

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
APRIL 21, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, March 17, 2022

D. INFORMATION ITEMS

- 1) Action Items List
- 2) Council Calendar
- 3) Accounts Payable Report
- 4) Public Works Report
- 5) Shoreline & Bank Stabilization
- 6) Development Update
- 7) Forest Assessment

E. REQUESTS FOR DECISION

1) **Finance & Administration**

- a) 2022 Mill Rate Bylaw
- b) Surplus Distribution

2) **Planning & Development**

- a) Land Use Bylaw Amendments

F. COUNCIL REPORTS

1) **Council Reports**

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

2) **Upcoming Meetings**

- a) Next Council Meeting – May 19, 2022

G. ADJOURNMENT

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

INFORMATION ITEMS

- a) Accounts Payable
- b) Public Works Report
- c) Development Update
- d) Lacombe Regional Emergency Management Plan Field Exercise

BCC-22-031 MOVED by Councillor Tirpak to accept the information items as presented.
CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

BCC-22-032 Operating Budget
MOVED by Deputy Mayor Zacharias that Council approve the 2022 Operating Budget as amended.
CARRIED

BCC-22-033 Capital Budget
MOVED by Councillor Tirpak that Council approve the 2022 Capital Budget as presented.

PROJECT	AMOUNT	FUNDING FROM
Shoreline & Bank Stabilization	\$25,000	MSI Funding
	CARRIED	

Council discussed moving reserve account balances to top up the Roads Reserves. At the request of Administration this conversation was tabled, and Finance will bring this item back with revised numbers to the April Council meeting for discussion.

DELEGATION

Lee Ann Beaubien joined Council at 11:07 a.m.

Impact Study
Lee Ann Beaubien, from Collaborative Futures, joined Council to review her analysis of the potential impacts on the Summer Village of Birchcliff, from the proposed Sylvan Lake Recovery Centre. Based on her research, she believes the Recovery Centre will have no or little impact on the Summer Village of Birchcliff or its residents.

Lee Ann Beaubien left the meeting at 11:27 a.m.

BCC-22-034 MOVED by Deputy Mayor Zacharias that Council accept the report as information and administration to publish an executive summary on the email blast with a link to the entire report including address to submit written responses; and further, that Council encourage people to write their own letters to Lacombe County should they wish to provide comments.
CARRIED

COUNCIL & LEGISLATION

- BCC-22-035

Eligibility to Vote Policy

MOVED by Councillor Tirpak that Council adopt the Eligibility to Vote Policy as presented.

CARRIED
- Bylaw #234-22

BCC-22-036

Emergency Management Bylaw

MOVED by Deputy Mayor Zacharias that Council give 1st reading to the Emergency Management Bylaw #234-22.

CARRIED
- BCC-22-037

MOVED by Councillor Tirpak that Council give 2nd reading to the Emergency Management Bylaw #234-22.

CARRIED
- BCC-22-038

MOVED by Mayor Dufresne that Council agree by unanimous consent to give 3rd reading to the Emergency Management Bylaw #234-22 at this meeting.

UNANIMOUSLY CARRIED
- BCC-22-039

MOVED by Deputy Mayor Zacharias that Council give 3rd and final reading to the Emergency Management Bylaw #234-22.

CARRIED

PLANNING & DEVELOPMENT

- BCC-22-040

Land Use Bylaw Amendments

MOVED by Councillor Tirpak that Administration draft a Land Use Bylaw Amendment Bylaw and bring to the next meeting.

CARRIED
- BCC-22-041

Development Completions Deposit Policy

MOVED by Councillor Tirpak that Administration draft a development completions deposit policy proposal for the irrevocable letter of credit and bring back to Council for consideration.

CARRIED
- BCC-22-042

Intermunicipal Development Plan Committee

MOVED by Mayor Dufresne that Administration proceed with the scheduling of an Intermunicipal Development Plan Committee meeting.

CARRIED

COUNCIL REPORTS

- Mayor Dufresne
- Climate Caucus
 - Joint Services Committee HR Subcommittee Meeting
 - Joint Services Committee Meeting
 - 2022 Spring Municipal Leaders’ Caucus

- Deputy Mayor Zacharias
- Sylvan Lake Regional Water & Wastewater Commission Meeting
- Councillor Tirpak
- No reports

Committee Reports

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Town of Sylvan Lake Library Board

Joint Services Committee Meeting Minutes

BCC-22-043 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.
CARRIED

NEXT MEETING

BCC-22-044 MOVED by Mayor Dufresne that the next meeting of Council be held April 21, 2022, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-22-045 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:12 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

BIRCHCLIFF COUNCIL MEETING TASKS**TASK**

PLAN FOR TAKING ON MORE SHORELINE RESTORATION WORK
SHOW BANK BALANCES ON QUARTERLY REPORTS
CULVERT MARKERS FOR PATHWAY
WARRANTY ON DEAD TREES
CHECK ON SIZE OF SIGN AT 71 EXCEEDING LUB SIZE
CLIMATE PLAN - CREATE IN FALL
RECYCLING PROGRAM
DEVELOPMENT DEPOSIT SUGGESTIONS
LUB AMENDMENTS BYLAW

ASSIGNED TO

CHRIS
TINA
CHRIS
CHRIS
KARA
TANNER
CHRIS
KARA
KARA

COMPLETED

ELECTIONS POLICY
EMERGENCY MANAGEMENT BYLAW

TERI
TERI

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

Summer Village of Birchcliff**Administration and Finance****Council Date: April 21, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 146,724.88

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

1. Government of Alberta	\$ 12,316.00
a. Police Funding Fiscal 2021	
2. Al's Bobcat & Trucking	\$ 3,598.35
a. Sanding-March 3 to 13	
b. Sanding-March 20th	
3. Sylvan Lake Regional Water/Wastewater	\$ 5,974.57
a. Feb 2022 Wastewater Services	
4. Summer Village of Norglenwold	\$ 12,007.74
a. Feb 2022 Monthly Shared Costs	
b. Feb 2022 Muni Specific Costs	
5. Alberta School Foundation Fund	\$ 110,271.13
a. 1 st Quarter School Funding	

Council Expense Claims Report:**March 2022**

▪ Roger Dufresne	\$ 1,781.57
▪ Ann Zacharais	\$ 409.15
▪ Frank Tirpak	\$ 200.00

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
2022-04-06 9:26 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00026 to 2022-00029

