Completions Dep	Completions Deposit Refund	500.00	500.00
1051	2022-05-31	Ace Line Locating Ltd.			

Date Printed
2022-06-24 9:40 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00031 to 2022-00048

Page 2

COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
5302		242-000-255 - Maintenance Proq	Line Locating-8 Tickets	800.00	
5302		312-000-260 - GST Paid Refund	GST Tax Code	40.00	840.00
1052	2022-05-31	Al's Bobcat & Trucking			
18386		312-000-260 - GST Paid Refund	GST Tax Code	135.23	
18386		232-000-255 - Plowing Program	Sanding Jan 3 to 14th Rec'	2,704.50	2,839.73
1053	2022-05-31	Empringham Disposal Corp			
32552		312-000-260 - GST Paid Refund	GST Tax Code	19.50	
32552		243-000-200 - Contracted Servic	Bi Weekly Collection	390.00	409.50
1054	2022-06-24	Andrew Developments Ltd.			
1326		461-000-520 - Completions Dep	Completions Deposit Refun	1,000.00	1,000.00
1055	2022-06-24	Johnson, Marilyn			
1472		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1056	2022-06-24	Ace Line Locating Ltd.			
5334		242-000-255 - Maintenance Proq	Line Locating	700.00	
5334		312-000-260 - GST Paid Refund	GST Tax Code	35.00	735.00
1057	2022-06-24	Empringham Disposal Corp			
33709		312-000-260 - GST Paid Refund	GST Tax Code	23.25	
33709		243-000-200 - Contracted Servic	Bin Serviced - May 16th	465.00	488.25
33712		243-000-200 - Contracted Servic	Weekly Collection-May	884.00	
33712		312-000-260 - GST Paid Refund	GST Tax Code	44.20	928.20
33747		243-000-200 - Contracted Servic	Bin Serviced - June 7th	465.00	
33747		312-000-260 - GST Paid Refund	GST Tax Code	23.25	488.25
			Payment Total:		1,904.70
1058	2022-06-24	Red Deer Catholic Regional			
2022-2		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	557.08	557.08
1059	2022-06-24	Roaddata Services Ltd			
00078771		232-000-250 - Road Maintenanc	Road Permits-April 30th Re	30.00	
00078771		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.50
1060	2022-06-24	Rugged West Maintenance Inc.			
1237		312-000-260 - GST Paid Refund	GST Tax Code	120.54	
1237		274-000-200 - Buoy Program	Buoy Installation	1,930.85	
1237		232-000-200 - Green Space Pro	Remove Snow Fence	480.00	2,531.39
1242		232-000-200 - Green Space Pro	Mowing and Trimming - May	550.00	
1242		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.50
			Payment Total:		3,108.89
1061	2022-06-24	Sylvan Lake Regional			
1623		242-000-250 - SLR WasteWater	Governance & Admin Costs	3,235.85	3,235.85
1062	2022-06-24	Tar-ific Construction Ltd			
058372		312-000-260 - GST Paid Refund	GST Tax Code	161.50	
058372		232-000-200 - Green Space Pro	Supply & Install Bollards-Re	3,230.00	3,391.50
058373		232-000-200 - Green Space Pro	Washed Out Pathway-Rec'd	1,980.00	
058373		312-000-260 - GST Paid Refund	GST Tax Code	99.00	2,079.00
			Payment Total:		5,470.50
			Total Computer Cheque:		56,213.98

EFT

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount

Date Printed
2022-06-24 9:40 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00031 to 2022-00048

Page 3

EFT					
Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
238	2022-03-31	Summer Villages of Norglenwold			
2022-00047	261-000-110 - Development Ser	ATB MC-Canada Post - Dev	32.46	32.46	
2022-00050	212-300-270 - Equipment Renta	Equip Rental	51.39		
2022-00050	212-300-265 - Equipment Mainte	Equip Maintenance	0.00		
2022-00050	212-300-242 - IT Equipment	IT Equipment	35.90		
2022-00050	212-300-240 - Computer Softwa	Computer Software	42.62		
2022-00050	212-100-110 - Salaries	Salaries	8,625.52		
2022-00050	212-300-263 - Condominium Co	Condominium	0.00		
2022-00050	212-100-130 - Training	Training	221.32		
2022-00050	212-100-140 - Benefits	Shared Benefits	388.89		
2022-00050	212-100-210 - Travel & Subsis	Travel & Subsistence	95.20		
2022-00050	212-100-266 - PW Fleet	PW Fleet	2.99		
2022-00050	212-200-215 - Postage/Freight/C	Postage/Freight	0.00		
2022-00050	212-300-255 - Facility Maintenar	Facility Maint.	306.33		
2022-00050	212-300-250 - Facility Improvem	Facility Improvements	14.35		
2022-00050	212-300-540 - Utilities	Utilities	582.34		
2022-00050	212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	105.90		
2022-00050	212-200-510 - Office Supplies	Office Supplies	276.52		
2022-00050	212-200-500 - Printing Costs	Printing Costs	57.46		
2022-00050	212-300-530 - Building Insuranc	Building Insurance	0.00		
2022-00050	212-100-211 - WCB	WCB	0.00		
2022-00050	212-300-510 - Other Contingenc	Contingency	5.98		
				10,812.71	
		Payment Total:		10,845.17	
239	2022-04-30	Summer Villages of Norglenwold			
2022-00057	212-400-231 - Audit Fees	Metrix Group-2nd Audit Billi	4,587.85		
2022-00057	212-400-230 - Legal Fees	Brownlee-Legal Service	73.50	4,661.35	
2022-00061	212-300-530 - Building Insuranc	Building Insurance	0.00		
2022-00061	212-100-140 - Benefits	Shared Benefits	1,035.25		
2022-00061	212-100-130 - Training	Training	377.02		
2022-00061	212-300-510 - Other Contingenc	Contingency	40.87		
2022-00061	212-300-270 - Equipment Renta	Equip Rental	51.39		
2022-00061	212-300-265 - Equipment Mainte	Equip Maintenance	0.00		
2022-00061	212-300-242 - IT Equipment	IT Equipment	12.21		
2022-00061	212-300-240 - Computer Softwa	Computer Software	69.58		
2022-00061	212-300-263 - Condominium Co	Condominium	0.00		
2022-00061	212-100-110 - Salaries	Salaries	8,625.52		
2022-00061	212-300-255 - Facility Maintenar	Facility Maint.	93.67		
2022-00061	212-300-540 - Utilities	Utilities	426.99		
2022-00061	212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	0.00		
2022-00061	212-200-510 - Office Supplies	Office Supplies	179.94		
2022-00061	212-200-500 - Printing Costs	Printing Costs	160.10		
2022-00061	212-200-215 - Postage/Freight/C	Postage/Freight	0.00		
2022-00061	212-100-266 - PW Fleet	PW Fleet	76.21		
2022-00061	212-100-211 - WCB	WCB	361.28		
2022-00061	212-300-250 - Facility Improvem	Facility Improvements	180.32		
2022-00061	212-100-210 - Travel & Subsis	Travel & Subsistence	0.00		
				11,690.35	
		Payment Total:		16,351.70	
240	2022-05-31	Summer Villages of Norglenwold			
2022-00071	261-000-110 - Development Ser	AB Land Title-44330926	10.00		
2022-00071	212-400-231 - Audit Fees	Metrix Group-Audit Bldg Prc	500.00		
2022-00071	261-000-110 - Development Ser	AB Land Title-44413365	10.00	520.00	
2022-00075	212-300-242 - IT Equipment	IT Equipment	-71.80		

Date Printed
2022-06-24 9:40 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00031 to 2022-00048

Page 4

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2022-00075		212-100-110 - Salaries	Salaries	8,914.22	
2022-00075		212-100-130 - Training	Training	167.52	
2022-00075		212-100-140 - Benefits	Shared Benefits	335.37	
2022-00075		212-100-210 - Travel & Subsis	Travel & Subsistence	33.02	
2022-00075		212-100-211 - WCB	WCB	165.53	
2022-00075		212-100-266 - PW Fleet	PW Fleet	70.39	
2022-00075		212-200-215 - Postage/Freight/C	Postage/Freight	1,001.14	
2022-00075		212-200-500 - Printing Costs	Printing Costs	228.69	
2022-00075		212-200-510 - Office Supplies	Office Supplies	159.94	
2022-00075		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	232.60	
2022-00075		212-300-540 - Utilities	Utilities	168.68	
2022-00075		212-300-250 - Facility Improvem	Facility Improvements	0.00	
2022-00075		212-300-255 - Facility Maintena	Facility Maint.	401.10	
2022-00075		212-300-263 - Condominium Co	Condominium	0.00	
2022-00075		212-300-240 - Computer Softwa	Computer Software	280.60	
2022-00075		212-300-530 - Building Insuranc	Building Insurance	0.00	
2022-00075		212-300-510 - Other Contingenc	Contingency	28.50	
2022-00075		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
2022-00075		212-300-270 - Equipment Renta	Equip Rental	51.39	12,166.89
Payment Total:					12,686.89
Total EFT:					39,883.76

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3064	2022-04-13	ATB Financial			
BOOKS2022		212-400-221 - Bank Charges	Deposit Books	58.75	58.75
3089	2022-04-30	Receiver General/ OTH			
CP4-2022		312-000-262 - CRA Remunerati	CPP	47.52	47.52
3121	2022-05-31	Wells, Michael			
MAY2622MPC		261-000-210 - MPC Costs	May 26th MPC	100.00	100.00
3122	2022-05-31	Receiver General/ OTH			
CP5-2022		312-000-262 - CRA Remunerati	CPP	47.52	47.52
3141	2022-06-24	Alberta School Foundation Fund			
12647		201-100-130 - ASFF-Residential	2nd Quarter School Funding	110,271.12	110,271.12
Total Other:					110,524.91
Total MAIN:					206,622.65

Date Printed
2022-06-24 9:40 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00031 to 2022-00048

Page 5

Certified Correct This June 24, 2022

Mayor

Administrator



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: April-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/13/22	HRSC	3	Mayor	\$ 100.00
4/21/22	Regular Council	2.45	Mayor	\$ 100.00
4/25/22	HRSC	3	Mayor	\$ 100.00
4/29/22	Joint Services Committee	3	Mayor	\$ 100.00
4/29/22	Climate Caucus Prairies Chapter	1	Mayor	\$ 100.00
	Other (Conference, etc.)		Title	\$ 0.00
	Other (Conference, etc.)		Title	\$ 0.00
	Other (Conference, etc.)		Title	\$ 0.00
	Other (Conference, etc.)		Title	\$ 0.00
	Other (Conference, etc.)		Title	\$ 0.00
				\$ 500.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/13/22	HRSC	17.00	\$0.61	\$ 10.37
4/21/22	Regular Council	17.00	\$0.61	\$ 10.37
4/25/22	HRSC	17.00	\$0.61	\$ 10.37
4/29/22	Joint Services Committee	17.00	\$0.61	\$ 10.37
4/29/22	Climate Caucus Prairies Chapter		\$0.61	\$ 0.00
	Other (Conference, etc.)		\$0.61	\$ 0.00
	Other (Conference, etc.)		\$0.61	\$ 0.00
	Other (Conference, etc.)		\$0.61	\$ 0.00
	Other (Conference, etc.)		\$0.61	\$ 0.00
	Other (Conference, etc.)		\$0.61	\$ 0.00
				\$ 41.48

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/10/22				\$ 0.00
3/9/22				\$ 0.00
3/8/22				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 541.48



Council Expense Claim Form

NAME: Ann Zacharias

POSITION: Deputy Mayor

MONTH ENDING: April-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/30/22	LREMP Table Top	4	Deputy Mayor	\$ 100.00
4/13/22	Lacombe Regional Emergency Advisory Committee	1.5	Deputy Mayor	\$ 100.00
4/21/22	Municipal Planning Commission	.5	Deputy Mayor	\$ 100.00
4/21/22	Regular Council	42.45	Deputy Mayor	\$ 100.00
4/25/22	Sylvan Lake Regional Wastewater Commission	1.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 500.00

Travel

COPY

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/30/22	LREMP Table Top	15.00	\$0.61	\$ 9.15
4/13/22	Lacombe Regional Emergency Advisory Committee	70.00	\$0.61	\$ 42.70
4/21/22	Municipal Planning Commission	15.00	\$0.61	\$ 9.15
4/21/22	Regular Council	0.00	\$0.61	\$ 0.00
4/25/22	Sylvan Lake Regional Wastewater Commission	60.00	\$0.61	\$ 36.60
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 97.60

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 597.60

Page 10 of 14



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: May-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/11/22	Minister of Transportation Meeting	2	Mayor	\$ 100.00
5/12/22	Joint Services Committee	3.5	Mayor	\$ 100.00
5/12/22	ASVA, LGFF Meeting	2	Mayor	\$ 100.00
5/19/22	Meeting of the Whole	4	Mayor	\$ 100.00
5/24/22	HRSC - OD Meeting	3	Mayor	\$ 100.00
5/25/22	HRSC - EE Policy Meeting	3	Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/11/22	Minister of Transportation Meeting	17.00	\$0.61	\$ 10.37
5/12/22	Joint Services Committee	17.00	\$0.61	\$ 10.37
5/12/22	ASVA, LGFF Meeting		\$0.61	\$ 0.00
5/19/22	Meeting of the Whole	17.00	\$0.61	\$ 10.37
5/24/22	HRSC - OD Meeting	17.00	\$0.61	\$ 10.37
5/25/22	HRSC - EE Policy Meeting	17.00	\$0.61	\$ 10.37
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 51.85