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
1029	2022-03-30	Government Alberta			
		1800027098	Police Funding Fiscal 2021-22	12,316.00	12,316.00
1030	2022-03-31	310-SIGN Inc./hi-signs			
		0009919	Traffic Custom Stop- Reflective	275.02	275.02
1031	2022-03-31	Ace Line Locating Ltd.			
		5220	Line Locating	105.00	105.00
1032	2022-03-31	Al's Bobcat & Trucking			
		18540	Sanding March 3 to 13	3,286.50	
		18556	Sanding March 20th	311.85	3,598.35
1033	2022-03-31	Empringham Disposal Corp			
		30770	Feb Weekly Collection	409.50	
		30879	Bi Weekly Collection	409.50	819.00
1034	2022-03-31	Red Deer Catholic Regional			
		2022-1	Supplementary Tax Requisition	557.08	557.08
1035	2022-03-31	Sylvan Lake Regional			
		1595	Feb 2022 Wastewater Services	5,974.57	5,974.57
1036	2022-03-31	Town of Sylvan Lake			
		IVC114973	Medical Assist -Incident#22-105 M	630.00	630.00
Total Computer Cheque:					24,275.02

EFT

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
237	2022-02-28	Summer Villages of Norglenwold			
		2022-00036	Feb 2022 Muni Specific Costs	671.98	
		2022-00042	Feb 2022 Monthly Shared Costs	11,335.76	12,007.74
Total EFT:					12,007.74

OTHER

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
3042	2022-03-31	Alberta School Foundation Fund			
		12296	1st Quarter School Funding	110,271.13	110,271.13
3054	2022-03-31	Receiver General/ OTH			
		CP3-2022	Council Tax and CPP	170.99	170.99
Total Other:					110,442.12

Total MAIN: 146,724.88

Certified Correct This March 31, 2022

Date Printed
2022-04-06 9:26 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00026 to 2022-00029

Page 2

Mayor

Administrator



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: March-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
3/9/22	Alberta Munis Caucus	8	+4 (4 Hour)	\$ 200.00
3/10/22	Alberta Munis Caucus	4	Mayor	\$ 100.00
3/16/22	PRB	3	Mayor	\$ 100.00
3/16/22	Central Regional Mayors	4	Mayor	\$ 100.00
3/17/22	Regular Council	4	Mayor	\$ 100.00
3/23/22	ASVA Boat Mooring	2	Mayor	\$ 100.00
3/25/22	Climate Caucus	2	Mayor	\$ 100.00
3/30/22	LREMP Table Top	4	Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 900.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/9/22	Alberta Munis Caucus	162.00	\$0.61	\$ 98.82
3/10/22	Alberta Munis Caucus	162.00	\$0.61	\$ 98.82
3/16/22	PRB	17.00	\$0.61	\$ 10.37
3/16/22	Central Regional Mayors	72.00	\$0.61	\$ 43.92
3/17/22	Regular Council	17.00	\$0.61	\$ 10.37
3/23/22	ASVA Boat Mooring		\$0.61	\$ 0.00
3/25/22	Climate Caucus		\$0.61	\$ 0.00
3/30/22	LREMP Table Top	17.00	\$0.61	\$ 10.37
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 272.67

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/10/22	Westin Hotel	482.54		\$ 482.54
3/9/22	Ruth Chris	57.53		\$ 57.53
3/8/22	Underground Tap and Grill	68.83		\$ 68.83
				\$ 608.90

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,781.57

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Roger Dufresne
 2 Erickson Drive
 Sylvan Lake, AB, T4S1P5
 Canada
 AU3161 - AUMA Municipal Leaders Caucus

Page Number : 2 Invoice Nbr : 1000212627
 Guest Number : 1406167
 Folio ID : A
 Arrive Date : 08-MAR-22 18:29
 Depart Date : 10-MAR-22 06:56
 No. Of Guest : 1
 Room Number : 808
 Marriott Bonvoy Number :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
03-08-2022	199.00	10.25	8.20	0.00	0.00	41.67	259.12	0.00
03-09-2022	199.00	10.25	8.20	0.00	0.00	5.97	223.42	0.00
03-10-2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-482.54
	-----	-----	-----	-----	-----	-----	-----	-----
Total	398.00	20.50	16.40	0.00	0.00	47.64	482.54	-482.54

COPY

Bring the Westin experience home. Shop WestinStore.com.

RUTH'S CHRIS STEAK HOU
9990 JASPER AVENUE
EDMONTON, AB T5J 1P7

Merchant ID: 000000005617711
Term ID: 01117130
Clerk ID: 2
25474810017

Purchase

Mastercard
XXXXXXXXXXXX3491
AID: A0000000041010
Entry Method: Waved
Batch#: 001352
03/09/22 20:57:01

Ref#: 000093474691
Inv #: 011914 Appr Code: 01553Z

Amount:	\$	48.75
Tip:	\$	8.78
Total:	\$	57.53

Customer Copy

UNDERGROUND TAP N GRIL

10004 JASPER AVENUE
EDMONTON, AB T5J 1R3
7804251880

<https://undergroundtapandgrill.com>

Cashier: Mckenna5693

Transaction 104132

Total	CA\$59.85
Tip	CA\$8.98

CREDIT CARD SALE CA\$68.83
MASTERCARD 3491

08-Mar.-2022 8:12:22p.m.

CA\$68.83 | Method:

CONTACTLESS

Mastercard XXXXXXXXXXXX3491

Reference ID: 206800538130

Auth ID: 06668Z

MID: *****1893

AID: A0000000041010

AthNtwkNm: MASTERCARD

NO CARDHOLDER VERIFICATION

Online: <https://clover.com/p>

COPY



Council Expense Claim Form

NAME: Ann ZachariasPOSITION: Deputy MayorMONTH ENDING: March-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
2/28/22	Sylvan Lake Regional Wastewater Commission	1.5	Deputy Mayor	\$ 100.00
3/2/22	Municipal Planning Commission	1	Deputy Mayor	\$ 100.00
3/17/22	Regular Council	4	Deputy Mayor	\$ 100.00
3/23/22	ASVA Boat Mooring Town Hall	1.75	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
				\$ 400.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/28/22	Sylvan Lake Regional Wastewater Commission	0.00	\$0.61	\$ 0.00
3/2/22	Municipal Planning Commission	0.00	\$0.61	\$ 0.00
3/17/22	Regular Council	15.00	\$0.61	\$ 9.15
3/23/22	ASVA Boat Mooring Town Hall	0.00	\$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
				\$ 9.15

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



Council Expense Claim Form

NAME: Frank Tirpak

POSITION: Councillor

MONTH ENDING: March-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
3/3/22	Municipal Planning Commission	0.5 Hours	Councillor	\$ 100.00
3/17/22	Regular Council	4,157Hours	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 200.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/3/22	Municipal Planning Commission		\$0.59	\$ 0.00
3/17/22	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 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: \$ 200.00

Summer Village of Birchcliff

April 21, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Community docks and buoys are scheduled to be installed prior to May 20.
- Street sweeping is scheduled for mid April.
- Spring yard waste bins will be placed at the entrance to oil lease site starting May 2nd.
- Crack sealing has been tentatively booked for mid-late May.
- Public Works has prepared yearly a task list with dates and relevant information for the next Public Works Coordinator.

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**April 21, 2022****Public Works****Information Item****Agenda Item: *Shoreline and Bank Stabilization*****Background:**

Council has asked that Administration consult with Engineers on options and recommendations for what should be done to protect the shoreline and bank stabilization specifically on the reserves OS16/17 and OS18/19. The attached report from Parkland Geotechnical Consulting outlines options to be considered and provides recommendations on measures to be taken.

After some discussion with Parkland Geo and local contractors, Administration is recommending large riprap (roughly 1-2 foot in diameter) with stabilizing vegetation be installed across OS16/17, OS18/19, at the west end of OS15S and across RA6. This work will be undertaken during the winter (January or February 2023) to reduce costs and minimize environmental impacts. Administration also recommends hydroseeding and planting willow in open areas of the banks at OS16/17 and OS18/19. This work would be completed the following Spring. All the remaining reserves already have some level of shoreline armoring, but Council may want to consider future projects to enhance the riprap along the entire west end reserve. It is essential that the shoreline is armored in areas where there is a tall steep bank coming up off the water to prevent the banks from collapsing due to toe erosion.

These suggested actions will help to ensure that erosion issues are mitigated but will not prevent erosion entirely. To fully protect against erosion, the summer village would need to consider spending large amounts of money on drainage channel and retaining wall infrastructure.

OS15S



RA6**Options for Consideration:**

Accept as information.

Authorities:

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



Parkland Geotechnical Consulting Ltd.
#102 – 4756 Riverside Drive
Red Deer, AB, T4N 2N7
www.parklandgeo.com
T: 403 343 2428
F: 403 343 7699

March 14, 2022
Project No. RD7681

cloov@sylvansummervillages.ca
Original will remain on file

**Summer Villages of Sylvan Lake
#2 Erickson Drive,
Sylvan Lake, Alberta
T4S1P5**

**ATTN: Chris Loov,
Public Works Coordinator**

Re: Birchcliff Bank Protection for Community Open Space Lands 16/17 and 18/19
Summer Village of Birchcliff, Alberta

Dear Mr. Loov:

1.0 INTRODUCTION

Mr. Loov, on behalf of the Summer Villages of Sylvan Lake, has requested that Parkland Geotechnical Consulting Ltd (ParklandGEO) to complete a visual inspection of the slope and provide comments regarding stability and potential remediation options. It is understood that the lakefront properties in this area regularly experience challenges with bank slope instability. Erosion is the most common reason of bank slope instability within this area; which acts both on the toe of the bank slopes and on the face of the bank slopes. The following letter report was referenced during the preparation of this report:

- *“Birchcliff Shoreline and Bank Protection – Summer Village of Birchcliff, Alberta”* Prepared for the Summer Villages of Sylvan Lake, by Parkland Geotechnical Consulting Ltd., dated February 8, 2022 (File #: RD7665).

This geotechnical assessment is intended to provide the Owner with a reasonable expectation with respect to slope stability and the potential for slope movement; and to communicate the technical risks so that the Owner can make informed decisions relating to site slopes and erosion issues at Open Space Lands (OS) 16/17 and 18/19.

2.0 SITE VISIT

Mr. Scott Furlong, P.Eng. of ParklandGEO visited the site on March 2, 2022 and completed a visual inspection of the banks at both the OS 16/17 and OS 18/19 sites. The inspection consisted of observations from the crest of the slope and from the toe area on the frozen lake. The following observations were made during the site visit:

1. Both areas include a wooden boardwalk which has stairs that descend down the banks into the lake.
2. The slope is about 6 m high and generally has a constant grade of about 1.5 to 2.5H:1V.
3. The slope face is vegetated with native prairie grasses, shrubs, and birch trees.
4. Toe erosion resulted in a roughly a 1 to 2 m vertical back slope at OS 16/17 and 2 to 2.5 m vertical back slope at OS 18/19. The exposed soil profile was clay till overlying bedrock. The bedrock surface appeared to be roughly 0.6 m above the frozen lake elevation.
5. Directly above the toe erosion, vegetation has been undercut and is currently holding the immediate lower slope in place.
6. The large portion of the face of the upper slope was snow covered at the time of the site visit. The face of the slope appears to have localized areas of erosion on the face of the bank from human traffic. The area appears to be well used (boats and ice fishing huts were around the immediate surrounding area).
7. A flat area butting up to the existing wooden stairs at OS18/19 was built over gabion baskets and RIP RAP. The gabion baskets appears to have failed on the east part of the deck; the wire mesh was ripped open and some of the RIP RAP has fallen out. A geotextile fabric had been placed between the flat area deck and the gabion baskets along with some grass/topsoil fill.

3.0 DISCUSSION AND ASSESSMENT

Slope stability is dependent on a number of factors such as: slope geometry; groundwater and soil moisture conditions; and soil characteristics including soil strength. It is not uncommon to find slopes with very steep inclinations or even near vertical faces for relatively weak clay soils. This is an example of short-term stability based on short-term soil strength of the clay. The short-term stability of a slope is based on all of the potential strength factors available under current conditions. Under ideal conditions steep clay slopes are possible, but if conditions change like: removal of vegetation; wetting the slope face; erosion of toe support; or raising of the groundwater table, overly steep slopes will begin failing as the short term strength disappears. With proper management to avoid destabilizing factors, this short-term soil strength can be preserved and steepened slopes can be maintained for extended periods, but not indefinitely.

Slope stability is described in terms of a factor of safety (FS) against slope failure which is the ratio of total forces resisting failure divided by the sum of forces promoting failure. In general, a FS of less than 1 indicates that failure is expected and a FS of more than 1 indicates that the slope is stable. Given the possibility of soil variation, groundwater fluctuation, erosion and other factors, slopes with a FS ranging between 1.0 and 1.3 are considered to be marginally stable and a "long-term" stable slope is considered to have a FS of over 1.3. A slightly higher FS of 1.5 for slope stability is typically used for permanent structures which generally involve a higher level of risk.