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
5/1/22	Art Work	133.90	6.69	\$ 140.59
				\$ 0.00
				\$ 0.00
				\$ 140.59

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 792.44

May Expenses

roger.gj.dufresne@gmail.com <roger.gj.dufresne@gmail.com>

Fri 2022-05-27 5:39 AM

To: Trudy Dubeau <tdubeau@sylvansummervillages.ca>

📎 1 attachments (401 KB)

Dufresne May 2022 - Updated FEB2022.pdf;

Pick up location: Walmart Store #1102
3420 - 47th Avenue
Sylvan Lake, AB
T4S 0B6

Pick up Number: 5357753-01

Product	Item Number	Quantity	Estimated Delivery	Tax Code	Unit Price	Total Price
24x36 Value Canvas	5357753-01-11109124	1	Will be delivered in 8-12 Business Days!	A	\$66.95	\$66.95
24x36 Value Canvas	5357753-01-11109130	1	Will be delivered in 8-12 Business Days!	A	\$66.95	\$66.95

Subtotal: \$133.90

Shipping & Handling: \$0.00

GST (5%) 137466199 RT0001: \$6.69

Order Total: \$140.59

COPY

Roger Dufresne

403 404 6684



Council Expense Claim Form

NAME: Ann ZachariasPOSITION: Deputy MayorMONTH ENDING: May-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/11/22	Lacombe Regional Emergency Advisory Committee	.5	Deputy Mayor	\$ 100.00
5/12/22	Municipal Planning Commission	.5	Deputy Mayor	\$ 100.00
5/19/22	Regular Council	3	Deputy Mayor	\$ 100.00
5/26/22	Municipal Planning Commission	.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 400.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/11/22	Lacombe Regional Emergency Advisory Committee		\$0.61	\$ 0.00
5/12/22	Municipal Planning Commission		\$0.61	\$ 0.00
5/19/22	Regular Council	15.00	\$0.61	\$ 9.15
5/26/22	Municipal Planning Commission		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 409.15

NAME: Frank Tirpak

POSITION: Councillor

MONTH ENDING: May-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/12/22	Municipal Planning Commission	0.5 hour	Councillor	\$ 100.00
5/19/22	Meeting of the Whole	3 hours	Councillor	\$ 100.00
5/26/22	Municipal Planning Commission	0.25 hours	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 300.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/12/22	Municipal Planning Commission		\$0.61	\$ 0.00
5/19/22	Meeting of the Whole		\$0.61	\$ 0.00
5/26/22	Municipal Planning Commission		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 300.00

Summer Village of Birchcliff

July 7, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- OS19 study is specific to that lot and may have limited application to other lots in the area.
- Community docks and buoys contractor work has ongoing concerns to work through.
- Dead and high risk trees to be removed along roadway is scheduled for the week of July 11.
- A fungus has affected many of the spruce trees that were planted along the new pathway. Treatment is ongoing. Removal and replacement of the dead trees will be late July / early August.
- Crack sealing has been tentatively scheduled for mid-late July.
- Council Task List is being reviewed and followed up on.

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 7, 2022

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 97 development permits issued in the Summer Villages (32 in Birchcliff, 3 in Half Moon Bay, 15 in Jarvis Bay, 21 in Norglenwold, and 26 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road (Landscaping incomplete)	Demo & Dwelling	Issued in 2018
2. 381 Birchcliff Road (Complete, waiting for grass to come through)	Demolition	Issued in 2018
3. 337 Birchcliff Road (Landscaping to be completed)	Dwell, Gar., & GuestHouse	Issued in 2019
4. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
5. 137 Birchcliff Road	Driveway	Issued in 2020
6. 27A Sunnyside Cabin	Deck	Issued in 2020
7. 93 Birchcliff Road	Deck Addition	Issued in 2020
8. 87 Birchcliff Road	Dwelling	Issued in 2020
9. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
10. 71 Birchcliff Road (site inspection complete, conditions outstanding)	Escarpment Ret. Walls	Issued in 2021
11. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
12. 83 Birchcliff Road	Dwelling	Issued in 2021
13. 369 Birchcliff Road	Garage	Issued in 2021
14. 94 Birchcliff Lane	Dwelling	Issued in 2021
15. 111 Birchcliff Road	Detached Garage	Issued in 2021
16. 383 Birchcliff Road (Stop Order on development)	Asphalt Paving	Issued in 2021
17. 59 Birchcliff Road	Driveway	Issued in 2021
18. 361 Birchcliff Road	Lakeside Deck	Issued in 2021
19. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
20. 363 Birchcliff Road	Dwelling	Issued in 2021
21. 159 Birchcliff Road	Demolition	Issued in 2021
22. 71 Birchcliff Road	Dwelling	Issued in 2021
23. 137 Birchcliff Road	Home Occupation	Issued in 2021

24. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
25. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
26. 59 Birchcliff Road	Demolition	Issued in 2022 (NEW)
27. 37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022 (NEW)
28. 81 Sunnyside Cabin	Dwelling Reno's & Deck	Issued in 2022 (NEW)
29. 37 Birchcliff Road	Deck Addition	Issued in 2022 (NEW)
30. 409 Birchcliff Road	Lakeside Stairs	Issued in 2022 (NEW)
31. Western RV#16	Deck	Issued in 2022 (NEW)
32. 529 Birch Close	Dwelling	Issued in 2022 (NEW)

Closed DP's since last Council meeting:

1. 553 Birch Close	Accessory Building	Issued in 2021
2. 349 Birchcliff Road	Retaining Wall	Issued in 2019
3. 141 Birchcliff Road	Driveway	Issued in 2020
4. 129 Birchcliff Road	Demolition	Issued in 2019
5. 110 Birchcliff Lane	Attached Garage	Issued in 2018
6. 183 Birchcliff Road	Retaining Wall	Issued in 2020
7. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
8. 127 Birchcliff Road	Demolition	Issued in 2019

Permit Summary:

Year to date 2022:

January - 1 development permit. Estimated project cost \$600,000.00

February – 0 development permits.

March – 1 development permit. Estimated project cost \$650,000.00

April – 3 development permits. Estimated project cost \$270,000.00

May – 2 development permits. Estimated project cost \$13,000.00

June – 2 development permits. Estimated project cost \$356,000.00

2021:

January – 0 development permits.

February – 1 development permit. Estimated project cost \$27,000.00

March – 4 development permits. Estimated project cost \$345,500.00

April – 1 development permit. Estimated project cost \$3,500.00

May – 3 development permits. Estimated project cost \$1,840,000.00

June – 2 development permits. Estimated project cost \$61,000.00

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *1st Qtr Report*

Background:

Administration would like to provide the following 1st Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to March 31, 2022
- The Capital Budget Report to March 31, 2022
- Alberta School Foundation Report to March 31, 2022
- ATB Bank Account - March 31, 2022
- \$497,905.22

Reserves and Deferred Accounts at March 31, 2022

- | | |
|------------------------------|------------|
| • Accumulated Surplus | 24,000.00 |
| • Completions Deposits | 91,000.00 |
| • Deferred Revenue (Grants) | 51,086.53 |
| • JSC IT Reserve | 500.00 |
| • Reserves Roads | 351,965.06 |
| • Reserves Operating Sewer | 0.00 |
| • Reserves Wastewater | 67,475.05 |
| • Reserves General Operating | 4,501.95 |
| • Reserves Env/Open Spaces | 32,000.50 |
| • Reserves Pathway | 0.00 |
| • Reserves Fleet Replacement | 1,973.85 |
- Historical Bank Balances at 1st Quarter.

Administrative Recommendations:

To accept the 1st Quarter Financial Report as information.

Authorities:

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

Report Date
2022-06-24 1:24 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain	%
Revenue				
101-100-110 - Taxes Residential	349,890.28		(349,890.28)	100.00-
101-000-510 - Taxes Penalties Costs	5,071.87	1,546.98	(3,524.89)	69.50-
112-000-410 - Sale of Service and S	520.00	175.00	(345.00)	66.35-
112-000-540 - Interest Charges		0.51	0.51	
112-000-550 - Return on Investments	9,360.00	982.35	(8,377.65)	89.50-
112-000-570 - Other Revenue	1,040.00	1,905.31	865.31	83.20
112-000-575 - Memorial Bench Donations				
112-000-740 - MSI-Operational	10,420.00		(10,420.00)	100.00-
112-000-755 - CCBF Grant Revenue Expected	11,500.00		(11,500.00)	100.00-
121-000-530 - Fines Provincial Coll	717.91		(717.91)	100.00-
142-000-410 - Wastewater Useage Levy	83,319.00		(83,319.00)	100.00-
161-000-410 - Certificates Complian	93.60		(93.60)	100.00-
161-000-510 - Inspection Fees	1,171.94		(1,171.94)	100.00-
161-000-520 - Development Permits	5,523.64	1,652.20	(3,871.44)	70.09-
161-000-590 - Encroachment Fees	105.47	80.00	(25.47)	24.15-
Total Revenue:	478,733.71	6,342.35	(472,391.36)	98.68-
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	3,600.00	2,000.00	1,600.00	44.44
211-101-210 - M&S Mayor	644.00	922.71	(278.71)	43.28-
211-102-150 - Deputy Mayor Remunera	3,000.00	1,000.00	2,000.00	66.67
211-102-210 - M&S Deputy	676.00	60.70	615.30	91.02
211-103-150 - Councilor Remuneratio	2,400.00	400.00	2,000.00	83.33
211-103-210 - M&S Councillor	551.20		551.20	100.00
211-201-212 - R&C ASVA	431.11		431.11	100.00
211-202-212 - R&M AUMA	862.22		862.22	100.00
211-203-212 - Council Education Opportunities	475.49	165.00	310.49	65.30
211-301-220 - Mem AUMA	969.00		969.00	100.00
211-302-220 - Mem ASVA	994.55	975.00	19.55	1.97
211-303-220 - Mem FCM	104.00		104.00	100.00
211-304-220 - Mem Mayors and Reeves				
Total Council and Legislation:	14,707.57	5,523.41	9,184.16	62.45
Administration				
212-100-110 - Salaries	105,829.00	24,861.84	80,967.16	76.51
212-100-130 - Training	1,914.60	426.54	1,488.06	77.72
212-100-140 - Benefits	3,568.70	1,040.78	2,527.92	70.84
212-100-210 - Travel & Subsistence	2,297.86	183.99	2,113.87	91.99
212-100-211 - WCB	1,775.15		1,775.15	100.00
212-100-266 - PW Fleet	1,675.27	18.55	1,656.72	98.89
212-200-215 - Postage/Freight/Couri	1,923.06	(85.97)	2,009.03	104.47
212-200-500 - Printing Costs	1,275.03	213.83	1,061.20	83.23
212-200-510 - Office Supplies	3,111.22	603.12	2,508.10	80.61
212-300-217 - Phone/Fax/Internet	1,196.62	151.97	1,044.65	87.30
212-300-240 - Computer Software/Mtn	2,509.08	2,647.04	(137.96)	5.50-
212-300-242 - IT Equipment	478.65	461.82	16.83	3.52
212-300-250 - Facility Improvements	1,435.90	247.93	1,187.97	82.73
212-300-255 - Facility Maintenance	5,088.52	465.99	4,622.53	90.84
212-300-263 - Condominium Costs	1,109.27		1,109.27	100.00
212-300-265 - Equipment Maintenance	119.66		119.66	100.00

Report Date
2022-06-24 1:24 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending March 31, 2022