The erosion at the toe of the slope and associated over steepening of the slope directly around this area is currently relying on short-term strength and will eventually regress to a stable slope configuration unless action is taken to stabilize it. In the long-term, the slope will like regress to a similar inclination as the surrounding natural slope, about 2H:1V, measured from the toe. Assuming on-going toe erosion is prevented, the crest of the slope above the erosion area could regress 2 to 5 m in the long term based on the near vertical toe area. This regression would be reduced or eliminated with support of the vertical toe area. Given the strength of the local bedrock, the regression is not expected to occur in the short term. This new crest point would have a long-term factor of safety of 1.0. A full slope analysis would be required to assess the impact to structure (stairs) on the slope and is beyond the scope of this assignment. Based on observations the stairs appear to be in good condition and not at immediate risk from slope movement.

Any changes to the slope configuration, such as regrading or installation of a retaining wall system, should include a detailed geotechnical slope stability investigation to limit the risk of detrimental changes impacting the structure near the crest of the slope. The next step in the phased geotechnical investigation would be an on-site drilling and groundwater monitoring program to allow for accurate verification of this assessment and detailed slope stability analysis for design of the retaining wall.

There are a number of options that can be considered to remediate the slope and limit the risk movement. Remediation options includes: reconfiguration/ regrading of the slope (flattening of slope or removal of soil loading at crest); placing a protective layer over the slope face to prevent further face erosion, replacement of the eroded toe soils; and installation of a retaining wall system. It is recommended that any remediation includes provisions to protect the toe of the slope from further erosion, such as toe armouring.

The following remedial options can be considered to help protect the bank slope from toe erosion and face erosion.

3.1 ARMOURING OF THE TOE

Armouring the toe of a slope is an effective means of slowing or stopping slope movement that is caused by or being accelerated by toe erosion. However, toe armouring does not strengthen or otherwise stabilize over-steepened slopes above the toe area. Oversteepening would need to be addressed prior to placement of toe armoring or risk of slope movement would still be prevalent. In the long term, the armouring would hold the toe in place and the slope above would transition to a stable configuration. Even with toe armoring there is risk of continued erosion occurring if improperly designed or during high water events over the top of the armor.

Vegetation alone is not considered to be a suitable alternative without some additional means of mechanical stabilization. Since the depth of water is greater than 300 mm, a mechanical barrier (i.e. hard armouring) is considered necessary. Vegetation should be incorporated into the final protection design as a means to slow water velocity and encourage siltation at the slope toe, as well as for aesthetic considerations.

Hard armouring with the select placement of large diameter rock rip-rap placed in gabion baskets along and above the erosion zone is a possible option. Rip-rap has been successfully utilized on the various banks around Sylvan Lake. However, rip-rap is susceptible to ice damage and can require some maintenance. Some general comments on gabion baskets placed with in rip-rap rock material are below:

1. The gabions baskets and Rip-Rap armouring system should be designed by a qualified engineer.
2. A non-woven geotextile fabric should be placed both beneath and behind the gabion wall.
3. The Rip-Rap rock material for the gabion baskets should conform to Alberta Transportation Class 2 specifications.
4. Rip Rap is to be placed by hand to ensure proper seating between the rock pieces.
5. Gabion Baskets should be double chambered with double twisted hexagonal woven steel wire mesh.
6. Connections between adjacent gabions should be completed using a continuous lacing or steel ring fasteners spaced at 150 mm.
7. Internal ties should be placed at the one third and two third point of the basket, connecting the front and back, spaced at 300mm.

Other options such as construction a shear key, retaining wall, or adding a soil load against the toe could be considered, but would likely not be as cost effective due for these sites.

3.2 SLOPE FACE EROSION CONTROL

Face erosion along the lakeside slope at the Summer Village is typically caused by two main methods. The first is downcutting and erosion caused by overland drainage on the slope face. Generally erosion caused by drainage will be worst when confined into a concreted channel or if the velocity of the water is increased. Natural vegetation should be encouraged as it slows the velocity of overland drainage, mechanically stabilized surficial soils, and increases siltation. Naturally, over the long term, overland drainage develops channels on the slope through downcutting. This can be seen as isolated channels in locations along the banks of Sylvan Lake. The second is development of walking trails down the slope face. As trails are developed on the face, vegetation is removed. Typically trails widening over time with increased use. The loss of vegetation significantly increases erosion in these areas, downcutting in the slope face, and siltation into the lake.

There are a few channels down the face of the slope which appear to have downcutting from likely combination of overland drainage and foot traffic. In these areas with foot trails and existing face erosion, vegetation should be encouraged as quickly as possible. Coconut matting (or other erosion control blankets) should be used to control surface erosion and wattles to slow the velocity of overland drainage over the eroded areas. Hydro-seeding should also be considered under the coconut matting. Silt fencing can be used as a short term measure to limit siltation into lake until the vegetation is established.

Consideration can also be given to diverting overland drainage to a central channel. The channel would need to be engineered specifically to limit the risk of erosion. Typical measures include concrete or asphalt topping, French drains, buried pipes, and rip-rip. Rock check dams are typically coupled with surface options to reduce the velocity of the water.

4.0 COMMENTS

It is understood that Alberta Environment and Parks (AEP) prefers to not use Gabion Baskets for toe erosion armouring. As an alternative to Gabion Baskets, Rip Rap placed on a non-woven geotextile over the eroded toe areas at the discretion of the design engineer. As requested, the following summary high level comments are provided for best steps forward for the Summer Village:

1. Based on previous local experience, it is assumed the bedrock elevation will be about 2 m above the lake elevation (est. 939 m). This seems to align with observations of the exposed toe area. A drilling program to confirm this is not considered necessary. Since the bedrock elevation will be this shallow, the erosion control system can be designed without a drilling or groundwater monitoring program.
2. The Summer Village will need to determine whether the goal of the program will be to prevent further toe erosion from occurring or to also stabilize the slope by addressing the vertical toe. As previously discussed in Section 3.0 further slope regression will occur over time even if the toe of the banks are protected from erosion. The cost and work program for stabilizing the slope and preventing further regression will be higher than just protecting the bank from further erosion. The work program to stabilize the slope may include, in addition to armouring the toe of the slope, construction of a retaining wall or a gravel berm toe load.

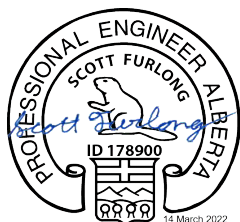
3. The Summer Village will need to engage AEP and discuss the various environmental permits that will be required in order to construct the armouring system alongside the Lake.
4. A design engineer would need to be engaged to design the toe armouring system. The design engineer will need to specify the height and class of the Rip Rap layer. Consideration can be given to live staking in conjunction with placing rip rap to improve the erosional characteristics of the slope and aesthetic appeal of the shoreline.
5. Based on the budget allowance for toe armouring construction; it is anticipated that construction along the banks may need to be staged. A local contractor who is experienced in toe armouring construction should be engaged to discuss the staging construction and high level pricing. The Summer Village can discuss options for toe armouring construction based on the Summer Village's current allocated annual budget.

5.0 LIMITATIONS AND CLOSURE

The recommendations presented in this letter are based on site observations. The conditions are thought to be reasonably representative of the site. If conditions are which are believed to be at variance with the conditions described in this letter, this office should be contacted immediately.

This letter report has been prepared for the exclusive use of **Summer Villages of Sylvan Lake** and their approved agents for the specified application of the shoreline and bank protection review at the Summer Village of Birchcliff, Alberta. Any use which a third party makes of this letter, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. It has been prepared in accordance with generally accepted soil and foundation engineering practices. No other warranty, expressed or implied, is made. Parkland Geotechnical Consulting Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this letter. The recommendations in this letter should not be used for another development on this site nor any other site. If you have any questions about the information provided in this report, please do not hesitate to call this office.

Respectfully submitted,
PARKLAND GEOTECHNICAL CONSULTING LTD.



Scott Furlong, P.Eng
Geo-Materials Engineer

APEGA Permit to Practice No. P - 7312

A handwritten signature in blue ink, reading "Michael Staple". Below the signature is a date stamp "2022-03-14".

Michael Staple, P.Eng
Responsible Member

Summer Village of Birchcliff

April 21, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 94 development permits issued in the Summer Villages (33 in Birchcliff, 3 in Half Moon Bay, 11 in Jarvis Bay, 23 in Norglenwold, and 24 in Sunbreaker Cove).

Current Developments:

1. 110 Birchcliff Road <i>(Require AB site plan & site inspection)</i>	Attached Garage	Issued in 2018
2. 145 Birchcliff Road <i>(Landscaping incomplete)</i>	Demo & Dwelling	Issued in 2018
3. 381 Birchcliff Road	Demolition	Issued in 2018
4. 127 Birchcliff Road	Demolition	Issued in 2019
5. 183 Birchcliff Road <i>(site inspection complete, conditions outstanding)</i>	Renovations & Garage	Issued in 2019
6. 129 Birchcliff Road	Demolition	Issued in 2019
7. 349 Birchcliff Road	Retaining Wall	Issued in 2019
8. 337 Birchcliff Road	Dwell, Gar., & GuestHouse	Issued in 2019
9. 183 Birchcliff Road	Retaining Wall	Issued in 2020
10. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
11. 137 Birchcliff Road	Driveway	Issued in 2020
12. 27A Sunnyside Cabin	Deck	Issued in 2020
13. 93 Birchcliff Road	Deck Addition	Issued in 2020
14. 87 Birchcliff Road	Dwelling	Issued in 2020
15. 141 Birchcliff Road	Driveway	Issued in 2020
16. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
17. 71 Birchcliff Road <i>(site inspection complete, conditions outstanding)</i>	Escarpment Ret. Walls	Issued in 2021
18. 553 Birch Close	Accessory Building	Issued in 2021
19. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
20. 83 Birchcliff Road	Dwelling	Issued in 2021
21. 369 Birchcliff Road	Garage	Issued in 2021
22. 94 Birchcliff Lane	Dwelling	Issued in 2021
23. 111 Birchcliff Road	Detached Garage	Issued in 2021
24. 383 Birchcliff Road	Asphalt Paving	Issued in 2021

(site inspection complete, conditions outstanding)

25.59 Birchcliff Road	Driveway	Issued in 2021
26.361 Birchcliff Road	Lakeside Deck	Issued in 2021
27.83 Birchcliff Road	Lakeside Stairs	Issued in 2021
28.363 Birchcliff Road	Dwelling	Issued in 2021
29.159 Birchcliff Road	Demolition	Issued in 2021
30.71 Birchcliff Road	Dwelling	Issued in 2021
31.137 Birchcliff Road	Home Occupation	Issued in 2021
32.187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
33.163 Birchcliff Road	Dwelling Addition	Issued in 2022

Permit Summary:

Year to date 2022:

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

February – 0 development permits. Estimated project cost N/A.

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

2021:

January – 0 development permits. Estimated project cost N/A.

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

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff**April 21, 2022****Council & Legislation****Information Item****Agenda Item: *ASVA Forest Health Management Project*****Background:**

Administration has received information from the Association of Summer Villages of Alberta (ASVA) that they were successful in receiving grant funding from the Alberta Real Estate Fund to complete a Forest Health Management Pilot Project.

A full-scale Forest Management Plan would address all aspects of forest management, including inventory, reforestation, pests, trail systems, and public consultation. An effective management plan will improve forest health, protect against wildfires, establish new tree plantings, enhance tree growth and quality, control invasive species, and provide the benefits of trees to the environment and lake health. This ASVA work is a primer to be used to help municipalities understand if they have an issue or not and if they need to do a deeper dive into their forest management.

There is no cost to the Summer Village and Administration has already signed your community up to participate. A consultant has been hired by the ASVA and he will perform the forest field assessments. Administration will provide a map of the EOS areas and the consultant will walk through these areas and provide recommendations.

Options for Consideration:

1. Council to accept as information.

Administrative Recommendations:

Council to accept as information.

Re: ASVA Forest Health Management Project

To the attention of Summer Villages CAO's and Mayors,

ASVA is reaching out to you with a timely reminder that in summer 2021 the association was successful in receiving award of grant funds from the Alberta Real Estate Fund (AREF) to complete the proposed Forest Health Management Pilot Project. There is urgency in the timelines being met for completing the engagement / field portion of this project noting that the AREF grant funds are set to expire June 16, 2022.