Page 2

	Budget	Year to Date	Budget Remain	%
212-300-270 - Equipment Rental	717.97	154.17	563.80	78.53
212-300-510 - Other Contingency	119.66	5.98	113.68	95.00
212-300-530 - Building Insurance	612.37	593.02	19.35	3.16
212-300-540 - Utilities	3,111.22	1,549.54	1,561.68	50.20
212-400-220 - Election Expenses/Mee	1,000.00		1,000.00	100.00
212-400-221 - Bank Charges	1,000.00	143.92	856.08	85.61
212-400-222 - Advertising	100.00		100.00	100.00
212-400-230 - Legal Fees	5,100.00	30.00	5,070.00	99.41
212-400-231 - Audit Fees	7,254.24	0.18	7,254.06	100.00
212-400-232 - Assessment Fees	7,900.00	2,125.00	5,775.00	73.10
212-400-275 - Municipal Insurance	4,296.32	3,312.59	983.73	22.90
212-400-910 - Tax Changes	544.38		544.38	100.00
212-400-911 - Reserve	46,500.00		46,500.00	100.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00	100.00
212-400-940 - IT Replacement Reserve	500.00		500.00	100.00
Total Administration:	215,063.75	39,151.83	175,911.92	81.80
Protective Services				
223-000-200 - Contract Fire Services	13,438.64		13,438.64	100.00
224-000-200 - Emergency Management	3,233.32	2,500.00	733.32	22.68
225-000-200 - Policing Costs	15,939.00	353.00	15,586.00	97.79
226-000-200 - Enforcement				
Total Protective Services:	32,610.96	2,853.00	29,757.96	91.25
Public Works				
232-000-200 - Green Space Program	22,000.00	250.00	21,750.00	98.86
232-000-250 - Road Maintenance	27,000.00		27,000.00	100.00
232-000-255 - Plowing Program	24,201.52	9,670.00	14,531.52	60.04
232-000-265 - Sign Program	2,383.78	452.16	1,931.62	81.03
232-000-270 - Pathway Program	211.33		211.33	100.00
232-000-530 - Ditch & Culvert Progr	3,169.92		3,169.92	100.00
242-000-250 - SLR WasteWater Commis	7,285.00		7,285.00	100.00
242-000-251 - SLR Water Commission				
242-000-255 - Maintenance Program	20,000.00	383.22	19,616.78	98.08
242-000-260 - Useage Fees	73,112.00	11,949.14	61,162.86	83.66
243-000-200 - Contracted Services - Solid Waste	12,000.00	1,170.00	10,830.00	90.25
243-000-255 - Landfill Costs	13,211.32		13,211.32	100.00
Total Public Works:	204,574.87	23,874.52	180,700.35	88.33
Planning and Development				
261-000-110 - Development Services	1,300.00	498.72	801.28	61.64
261-000-210 - MPC Costs	1,560.00	300.00	1,260.00	80.77
261-000-215 - SDAB Costs	832.00	700.00	132.00	15.87
261-000-250 - IDP (RDC & TSL, LC)	500.00		500.00	100.00
Total Planning and Development:	4,192.00	1,498.72	2,693.28	64.25
Recreation				
274-000-150 - FCSS Matching Funding	2,104.80		2,104.80	100.00
274-000-200 - Buoy Program	4,160.00		4,160.00	100.00
275-000-850 - Parkland Regional Lib	1,050.32	262.91	787.41	74.97
Total Recreation:	7,315.12	262.91	7,052.21	96.41

Report Date
2022-06-24 1:24 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending March 31, 2022

Page 3

	Budget	Year to Date	Budget Remain	%
Environment				
243-102-150 - Red Deer River Waters	269.44		269.44	100.00
Total Environment:	269.44	0.00	269.44	100.00
Total Expenditures:	478,733.71	73,164.39	405,569.32	84.72
Surplus / Deficit	0.00	(66,822.04)	(66,822.04)	0.00

Report Date
2022-06-24 1:24 PM

Summer Village of Birchcliff
Capital Projects Budget
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-204-840 - Project MSI-Shoreline & Bank Stabilize	25,000.00		(25,000.00)
Total Revenue:	25,000.00	0.00	(25,000.00)
Expenditures			
297-204-840 - Project MSI-Shoreline & Bank Stabilize	25,000.00		25,000.00
Total Expenditures:	25,000.00	0.00	25,000.00
Surplus / Deficit	0.00	0.00	0.00

Report Date
2022-06-24 1:24 PM

Summer Village of Birchcliff
ASFF Budget Report
For the Period Ending March 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	459,048.77		(459,048.77)
101-100-130 - ASFF-Non-Residential	7,082.13		(7,082.13)
101-103-130 - DI - Designated Industrial	36.31		(36.31)
Total Revenue:	466,167.21	0.00	(466,167.21)
Expenditures			
201-100-130 - ASFF-Residential	459,048.77	110,828.21	348,220.56
201-101-130 - ASFF-Non-Residential	7,082.13		7,082.13
201-300-130 - DI - Designated Industrial	36.31		36.31
Total Expenditures:	466,167.21	110,828.21	355,339.00
Surplus / Deficit	0.00	(110,828.21)	(110,828.21)

Birchcliff Historical Bank Balance Information

<u>Year</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
2018	\$ 627,882.79	\$ 588,966.70	\$ 1,019,697.93	\$ 873,956.07
2019	\$ 625,711.77	\$ 573,285.13	\$ 1,033,064.45	\$ 764,819.27
2020	\$ 556,083.92	\$ 547,230.15	\$ 1,046,407.14	\$ 781,615.81
2021	\$ 430,128.68	\$ 338,622.10	\$ 1,095,270.33	\$ 811,368.44
2022	\$ 497,905.22	\$ 0.00	\$ 0.00	\$ 0.00

Summer Village of Birchcliff

Finance

Information Item

Agenda Item: *2nd Qtr Report*

Background:

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

Please be advised that at time of reporting, not all of June shared costing distribution has been completed.

Options for Consideration:

- The Operating Budget Report to June 30, 2022
 - A reassessment was done on 1 property resulting in a reduced Taxes Residential collection of \$432.11.
- The Capital Budget Report to June 30, 2022
 - Alberta School Foundation Report to June 30, 2022
 - A reassessment was done on 1 property resulting in a reduced ASFF Residential collection of \$572.88.
 - As of the June 30th withdrawal by the Province, they still have not approved their 2022 School Budget.
- ATB Bank Account - June 30, 2022
 - \$584,936.63

Reserves and Deferred Accounts at June 30, 2022

• Accumulated Surplus	24,000.00
• Completions Deposits	100,500.00
• Deferred Revenue (Grants)	51,086.53
• JSC IT Reserve	500.00
• Reserves Roads	351,965.06
•• Reserves Wastewater	67,475.05
• Reserves General Operating	4,501.95
• Reserves Env/Open Spaces	32,000.50
• Reserves Fleet Replacement	1,973.85

- Historical Bank Balances at 2nd Quarter.

Administrative Recommendations:

To accept the 2nd Quarter Financial Report as information.

Authorities:

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

Report Date
2022-06-30 8:50 AM

Summer Village of Birchcliff
Operating Budget
For the Period Ending June 30, 2022

Page 1

	Budget	Year to Date	Budget Remain	%
Revenue				
101-100-110 - Taxes Residential	349,890.28	349,455.54	(434.74)	0.12-
101-000-510 - Taxes Penalties Costs	5,071.87	1,546.98	(3,524.89)	69.50-
112-000-410 - Sale of Service and S	520.00	300.00	(220.00)	42.31-
112-000-540 - Interest Charges		25.76	25.76	
112-000-550 - Return on Investments	9,360.00	1,922.33	(7,437.67)	79.46-
112-000-570 - Other Revenue	1,040.00	3,205.31	2,165.31	208.20
112-000-575 - Memorial Bench Donations				
112-000-740 - MSI-Operational	10,420.00		(10,420.00)	100.00-
112-000-755 - CCBF Grant Revenue Expected	11,500.00		(11,500.00)	100.00-
121-000-530 - Fines Provincial Coll	717.91	122.00	(595.91)	83.01-
142-000-410 - Wastewater Useage Levy	83,319.00	82,717.03	(601.97)	0.72-
161-000-410 - Certificates Complian	93.60	200.00	106.40	113.68
161-000-510 - Inspection Fees	1,171.94	1,764.48	592.54	50.56
161-000-520 - Development Permits	5,523.64	3,132.20	(2,391.44)	43.29-
161-000-590 - Encroachment Fees	105.47	80.00	(25.47)	24.15-
Total Revenue:	478,733.71	444,471.63	(34,262.08)	7.16-
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	3,600.00	3,200.00	400.00	11.11
211-101-210 - M&S Mayor	644.00	1,156.63	(512.63)	79.60-
211-102-150 - Deputy Mayor Remunera	3,000.00	1,700.00	1,300.00	43.33
211-102-210 - M&S Deputy	676.00	167.45	508.55	75.23
211-103-150 - Councilor Remuneratio	2,400.00	800.00	1,600.00	66.67
211-103-210 - M&S Councillor	551.20	7.32	543.88	98.67
211-201-212 - R&C ASVA	431.11		431.11	100.00
211-202-212 - R&M AUMA	862.22		862.22	100.00
211-203-212 - Council Education Opportunities	475.49	165.00	310.49	65.30
211-301-220 - Mem AUMA	969.00	986.66	(17.66)	1.82-
211-302-220 - Mem ASVA	994.55	975.00	19.55	1.97
211-303-220 - Mem FCM	104.00		104.00	100.00
211-304-220 - Mem Mayors and Reeves				
Total Council and Legislation:	14,707.57	9,158.06	5,549.51	37.73
Administration				
212-100-110 - Salaries	105,829.00	42,401.58	63,427.42	59.93
212-100-130 - Training	1,914.60	971.08	943.52	49.28
212-100-140 - Benefits	3,568.70	2,411.40	1,157.30	32.43
212-100-210 - Travel & Subsistence	2,297.86	217.01	2,080.85	90.56
212-100-211 - WCB	1,775.15	526.81	1,248.34	70.32
212-100-266 - PW Fleet	1,675.27	165.15	1,510.12	90.14
212-200-215 - Postage/Freight/Couri	1,923.06	915.17	1,007.89	52.41
212-200-500 - Printing Costs	1,275.03	602.62	672.41	52.74
212-200-510 - Office Supplies	3,111.22	943.00	2,168.22	69.69
212-300-217 - Phone/Fax/Internet	1,196.62	384.57	812.05	67.86
212-300-240 - Computer Software/Mtn	2,509.08	2,997.22	(488.14)	19.45-
212-300-242 - IT Equipment	478.65	402.23	76.42	15.97
212-300-250 - Facility Improvements	1,435.90	428.25	1,007.65	70.18
212-300-255 - Facility Maintenance	5,088.52	960.76	4,127.76	81.12
212-300-263 - Condominium Costs	1,109.27		1,109.27	100.00
212-300-265 - Equipment Maintenance	119.66		119.66	100.00

Report Date
2022-06-30 8:50 AM

Summer Village of Birchcliff
Operating Budget
For the Period Ending June 30, 2022

Page 2

	Budget	Year to Date	Budget Remain	%
212-300-270 - Equipment Rental	717.97	256.95	461.02	64.21
212-300-510 - Other Contingency	119.66	75.35	44.31	37.03
212-300-530 - Building Insurance	612.37	593.02	19.35	3.16
212-300-540 - Utilities	3,111.22	2,145.21	966.01	31.05
212-400-220 - Election Expenses/Mee	1,000.00		1,000.00	100.00
212-400-221 - Bank Charges	1,000.00	302.62	697.38	69.74
212-400-222 - Advertising	100.00		100.00	100.00
212-400-230 - Legal Fees	5,100.00	3,403.50	1,696.50	33.26
212-400-231 - Audit Fees	7,254.24	5,088.03	2,166.21	29.86
212-400-232 - Assessment Fees	7,900.00	4,050.00	3,850.00	48.73
212-400-275 - Municipal Insurance	4,296.32	3,312.59	983.73	22.90
212-400-910 - Tax Changes	544.38		544.38	100.00
212-400-911 - Reserve	46,500.00		46,500.00	100.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00	100.00
212-400-940 - IT Replacement Reserve	500.00		500.00	100.00
Total Administration:	215,063.75	73,554.12	141,509.63	65.80
Protective Services				
223-000-200 - Contract Fire Services	13,438.64	13,279.20	159.44	1.19
224-000-200 - Emergency Management	3,233.32	2,500.00	733.32	22.68
225-000-200 - Policing Costs	15,939.00	353.00	15,586.00	97.79
226-000-200 - Enforcement				
Total Protective Services:	32,610.96	16,132.20	16,478.76	50.53
Public Works				
232-000-200 - Green Space Program	22,000.00	9,740.00	12,260.00	55.73
232-000-250 - Road Maintenance	27,000.00	2,312.00	24,688.00	91.44
232-000-255 - Plowing Program	24,201.52	12,374.50	11,827.02	48.87
232-000-265 - Sign Program	2,383.78	452.16	1,931.62	81.03
232-000-270 - Pathway Program	211.33		211.33	100.00
232-000-530 - Ditch & Culvert Progr	3,169.92		3,169.92	100.00
242-000-250 - SLR WasteWater Commis	7,285.00	3,235.85	4,049.15	55.58
242-000-251 - SLR Water Commission				
242-000-255 - Maintenance Program	20,000.00	1,977.72	18,022.28	90.11
242-000-260 - Useage Fees	73,112.00	17,923.71	55,188.29	75.48
243-000-200 - Contracted Services - Solid Waste	12,000.00	3,374.00	8,626.00	71.88
243-000-255 - Landfill Costs	13,211.32	13,211.32		
Total Public Works:	204,574.87	64,601.26	139,973.61	68.42
Planning and Development				
261-000-110 - Development Services	1,300.00	518.72	781.28	60.10
261-000-210 - MPC Costs	1,560.00	900.00	660.00	42.31
261-000-215 - SDAB Costs	832.00	700.00	132.00	15.87
261-000-250 - IDP (RDC & TSL, LC)	500.00		500.00	100.00
Total Planning and Development:	4,192.00	2,118.72	2,073.28	49.46
Recreation				
274-000-150 - FCSS Matching Funding	2,104.80	2,104.80		
274-000-200 - Buoy Program	4,160.00	1,930.85	2,229.15	53.59
275-000-850 - Parkland Regional Lib	1,050.32	525.82	524.50	49.94
Total Recreation:	7,315.12	4,561.47	2,753.65	37.64

Report Date
2022-06-30 8:50 AM

Summer Village of Birchcliff
Operating Budget
For the Period Ending June 30, 2022