The project will have no financial impact to Summer Villages. All that is required in helping us to coordinate on behalf of your summer villages is to respond in request of participating so we can secure your spot. The Forest Management Expert, Toso Bozic P. Ag. will require a Boundary Map to be supplied by your Summer Village and he is prepared to perform the forest field assessments independently or with accompaniment of a designated staff member or emergency planning person if designated by you. *ASVA can coordinate the logistics on your behalf all that is required is for you to provide a name & contact if you would like to designate a "buddy"*; noting that the additional benefit received will be invaluable knowledge sharing and discovery based on recognizing the health of the forest surrounding your summer village. Regardless of which method is preferred, as part of the project deliverables a roll-up report will be provided to each of the (10) participant summer villages cataloguing forest health information specific to your summer village.

As noted in details below our consultant has provided dates of his availability to perform the 10 field assessments (noting each assessment requires 1-3 hours to complete):

April 19 – 22

May 2 - 6

May 10 - 13

*Please forward your reply prior to April 14, 2022 to register your Summer Village. In your response please advise if you will be providing a Boundary Map to have the consultant perform the assessment independently or if you will be providing the name & contact of a designated "buddy" for us to coordinate accompaniment.

To the attention of:

ASVA

Sherry Poole, Executive Director

Via email: summervillages@gmail.ca

Project Information:

Trees are a crucial element and fabric of every summer village and greatly contribute to environmental, social, and economic values of these communities. The summer villages are built around lakes, where natural native forest settings are a dominant forest cover. Most of trees in summer villages are dominated by native aspen/poplar and mixed wood of white spruce, pine, or larch forest with these two species. On private properties there are several non-native species such as variety of cherries, shrubs and few tree species like elm, linden, and others. The majority of forests in summer villages are mature or entering a maturity stage which can create some problems **such as an increase in potential of fire, insect and disease outbreaks or the introduction of non-native trees and shrubs in their natural areas.**

ASVA's purpose is to provide direct education and professional support to Summer Village's about value and management of trees/forest land in a community setting. ASVA obtained a grant from Alberta Real Estate Foundation to provide following professional tree/forestry advice and assistance to Summer Village representatives (a total of 10 Summer Villages).

- This advice will entail topics or areas of interest such as:
 - Natural forest management principles,
 - Forest health,
 - Increase awareness of potential fire hazard in your community,
 - Criteria for choosing tree selection and planting.

Trees/forest in your summer village provide many tangible benefits to community populations including:

- reducing summer heat (cooling effects)
- protecting from cold winter winds (heating effects),
- enhancing cultural and spiritual experience,
- increasing property values by up to 20 %,
- improving well-being through stress reduction and increased comfort,
- helping storm water management,
- providing a place to play and relax,
- reducing noise and dust effects
- providing a home to many wildlife species

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Mill Rate Bylaw #233-22*

Background:

Administration would like to provide the 2022 Mill Rate Bylaw #233-22 for approval in order to run the 2022 property taxes.

Options for Consideration:

- 1) Council review Bylaw #233-22

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #233-22
- 2) That Council give 2nd reading to By-Law #233-22
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #233-22

Authorities:

Section 353(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that each Council must pass a property tax bylaw annually.

Section 353(2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

- (a) the expenditures and transfers set out in the budget of the municipality, and
- (b) the requisitions

Summer Village of Birchcliff
2022 Mill Rate Bylaw
No. #233-22

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF BIRCHCLIFF FOR THE 2022 TAXATION YEAR.

WHEREAS, the Summer Village of Birchcliff has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 21, 2022.

WHEREAS, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$153,843.43 and the balance of \$349,890.28 is to be raised by general municipal taxation; and

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Summer Village of Birchcliff for 2022 total \$503,733.71; and

THEREFORE, the total amount to be raised by general municipal taxation is \$349,890.28 and

WHEREAS, the requisitions are estimated to be:

Alberta School Foundation Fund	
- Residential & Farm Land	\$ 456,688.83
- Non-residential	\$ 7,082.13
Red Deer Catholic Regional Div.39	
- Residential & Farm Land	\$ 2,359.94
- Non-residential	\$ 0.00
Designated Industrial Property	<u>\$ 39.52</u>
Total Requisitions Collected	\$ 466,170.42

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

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

Residential	\$ 180,292,680
Non-Residential & Designated Industrial Property	\$ 1,888,960
Machinery & Equipment	\$ 4,040
Taxable Assessment	\$ 182,185,680
Exempt	\$ 15,843,790
Total 2022 Assessment	\$ 198,029,470

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$346,252.78	\$180,292,680	1.9205
Non-Residential	\$ 3,637.50	\$1,893,000	1.9205
Totals:	\$349,890.28	\$182,185,680	
School Requisitions			
Residential & Farm Land	\$459,048.77	\$180,292,680	2.5461
Non-Residential	\$ 7,082.13	\$ 1,888,960	3.7492
Totals:	\$466,130.90	\$182,181,640	
Designated Industrial Property	\$ 39.52	\$ 515,900	0.0766

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 21st day of April 2022.

READ a second time on this 21st day of April 2022.

Given UNANIMOUS consent to go to third reading on this 21st day of April 2022.

READ a third and final time on this 21st day of April 2022.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Surplus Distribution*

Background:

The 2021 Annual Audited Financial Statements are now complete and have been submitted to the Province.

The attached spreadsheet is for Council to review and determine how they would like the 2021 surplus funds to be distributed.

Options for Consideration:

- Advise Administration where Council wishes accumulated surplus funds to be distributed.
- Create any new Reserve accounts for future growth as Council sees necessary for their 5 year plans.

Administrative Recommendations:

That Council discusses and redistributes surplus amount on the live Proposed Allocation spreadsheet.

Authorities:

MGA (Section 283.1) A new requirement in the MGA provides that municipalities must adopt, at a minimum, written three-year financial plan and a five-year capital plan and Council must review and update the plans annually.