Page 3

	Budget	Year to Date	Budget Remain	%
Environment				
243-102-150 - Red Deer River Waters	269.44		269.44	100.00
Total Environment:	269.44	0.00	269.44	100.00
Total Expenditures:	478,733.71	170,125.83	308,607.88	64.46
Surplus / Deficit	0.00	274,345.80	274,345.80	0.00

Report Date
2022-06-30 8:50 AM

Summer Village of Birchcliff
Capital Projects Budget
For the Period Ending June 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-204-840 - Project MSI-Shoreline & Bank Stabilize	25,000.00		(25,000.00)
Total Revenue:	25,000.00	0.00	(25,000.00)
Expenditures			
297-204-840 - Project MSI-Shoreline & Bank Stabilize	25,000.00	4,000.00	21,000.00
Total Expenditures:	25,000.00	4,000.00	21,000.00
Surplus / Deficit	0.00	(4,000.00)	(4,000.00)

Report Date
2022-06-30 8:50 AM

Summer Village of Birchcliff
ASFF Budget Report
For the Period Ending June 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	459,048.77	458,470.31	(578.46)
101-100-130 - ASFF-Non-Residential	7,082.13	7,082.13	
101-103-130 - DI - Designated Industrial	36.31	39.52	3.21
Total Revenue:	466,167.21	465,591.96	(575.25)
Expenditures			
201-100-130 - ASFF-Residential	459,048.77	221,656.41	237,392.36
201-101-130 - ASFF-Non-Residential	7,082.13		7,082.13
201-300-130 - DI - Designated Industrial	36.31		36.31
Total Expenditures:	466,167.21	221,656.41	244,510.80
Surplus / Deficit	0.00	243,935.55	243,935.55

Birchcliff Historical Bank Balance Information

<u>Year</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
2018	\$ 627,882.79	\$ 588,966.70	\$ 1,019,697.93	\$ 873,956.07
2019	\$ 625,711.77	\$ 573,285.13	\$ 1,033,064.45	\$ 764,819.27
2020	\$ 556,083.92	\$ 547,230.15	\$ 1,046,407.14	\$ 781,615.81
2021	\$ 430,128.68	\$ 338,622.10	\$ 1,095,270.33	\$ 811,368.44
2022	\$ 497,905.22	\$ 584,936.63	\$ 0.00	\$ 0.00

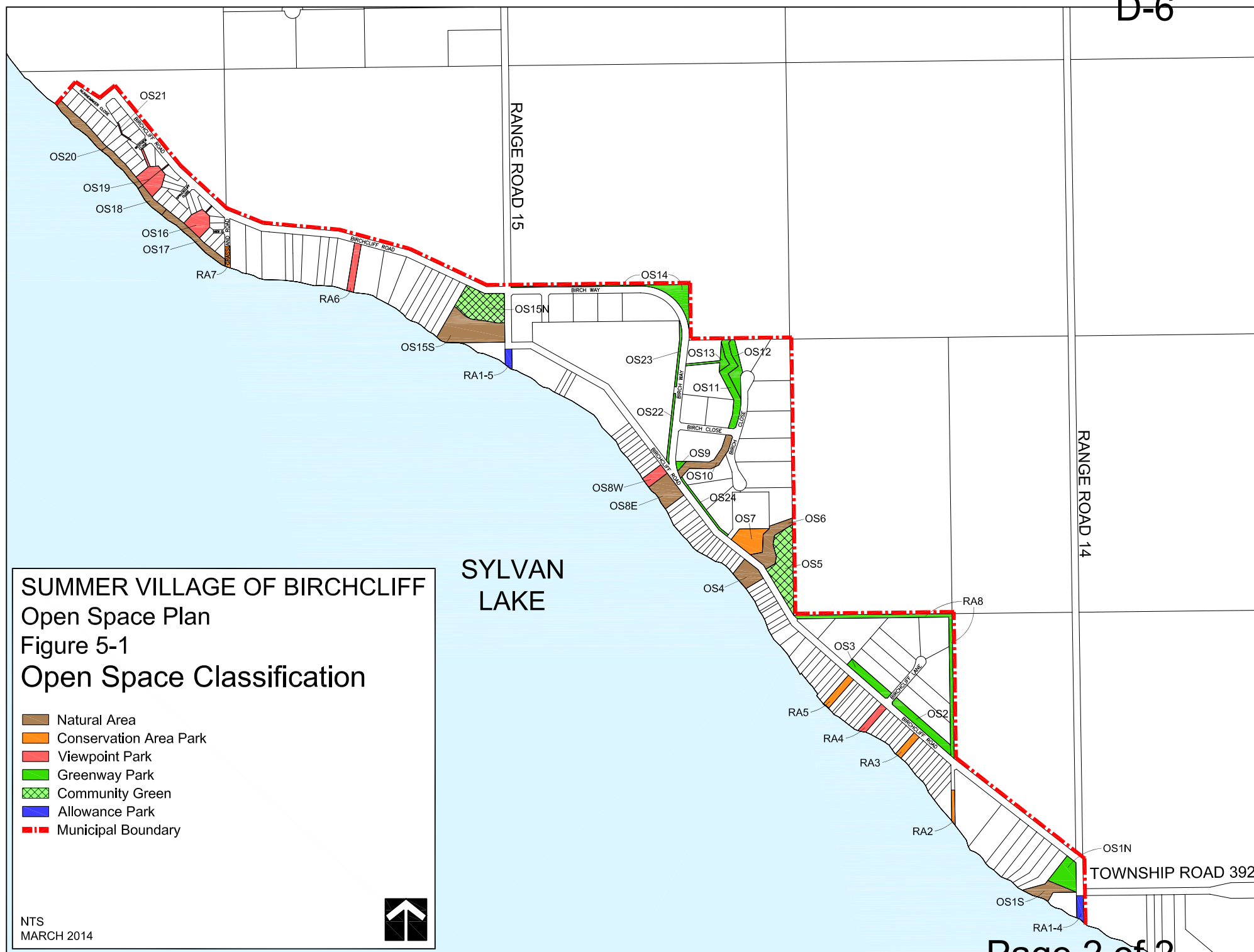
Summer Village of Birchcliff**Council & Legislation****Council Date: July 7, 2022****Information Item****Agenda Item:** *Open Space Master Plan***Background:**

Birchcliff's Open Space Plan (OSP) and Municipal Development Plan (MDP) discuss the treatment of municipal open spaces and reserve lands. The OSP categorizes each of the municipally owned parcels within the village, noting what may or may not be possible on any given piece of land. There are 2 parcels of land that the OSP marks for potential sale, which could be considered by Council to raise revenue to help pay for project within the Summer Village.

It is RA3 and RA5 that are available for sale, and no other open spaces have been marked as an option for sale. In order to sell other open spaces, the MDP, OSMP, and Land Use Bylaw would all require amendments.

Administrative Recommendations:

Council to accept as information.



Summer Village of Birchcliff

July 7, 2022

Council & Legislation

Information Item

Agenda Item: Annual Information Meeting

Background:

Council wishes to discuss the Birchcliff annual information meeting for 2022.

Options for Consideration:

1. Council to accept as information.

Administrative Recommendations:

Council to accept as information.

Summer Village of Birchcliff

July 7, 2022

Council and Legislation

Request for Decision

Agenda Item: *Subdivision and Development Appeal Board Bylaw*

Background:

During a Municipal Accountability Program Review (MAP), Municipal Affairs identified legislative gaps that needed to be addressed.

The Subdivision and Development Appeal Board Bylaw referenced other bylaws by bylaw number. Administration has removed these bylaw numbers from the Subdivision and Development Appeal Board Bylaw to eliminate the need to have this bylaw revised when updating other bylaws.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Subdivision and Development Appeal Board Bylaw #236-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #236-22
- 2) That Council give 2nd reading to By-Law #236-22
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #236-22

Authorities:

MAP Review

SUMMER VILLAGE OF BIRCHCLIFF SUBDIVISION AND DEVELOPMENT APPEAL BOARD BY-LAW NO. 236-22

A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a municipal council is required to establish a Subdivision and Development Appeal Board;

NOW THEREFORE the Council of the Summer Village of Birchcliff, duly assembled, enact as follows:

1.0 Title

1.1 This Bylaw shall be known as the “Subdivision and Development Appeal Board Bylaw”.

2.0 Definitions

2.1 In this Bylaw:

- a) “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M- 26;
- b) “Board” means the Subdivision and Development Appeal Board of the Summer Village of Birchcliff established pursuant to this Bylaw;
- c) “Council” means the Council of the Summer Village of Birchcliff;
- d) “Development Authority” means the person or persons appointed pursuant to the Development Authority Bylaw;
- e) “Land Use Bylaw” means the Summer Village of Birchcliff Land Use Law, as amended, or replaced from time to time;
- f) “Member” means a member and shall include the appointed alternate member(s) of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
- g) “Subdivision Authority” means the Subdivision Authority as established pursuant to Subdivision Authority Bylaw;
- h) “Summer Village” means the Summer Village of Birchcliff.

2.2 Terms not specifically defined have the same definition as provide in the Act.

3.0 Establishment and Membership

3.1 The Subdivision and Development Appeal Board for the Summer Village is hereby established.

3.2 The Board shall consist of three persons appointed by Council, the majority of which shall be citizens-at-large. Council may annually

appoint members-at-large at their organizational meeting from the community to sit as needed, provided they are not in conflict with the hearing and have or are willing to complete the required training.

3.3 No Member of the Commission shall:

- a) be employed as a Development Officer with the Summer Village; or
- b) sit as a member of the Summer Village's Municipal Planning Commission.

4.0 Officers

4.1 The Chairman of the Board shall be appointed annually by Resolution of Council.

4.2 If the Chairman of the Board is unable to preside at a Board meeting, the members present in constituting a quorum shall elect one of them to act as Chairman for that meeting.

5.0 Committees

5.1 The Board may establish committees of the Board, but where it does the Chairman shall be a member.

6.0 Quorum

6.1 A quorum for the Board shall consist of a majority of the Members, but councillors may not form the majority of the quorum.

6.2 A quorum for a committee of the Board shall consist of a majority of the Members of the Committee, but Councillors may not form the majority of the quorum.

7.0 Secretary Duties

7.1 Council shall appoint by Resolution a person to serve as Secretary to the Board, who shall:

- a) not have a vote;
- b) give all notice
 - (i) required to be given under the Act; and any regulations thereunder, and
 - (ii) directed to be given by the Board;
- c) notify all Members of the Board of the meetings of the Board, including hearings;
- d) prepare and maintain a file of written minutes of business transacted at all meetings, including hearings, of the Board;
- e) for each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;

f) be authorized to sign on behalf of the Board any order, decision, approval, notice or any other thing made, given, or issued by the Board;

g) undertake such other duties as Council or the Board may require.

8.0 Hearings and Procedures

8.1 The Board shall determine an appeal in accordance with the provisions of Part 17 of the Act.

8.2 The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.

8.3 The Chairman or acting Chairman:

a) shall be responsible for the conduct of a meeting;

b) may limit a submission if it is determined to be repetitious or inappropriate in any manner.

8.4 A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.

8.5 The Board may adjourn to a specific time and date upon its own volition to request technical information, legal opinions or other information desired by the Board.

8.6 Only those Members present at a whole hearing of an appeal shall be able to vote on the appeal, wherein those voting form a quorum.

8.7 A decision of the Members forming a quorum at a duly convened meeting of the Board or Committee thereof shall be deemed to be the decision of the whole Board.

8.8 Upon conclusion of a hearing the Board shall deliberate and reach its decision in private.

8.9 In the event of a tie vote, the appeal shall be deemed to be denied.

8.10 A decision of the Board is not final until notification of the decision is given in writing.

8.11 Notwithstanding Section 7(f) an order, decision or approval made, given, or issued by the Board may be signed by the Chairman of the Board.

8.12 If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board on appeal, the Chairman of the Board is authorized to endorse the subdivision instrument.

8.13 For any procedures not covered in Part 17 of the Act or by bylaw of the Summer Village, the Board may establish procedures for the conduct of hearings.

8.14 No recording of hearing procedures will be permitted on any device including, but not limited to, cell phones, tablets, tape recorders, etc.

8.15 No person shall be permitted to wear a hat during the hearing procedures including, but not limited to, board members, staff, delegates, or public in attendance.

9.0 Conflict of Interest

9.1 If a Member has direct pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Board and shall remove himself/herself from the panel, abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.

10.0 Effective Date and Repeals

10.1 This Bylaw repeals Bylaw #204-18 and shall come into force and effect when it receives third reading and is duly signed.

Read for a first time this 7th day of July 2022.

Read for a second time this 7th day of July 2022.

Read for a third and final time this 7th day of July 2022.

Roger Dufresne, Mayor

Tanner Evans, CAO

Summer Village of Birchcliff

July 7, 2022

Council and Legislation

Request for Decision

Agenda Item: *Subdivision Authority Bylaw*

Background:

During a Municipal Accountability Program Review (MAP), Municipal Affairs identified legislative gaps that needed to be addressed.

It was noted that the Subdivision Authority Bylaw appoints Council as the Subdivision Authority which makes the members of Council ineligible to sit on the Subdivision and Development Appeal Board. The bylaw has been amended to state:

"That the Subdivision Approving Authority is delegated to 2 members of the Council for the Summer Village of Birchcliff; neither of which sit as members on the Subdivision and Development Appeal Board."

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Subdivision Authority Bylaw #237-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #237-22
- 2) That Council give 2nd reading to By-Law #237-22
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #237-22

Authorities:

MAP Review
MGA Section 556

**SUMMER VILLAGE OF BIRCHCLIFF
SUBDIVISION AUTHORITY
BY- LAW #237-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AUTHORITY.

WHEREAS Section 623 of the *Municipal Government Act*, R.S.A. 2000, requires each Municipality to provide for a Subdivision Authority; and

WHEREAS Section 623 of the *Municipal Government Act*, R.S.A. 2000, allows each Municipality to delegate the authority to exercise subdivision powers and duties;

NOW THEREFORE the Council of Council of the Summer Village of Birchcliff, in the Province of Alberta, duly assembled enacts as follows:

1. The following words and terms are defined as follows:
 - a) "Act" means the Municipal Government Act, R.S.A. 2000, c.M-26-1, as amended;
 - b) "Authority" means either the Development or the Subdivision Authority as the case may be;
 - c) "Council" means the Council for the Municipal District of the Summer Village of Birchcliff;
 - d) "Development Officer" means a person appointed to the position of Development Officer pursuant to the Municipal District of the Summer Village of Birchcliff Land Use Bylaw;
2. THAT the administration of the subdivision approval process be delegated by Council to the Development Officer, except the decision to grant approval, with or without conditions, or refuse subdivision approval, be retained by the Summer Village of Birchcliff.
3. THAT the Subdivision Approving Authority is delegated to 2 members of the Council for the Summer Village of Birchcliff; neither of which sit as members on the Subdivision and Development Appeal Board;
4. THAT the Development Officer be entitled to receive subdivision applications and endorsement fees, paid by the applicant for subdivision approval at the rates established by Council, see Appendix 'A' attached.
5. THAT the Development Officer be authorized to endorse plans of subdivision, separation documents, descriptive plans, transfer of land and any other documents required to register an approved subdivision at the Land Titles office, on behalf of the Summer Village of Birchcliff and the Registrar of Land Titles be authorized to accept the Agency's endorsement as if it were that of the Summer Village of Birchcliff;
6. THAT the Subdivision Authority has those powers and duties as set out in the ACT;

Upon third reading and duly signed, Bylaw #190-16 is hereby rescinded.

READ a first time in Council assembled this 7th day of July 2022.

READ a second time in Council assembled this 7th day of July 2022.

READ a third time in Council assembled and passed this 7th day of July 2022.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF BIRCHCLIFF
SUBDIVISION AUTHORY
BYLAW #237-22

APPENDIX ‘A’

The endorsement fee is charged for the number of lots to be subdivided. Reserve lots and public utility lots are exempt from the lot fee.

1-2 lots	\$1,200.00
Per lot thereafter	\$ 225.00

Summer Village of Birchcliff

July 7, 2022

Request for Decision

Agenda Item: *Procedural Bylaw*

Background:

Over the past year, the Joint Services Committee has been working on a procedural bylaw that would be shared by all 5 municipalities in order to create efficiencies in the administrative process. This ensures that each Council is receiving the same administrative service for each meeting.

The changes were not drastic and do not apply to each Summer Village, but include the following:

- Council meetings will be a maximum of 4 hours long, and there will be 10 regular Council meetings per year
- Minutes to be recorded as recommended by Municipal Affairs
- Possibility for special meetings, meetings of the whole, and extra meetings depending on large projects
- No open mic sessions that include staff members during Council meetings
- Agendas to include previous minutes, delegations, updates from department heads including a CAO report on ad hoc requests not by function, quarterly financials, monthly AP/AR report, requests for decision, and Council updates.

Options for Consideration:

Council to give 1st, 2nd, and 3rd reading of Bylaw 238-22 upon receiving unanimous consent to give all 3 readings at this Council meeting.

**SUMMER VILLAGE OF BIRCHCLIFF
PROCEDURAL BYLAW
BY-LAW 238-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, a Council may pass bylaws in relation to the following:

- a) the establishment and functions of Council Committees and other bodies;
- b) the procedure and conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by the Council.

NOW THEREFORE, the Council of the Summer Village of Birchcliff, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1. This bylaw may be cited as “The Procedural Bylaw”.

DEFINITIONS

- 2 In this Bylaw,
 - (a) “Agenda” means the items of business of a meeting and the associated reports, bylaws or other documents;
 - (b) “Chair” means the person authorized to preside over a meeting, determined in accordance with Section 25 to 27;
 - (c) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Birchcliff within the meaning of the *Municipal Government Act*, or his/her designate;
 - (d) “Committee” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, with out limiting the generality of the foregoing, a Standing Committee, a Task Force and the Committee of the Whole;
 - (e) “Committee of the Whole” means the Committee described in Sections 9 to 15 of this Bylaw;
 - (f) Council” means the municipal Council of the Summer Village of Birchcliff;
 - (g) “Councillor” means a member of Council who is duly elected and continues to hold office and includes the Mayor;
 - (h) “Deputy Mayor” means the Councillor appointed pursuant to the *Municipal Government Act* and this Bylaw to act as Mayor when the Mayor is unable to perform the duties of the Mayor or the office of the Mayor is vacant;
 - (i) General Election” means an election held in the Summer Village to elect members of Council as described in the Local Authorities Election Act;
 - (j) “In-Camera” means a meeting or part of a meeting that is closed to the public, within the meaning of the *Municipal Government Act*;
 - (k) “Mayor” means the Chief Elected Official of the Summer Village within the meaning of the *Municipal Government Act*;
 - (l) “Member” means a Councillor or a member of a Committee duly appointed by Council;
 - (m) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
 - (n) “Non-statutory Public Hearing” means an advertised public hearing that is convened at the direction of Council, or the Committee of the Whole, in its

discretion, in relation to a specified matter, in a case where Council is not otherwise required to hold a hearing under the *Municipal Government Act*;

- (o) “Pecuniary Interest” means a pecuniary interest within the meaning of the *Municipal Government Act*;
- (p) “Point of Interest” means a request that the Chair enforce the rules of procedure;
- (q) “Question of Privilege” means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council Committee or individual Members, some examples of which include requests related to heating, lighting, noise or other disturbances in Council Chambers, conduct of members of the public or fellow Members;
- (r) “Public Hearing” includes a Statutory Public Hearing and a Non-statutory Public Hearing.
- (s) “Quorum” means the minimum number of Members that must be present at a meeting for business to be legally transacted;
- (t) “Resident” means a registered owner of a property in the Summer Village, or others over the age of 18 who reside in the Summer Village.
- (u) “Standing Committee” means a Committee that is designated, by Council, as a standing committee and which typically has ongoing responsibilities related to a broad area of municipal operation or business;
- (v) “Statutory Public Hearing” means an advertised public hearing that Council is required to hold under the *Municipal Government Act*;
- (w) “Summer Village” means the Summer Village of Birchcliff;

APPLICATION

- 3. The rules and procedures contained in this Bylaw shall apply to Council meetings.
- 4. The rules and procedures contained in this Bylaw shall apply to Committee meetings, subject to the following:
 - a) a rule or procedure, established by this Bylaw, that is specifically stated to apply to Committees, or to a specific Committee or type of Committee, shall prevail over a rule or procedure or more general application contained in this Bylaw;
 - b) if a Committee requests alteration to its procedures, and the alternate procedures are approved by Council, those alternate procedures shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw; and
 - c) a specific rule or procedure set out in a Committee’s governing bylaw or terms of reference shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 5. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Roberts’ Rules of Order* newly revised.

MEETINGS

Regular Meetings

- 6. Unless Council by resolution from time to time otherwise determines, 10 regular meetings of Council per year shall be held in the Municipal Office Council Chambers and commence at 9:00 AM on the third Thursday of the month.
- 7. When the date of a regular meeting of Council falls on a holiday, the Council meeting will be held at the discretion of Council by a resolution of Council.

- 8. A meeting of Council shall adjourn no later than 4 hours after the starting time, unless Council, agrees to an extension of the meeting beyond that time.

Committee of the Whole

- 9. A Committee to be known as Committee of the Whole is hereby established.
- 10. The membership of the Committee of the Whole shall consist of all members of Council.
- 11. The function of the Committee of the Whole is to allow for discussions, in a more informal manner, of significant or complex terms, including but not limited to matters that may require a substantial amount of time to analyze and consider, in order to bring recommendations to Council for final consideration and decision.
- 12. Committee of the Whole meetings may be held from time to time by a resolution of Council.
- 13. Subject to the *Municipal Government Act*, Committee of the Whole may consider any matter that Council may consider.
- 14. The Committee of the Whole may:
 - a) conduct Non-statutory Public Hearings;
 - b) received delegations and submissions;
 - c) meet with other municipalities and levels of government; and
- 15. No bylaw, nor any resolution respecting a matter that is, at law, reserved to Council, shall be passed by the Committee of the Whole.

Organizational Meeting

- 16. An organizational meeting of Council will be held annually not later August 31, 2018, in accordance with the *Municipal Government Act*.
- 17. At the first organizational meeting following a General Election, the first order of business shall be the administration oath of office and the introduction of the Mayor and Council for the Council session.
- 18. At all organizational meetings, Council shall:
 - a) Establish the Mayor, and Deputy Mayor;
 - b) Appoint Members of Committees;
 - c) Conduct other business identified within the organizational meeting agenda.

QUORUM

- 19. A Quorum of Council is a majority of Councillors.
- 20. A Quorum of a Committee is a majority of Members unless the governing bylaw or terms of reference of a Committee provides otherwise.
- 21. If a Quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the names of the Members present shall be recorded, and the meeting will be adjourned.

22. If, at any time during a meeting, Quorum is lost, the meeting shall be adjourned.
23. If a meeting is adjourned due to loss of Quorum, the remaining items on the Agenda shall be considered at the next scheduled meeting, unless a special meeting is held to conduct such business.
24. If a vote on a motion before Council or the Committee of the Whole cannot be taken due to loss of Quorum resulting from:
- a) a declaration of Pecuniary interest; or
 - b) a Councillor not being present for all or part of a Statutory Public Hearing;
- then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council or Committee of the Whole under that particular order of business.

POWERS & RESPONSIBILITIES OF THE CHAIR

Person to Act as Chair

25. In the Case of a Council meeting or Committee of the Whole meeting, the Chair shall be determined in accordance with the following:
- a) the Mayor shall be Chair;
 - b) if the Mayor is absent or otherwise unable to preside the Deputy Mayor shall be Chair;
 - c) if neither the Mayor nor Deputy Mayor is in attendance fifteen (15) minutes after the time appointed for a meeting, the meeting shall be deemed cancelled.
26. In the case of a Committee meeting, other than a meeting of the Committee of the Whole, the Chair shall be
- a) the Member designated or appointed as Chair in accordance with the rules and procedures set out in the Committee's governing bylaw or terms of reference;
 - b) by Member appointed by the Committee, where alternate rules and procedures for the designation or appointment of a Chair have not been specifically established.

Duties of the Chair

27. The Chair:
- a) opens meetings;
 - b) chairs meetings;
 - c) preserves order in meetings;
 - d) decided on all questions of procedure, subject to a motion to challenge pursuant to Section 101; and
 - e) ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so.

ELECTRONIC DEVICES

28. Members of the public may not electronically record portions of Council and Committee meetings that are open to the public, unless the Chair determines that electronic recording of a meeting by the public be permitted.
29. A member of the public who is electronically recoding a Council or Committee meeting in accordance with Section 29 shall be asked to leave the public gallery or viewing area by the Chair.

30. All electronic devises, including cellular telephones, that are present at the meeting location, including in public gallery or at the Council table, must be in silent mode while a meeting is being conducted.

ADJOURNMENT

31. A Member may move a motion to adjourn a meeting at any time, except when:
- a) another Member has the floor;
 - b) a call for a vote has been made;
 - c) the Members are voting; or
 - d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
32. A motion to adjourn shall be put without comment or debate.
33. When all items on an approved Agenda have been dealt with the Chair may adjourn the meeting without requiring a motion or vote by the Members.

AGENDA

Order of Business

34. The order of business in the Agenda for a Council meeting shall be as follows:
- 1) CALL TO ORDER
 - 2) AGENDA
 - 3) ADOPTION OF MINUTES
 - 4) ADMINISTRATIVE REPORTS / INFORMATION ITEMS
 - a. FINANCE
 - b. PUBLIC WORKS
 - c. DEVELOPMENT
 - d. CAO REPORT
 - e. OTHER
 - 5) TABLED ITEMS
 - 6) NEW BUINESS ITEMS / REQUEST FOR DECISION
 - a. FINANCIAL & ADMINISTRATION
 - b. COUNCIL AND LEGISLATIVE
 - c. PUBLIC WORKS
 - d. PLANNING & DEVELOPMENT
 - 7) COUNCIL REPORTS
 - 8) INFORMATION
 - 9) MEETING DATES
 - 10) ADJOURNMENT
35. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a Two-Thirds Vote, and such a vote shall be decided without debate.