Summer Village of Birchcliff
Allocation of Surplus on April 21, 2022

Adjusted Financial Surplus & Reserves		Current Balances	Council Targets	Over/Under Target	Allocation	Revised Balances	Over/Under Target
Accumulated Surplus		47,790.22	25,000.00	22,790.22	0.00	47,790.22	22,790.22
Reserves							
General Contingency Reserve		4,501.95	30,000.00	-25,498.05	0.00	4,501.95	-25,498.05
Roads, Streets, etc. Reserve		152,014.11	250,000.00	-97,985.89	0.00	152,014.11	-97,985.89
Sewer Operations Reserve		19,360.73	50,000.00	-30,639.27	0.00	19,360.73	-30,639.27
Wastewater Capital Reserve		93,913.05	5,000,000.00	-4,906,086.95	0.00	93,913.05	-4,906,086.95
Environment Reserve		5,562.00	20,000.00	-14,438.00	0.00	5,562.00	-14,438.00
Pathway Reserve		157,800.00	1,500,000.00	-1,342,200.00	0.00	157,800.00	-1,342,200.00
Information Technology & Facilities Reserve		500.00	5,000.00	-4,500.00	0.00	500.00	-4,500.00
Fleet Replacement Reserve		1,973.85	0.00	1,973.85		1,973.85	1,973.85
Total Reserves		435,625.69	6,855,000.00	-6,419,374.31	0.00	435,625.69	-6,419,374.31

Notes to Financial Statements

December 31, 2021

6. ACCUMULATED SURPLUS

	2021	2020
Unrestricted surplus	\$ 46,791	\$ -
Restricted surplus		
Operating reserves (Note 7)	23,862	23,862
Capital reserves (Note 7)	411,763	430,253
Equity in tangible capital assets (Schedule 1)	2,904,460	2,780,353
	<u>\$ 3,386,876</u>	<u>\$ 3,234,468</u>

7. RESERVES

	2021	2020
Operating Reserves		
Sewer	\$ 19,360	\$ 19,360
General contingencies	4,502	4,502
	<u>\$ 23,862</u>	<u>\$ 23,862</u>
Capital Reserves		
Pathways	\$ 157,800	\$ 159,000
Roads	152,014	163,389
Wastewater	93,913	93,913
Environmental	5,562	7,977
Fleet	1,974	974
Information and technology	500	5,000
	<u>\$ 411,763</u>	<u>\$ 430,253</u>

8. CONTINGENT LIABILITIES

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

9. CONTRACTUAL OBLIGATIONS

- a) The Summer Village has entered into an agreement for basic assessment services for a five year term commencing April 2020 expiring March 2025. The cost of assessment services will be \$7,700, per year over the five years.
- b) The Summer Village has entered into an agreement for fire emergency response services with the Town of Sylvan Lake for a four year term commencing January 2020 expiring December 2023. The cost of services will be \$12,975 annually.

Summer Village of Birchcliff

April 21, 2022

Planning and Development

Request for Decision

Agenda Item: LUB Amendments 170/13

Background:

At the last Council meeting, Council directed administration to prepare an amendment bylaw to the Land Use Bylaw to include regulations discussed at the last meeting. The following is a summary of the proposed amendments for Land Use Bylaw 235/22.

1. Part One: 1.3 Definitions – Revise temporary building definition to: “temporary use or building” means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, as determined by the Development Authority.
2. Part One: 1.3 Definitions – Revise breezeway(s) definition to: “breezeway(s)” means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.
3. Part One: 1.3 Definitions – Add the following definition: “Development Design Plan” means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details to the satisfaction of the development authority:
 - A planting plan including native vegetation;
 - A sediment control plan;
 - A drainage plan; and
 - Information about site coverage.

A development design plan shall be required at the discretion of the Development Authority and will be enforced as a condition of development approval.

4. Part One: 1.3 Definitions – Revise development definition to:
 “development” means
- (a) An excavation or stockpile and the creation of either of them;
or
 - (b) A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over and under land of any of them; or
 - (c.) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
 - (d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

and without restricting the generality of the foregoing, includes:

- (e) in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a dwelling unit;
- (f) in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot;
- (g) the display of advertisements or signs on the exterior of a building or on any land;
- (h) the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered;
- (i) any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site;
- (j) the placing of refuse or waste material on any land;
- (k) the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months;
- (l) the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- (m) the demolition or removal of a building;
- (n) the placement of an already constructed or a partially constructed building on a parcel of land;
- (o) the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable

- building whatsoever, whether or not the same has been placed or affixed to the land in any way;
 - (p) the removal of topsoil from land;
 - (q) the use of land for storage purposes or for the repair of equipment, vehicles or other kinds of machinery;
 - (r) the installation of any type of sewage disposal system including but not limited to holding tanks; or
 - (s) the digging of a well or installation of a water cistern.
5. Part One: 1.3 Definitions – Revise grade definition to: “grade” means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:
- (a) Grade shall be determined by calculating the average of the pre-development elevations at the corners of the building as shown on a reliable survey; or
 - (b) If the applicant can show by reference to legal surveys that the predevelopment elevation of the subject parcel varies by no more than 1 m in 30 lineal metres, the Development Authority may determine grade by calculating the average of the highest and lowest elevation on the parcel or above top of bank; or
 - (c) The Development Authority may determine grade by calculating the average of the pre-development elevations at the corners of the parcel as shown on a reliable survey; or
 - (d) The Development Authority may determine grade by calculating the average elevation of the corners of the main buildings on all properties abutting the subject parcel.
6. Part One: 1.3 Definitions – Revise church camp cottage(s) definition to: “church camp cottage(s)” means a dwelling unit which is separate from any other building but does not include a manufactured dwelling unit, guest house or temporary building.
7. Part One: 1.3 Definitions – Revise parcel coverage definition to: “parcel coverage” means the total percentage of the parcel area covered by buildings or Structures, including but not limited to the main building and any additions to it (e.g. covered decks), hard-surfaced parking facilities, driveways, outdoor storage and display areas, hard landscaped areas including gravel, reclaimed pavement, crushed rock, artificial turf and all impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw.

8. Part One: 1.3 Definitions – Revise guest house definition to:
“guest house” means an accessory building containing sleeping facilities for temporary usage only and can include bedrooms, bathrooms, and a kitchen. A guest house provides overflow accommodation for a detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and sea cans.
9. Part One: 1.3 Definitions – Add the following definition:
“Nuisance” means any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, or troublesome, or destructive or harmful, or inconvenient, or injurious to another person and/or their property, or anything troublesome or bothersome to other people for which complaints are received either by the Municipality’s office or the Royal Canadian Mounted Police, whether or not such act or deed or omission or thing constitutes nuisance at common law.
10. Part One: 1.3 Definitions – Remove current definition:
“Permanent resident” means a person, excluding a person(s) who occupies a cottage in the Church Camp Cottage District:
(a) with a valid Alberta driver’s license and/or any government issued identification which shows an address situate in the Summer Village of Birchcliff; or
(b) whose usual mailing address is in the Summer Village of Birchcliff; or
(d) whose place of residence pursuant to the Local Authorities Elections Act is the Summer Village of Birchcliff;
11. Part One: 1.7 Establishment of Fees – Revise to: Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Birchcliff Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.
12. Part Two: 2.2 Development Not Requiring a Development Permit (12) – Add: Provided the zoning setbacks are met a development permit is not required for a non-enclosed and/or 3-sided building such as but not limited to, pergolas, woodsheds and arbours with a floor area of 9.94 m² (107ft.2) or less and height of 2.50m (8.20ft.) or less.
13. Part Two: 2.3 Permission for Development – Add: Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a

- development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.
14. Part Three: 2(3) Objects Prohibited or Restricted in Yards –
Add: No person shall allow a sea can to be placed on a parcel other than during construction with an approved development permit.
 15. Part Three: 2(3)(d) Objects Prohibited or Restricted in Yards –
Revise to: No person shall allow the unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become a nuisance, or which adversely affects the amenities of the neighbourhood, or which may interfere with the normal enjoyment of any land or building.
 16. Part Three: 4(7) Subdivision Design Standards – Revise to: As a condition of subdivision approval, Environmental Reserves can be taken according to Section 664 of the Act; either in the form of a lot (ownership transferred to the Summer Village) or as an Environmental Reserve Easement (private ownership is retained). The Summer Village may require that the proponent provide hazard land as Environmental Reserve as a condition of subdivision approval.
 17. Part Four: Back-Lot Residential (R2) Site Development 1(b)(i) –
Revise to: 7.62 m (25 ft.) to the habitable dwelling unit from the side parcel boundary.
 18. Part Four: Church Camp Cottage District (CC2) General Purpose – Revise to: To provide an area for residential accommodation for the members of the Alberta and the Northwest Territories District of the Pentecostal Assemblies of Canada and their affiliates.

Options For Consideration:

1. Give first reading to Bylaw #235-22 and schedule public hearing at next meeting, or
2. Amend Bylaw #235-22, then give first reading and schedule public hearing.

Administrative Recommendations:

Council to give first reading to Bylaw #235-22 and schedule a public hearing.

Authorities:

Land Use Bylaw #170/13 – Council on its own initiative may give first reading to a bylaw to amend this Land Use Bylaw.

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

**SUMMER VILLAGE OF BIRCHCLIFF
LAND USE BYLAW
AMENDMENT BYLAW #235-22**

Being a Bylaw of the Summer Village of Birchcliff, in the Province of Alberta, to authorize amendments to the Summer Village of Birchcliff Land Use Bylaw 170-13.

WHEREAS Section 692 of the Municipal Government Act, RSA 2000, authorizes a Council to amend a land use bylaw;

WHEREAS the Council deems it desirable to amend Land Use Bylaw 170-13;

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

An amendment to the Land Use Bylaw 170/13:

1. Part One: 1.3 Definitions – Revise temporary building definition to: “temporary use or building” means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, as determined by the Development Authority.
2. Part One: 1.3 Definitions – Revise breezeway(s) definition to: “breezeway(s)” means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.
3. Part One: 1.3 Definitions – Add the following definition: “Development Design Plan” means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details to the satisfaction of the development authority:
 - A planting plan including native vegetation;
 - A sediment control plan;
 - A drainage plan; and
 - Information about site coverage.A development design plan shall be required at the discretion of the Development Authority and will be enforced as a condition of development approval.
4. Part One: 1.3 Definitions – Revise development definition to: “development” means
 - (a) An excavation or stockpile and the creation of either of them; or
 - (b) A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over and under land of any of them; or
 - (c.) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
 - (d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or

is likely to result in a change in the intensity of use of the land or building;

and without restricting the generality of the foregoing, includes:

- (e) in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a dwelling unit;
- (f) in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot;
- (g) the display of advertisements or signs on the exterior of a building or on any land;
- (h) the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered;
- (i) any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site;
- (j) the placing of refuse or waste material on any land;
- (k) the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months;
- (l) the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- (m) the demolition or removal of a building;
- (n) the placement of an already constructed or a partially constructed building on a parcel of land;
- (o) the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way;
- (p) the removal of topsoil from land;
- (q) the use of land for storage purposes or for the repair of equipment, vehicles or other kinds of machinery;
- (r) the installation of any type of sewage disposal system including but not limited to holding tanks; or
- (s) the digging of a well or installation of a water cistern.

5. Part One: 1.3 Definitions – Revise grade definition to: “grade” means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:

- (a) Grade shall be determined by calculating the average of the pre-development elevations at the corners of the building as shown on a reliable survey; or
- (b) If the applicant can show by reference to legal surveys that the predevelopment elevation of the subject parcel varies by no more than 1 m in 30 lineal metres, the Development Authority may determine grade by calculating

the average of the highest and lowest elevation on the parcel or above top of bank; or

(c) The Development Authority may determine grade by calculating the average of the pre-development elevations at the corners of the parcel as shown on a reliable survey; or

(d) The Development Authority may determine grade by calculating the average elevation of the corners of the main buildings on all properties abutting the subject parcel.

6. Part One: 1.3 Definitions – Revise church camp cottage(s) definition to: “church camp cottage(s)” means a dwelling unit which is separate from any other building but does not include a manufactured dwelling unit, guest house or temporary building.
7. Part One: 1.3 Definitions – Revise parcel coverage definition to: “parcel coverage” means the total percentage of the parcel area covered by buildings or Structures, including but not limited to the main building and any additions to it (e.g. covered decks), hard-surfaced parking facilities, driveways, outdoor storage and display areas, hard landscaped areas including gravel, reclaimed pavement, crushed rock, artificial turf and all impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw.
8. Part One: 1.3 Definitions – Revise guest house definition to: “guest house” means an accessory building containing sleeping facilities for temporary usage only and can include bedrooms, bathrooms, and a kitchen. A guest house provides overflow accommodation for a detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and sea cans.
9. Part One: 1.3 Definitions – Add the following definition: “Nuisance” means any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, or troublesome, or destructive or harmful, or inconvenient, or injurious to another person and/or their property, or anything troublesome or bothersome to other people for which complaints are received either by the Municipality’s office or the Royal Canadian Mounted Police, whether or not such act or deed or omission or thing constitutes nuisance at common law.
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INTRODUCED AND GIVEN FIRST READING this 21st day of April 2022.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 19th day of May 2022.

GIVEN SECOND READING this 19th day of May 2022.

GIVEN THIRD AND FINAL READING this 19th day of May 2022.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Summer Village of Birchcliff

April 21, 2022

Council Reports

Information Item

Council Reports:

Roger Dufresne

Ann Zacharias

Frank Tirpak

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting: May 19, 2022