Agenda Preparation and Delivery

36. The Agenda for each Council meeting and Committee of the Whole meeting shall be established by the Chief Administrative Officer.

37. A Member wishing to introduce an item for inclusion in a meeting Agenda shall submit a written request to the Chief Administrative Office by no later than ten (10) days prior to the meeting.
38. After the expiry of the deadline established in Section 37, items may only be added to, or deleted from, the Agenda by a Two-Thirds Vote at the meeting to which the Agenda relates.
39. All materials related to items on the Agenda, that are to be included in the Agenda package, shall be provided to the Chief Administrative Officer by no later than ten (10) days prior to the Council meeting.
40. The Chief Administrative Officer shall cause the Agenda to be provided to Councillors one week prior to the Council meeting by electronic transfer.
41. The Chief Administrative Officer will release electronic copies of the Agenda and all associated reports, bylaws or other documents to the general public via the Summer Village website once it has been circulated to Council one week prior to the Council or Committee of the Whole meeting unless they may be withheld under the *Municipal Government Act, Freedom of Information & Protection of Privacy Act*, or any other statute, bylaw or policy dealing with access to information.

Minutes

Council Meetings

42. The Chief Administrative Officer will prepare a written record of all Council meetings that includes:
 - a) the names of the members of Council present at and absent from the meeting;
 - b) a brief description of the subject matter;
 - c) all decisions and other proceedings;
 - d) the names of members of the public who speak to an item;
 - e) any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention;
 - f) time of departure and return to Council Chambers of any member of Council for any reason; and
 - g) the signatures of the Chair and the Chief Administrative Officer.

Committee Meetings

43. Minutes shall be prepared for all Committee meetings and shall:
 - a) include all decisions and other proceedings;
 - b) include the names of Members present at and absent from the meeting;
 - c) include an abstention made under the *Municipal Government Act* by any Member and the reason for abstention;
 - d) include the signatures of Council and the recording secretary; and
 - e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Chief Administrative Officer, within no more than three working days after being confirmed by the Committee; and
 - f) be distributed to all members of Council after receipt of the minutes by the Chief Administrative Officer.

Delegations

Delegations at Council Meetings

44. Requests for an appointment to make a presentation to Council must be delivered to the Chief Administrative Officer and must:
- a) be in writing;
 - b) be received by the Chief Administrative Officer no later than ten (10) days prior to the scheduled Council meeting at which the presentation is to be made;
 - c) clearly identify the reason or purpose of the appointment and provide a brief explanation of the subject to be addressed;
 - d) specifically identify any request that is intended to be made to Council, if applicable;
 - e) identify the individual or primary contact for a group or organization; and
 - f) include the contact information of the group or organization, including the current mailing address and daytime telephone number.
45. In questioning delegations, Councillors will ask only questions of clarification that are relevant to the subject matter of the presentation, as described in the written request submitted in accordance with Section 44 and will avoid repetition.
46. Approved delegations may, during their presentations to Council, only speak on the subject matter that has been described in the written request submitted in accordance with Section 44.
47. If a delegation has previously made a presentation before Council in relation to certain subject matter,
- a) that delegation shall not be permitted to make further presentation on the same subject matter, except to present additional information that
 - (i) was not presented during the previous presentation, and
 - (ii) is, in the opinion of the Summer Village, of sufficient important to justify an additional presentation.

Responsibilities of Chief Administrative Officer

48. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is within the governance authority of Council, the Chief Administrative Officer will:
- a) if it relates to an item already on the Agenda, delivery a copy of the request or a summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.
49. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is not within the governance authority of Council, the Chief Administrative Officer will:
- a) refer the request to administration for a report and/or a direct response to the writer and provide a copy of the original request and the referral to Council; and
 - b) take any other appropriate action on the request.

- 50. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may make a request in accordance with Section 39, that the item be included for consideration on a Council or Committee of the Whole Agenda.
- 51. If the standards set out in Section 44 are not met, the Chief Administrative Officer may file the request, without any action being taken, after advising Council of his/her determination that the request did not meet the standards.

PROCEEDING AT MEETING

Voting

- 52. Unless otherwise required by this Bylaw, the *Municipal Government Act* or any other enactment, a simple majority vote of those Members present is sufficient to carry a motion.
- 53. A motion is deemed to be defeated if the vote results in a tie.
- 54. Pursuant to Section 183(1) of the *Municipal Government Act*, a Councillor attending a Council meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act* or any other enactment.
- 55. At any time before a vote is taken by Council, a Councillor may request that the vote be recorded.
- 56. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the motion or abstained.
- 57. Votes on all motions must be taken as follows:
 - a) except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat when the motion is considered;
 - b) the Chair puts the motion to a vote;
 - c) Members vote by a show of hands or other method agreed to by Council or the Committee, as the case may be; and
 - d) the Chair declares the result of the vote by stating whether the motion was carried or defeated.
- 58. After the Chair declares the result of the vote, Members may not change their vote for any reason.
- 59. A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Bylaws

- 60. Every proposed bylaw shall have three (3) separate and distinct readings.
- 61. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time.
- 62. A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time.

- 63. A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.
- 64. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.
- 65. Council may:
 - a) debate the substance of a bylaw;
 - b) propose and consider amendments to a bylaw; and
 - c) refer, by motion, the bylaw to administration for further information prior to second reading and/or third reading.
- 66. Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.
- 67. A bylaw is passed when it receives third reading and is signed. A bylaw is effective from the beginning of the day that it is passed unless the bylaw or any applicable enactment provides for another effective date.
- 68. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
 - a) does not receive third reading within two years of first reading; or
 - b) is defeated on second or third reading.
- 69. After it received third reading, a bylaw shall be signed by the Mayor and Chief Administrative Officer and shall be impressed with the corporate seal of the Summer Village.

Proceedings at Public Hearings

Holding Public Hearings

- 70. Council shall hold a Statutory Public Hearing, when required to do so under the *Municipal Government Act* or other enactment.
- 71. On the advice of administration, and should Council deem it appropriate, Council may hold a Non-statutory Public Hearing.
- 72. On the advice of Administration and should the Committee of the Whole deem it appropriate, the Committee of the Whole may hold a Non-statutory Public Hearing. The Committee of the Whole may not conduct Statutory Public Hearings.

Rules and Procedures for Public Hearings

- 73. Public Hearings must be conducted,
 - a) in the case of Public Hearings conducted by Council, in conjunction with a regular or special Council meeting; and
 - b) in the case of Non-statutory Public Hearings conducted by the Committee of the Whole, in conjunction with a meeting of the Committee of the Whole.

74. A Statutory Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw, or Council votes on the resolution.
75. To begin a Public Hearing, the Chair calls the hearing to order and must ask if anyone is present to speak to the proposed item, bylaw, or resolution. All those in attendance, who wish to speak, are to give their name and location of residence for the record.
76. If a member of the public is unable to attend a Public Hearing, he or she may authorize a person to speak on his or her behalf. The authorization must:
 - a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed item, bylaw, or resolution to be spoken to; and
 - d) be signed by the person giving the authorization.
77. A person authorized to speak on behalf of another individual in accordance with Section 76, must state the name of the individual that the speaker represents and must present the written authorization to the Chair.
78. If, at a Public Hearing, a person indicates that he or she is present to speak to the proposed item, bylaw or resolution, the following procedures will apply:
 - a) administration will introduce the proposed item, bylaw, or resolution;
 - b) the Chair will inform Council or the Committee of the whole, as the case may be, of the number and nature of written submission and these submissions will be read into record;
 - c) members of the public, including persons authorized to speak on behalf of other individuals in accordance with Section 76 will be allowed to speak, with those in favour speaking first, followed by those opposed, followed by those who claim to otherwise be affected;
 - d) referral agencies that were served notice of the Public Hearing will be allowed to speak;
 - e) after a person has spoken, any Member may ask that speaker relevant questions through the Chair;
 - f) any Member may ask administration relevant questions after all person who wish to speak have been heard;
 - g) the Chair may close the Public Hearing.
79. Subject to Section 78, a person, including a person authorized to speak on behalf of one or more individuals in accordance with Section 76, shall be allowed five (5) minutes to speak at a Public Hearing.
80. Presentations by administration or, where applicable, by the applicant at the Public Hearing are not subject to the time limit described in Section 79.
81. The time limit for speaking described in Section 79 may be,
 - a) extended to ten (10) minutes by the Chair, in his or her discretion; and
 - b) extended to ten (10) minutes by majority vote of Council or the Committee of the Whole, as the case may be.
82. If no one is present to speak to a proposed item, bylaw or resolution, the following procedures will apply:
 - a) administration will introduce the proposed item, bylaw, or resolution;
 - b) the Chair will inform Council or the Committee of the Whole, as the case may be, of the number and nature of written submissions and these submissions will be read into the record or, where appropriate, administration may provide a report on

the number of written submission received and a general overview of the contents the written submissions;

- c) any Member may ask administration relevant questions; and
- d) the Chair may then close the hearing.

83. When a Statutory Public Hearing on a proposed bylaw or resolution is held, a Councillor

- a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the Statutory Public Hearing; and
- b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the Statutory Public Hearing.

84. Council or the Committee of the Whole, as the case may be, may adjourn a Public Hearing at any time but must adjourn to a definite date and time.

Address to and Recognition by the Chair

85. All discussion at a meeting of Council or a Committee is directed through the Chair who will be addressed

- a) as “Your Worship”, “Mayor” or “Minister/Madam Chair”, in the event that the Mayor is Chair of the meeting; or
- b) as “Mister/Madam Chair”, in the event that a person other than the Mayor is Chair of the meeting.

86. No person shall be permitted to speak unless and until such person is recognized by the Chair.

87. When two or more Members wish to speak to a matter, the Chair shall determine the order in which the Members shall be heard,

Questions

88. If a Member wishes to ask a question or seeks clarification in respect on a subject before the Members, he or she may do so without interrupting another speaker. The Member shall, upon recognition, state the question and shall not proceed further without the leave of the Chair, provided that in any event any such question shall be directed to the Chair and shall not be used to discuss the merits of the subject then before the meeting.

Interruption of Speaker

89. No Member shall interrupt any other person who has been recognized by the Chair and has the floor except to raise a Point of Order or a Question of Privilege.

90. A Member who is speaking when a Point of Order or Question of Privilege is raised must cease speaking immediately.

91. The Member who raises a point of Order or Question of Privilege shall briefly explain the Point or Question.

92. Neither a Point of Order nor Question of Privilege is debatable or amendable.

Ruling on Proceedings

93. Upon a Point of Order or Question of Privilege being raised, the Chair will rule upon the same.
94. The Chair may seek advice from administration on a Point of Order or Question of Privilege prior to making his or her ruling.

Challenging a Ruling

95. A ruling of the Chair may be challenged.
96. A motion to challenge a ruling is neither debatable nor amendable.
97. A motion to challenge a ruling shall be determined by a majority vote and may not be reconsidered or rescinded.

Motions

98. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion.
99. A recommendation in a report is not a motion until a Member moves it.
100. Any Member may require the questions or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.
101. Members may speak only twice on any motion, once in debate and once to ask questions; however, Council or the Committee, as the case may be, may give permission, by Two-Thirds Vote, to speak again.
102. Each Member may speak for only five (5) minutes, unless Council or the Committee, as the case may be, gives permission, by Two-Thirds Vote, to speak for an additional five (5) minutes.
103. Each member present will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.
104. Except as otherwise provided, all motions are debatable and amendable.
105. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the same time.
106. No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.
107. Any amendment must be relevant to the motion or amendment to which it is intended to apply.
108. Voting on motions and amendment shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be,

except in the case of times and amounts in which case the longest time and the largest amounts shall be put first.

109. A motion to refer precludes all further amendments to the main motion unless it is decided in the negative.
110. A motion to postpone definitely another motion properly before the meeting,
- a) shall contain a time certain or ascertainable for the duration of the postponement;
 - b) is not amendable; and
 - c) is only debatable as to the duration of the postponement.
111. Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded, and when no other person is holding the floor, a motion may be made that the question be now put.
112. A motion that the question be now put is neither amendable nor debatable and if such motion is passed, the main motion or amendment (as the case may be), shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.
113. A motion to end debate shall be treated in the same manner as a motion that the question be now put as provided above.
114. A motion may, with the consent of the mover and a majority of the Members present, be withdrawn or the wording thereof may be changed.
115. Once Council has dealt with any matter, a motion that would have a similar result may not be made, subject to a motion to reconsider, motion to rescind or motion to renew a defeated motion being passed.
116. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
117. A motion to reconsider may not be applied to:
- a) a vote which has caused an irrevocable action; or
 - b) a motion to reconsider.
118. A motion to reconsider is not amendable but is debatable when the motion being reconsidered is debatable.
119. A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the motion to rescind or renew is:
- a) made by a Member who voted with the prevailing side which is, when a motion is lost on a tie vote, the side that voted against the motion;
 - b) brought more than one year after the date of the original motion; or
 - c) brought after a General Election which has taken place since the date of the original motion.
120. No motion to rescind may be made when:
- a) a vote has caused an irrevocable action; or
 - b) the same result could be achieved by reconsidering the motion.

121. No motion to rescind is not amendable but is debatable if the motion which is proposed to be rescinded was itself debatable.
122. Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
123. Where a motion is lengthy, complicated, or controversial, a Member may move to divide the question so that each part may be voted upon individually.

CONDUCT IN MEETINGS

Public Conduct

124. The members of the public present during a Council or Committee meeting will:
- a) maintain order and quiet;
 - b) not approach or speak to Council or the Committee without permission of the Chair;
 - c) not interrupt a speech or action of Council of the Committee, or another person addressing the Members; and
 - d) not otherwise disturb the proceedings before Council or the Committee by words or actions or other improper conduct.
125. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled for the remainder of the meeting.
126. Any person who refuses to leave, when expelled by the Chair pursuant to Section 125, is guilty of an offence and liable to a fine of no less than \$200.00 and no more than \$10,000.00.
127. The Chair may request the Royal Canadian Mounted Police, or a duly authorized Community Peace Officer too remove an expelled member of the public if that person does not leave voluntarily.

Member Conduct

128. During a Council or Committee meeting, no Member shall:
- a) speak disrespectfully of any person;
 - b) use offensive or disrespectful language when speaking about any member of administration, staff, or Council of the Committee as a whole,
 - c) speak without first being recognized by the Chair, except to raise a Point of Order or Question of Privilege;
 - d) engage in private conversation of communication, written or verbal, including, without limiting the generality of the foregoing, communications using an electronic device;
 - e) engage in the use of social media during a meeting;
 - f) reflect upon any vote of Council or the Committee, except the for the purpose of moving that such a vote be reconsidered or rescinded;
 - g) leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
 - h) break applicable procedural rules or disturb the proceedings; or
 - i) disobey the decision of the Chair on any question of order, practice, or interpretation.
129. The Chair may call to order any Member who is out of order.

130. A Member who is called to order must immediately stop talking or cease the offending behavior but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council or the Committee, as the case may be, will decide the challenge without debate.
131. If a Member has been called to order but continues in a breach of order, the Chair may name the Member by stating his or her name and declaring the offense. The offense shall be declared and the name of the offending Councillor must be noted in the minutes.
132. If a Member who has been named by the Chair under Section 131 apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting, and the chair may direct that the notation of the offense be removed from the minutes.
133. If a Member who has been named by the Chair under Section 131 fails or refuses to apologize for the offense, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council or the Committee, as the case may be, must vote on a motion to expel, without debate.
134. The Chair may request that the Royal Canadian Mounted Police or a duly authorized Community Peace Officer remove an expelled Member if that Member does not leave voluntarily.

COMMUNICATIONS TO COUNCIL

Criteria for Submissions

135. Any communication intended for Council will be forwarded to the Chief Administrative Officer in writing and must:
- a) legible, coherent, respectful; and
 - b) be able to identify the writer and the writer's contact information.

Responsibilities of Chief Administrative Officer

136. If the standards set out in Section 135 are met and the Chief Administrative Officer, determines the communication is within the governance authority of Council, the Chief Administrative Officer will:
- a) if it relates to an item already on the Agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

Decisions on Communications

137. If the standards set out in Section 135 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer will:
- a) refer the communication to administration for a report and/or a direct response to the writer and provide a copy of the original correspondence and the referral to the Councillors; and

b) take any other appropriate action on the communication.

138. If a Councillor objects to the process determined by the Chief Administrative Officer, a Council member may make a request, that the item be included for Council consideration on a Council agenda.

139. If the standards set out in Section 135 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of his/her determination that the correspondence did not meet the standards.

CLOSED SESSION (IN CAMERA)

140. Council and Committees must conduct their meeting in public, subject to Section 141.

141. Council or a Committee may, by resolution, enter a Closed Session in accordance with the *Municipal Government Act*.

142. A resolution passed to authorize a Closed Session shall identify the legal basis, under the *Municipal Government Act*, for moving to a Closed Session.

143. The business of the Closed Session shall be conducted in accordance with the rules governing procedures of the Council meeting or Committee meeting, as the case may be.

144. No motion shall be passed during an Closed Session except for a motion to revert to a meeting held in public.

COMMITTEES AND TASK FORCES

Committees

145. When establishing a Committee, Council must adopt a terms of reference for the Committee that:

- a) names it;
- b) establishes membership requirements or restrictions, if any;
- c) describes its purpose and authority;
- d) sets the terms of the Committee or directs that it exists at the pleasure of Council, and;
- e) allocates any necessary budget or other resources.

146. The Mayor shall be an ex-officio member of all Committees established by Council, except for those Committees established pursuant to Part 17 of the *Municipal Government Act*.

147. Any Councillor not appointed as a Member of a Committee shall have the right to attend any Committee meeting, but not the right to debate, make a motion or vote.

148. The Chief Administrative Officer or his/her delegate is deemed to be a non-voting member of Committees and is authorized to be accompanied by such staff as required.

149. Council members appointed to a Committee by Council shall keep Council informed of Committee activities.

150. For each Committee, the Chief Administrative Officer shall appoint an administrative representative who shall:
- a) ensure required notice is given, and accurate minutes are kept for all meetings of the Committee; and
 - b) provide advice, research, information, and additional support staff as required by the Committee.
151. An administrative representative appointed pursuant to Section 150 is not a Member of the Committee in question and may not vote on any matter.
152. Notwithstanding any other provision of this Bylaw, Committee Members serve at the pleasure of Council and may be removed, by Council, from a Committee at any time.
153. Without in any way limiting the generality of Section 152, a Committee Member shall cease to be a Member of a Committee if he or she,
- a) fails to attend three (3) consecutive meetings of the Committee without authorization of Council;
 - b) ceases to be a resident of the Summer Village; or
 - c) is hired as an employee of the Summer Village.

Standing Committee

154. Council may establish Standing Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village.
155. The Members of a Standing Committee shall be appointed by Council.
156. A Standing Committee shall have a minimum of one (1) Members who are Councillors, with one further Councillor designated as an alternate Member.
157. Citizen representative may be appointed as Members of a Standing Committee, in accordance its approved terms of reference.
158. No Councillor shall serve longer than two consecutive years on any one Standing Committee, unless his or her membership term is extended by a Two-Thirds Vote at the annual organizational meeting of Council;
159. A Standing Committee shall determine the frequency of its meetings, unless otherwise specified in its terms of reference or governing bylaw.
160. Council may establish such Task Forces that may be necessary to assist Council or a Standing Committee in considering a matter.
161. Bylaw #228-20 is hereby repealed.

READ a first time this July 7, 2022

READ a second time this July 7, 2022

READ a third and final time this July 7, 2022

Mayor

Tanner Evans, C.A.O.

Summer Village of Birchcliff**Council and Legislation****Request for Decision****Agenda Item:** *Alberta Municipalities Convention***Background:**

Administration has received information about the upcoming Alberta Municipalities Convention. The Alberta Municipalities Convention is being held September 21 – 23 at the Calgary TELUS Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after August 10th. Summer Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Options for Consideration:

Council has allocated \$862 in the 2022 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

Alberta Municipalities' Convention

Event Summary

Convention

We are excited to announce that registration for the 2022 Alberta Municipalities' Convention and Trade show is now open! This will be our first Convention hosted in Calgary since 2017, and we can't wait to return. Be sure to book your spot soon, space is limited and there is a chance that in-person attendance could sell out.

Convention will take place September 21 – 23 at the Calgary TELUS Convention Centre, with pre-Convention sessions taking place Tuesday, September 20. Hotel room blocks are open, with all of the information listed on our event website.

Location: Calgary TELUS Convention Centre

Dates: September 21 - 23, 2022 (Pre-Convention sessions to take place Tuesday, September 20)

REGISTER NOW

Price (Early-bird deadline is August 10 at 11:59 pm)

Members In-person: \$600 (\$750 after early-bird)

RMA Members: \$700 (\$850 after early-bird)

Non-Members: \$975 (\$1125 after early-bird)

Municipal Interns: Complimentary

Virtual: \$600

Please note - the cost to attend virtually is the same as the early-bird pricing, unless the criteria below is met. Special pricing is only available to Alberta Municipalities regular members (urban municipalities).

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

*Registration payment by credit card will be the only accepted form of payment. If you have any questions, please email registration@abmunis.ca.

Regular Member Virtual Pricing

In order to support our members who are unable to attend due to financial constraints or health concerns, we are offering virtual registration at a discounted rate to Alberta Municipalities urban municipal members who have registered for Convention.

Summer Village and Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Towns, Cities and Specialized Municipality members who register five (5) in-person attendees will have the option to register one attendee virtually for the reduced price of \$200. For every additional five (5), they will have the option to register a virtual attendee at the reduced rate.

*Once a municipality has registered their in-person attendees, the Alberta Municipalities Registrar will reach out with a discount code for your virtual attendees.

Pre-Convention Sessions

*All Pre-Convention sessions are \$395

Council's Role in Public Engagement (EOEP)

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Council's Role in Land Use and Development Approvals (EOEP)

"Good planning" is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered

a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Full Day legal seminar (facilitated by RMRF)

Join our legal partners from Reynolds, Mirth, Richards and Farmer LLP as they take a deep dive into the most top-of-mind legal issues facing municipalities across Alberta.

Hotel Room Blocks

**Please note, two-night, non-refundable deposits will be required at the time of booking. This is to ensure that entire rooms blocks are not cancelled in the weeks leading up to the event, forcing Alberta Municipalities to pay attrition fees. We appreciate your understanding with this matter.*

Delta Calgary - rooms starting at \$295/night + taxes
209 4th Avenue SE, Calgary
(403) 266-1980

Book at the Delta Calgary

Fairmont Palliser - rooms starting at \$309/night + taxes
133 9th Avenue SW, Calgary
(403) 262-1234

Book at the Fairmont Palliser

Hyatt Regency - rooms starting at \$329/night + taxes
700 Centre Street SE, Calgary
(403) 717-1234

Book at the Hyatt Regency

Le Germain Hotel - rooms starting at \$289/night + taxes
899 Centre Street S, Calgary
(403) 264-8990

Book at the Le Germain Hotel

Marriott Downtown Calgary - rooms starting at \$315/night + taxes
110 9th Avenue SE, Calgary
(403) 266-7331

Book at the Marriott Downtown Calgary

Trade Show

Registration is now open for all interested visitors. Please see the brochure for all of the details. Should you have further questions, please email tradeshow@abmunis.ca.

Trade Show Brochure

Register for a Trade Show booth

Convention Code of Conduct

Alberta Municipalities is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention ("Convention Participants"), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
Shouting down or threatening Convention Participants.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate.

Event CategoryConvention

Location

120 Ninth Avenue SE
Calgary AB T2G 0P3

How to register and submit questions

REGISTER NOW

Cancellation/Refund Policy

Any written cancellation received prior to 4:30 pm MST on Tuesday August 30, 2022 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 30, 2022 and prior to 4:30 pm MST on Tuesday September 6, 2022, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

[REGIS](#)

Summer Village of Birchcliff

July 7, 2022

Planning and Development

Request for Decision:

Agenda Item: Irrevocable Letter of Credit

Background:

During the March Council meeting, Council reviewed Birchcliff's current Completions Deposit Policy and other options of securities that Municipalities use. Administration was directed to bring back a Irrevocable Letter of Credit proposal for Council consideration.

In order for the Summer Village of Birchcliff to require a ILOC during the development permit process an amendment to the Land Use Bylaw is required. This would include a *Development Agreements and Conditions* section.

Enclosed is a sample irrevocable letter of credit that would be required during the development application process and included in policy.

Options for Consideration:

1. Council accept as information.
2. Council discuss and direct administration to draft a Land Use Bylaw Amendment Bylaw and ILOC Policy.

Administrative Recommendations:

Council discuss and direct administration to draft a Land Use Bylaw Amendmnt Bylaw and ILOC Policy.

Authorities:

Birchcliff Land Use Bylaw #170/13.

Name and address of Financial Institution:
Name and Address of Applicant:
Beneficiary:

Irrevocable Standby Letter of Credit:
Document Identification Number:
Amount: \$ CAD
Maximum Amount in "Words"
Canadian dollars

Summer Village of Birchcliff
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Attention: Development Authority

Date of Issue:

We hereby authorize you to draw on "Name and Address of Financial Institution" for the account of the Applicant up to an aggregate of the amount mentioned above.

Pursuant to the request of the Applicant, we "Name of Financial Institution" hereby establish and give you an Irrevocable Standby Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have the right as between yourself and the Applicant to make such demand and without recognizing any claim of the Applicant, or objection by it to payment by us.

The amount of this Letter of Credit may be reduced from time to time as advised in writing to the undersigned from time to time by the Beneficiary.

We understand that this Letter of Credit relates to those Municipal Improvements approved in the Development Permit between the Developer and the Summer Village of Birchcliff.

The amount of this Letter of Credit will continue in force up to "Date one year after Date of Issue" but shall be subject to the condition hereinafter set forth.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless 30 days prior to the present or future expiration date, we notify you in writing that we elect not to consider this Letter of Credit to be renewable for any additional period.

This irrevocable Standby Letter of Credit is not transferable or assignable.

Except so far as is expressly stated herein, this credit is subject to the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce, Paris, Publication No. 500 (latest version) and engages us in accordance with the terms thereof.

Signed by Authorized Representative of Financial Institution

Summer Village of Birchcliff

July 7, 2022

Council Reports

Information Item

Council Reports:

Roger Dufresne

Ann Zacharias

Frank Tirpak

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting: September 15, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JUNE 8, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

On May 11, 2022, the Library was closed to allow the staff to attend the Marigold Conference in Calgary.

The Sylvan Lake Municipal Library was chosen as part of a virtual tour of Alberta's public libraries. The Alberta Library Profile written by Jessie Bach is included at the end of these highlights.

Onsite delivery to the Sylvan Lake Lodge and Bethany resumed in April after a long break due to the health pandemic. Every second Tuesday, one of the programmers takes a supply of reading materials and movies for the residents to enjoy.

Friends of the Sylvan Lake Library (FOSLL) have a book sale planned on the weekend of August 19-21, 2022. This sale is by donation and will take place at the library.

Over the course of the winter some sections of the flooring began to lift which caused a safety hazard.

From June 12th to the 26th the library will be closed while the flooring is replaced. Curb side pick-up will be available for any items placed on hold and any events planned virtually, outside, or offsite will go forward.

Parkland Regional Library reached out to Andrea Newland (Library Director) to be interviewed by CBC Edmonton; they are doing a series on various libraries in the Parkland regional system. The link to listen to the interview is: <https://www.cbc.ca/listen/live-radio/1-17-edmonton-am/clip/15917918-recommended-reads-sylvan-lake-municipal-library>

3. New Items

The Sylvan Lake Library tote bags have arrived and can be purchased for \$5.00 each.

The Pub Quiz Trivia nights are still active with June taking place at Lodge 43 and the summer months moving to Second Wind Brewery.



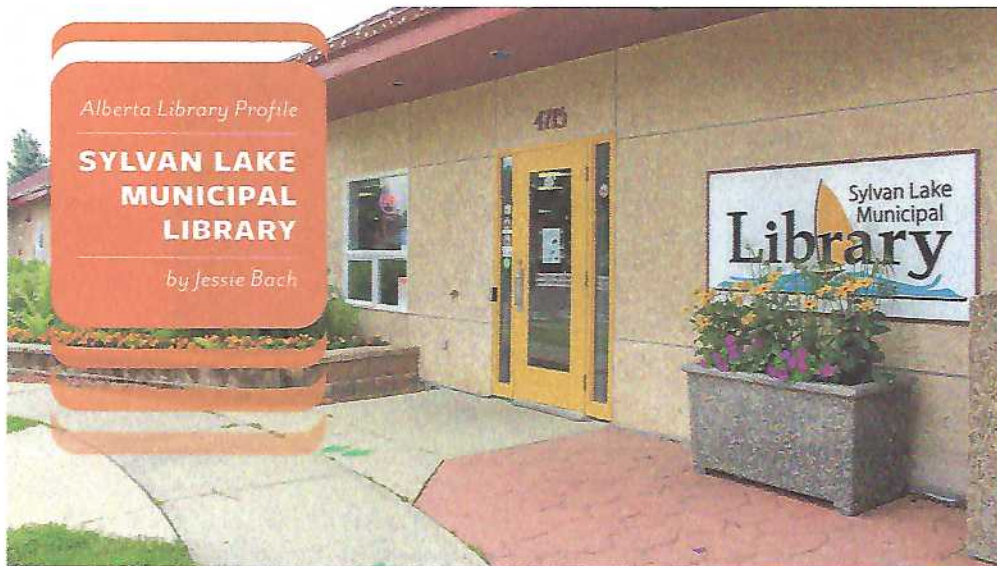
4. Policy

Work continues with sub-committees to update and review policies on an ongoing basis.

The audited financial statements will be reviewed at the next meeting in July via Zoom.

Meeting adjourned at 7:10pm.

Next Regular Meeting – July 7, 2022, at 6:30pm.



ALBERTA LIBRARY PROFILE: SYLVAN LAKE MUNICIPAL LIBRARY

by Jessie Bach

This month, our virtual tour of Alberta's public libraries takes us to the central Alberta [town of Sylvan Lake](#) and the [Sylvan Lake Municipal Library](#). In my conversation with Library Director Andrea Newland, she describes a busy community hub where noise, play, and a little bit of chaos are all part of the daily routine and supporting the needs of the community—by providing a Little Free Pantry, hosting job fairs, and sharing Story Time via Zoom—is a top priority.

"If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library." —Andrea Newland, Library Director

About the town:

The town of Sylvan Lake is home to approximately 15,000 people, and the population is a blend of summer visitors and permanent residents. On average, over 760,000 visit the lakeside community every summer. As Andrea Newland points out, "summers are busy! [Sylvan Lake has] lots of restaurants and even more patios."



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

About the library:

The Sylvan Lake Municipal Library serves the people of Sylvan Lake, as well as many residents in Red Deer County and the five Summer Villages around the lake.

The library building is an accessible, bright, and inviting place. There is lots of natural light and comfortable space to hang out in. It is a community hub.

About the Library Director:

Andrea Newland has been working in libraries for over twenty years and has held the position of Director at the Sylvan Lake Library for about two and a half years. When she took on the gig in 2019, she told the [Sylvan Lake News](#) that she was "hoping to make new partnerships and relationships within the community," and "to continue to foster the positive, friendly and safe atmosphere the library has in the community." Two years later, she's doing just that!

JB: What's a typical day like at the Sylvan Lake Library?



Andrea Newland, Library Director at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: There is no such thing! The phone usually starts ringing before we're even open. Students come in to write exams, story time is held, babies cry, toddlers run, and parents chase after them. Our patrons tell us how glad they are to see us and wish us good health. After school, kids arrive and rush to the computers to play Roblox. We register people for programs, answer lots and lots of questions, sign up new members, laugh, and reassure parents that it's okay that their kids are noisy. To us, noise is life and community.

JB: What do you love most about your job?

AN: It doesn't matter how well I plan; every day is very unpredictable. As a person who gets bored easily, this is perfect! Plus, I feel at home every time I walk through the door. I also love the fact that I have so much freedom to be creative in my role. Of course, I do the required administrative duties such as budgeting, HR, etc., but I also have the luxury of getting to design new shelving and re-create our space as needed.

F-1,2,3

JB: What is the biggest challenge you face at your library?

AN: I was barely here six months when COVID hit. I have yet to experience a "normal year" at the Sylvan Lake library. My biggest challenge has been keeping staff in good spirits, motivated, and mentally healthy during the past two years. With so much uncertainty, remaining positive and being a strong leader has been extremely taxing. I would like to believe that this challenge is almost behind us and we can begin to move forward and execute our Plan of Service.

JB: When the COVID-19 pandemic hit, how did it change how your library delivers service?

AN: We changed every single way we deliver service. Every "comfort zone" was pushed to the limit and the staff rose above these challenges. Staff who were camera shy suddenly found themselves offering story times via Zoom or programs recorded for later viewing on Facebook. We spent a lot of time answering phone calls, mailing out library materials, and doing curbside pickup. We had people from across Canada and the United States attend our virtual programs—reaching people we would never have reached if the pandemic hadn't happened. We have now settled into a blend of virtual and in-person services, and I don't see that changing for the foreseeable future.

JB: Lots of libraries host Little Free Libraries, but I love that your library hosts a Little Free Pantry! How did you identify the need for this resource, and go about putting it into action?



The Little Free Pantry at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: The [Little Free Pantry](#) has been running in the library since September 2016. It was a passion project by our Assistant Director, Jeri Wolf, and staff who had noticed a rise in hungry children coming into the library and asking if we had any food. As Jeri commented early in the program's infancy, "any time that money becomes an issue and people begin losing jobs—we get busier because we are an inexpensive deal. You can use free internet here; you can get help with your resume—this was just one more way to give back to the community."

Since its inception, the Little Free Pantry has grown in space and scope—we added a refrigerator last year so that perishable and frozen items could be added to the pantry. We have been blessed by a very supportive community that rises to the challenge every time we ask for donations of food or funds.

F-1,2,3

JB: Your library offers some great programs in partnership with local organizations. How do you form partnerships like this? What can other local organizations gain from working with the library, and vice versa?

AN: Collaborations with other community groups and organizations are what allow us to be so diverse and flexible in our programs. This year several groups reached out to us, either to make use of our space or to invite us into theirs. We were contacted by Trish Proctor with [Powering Trades: a Manpower Program](#) about hosting a [Job Fair at the library](#). We jumped at the opportunity, as our community has been affected by job losses and economic downturn. The program went well, and they have asked to return in June for another event. Collaborations like these allow us to bring new opportunities and experiences to our community and broaden the reach of organizations that some people might never have heard of.

JB: What other exciting programs, opportunities or initiatives are on offer at the Sylvan Lake Library?

AN: We are excited to bring back our [Film Society](#) this month with our local Landmark Cinemas. We're showing [Wildhood](#) in March and [Learn to Swim](#) in April. Our community received the news of the program's return with much excitement!

We have a virtual session coming up with Telus Spark and the [Yamnuska Wolfdog Sanctuary](#) that we've arranged for a local elementary school. They will learn about the differences between wolfdogs and wolves, diet, senses, behaviours, and more.

Throughout April we are hosting a [Poetry Art Exhibit](#). Participants will work on their art in the library Friday afternoons in March and display their artwork throughout the library for the entirety of [Poetry Month](#).

With the return to in-person programs for all ages, we have lots of activities coming up in the next few months, from in-house art programs to [Red Hot Science](#), to [Paint Nights](#), and more!

JB: Anything else you'd like to add or share about the Sylvan Lake Library or your experience as the Director?

AN: It has been an overwhelmingly wonderful experience so far. Even during a pandemic, the dedication of the staff, the Board, and the community has been incredible. I have never worked among so many innovative and creative people in my life. If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library.



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

JB: I'd like to extend a big thank you to Andrea for answering my questions about what's going on at the Sylvan Lake Municipal Library!



Beyond the Stacks is a column about libraries in Alberta and the useful and necessary services they provide.



Jessie Bach grew up on a family farm in Southern Alberta, and is a life-long library user and book lover. She has a degree in history from the University of Saskatchewan, and a Master of Library and Information Studies from Dalhousie University. Jessie has worked in archives, academic libraries, corporate records management, and now public libraries. Her current role is Bibliographic Services Manager at [Marigold Library System](#) where she manages the team that does acquisitions, cataloguing and processing of library material for Marigold's thirty-six member libraries. She currently lives in Calgary with her partner and, in true librarian fashion, four cats. Jessie likes to read (of course), knit, consume way too many true crime podcasts, and lift weights in the gym.

Feature image credit: Photo of Sylvan Lake Municipal Library provided courtesy of Andrea Newland, Library Director.

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe (joined at 1:08)
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 1:02 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-12

MOVED by Jim Wilmon that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-22-13

MOVED by Jon Jonston to adopt the Regular Meeting Minutes of February 28 as presented.

CARRIED

INFORMATION ITEMS

- 1) 1st Quarter Shared Costs Update

JSC-22-14

Moved by Jim Wilmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Level of Service Agreement
- 2) Procedural Bylaw
- 3) Procurement Policy

JSC-22-15

MOVED by Chair Dufresne that the JSC move to a closed session at 1:17p.m.

CARRIED

JSC returned from a closed session at 3:45 p.m. The following motions were made by the Chair:

JSC-22-16

Edits to be made to the level of service presentation:

- Page 16 header should read “budgeting process”
- Page 17 should have guidance for Council to manage capital planning decision
- Page 19 clarify 10 regular Council meetings
- Page 22 Public Works Coordinator should actively participate on various boards

JSC-22-17

Direction to move forward with Procedural Bylaw with the following edits:

- Remove definition for open microphone
- Spelling error in section 64
- Ensure closed session section is up to date with latest MGA requirements
- Section 159 regarding a 6-year limit for Council to be removed
- Add definition for resident

JSC-22-18

Administration to move forward with a procurement policy in 2023, with the following amendments:

- Spending ranges should not overlap and should correspond with actual policy
- New section for code of conduct for Administration
- Remove any claims having to do with supporting local contractors

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT**JSC-22-19**

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 3:58 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans
RCMP Sgt. Stephanie Lesyk
RCMP Detachment Commander Jay Peden

CALL TO ORDER

The Meeting was called to order at 12:04 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-20

MOVED by Julie Maplethorpe that the agenda be adopted as presented.

CARRIED

DISCUSSION ITEMS

- 1) RCMP Discussion
- 2) Road Matrix
- 3) Summer Village Elected Officials Meet & Greet
- 4) Remuneration Comparison

Discussion with RCMP took place including level of service expectations, current goals, crime prevention, crime C.A.P.T.U.R.E. program, information sharing and reporting.

JSC-22-21

MOVED by Chair Dufresne that the JSC move to a closed session at 1:15 p.m.

CARRIED

JSC returned from a closed session at 2:30 p.m. The following motions were made by the Chair:

JSC-22-22

Administration to send out an email blast with a summary of the discussion between JSC and RCMP.

JSC-22-23

Administration to obtain Road Matrix pricing for each village should some decide to proceed and others not.

JSC-22-24

The JSC does not support moving forward with an elected officials meet & greet.

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-22-25

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO