REGULAR MEETING AGENDA SUMMER VILLAGE OF BIRCHCLIFF APRIL 20, 2023 @ 9:00 A.M.

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- B. AGENDA additions/deletions
 - adoption
- C. ADOPTION OF MINUTES Regular Meeting Minutes, March 16, 2023
 - Municipal Planning Commission, April 6, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report
- 6) H2S Air Monitoring Information Report
- 7) West Birchcliff Shoreline Survey

E. TABLED ITEMS

- 1) Council & Legislation
 - a) Dog Control Bylaw
 - b) Community Standards Bylaw

F. REQUESTS FOR DECISION

- 1) Finance
 - a) Mill Rate Bylaw
 - b) Surplus Distribution
 - c) Reserves Policy

2) Council & Legislation

a) Fire and Burning Bylaw

3) Public Works

a) Traffic Bylaw

G. COUNCIL REPORT

1) Council Reports

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

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
 - Parkland Regional Library Board

3) Correspondence

- a) Association of Summer Villages of Alberta
- b) SRVS Invasive Species

4) Upcoming Meetings

a) Next Council Meeting - May 18, 2023

H. ADJOURNMENT

Summer Village of Birchcliff Regular Meeting Minutes March 16, 2023

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 16, 2023, 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
Public Works Manager: Owen Olynyk
Development Officer: Kara Kashuba
Finance Manager: Tina Leer
Recording Secretary: Teri Musseau

Auditor: Phil Dirks, Metrix Group via zoom

CALL TO ORDER The Meeting was called to order at 8:59 a.m. by Mayor Dufresne.

AGENDA

BCC-23-026 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

Move F.2.A. before F.1.A.

CARRIED

CONFIRMATION OF MINUTES

BCC-23-027 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting

of Council held on February 16, 2023, be approved as presented.

CARRIED

DELEGATION

Phil Dirks from Metrix Group joined Council to present the 2022 audited

financial statements.

BCC-23-028 MOVED by Deputy Mayor Zacharias that Council accept the 2022 audited

financial statements as presented and authorize the Mayor to sign the

financial return.

CARRIED

INFORMATION ITEMS

1) Accounts Payable

- 2) Public Works Report
- 3) Development Update

4) CAO Report

BCC-23-029 MOVED by Councillor Tirpak that Council amend the 2023 budget to

increase the infrastructure reserve by \$11,400.00.

CARRIED

BCC-23-030 MOVED by Deputy Mayor Zacharias that Council accept the information

items as presented.

CARRIED

Council break at 10:37 a.m.

Council reconvened at 10:43 a.m.

REQUEST FOR DECISION

PUBLIC WORKS

Shoreline Restoration Capital Project Budget

BCC-23-031 MOVED by Deputy Mayor Zacharias that Council increase the 2023

shoreline restoration capital budget project to \$42,000.00.

CARRIED

COUNCIL & LEGISLATION

Bylaw #241-23 Bylaw Enforcement Officer Bylaw

BCC-23-032 Moved by Councillor Tirpak that Council give 1st reading to the Bylaw

Enforcement Officer Bylaw #241-23 as amended.

CARRIED

BCC-23-033 Moved by Deputy Mayor Zacharias that Council give 2nd reading to the Bylaw

Enforcement Officer Bylaw #241-23 as amended.

CARRIED

BCC-23-034 Moved by Mayor Dufresne that Council by unanimous consent give 3rd

reading to the Bylaw Enforcement Officer Bylaw #241-23 at this meeting as

amended.

CARRIED UNANIMOUSLY

BCC-23-035 Moved by Deputy Mayor Zacharias that Council give 3rd and final reading to

the Bylaw Enforcement Officer Bylaw #241-23 as amended.

CARRIED

Bylaw #243-23 Dog Control Bylaw

BCC-23-036 Moved by Councillor Tirpak that Council give 1st reading to the Dog Control

Bylaw #243-23 as amended.

CARRIED

Bylaw #244-23 Community Standards Bylaw

BCC-23-037 Moved by Deputy Mayor Zacharias that Council give 1st reading to the

Community Standards Bylaw #244-23.

CARRIED

Fiber Optics Project

BCC-23-038 MOVED by Councillor Tirpak that Council support the Red Deer County

Rural Fiber Optic Project application to the Universal Broadband Fund administered by Innovation, Science and Economic Development Canada, by

sending a letter.

CARRIED

Municipal Development Plan

BCC-23-039 MOVED by Mayor Dufresne that Council accept the Municipal Development

Plan as information and Administration to bring back after the completion of

Summer Village of Birchcliff Regular Meeting Minutes March 16, 2023

the Climate Plan with required amendments to satisfy the Municipal Accountability Program review regarding agricultural operations.

CARRIED

COUNCIL REPORTS

Deputy Mayor Zacharias

• No reports

Councillor Tirpak

No reports

Mayor Dufresne

- Central Alberta Mayors and Reeves Meeting
- Climate Caucus Meeting
- Upcoming Spring Leaders' Caucus

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

BCC-23-040 MOVED by Deputy Mayor Zacharias that Council accept the Council and

Committee items as information.

CARRIED

NEXT MEETING

BCC-23-041 MOVED by Mayor Dufresne that the next meeting of Council be held April 20,

2023, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-23-042 MOVED by Mayor Dufresne that being the agenda matters have been

concluded, the meeting adjourned at 12:17 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff April 6, 2023 Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 6, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias

Councillor: Frank Tirpak
Member at Large: Michael Wells
CAO: Tanner Evans
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant(s): Jesse Bjornson

Joanne Bjornson

Roberto Noce, KC via Zoom

Brian Engel, Lakeview Contracting via Zoom Mark McLeod, Sorento Homes via Zoom

CALL TO ORDER Chair Zacharias called the meeting to order at 1:00 p.m.

AGENDA:

MPC-23-001 Moved by Michael Wells that the agenda be approved as presented.

CARRIED

DEVELOPMENT APPLICATIONS

1. 83 Birchcliff Road

Application for existing U-shaped structure and stairs on the escarpment at 83 Birchcliff Road (Lots 4 & 5, Block 3, Plan 4486AX) in the Summer Village of Birchcliff.

Kara Hubbard left the meeting at 1:26 p.m.

MPC-23-002

Moved by Chair Zacharias that the Municipal Planning Commission deny the application for U-shaped structure and stairs at 83 Birchcliff Road for the following reasons:

- An accessory building on a parcel abutting the lake shall be situated so that it is located with the minimum rear yard of the parcel and is not closer to the front parcel boundary and the top of any escarpment area or high-water mark than the front wall of the main building, or 15m whichever is the least. The u-shaped structure is located within the front yard of the parcel.
- Land located below the top of the bank/top of the escarpment should be in a natural state.
- The Summer Village of Birchcliff only considers development on escarpment if required due to failing slope supported by a geotechnical report.

CARRIED

Initials	
	1

Summer Village of Birchcliff April 6, 2023 Municipal Planning Commission Minutes

ADJOURNMENT:	
MPC-23-003	Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 2:25 p.m.
	CARRIED
	ANN ZACHARIAS, CHAIR
	TANNER EVANS, CAO

Summer Village of Birchcliff

Administration and Finance

April 20, 2023

Information Item

Agenda Item: Accounts Payable Update

Background:

Total payables processed and presented to Council \$ 228,251.58 The following list identifies any payments over \$3,000:

\$	17,820.00
2/2023	
\$	11,244.56
\$	17,636.52
\$	42,000.00
\$	14,211.18
	\$ 2/2023 \$ \$ \$ \$

Council Expense Claims Report:

February 2023

•	Roger Dufresne	\$ 0
•	Ann Zacharais	\$ 150.40
•	Frank Tirpak	\$ 130.00

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 2023-04-04 2:21 PM

Summer Village of Birchcliff List of Accounts for Approval (Detailed) Batch: 2023-00015 to 2023-00019

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

		UTER CHEQUE		
Payment # Invoice #	Date Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1151	2023-03-31 Government Alberta	D.I. E. I. E. 10000	45 000 00	
1800033512	412-000-270 - Trade Accounts F	•	15,939.00	17 920 00
	225-000-200 - Policing Costs	Police Funding Fiscal 2023	1,881.00	17,820.00
1152	2023-03-31 Accelerated Surveys Ltd			
23-30	297-210-840 - Project MSI - Sho	• •	10,709.10	44.044.50
	312-000-260 - GST Paid Refund	GST Tax Code	535.46	11,244.56
1153	2023-03-31 Al's Bobcat & Trucking			
19422	232-000-255 - Plowing Program		3,272.00	
	312-000-260 - GST Paid Refund	GST Tax Code	163.60	3,435.60
1154	2023-03-31 Drain Doctor			
5568	242-000-255 - Maintenance Proç	Sept/22 -94 BC Lane-Sewei	170.00	
	312-000-260 - GST Paid Refund	GST Tax Code	8.50	178.50
1155	2023-03-31 Empringham Disposal C	orp		
44895	243-000-200 - Contracted Service		465.00	
	312-000-260 - GST Paid Refund		23.25	488.25
4450				
1156 37385	2023-03-31 Lacombe Regional Wast 243-000-255 - Landfill Costs	e Service 2023 LRWSC Requisition	17,636.52	17,636.52
37303		·	17,030.32	17,030.32
1157	2023-03-31 Lakeview Contracting In			
1849	297-209-840 - Project MSI-Shore	-	40,000.00	
	312-000-260 - GST Paid Refund	GST Tax Code	2,000.00	42,000.00
1158	2023-03-31 Red Deer Catholic Region	onal		
2023-1	201-100-130 - ASFF-Residential	Supplementary Tax Requisi	589.99	589.99
1159	2023-03-31 Sylvan Lake Regional			
1771	242-000-260 - Useage Fees	Feb 2023 WW Services	1,911.60	1,911.60
1160	2023-03-31 Town of Blackfalds - LRI	= N.A. A.		
IVC057993	224-000-200 - Emergency Mana		2.750.00	2,750.00
170007330	224-000 200 - Emergency Mana		,	<u> </u>
		Total C	omputer Cheque:	98,055.02
		EFT		
Payment #	Date Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount
254	2023-02-28 Summer Villages of Norg		40.000.00	
2023-00026	212-100-110 - Salaries	Salaries	10,600.30	
	212-100-130 - Training	Training	282.71	
	212-100-140 - Benefits 212-100-210 - Travel & Subsiste	Shared Benefits Travel & Subsistence	326.82 -157.73	
	212-100-210 - Traver & Subsiste	WCB	0.00	
	212-100-211 - WGB 212-100-266 - PW Fleet	PW Fleet	383.53	
	212-200-215 - Postage/Freight/0		185.87	
	212-200-500 - Printing Costs	Printing Costs	298.24	
	212-200-510 - Office Supplies	Office Supplies	71.23	
	212-300-217 - Phone/Fax/Intern		123.66	
	212-300-540 - Utilities	Utilities	371.58	
	212-300-250 - Facility Improvem	Facilitiy Improvements	0.00	
	212-300-255 - Facility Maintenar	Facility Maint.	301.77	
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Date Printed 2023-04-04 2:21 PM

Summer Village of Birchcliff List of Accounts for Approval (Detailed) Batch: 2023-00015 to 2023-00019

Page 2

228,251.58

Payment #	Date	Vendor Name	EFT		
Invoice #	Date	GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	132.58	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	51.67	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insurance	Building Insurance	0.00	12,972.23
2023-00030		226-000-200 - Enforcement	ATB MC-Tow Bylaw Truck	30.00	
		226-000-200 - Enforcement	UFA Fuel-Bylaw Officer	39.54	
		212-400-230 - Legal Fees	Brownlee Law-543851-Lega	337.65	
		226-000-200 - Enforcement	Tanner's Expenses-Lockers	20.00	
		226-000-200 - Enforcement	ATB MC-Tires for Bylaw Off	387.53	
		212-400-220 - Election Expense	ATB MC-2023 President Su	200.00	
		211-101-210 - M&S Mayor	ATB MC-Hotel-Roger	224.23	1,238.95
				Payment Total:	14,211.18
				Total Other:	14,211.18
			OTHER		
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3414	2023-0	03-31 Alberta School Foundation	on Fund		
13700		201-100-130 - ASFF-Residential	School Funding	115,942.74	115,942.74
3415	2023-0	03-31 Receiver General/ OTH			
CP2-23		312-000-262 - CRA Remuneration	CPP Jan 2023 Remuneratio	42.64	42.64
				Total Other:	115,985.38

Total MAIN:



Council Expense Claim Form

NAME: Ann Zacharias	
POSITION: Deputy Mayor	
MONTH ENDING: March-2023	None State and S
	121-12-11

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

MAR 2 9 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/16/23	Regular Council	3.25	Deputy Mayor	\$130.00
2/16/23	Regular Council		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
Select Event Select Event 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
event is o	ther please type it in.		The same of the sa	\$130.00

Travel

			Chain.	
DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/16/23	Regular Council	15.00	\$0.68	\$10.20
2/16/23	Regular Council	15.00	\$0.68	\$10.20
	Select Event		\$0.68	\$0.00
Select Event Select Event Select Event Select Event Select Event Select Event	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
		\$0.68	\$0.00	
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$20.40

Other Expenses

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

MAYOR:	. 150.40
C.A.O:	TOTAL PAYABLE: \$ 150.40



Council Expense Claim Form

NAME: Fra	nk Tirpak		141
POSITION:	Councillor		
MONTH EN	DING: March-2023	THE CENTER	

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

MAR 2 9 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/16/23	Regular Council	3.25 Hours	Councillor	\$ 130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
320000000000000000000000000000000000000	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	, caller	Title	\$0.00
event is o	ther please type it in.		VCIP	\$130.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/16/23	Regular Council		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
	ku skiekojimatose masi me			\$ 0.00
				\$0.00
			Market Committee Committee	\$0.00
				\$0.00

MAYOR:	. 130.00
C.A.O:	TOTAL PAYABLE: \$ 130.00

Summer Village of Birchcliff

Finance

Information Item

Agenda Item: 1st Quarter Financial Report

Background:

Administration would like to provide the following 1st Qtr Financial Report.

Please be aware that these reports have been prepared prior to the shared costing being fully completed.

Options for Consideration:

- The Operating Budget Report to March 31, 2023
- The Capital Budget Report to March 31, 2023
- Alberta School Foundation Report to March 31, 2023
- ATB Bank Account \$544,830.64 March 31, 2023
- Historical Bank Balances Report

Reserves and Deferred Accounts at March 31, 2023

•	Accumulated Surplus	47,812.92
•	Completions Deposits	93,000.00
•	Deferred Revenue (Grants)	121,866.53
•	JSC IT Reserve	1,000.00
•	Reserves Roads	351,965.06
•	Reserves Operating Sewer	0.00
•	Reserves Wastewater	56,806.90
•	Reserves General Operating	4,501.95
•	Reserves Env/Open Spaces	32,000.50
•	Reserves Pathway	0.00
•	Reserves Fleet Replacement	0.00
•	Reserves Infrastructure	46,500.00

Administrative Recommendations:

To accept the Yearend Financial Report as information.

Authorities:

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

Summer Village of Birchcliff Operating Budget For the Period Ending March 31, 2023

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	Budget	Year to Date	Budget Remain	%
Revenue				
101-100-110 - Taxes Residential	370,712.29	22.22	(370,712.29)	100.00-
101-000-510 - Taxes Penalties Costs	5,224.03	20.63	(5,203.40)	99.61-
101-103-130 - DI - Designated Industrial	41.89		(41.89)	100.00-
112-000-410 - Sale of Service and S	535.60	5 000 50	(535.60)	100.00-
112-000-550 - Return on Investments	9,640.80	5,292.56	(4,348.24)	45.10-
112-000-570 - Other Revenue	1,071.20	701.01	(370.19)	34.56-
112-000-740 - MSI-Operational 112-000-755 - CCBF Grant Revenue Expected	10,419.00		(10,419.00)	100.00-
121-000-755 - COBF Grant Revenue Expected 121-000-530 - Fines Provincial Coll	11,500.00	07.00	(11,500.00)	100.00-
142-000-330 - Filles Provincial Coll 142-000-410 - Wastewater Useage Levy	739.45	97.00	(642.45)	86.88-
143-000-200 - Garbage/Recycling	83,319.00		(83,319.00)	100.00-
161-000-410 - Certificates Complian	35,747.00 60.35		(35,747.00)	100.00-
161-000-510 - Inspection Fees	1,207.10	434.50	(60.35)	100.00-
161-000-510 - Inspection Fees 161-000-520 - Development Permits	5,684.53	600.00	(772.60)	64.00-
161-000-590 - Encroachment Fees	108.64	600.00	(5,084.53)	89.45-
101-000-350 - Encroachment Pees	100.04		(108.64)	100.00-
Total Revenue:	536,010.88	7,145.70	(528,865.18)	98.67-
Expenditures				
Council and Legislation	7 000 00	4 470 00	5 000 00	
211-101-150 - Mayors Remuneration	7,000.00	1,170.00	5,830.00	83.29
211-101-210 - M&S Mayor	2,000.00	392.19	1,607.81	80.39
211-102-150 - Deputy Mayor Remunera	4,000.00	260.00	3,740.00	93.50
211-102-210 - M&S Deputy	696.28	10.20	686.08	98.54
211-103-150 - Councilor Remuneratio	3,400.00	260.00	3,140.00	92.35
211-103-210 - M&S Councillor	567.74		567.74	100.00
211-201-212 - R&C ASVA	444.04		444.04	100.00
211-203-212 - Council Education Opportunities	489.75	4 000 54	489.75	100.00
211-301-220 - Mem ABmunis 211-302-220 - Mem ASVA	998.07	1,008.51	(10.44)	1.05-
211-303-220 - Mem FCM	975.00 107.12	975.00	107.12	100.00
Total Council and Legislation:	20,678.00	4,075.90	16,602.10	80.29
Administration				
212-100-110 - Salaries	128,494.00	20,712.55	107,781.45	83.88
212-100-130 - Training	2,407.00	630.69	1,776.31	73.80
212-100-140 - Benefits	4,452.00	653.64	3,798.36	85.32
212-100-210 - Travel & Subsistence	2,888.00	(157.73)	3,045.73	105.46
212-100-211 - WCB	1,839.00		1,839.00	100.00
212-100-266 - PW Fleet	963.00	383.53	579.47	60.17
212-200-215 - Postage/Freight/Couri	1,450.00	235.69	1,214.31	83.75
212-200-500 - Printing Costs	1,321.00	401.61	919.39	69.60
212-200-510 - Office Supplies	2,407.00	302.18	2,104.82	87.45
212-300-217 - Phone/Fax/Internet	1,200.00	152.96	1,047.04	87.25
212-300-240 - Computer Software/Mtn	3,610.00	2,951.95	658.05	18.23
212-300-242 - IT Equipment	602.00	216.59	385.41	64.02
212-300-250 - Facility Improvements	2,407.00		2,407.00	100.00
212-300-255 - Facility Maintenance	5,117.00	955.45	4,161.55	81.33
212-300-265 - Equipment Maintenance	361.00		361.00	100.00
212-300-270 - Equipment Rental	963.00	103.34	859.66	89.27
212-300-510 - Other Contingency	120.00	46.66	73.34	61.12
212-300-530 - Building Insurance	722.00		722.00	100.00

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Summer Village of Birchcliff Operating Budget For the Period Ending March 31, 2023

	Budget	Year to Date	Budget Remain	%
212-300-540 - Utilities	2,166.00	901.29	1,264.71	58.39
212-400-220 - Election Expenses/Mee	500.00	242.82	257.18	51.44
212-400-221 - Bank Charges	1,030.00	98.78	931.22	90.41
212-400-222 - Advertising	100.00	00.70	100.00	100.00
212-400-230 - Legal Fees	5,000.00	895.15	4,104.85	82.10
212-400-231 - Audit Fees	7,471.87	000.10	7,471.87	100.00
212-400-232 - Assessment Fees	8,137.00	2,325.00	5,812.00	71.43
212-400-275 - Municipal Insurance	4,425.21	4,254.00	171.21	3.87
212-400-910 - Tax Changes	560.71	1,201.00	560.71	100.00
212-400-911 - Reserve	56,400.00		56,400.00	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:	248,613.79	36,306.15	212,307.64	85.40
Protective Services				
223-000-200 - Contract Fire Services	13,841.80	13,506.72	335.08	2.42
224-000-200 - Emergency Management	2,750.00	2,750.00		
225-000-200 - Policing Costs	23,926.00	1,881.00	22,045.00	92.14
226-000-200 - Enforcement		1,457.19	(1,457.19)	
Total Protective Services:	40,517.80	19,594.91	20,922.89	51.64
Public Works				
232-000-200 - Green Space Program	22,200.00		22,200.00	100.00
232-000-250 - Road Maintenance	22,000.00		22,000.00	100.00
232-000-255 - Plowing Program	24,927.57	9,596.00	15,331.57	61.50
232-000-265 - Sign Program	2,455.29		2,455.29	100.00
232-000-270 - Pathway Program	217.67		217.67	100.00
232-000-530 - Ditch & Culvert Progr	8,265.00		8,265.00	100.00
242-000-250 - SLR WasteWater Commis	6,605.00		6,605.00	100.00
242-000-255 - Maintenance Program	20,400.00	498.52	19,901.48	97.56
242-000-260 - Useage Fees	73,371.00	4,989.04	68,381.96	93.20
243-000-200 - Contracted Services - Solid Waste	22,140.00	1,395.00	20,745.00	93.70
243-000-255 - Landfill Costs	13,607.66	17,636.52	(4,028.86)	29.61-
Total Public Works:	216,189.19	34,115.08	182,074.11	84.22
Planning and Development				
261-000-110 - Development Services	500.00		500.00	100.00
261-000-210 - MPC Costs	500.00		500.00	100.00
261-000-215 - SDAB Costs	700.00		700.00	100.00
261-000-250 - IDP (RDC & TSL, LC)	500.00		500.00	100.00
Total Planning and Development:	2,200.00	0.00	2,200.00	100.00
Recreation	12 12200 2			
274-000-150 - FCSS Matching Funding	2,167.94	2,167.94		
274-000-200 - Buoy Program	4,284.80	22.22	4,284.80	100.00
275-000-850 - Parkland Regional Lib	1,081.83	334.69	747.14	69.06
Total Recreation:	7,534.57	2,502.63	5,031.94	66.78
Environment	077.50			
243-102-150 - Red Deer River Waters	277.53	277.53		

Summer Village of Birchcliff Operating Budget For the Period Ending March 31, 2023

	Budget	Year to Date	Budget Remain	%
Total Environment:	277.53	277.53	0.00	0.00
Total Expenditures:	536,010.88	96,872.20	439,138.68	81.93
Surplus / Deficit	0.00	(89,726.50)	(89,726.50)	0.00

Summer Village of Birchcliff Capital Projects Budget For the Period Ending March 31, 2023

	Budget	Year to Date	Budget Remain
Revenue	***************************************		-
197-205-840 - Project CCBF-Road Analysis	11,184.00		(11,184.00)
197-206-840 - Project MSI-OS8 Viewpoint/Bridge/Path	63,347.81		(63,347.81)
197-207-840 - Project WW RSV-West WW Valve Repair	18,000.00		(18,000.00)
197-209-840 - Project MSI-Shoreline Restoration	42,000.00		(42,000.00)
197-210-840 - Project MSI-Shorline Survey	18,500.00		(18,500.00)
197-211-840 - Project Env RSV-Community Dock DLO	25,000.00		(25,000.00)
197-212-840 - Project CCBF/RSV-GIS Implementation	2,400.00		(2,400.00)
197-213-840 - Project MSI-Admin Building Improvements	15,402.00		(15,402.00)
Total Revenue:	195,833.81	0.00	(195,833.81)
Expenditures			
297-205-840 - Project CCBF-Road Analysis	11,184.00		11,184.00
297-206-840 - Project MSI-OS8 Veiwpoint/Bridge/Path	63,347.81		63,347.81
297-207-840 - Project WW RSV-West WW Valve Repair	18,000.00		18,000.00
297-209-840 - Project MSI-Shoreline Restoration	42,000.00	40,000.00	2,000.00
297-210-840 - Project MSI - Shoreline Survey	18,500.00	10,709.10	7,790.90
297-211-840 - Project Env RSV-Community Dock DLO	25,000.00		25,000.00
297-212-840 - Project CCBF/RSV-GIS Implementation	2,400.00		2,400.00
297-213-840 - Project MSI-Admin Building Improvement	15,402.00		15,402.00
Total Expenditures:	195,833.81	50,709.10	145,124.71
Surplus / Deficit	0.00	(50,709.10)	(50,709.10)

Summer Village of Birchcliff ASFF Budget Report For the Period Ending March 31, 2023

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	466,651.33		(466,651.33)
101-100-130 - ASFF-Non-Residential	7,049.29		(7,049.29)
101-103-130 - DI - Designated Industrial	41.89		(41.89)
Total Revenue:	473,742.51	0.00	(473,742.51)
Expenditures			
201-100-130 - ASFF-Residential	466,651.33	116,532.73	350,118.60
201-101-130 - ASFF-Non-Residential	7,049.29		7,049.29
201-300-130 - DI - Designated Industrial	41.89		41.89
Total Expenditures:	473,742.51	116,532.73	357,209.78
Surplus / Deficit	0.00	(116,532.73)	(116,532.73)

Birchcliff Historical Bank Balance Information

<u>Year</u>				
1001	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
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	\$ 1,036,782.68	\$ 701,253.19
2023	\$ 544,830.64			

Summer Village of Birchcliff

April 20,2023

Public Works

Information Item

Agenda Item: Public Works Report

Background:

The following will provide Council with an update on Public Works activites and initiatives:

- Administration has advertised and selected two seasonal employees. They will be starting around May long weekend.
- Public Works is currently assessing and addressing any spring runoff issues as a result from frozen culverts.
- East fence at the Summer Village office as part of the building improvements capital project has been completed.
- A company has been found to do the dock installation & removal for the community docks. They have committed to have the docks in place by May long weekend.
- Public Works has begun making an inventory of traffic signs to be repaired, updated, and adjusted. A order will then be place with the sign supplier.

Options for Consideration:

1) That Council accepts this report as information.

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Summer Village of Birchcliff

April 20, 2023

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 94 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 19 in Jarvis Bay, 21 in Norglenwold, and 25 in Sunbreaker Cove).

Current Developments:

	1.	145 Birchcliff Road (Landscaping incomplete – in	Demo & Dwelling	Issued in 2018				
	2.	337 Birchcliff Road	Dwell,Gar., & GuestHouse	Issued in 2019				
	۷.	(Inspection in Spring)	Dwell, Gar., & Guesti louse	133464 111 2013				
	3	355 Birchcliff Road	Addition & Det. Garage	Issued in 2020				
	٠.	(site inspection complete, out		100404 111 2020				
	4.	137 Birchcliff Road	Driveway	Issued in 2020				
		(site inspection in Spring, land						
	5.	87 Birchcliff Road	Dwelling	Issued in 2020				
		(complete – require RPR)	G					
	6.	363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021				
	7.	71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021				
(site inspection complete, conditions outstanding)								
	8.	14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021				
	9.	83 Birchcliff Road	Dwelling	Issued in 2021				
	10.	.94 Birchcliff Lane	Dwelling	Issued in 2021				
	11.	.59 Birchcliff Road	Driveway	Issued in 2021				
	12.	.83 Birchcliff Road	Lakeside Stairs	Issued in 2021				
	13.	.363 Birchcliff Road	Dwelling	Issued in 2021				
	14.	.71 Birchcliff Road	Dwelling	Issued in 2021				
	15.	.187 Birchcliff Road	Demolition & Dwelling	Issued in 2022				
	16.	.163 Birchcliff Road	Dwelling Addition	Issued in 2022				
	17.	.59 Birchcliff Road	Demolition	Issued in 2022				
	18.	.37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022				
	19.	81 Sunnyside Cabin	Dwelling Reno's & Deck	Issued in 2022				
	20.	409 Birchcliff Road	Lakeside Stairs	Issued in 2022				
	21.	.Western RV#16	Deck	Issued in 2022				
	22.	.529 Birch Close	Dwelling	Issued in 2022				

23.425 Birchcliff Road	Dwelling	Issued in 2022
24.280 Birchcliff Road	Dwelling	Issued in 2022
25.533 Birch Close	Dwelling Addition	Issued in 2022
26.159 Birchcliff Road	Dwelling	Issued in 2022

Open Administrative Files:

- 1. 71 Birchcliff Road
- 2. 315 Birchcliff Road
- 3. 319 Birchcliff Road
- 4. 317 Birchcliff Road
- 5. 145 Birchcliff Road
- 6. 83 Birchcliff Road

Permit Summary:

2022 Jan.-Dec.:

13 development permits. Estimated project cost \$4,069,000.00.

2021 Jan.-Dec.:

21 development permits. Estimated project cost \$4,926,500.00.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

April 20, 2023

Information

Agenda Item: CAO Report

Background:

- Mayor Dufresne and Administration met with the Climate Caucus on April 5 to discuss our next steps. We would like to host an online information session for residents, which would be followed up by a survey that can be submitted to administration. We will host this session with the other 2 Summer Villages who are creating a climate plan and Alex Lidstone from the Climate Caucus will make a presentation and run through the draft plan. Administration is currently working to set the date which will be a weekday evening during the summer.
- Attached is the climate plan in draft format for your information.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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



Village of Birchcliff Draft Climate Resilience Plan April 2023

- 1. Executive Summary
- 2. Climate plan and vision
- 3. Background

Key Terms

Sylvan Lake Region Changing Climate

Climate Impacts, Risks, and Opportunities

- 4. Project Scope
- 5. Methodology
- 6. Key Data

Sylvan Lake Region Climate Trends

Sylvan Lake Region Climate Projections

Summer Village of Birchcliff Corporate Energy and Emissions Inventory

Community engagement input

7. Climate risks and opportunities

Risk prioritization

Opportunity prioritization

8. Action plan (adaptation and mitigation)

Themes

Eight Priority Areas for Action on Resilience (DRAFT)

- 9. Implementation
- 10. Monitoring and evaluation
- 11. Conclusion

1. Executive Summary

*** This section is to be completed after the plan is completed***

2. Climate plan and vision

This section is to be filled in after council determines the goals and objectives of the climate plan. See examples below

- Goals and Objectives of the Climate plan
 - Work with senior staff to identify initial goals and objectives
- Examples:
 - Adaptation goal : to ensure resilience
 - Objective 1: Mitigate the largest risks
 - Objective 2: Protect vulnerable populations
 - Objective 3: Integrate climate data into city planning and operations
 - Objective 4: Education the council and community about climate risks
 - Mitigation goal: to accelerate emissions reduction and limit global warming to
 1.5 degrees
 - X%age of community wide emissions reductions
 - Net-zero emissions for municipal operations by X date

3. Background

Local governments are on the front lines of climate change. They are responsible for the impacts of climate change, such as fire, flood, drought, heat etc. Also, according to the Federation of Canadian Municipalities (FCM), 50% of emissions in Canada fall under local government control. This means it is important for communities across Canada to do their part in reducing emissions to mitigate the impacts of climate change while also taking steps to prepare for the impacts that are already inevitable due to current levels of GHGs in the atmosphere.

Climate impacts are already being felt in smaller communities and rural areas. Impacts include wildfires, increased flooding events, more frequent and intense storms, increased human health impacts, and more drought events.¹ Across the prairie provinces, biodiversity and ecosystems will shift as the climate warms, which could lead to decreased biodiversity, depending on how

¹ https://www.ipcc.ch/assessment-report/ar6/

quickly species can adapt.² A resilience plan will involve identifying the best ways to adapt to a changing climate and protect communities from any catastrophic impacts.

The United Nations *Framework Convention on Climate Change (UNFCCC) defines climate change as,* "a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods." These changes are mainly due to the addition of greenhouse gasses (GHGs) in the atmosphere, which trap heat and lead to an increase in average global temperatures. This can be seen in the Canadian Prairies, which have experienced a higher rate of warming in comparison to other regions in Canada.⁴

According to the IPCC, "Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred. Human-caused climate change is already affecting many weather and climate extremes in every region across the globe. This has led to widespread adverse impacts and related losses and damages to nature and people." ⁵

Climate change has led to impacts on biodiversity, the economy, infrastructure, human health, and more. Globally, climate change has led to "losses in terrestrial, freshwater, cryospheric, and coastal and open ocean ecosystems." There are also impacts on food and water availability. Health related impacts include illness and morbidity related to extreme heat, an increase in vector borne diseases, and also mental health challenges, trauma from extreme events, and loss of livelihoods and culture.⁷

Responses to Climate Change

Community responses to climate change generally fall under the categories of mitigation or adaptation. **Mitigation** actions are to "reduce emissions or enhance sinks of GHGs"⁸, while

https://changingclimate.ca/site/assets/uploads/sites/4/2020/12/Prairie-Provinces-Chapter-%E2%80%93-Regional-Perspectives-Report-1.pdf

² Sauchyn, D., Davidson, D., and Johnston, M. (2020): Prairie Provinces; Chapter 4 in Canada in a Changing Climate: Regional Perspectives Report, (ed.) F.J. Warren, N. Lulham and D.S. Lemmen; Government of Canada, Ottawa, Ontario. Accessed on August 5, 2022:

³ UNFCCC Article 1

⁴ Sauchyn, D., et al. (2020)

⁵ IPCC AR6 Synthesis Report, Summary for Policymakers, March 2023, p. 5

⁶ IPCC AR6 Synthesis Report, Summary for Policymakers, March 2023, p. 5

⁷ AR6 Synthesis Report, p. 6

⁸ IPCC, 2018: Annex I: Glossary [Matthews, J.B.R. (ed.)]. In: Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty [Masson-Delmotte, V., P. Zhai, H.-O. Pörtner, D. Roberts, J. Skea, P.R. Shukla, A. Pirani, W. Moufouma-Okia, C. Péan, R. Pidcock, S. Connors, J.B.R. Matthews, Y. Chen, X. Zhou, M.I. Gomis, E. Lonnoy, T. Maycock, M. Tignor, and T. Waterfield (eds.)]. Cambridge University Press, Cambridge, UK and New York, NY, USA, pp. 541-562, doi:10.1017/9781009157940.008.

adaptation is "the process of adjustment to actual or expected *climate* and its effects, in order to moderate harm or exploit beneficial opportunities." ⁹

Key Terms

Adaptation

Measures a community takes to adapt to a changing climate and minimize catastrophic impacts. For example, communities may see increased risks of flood and wildfires and need to adapt.

Mitigation

Measures a community takes to lower greenhouse gas (GHG) emissions. For example, a community may support electric vehicles(EVs) or retrofit buildings.

Low-Carbon Resilience

Low Carbon Resilience is a framework for climate planning that coordinates actions that contribute to both adaptation and mitigation in local governments. It does so while working to advance other goals like health, biodiversity, the economy, and equity. This strategy leads to reduced costs and increased capacities to contribute to climate action, as well as results that benefit both the planet and people.¹⁰

Climate mitigation and adaptation plans should be done together to avoid maladaptation and promote systemic thinking.¹¹

Co-benefits

Climate co-benefits are beneficial outcomes from action that are not directly related to climate change mitigation. Such co-benefits include cleaner air, green job creation, public health benefits from active travel, and biodiversity. improvement through expansion of green space. These are "win-win" actions for the community that save money and time.

Multi-solving

Multi-solving is when people work together across sectors to address multiple problems with one policy or investment. This is a way to look at the whole picture and help everyone.

Future climate modelling

Global climate models provide information about what the climate will look like in the future.

Predicting the future is uncertain, partly because we do not know how much carbon dioxide we will emit into the atmosphere. To accommodate this uncertainty, projections of future climate change consider a range of plausible scenarios that represent GHG emissions, which are

⁹ IPCC, 2018: Annex I: Glossary

¹⁰ LCR Handbook, 2022

¹¹ LCR Handbook, 2022

known as RCPs (Representative Concentration Pathways). Scenarios have long been used by planners and decision-makers to analyse futures in which outcomes are uncertain.

Representative Concentration Pathways (RCPs) are the numbers input into climate projection models that represent the expected concentration of greenhouse gasses (GHGs; especially carbon dioxide) in the atmosphere as a result of human activity. The High Carbon scenario (RCP8.5) assumes that we continue to emit very large amounts of carbon dioxide from the burning of fossil fuels; the Low Carbon scenario (RCP4.5) assumes that drastic reductions of emissions in the coming decades will stabilize the concentration of GHGs in the atmosphere by the end of this century. In this report, we do not use RCP2.6, an even lower emissions scenario. 12

Both show climate changes to the Sylvan Lake Region that will require adaptation; however, RCP 8.5 represents the worst case scenario.

Sylvan Lake Region Changing Climate

The impacts of climate change are already apparent in the Sylvan Lake Region. Climate change is forecasted to bring about increased temperatures, decreased summer precipitation, increased winter precipitation, and increased extreme weather events.

Sylvan Lake Regi Climate Data	onal	2021-2050		2051-2080	
Variable	Baseline (1979- 2005)	High Carbon Scenario (RCP 8.5)	Low Carbon Scenario (RCP 4.5)	High Carbon Scenario (RCP 8.5)	Low Carbon Scenario (RCP 4.5)
Mean Temperature °C (annual)	2.8	4.8	4.6	6.9	5.7
Annual Hot days (> 30°C)	3	9	8	23	14
Precipitation Annual (mm)	500	534	539	556	541
Frost Free Season (days)	120	139	135	157	144

(climateatlas.ca: Sylvan Lake Region)

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¹² Climateatlas.ca

Climate Impacts, Risks, and Opportunities

Changing climatic conditions result in **climate impacts**, which are either occurrences of weather related events (i.e. a flood or a wildfire) or a gradual change in circumstances (i.e. shift in local tree and plant composition).

Climate risk is a data-informed judgment on the combination of the consequence or severity of a climate impact event and the likelihood of it occurring.¹³

For example:

Risk = The consequence of a wildfire x the likelihood of it occurring

Opportunity is related to climate risks, but is where the consequences of a climate impact are beneficial to the community. For example, the climate impact of warmer winters would lead to the opportunity of less costs on snow removal.

This report will outline climate related hazards for the Summer Village of Birchcliff, and suggest options to adapt to these impacts within the context of Birchcliff's financial and staff capacity.

4. Project Scope

Timeline

While many climate plans have timelines until 2050, according to the IPCC, we only have a short period of time to make the changes needed to secure a safe climate for everyone. ¹⁴ This is why this plan will focus on actions that can be implemented before 2030, and will highlight actions to be started now, and in the next few years.

Geographic scope

The scope for this climate plan is the geographic boundaries of the Summer Village of Birchcliff. However, with Sylvan Lake as the key natural asset and due to the Sylvan Lake Summer Villages being such small communities, it will be important to coordinate and work alongside the other five Summer Villages on Sylvan Lake, as well as the Town of Sylvan Lake.

This will help to make mitigation and adaptation actions more accessible.

Data scope

This climate plan includes a corporate emissions inventory for the Summer Village of Birchcliff, as well as regional climate projections until 2100 using the 8.5 RCP Pathway.

¹³ All One Sky Climate Resilience Express

¹⁴ Intergovernmental Panel on Climate Change. 2018. Global Warming of 1.5 °C. Special Report. Accessed 2020. https://www.ipcc.ch/sr15/

5. Methodology

Action Plan Development

All One Sky Climate Resilience Express

Climate Resilience Express is a high-level ("express") screening process designed to support communities in beginning to identify and prioritize climate change risks and opportunities and develop a starter action plan. The overall approach is grounded in existing standards for risk management based on the International Organization for Standardization's (ISO) 31000, Risk Management – Principles and Guidelines. It follows a four-step, iterative process.

- **Step 1:** Establish the local context for climate resilience action planning;
- **Step 2:** Assess potential climate-related risks and opportunities to establish priorities for action;
- Step 3: Formulate actions to manage priority risks and opportunities; and
- **Step 4:** Prepare and implement an Action Plan, review progress, and update the Plan to account for new information and developments.

Step 2 and Step 3 are covered in the workshop with local residents, Step 1 is undertaken in advance of the workshop, and preparing the Action Plan and Step 4 takes place after the workshop.

Corporate Emissions Inventories

FCM's Parters for Climate Protection (PCP) Protocol

The PCP protocol is a set of guidelines based on international best practices in municipal GHG accounting that provides communities with a standardized approach to quantifying emissions. The approach is beneficial for comparisons

across time and between different communities in a policy-relevant fashion. The PCP protocol is complementary to existing or foreseeable regulatory requirements and potential emissions reduction certification.¹⁵

6. Key Data

Sylvan Lake Region Climate Trends

The Town of Sylvan Lake collected trends in the Sylvan Lake region. Data was collected and analyzed from ten climate stations in the region (Athabasca, Cold Lake, Campsie, Edmonton, Calmar, Camrose, Lacombe, Rocky Mountain House, Edson, and Whitecourt). They selected these climate stations because the data cover multiple decades, are high quality, and the stations span an area that is comparable to the same area for which climate projections are available.

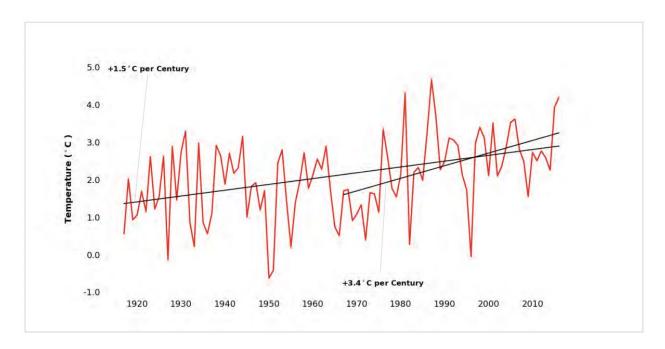
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¹⁵ PCP Milestone 1

The Town of Sylvan Lake determined climate records of temperature and precipitation for the Sylvan Lake region by averaging the individual records from these ten climate stations and using statistical techniques to assess the robustness of estimated trends.¹⁶

Temperature Records:

The Town of Sylvan Lake's historical temperature records for Sylvan Lake Region over the period 1917-2016 show that mean annual temperature has increased at a rate of +1.5C per century, and the rate of warming observed over the last 50 years is +3.4C per century.¹⁷



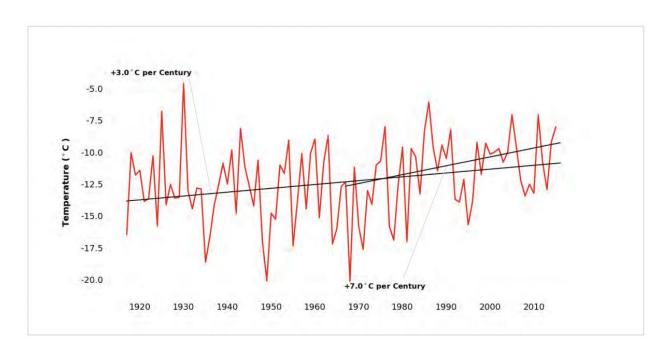
The largest seasonal increase in temperature in the Sylvan Lake Region occurred during the winter (December-February). The observed rate of warming in winter over the last 100 years is +3.0C per century (Figure 3). Over the last 50 years mean winter temperature increased at a rate of +7.0C per century, which is substantially greater than the mean annual rate of warming. In contrast, warming during the summer (June-August) over the last 100 years occurred at a slower rate of +1.2C per century, and +1.9C per century over the last 50 years.

Similar warming trends are also observed for mean spring and fall temperatures over the last 50 and 100 years.

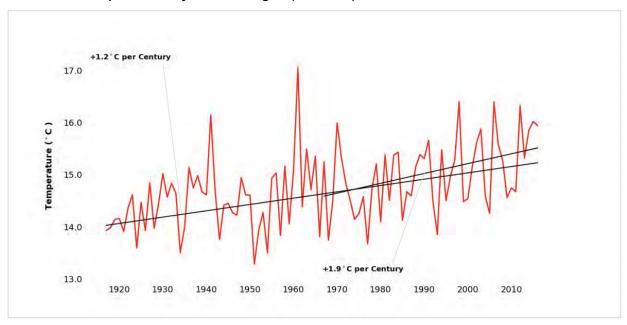
Mean winter temperature in Sylvan Lake Region (1917-2016)

¹⁶ Town of Sylvan Lake Climate Resilience Express Action Plan, p. 7

¹⁷ Town of Sylvan Lake Climate Resilience Express Action Plan, p. 8



Mean summer temperature in Sylvan Lake Region (1917-2016)



Annual Precipitation:

Over the last 100 years, mean annual precipitation in the Sylvan Lake region increased at a rate of less than 2 mm per century; this trend is not statistically significant. However, over the last 50 years, mean annual precipitation has declined at a rate of 231 mm per century.

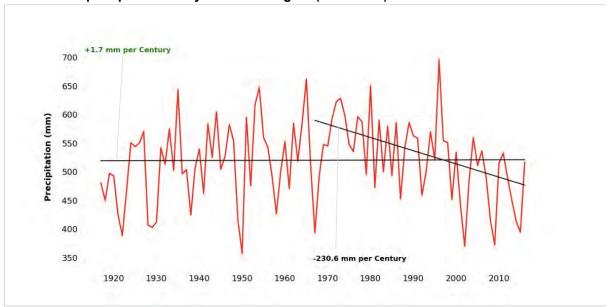
Changes in seasonal precipitation over the last 50 years show the following trends:

- +38 mm per century in spring;
- -29 mm per century in fall;

- -131 mm per century in summer; and
- -67 mm per century in winter.

Trends in summer and winter precipitation over the last 50 years are statistically significant at the 95% confidence level; trends in spring and fall precipitation are not statistically significant.¹⁸





Note: trends depicted in green font are not significant at the 95% confidence level

Sylvan Lake Region Climate Projections

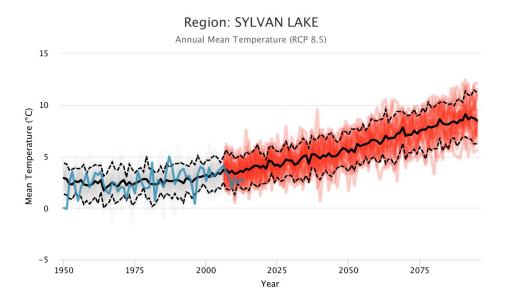
This data was collected from outputs of global climate models that tell us what the climate will look like in the future.

Annual Mean Temperature (°C):

Between 2021 and 2050, annual mean temperature is expected to range from **3.1 to 6.4°C** between 2021-2050 under the high emissions scenario (RCP 8.5), and it is expected to range from **2.9 to 6.3°C** under the low emissions scenario (RCP 4.5). The baseline of annual mean temperature from 1979 to 2005 is 2.8°C.

Between 2050 and 2080, annual mean temperature is expected to range from **4.9 to 8.8°C** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **4 to 7.5°C** under the low emissions scenario (RCP 4.5).

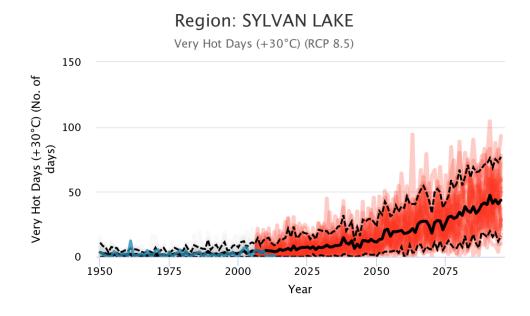
¹⁸ Town of Sylvan Lake Climate Resilience Express Action Plan, p. 10



Very Hot Days (> 30°C):

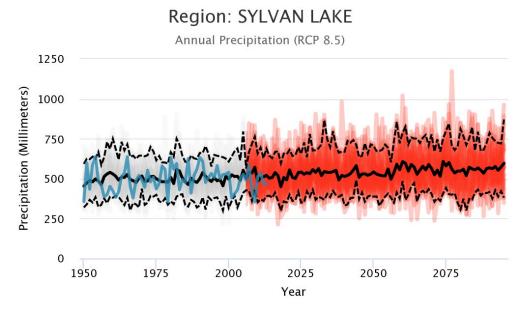
Between 2021 and 2050, very hot days (over 30) are expected to range from **1 to 21 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **1 to 20 days** under the low emissions scenario (RCP 4.5). The baseline of very hot days from 1979 to 2005 is 2 days.

Between 2050 and 2080, very hot days (over 30) are expected to range from **6 to 44 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **2 to 30 days** under the low emissions scenario (RCP 4.5).



Annual Precipitation:

Mean annual precipitation is projected to increase by **6% to 9%** for the 'strong mitigation' (RCP 4.5) and 'business-as-usual' (RCP 8.5) scenarios, respectively. Larger increases in precipitation are projected for the winter, while summer precipitation is projected to decrease slightly. Note, there is a higher uncertainty associated with projections of future precipitation compared with those for temperature.

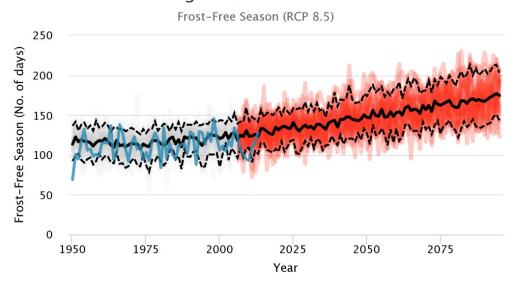


Frost-Free Days

Between 2021 and 2050, frost-free days are expected to range from **116 to 163 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **110 to 160 days** under the low emissions scenario (RCP 4.5). The baseline of frost-free days from 1979 to 2005 is 120 days.

Between 2050 and 2080, frost-free days are expected to range from **130 to 186 days** between 2021-2050 under the high emissions scenario (RCP 8.5), and they are expected to range from **116 to 172 days** under the low emissions scenario (RCP 4.5).

Region: SYLVAN LAKE



Extreme precipitation

Extreme precipitation events have become a more frequent phenomenon in recent years around the globe. Recent studies have demonstrated that extreme rainfall intensity increases by about 7% for every degree increase in global atmospheric temperature. Models projections do not capture high-intensity, short-duration precipitation as well at the moment, but they are improving. As atmospheric temperatures increase, the capacity to carry water also increases, which will lead to increased intensity in single precipitation events. This is likely to be expected in the future for the Sylvan Lake region.¹⁹

Soil Moisture

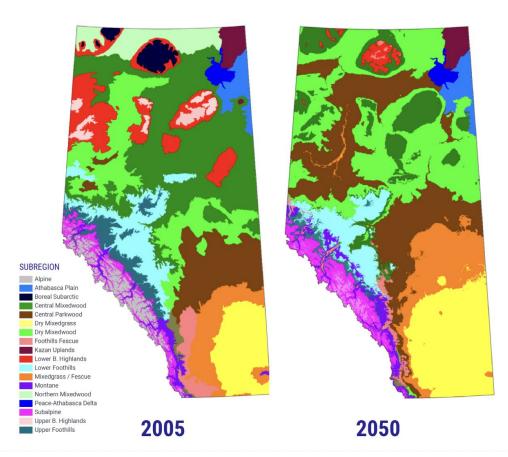
Soil moisture will decrease due to warmer temperatures leading to increased evaporation and transpiration during the growing season, unless it is offset by increases in seasonal precipitation. While annual precipitation is projected to increase across most of the region, much of this will occur early in the year and is likely to be insufficient for preventing the decrease in soil moisture by late summer.²⁰

Biodiversity and Ecosystems

²⁰ Sauchyn, D. et al. 2020

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¹⁹ Town of Sylvan Lake Climate Resilience Express Action Plan



(Above): The distribution of Alberta's major ecosystem types in 2005 (left) and bioclimatic envelope model projections of these ecosystems for the 2050s (right), under a medium emissions scenario (ECHAM5-A2). Source: Sauchyn, D., et al. (2020).

Scientists use bioclimatic envelope model projections, such as those in the image above, to predict the equilibrium redistribution of ecosystems under future climatic conditions. They predict ecosystems will be complex mixtures of old and new elements, blurring ecosystem boundaries and increasing habitat diversity in most regions.²¹

Expected warmer and drier conditions will impact natural spruce and aspen forests making it more challenging for them to recover from the expected increases in wildfire and insect outbreaks. Predicted declines in summer precipitation and overall moisture, and more frequent droughts will reduce wetland area sand depth, and permanence.²²

²¹ Sauchyn, D., et al. (2020)

²² Town of Sylvan Lake Climate Resilience Express Action Plan, p. 19

Summer Village of Birchcliff Corporate Energy and Emissions Inventory

A **community inventory** includes buildings (residential, institutional, commercial, industrial), transportation, and solid waste sectors. A **corporate inventory** includes municipal buildings, fleet, street lighting, water and wastewater treatment, and corporate and/or community solid waste²³ (<u>PCP Protocol</u>). We used the <u>PCP protocol</u> to build the corporate emissions inventory.

Sample request for information to community

We are currently working with data for a corporate emissions inventory, but we are waiting for access to an open-source community emissions inventory for Birchcliff, which is expected to be available in the next few months.

Community engagement input

• Draft community engagement plan

Will insert input from community engagement here

7. Climate risks and opportunities

Risks and opportunities were identified using methodology from AOS Express and then verified with input from staff and the community.

Section to be updated as needed following community engagement

Risk prioritization

High Priority Risks for Sylvan Lake summer villages:

- Increased wildfire risk due to hotter summers, increased extreme heat, and decreased precipitation
- Increase of wind storms from intense summer storms
- Increased overland flooding risk from extreme precipitation events
- Wildlife/habitat stress
- Increase in heat-related illness and disease from increased temperatures
- Increased shoreline erosion due to increased extreme precipitation in the summer

²³ If the landfill or waste disposal centre is owned and operated by the municipality, then all waste emissions should be accounted for under the corporate and the community inventory, as the municipality has direct operational control over the waste. This is not considered double counting, because the corporate inventory is a subset of the community inventory – the two inventories are not added together.

- Increased forest pests and diseases due to drier conditions and decreased extreme cold
- Increased space cooling from increased summer temperatures and extreme heat

See **Appendix 1** for details

Opportunity prioritization

High priority opportunities for Sylvan lake summer villages:

- Increased temperatures lead to increased summer tourism
- Milder winters leaf to increased winter tourism

See **Appendix 1** for details

8. Action plan (adaptation and mitigation)

The next step is to identify actions to reduce or avoid the harmful consequences of priority climate risks and/or to capture the benefits presented by priority climate opportunities. These are based on best practice research, engaging subject matter experts, and community engagement.

We have identified 8 themes to adapt to the top risks and opportunities, while also reducing emissions in the key areas and bringing added co-benefits. We have divided the 8 themes into the broad categories of People, Property, and Planet. Our draft actions were selected to address each theme.

Themes

People

- 1. The community has robust and up to date social and emergency preparedness systems in place.
- Council makes all decisions in line with climate mitigation and adaptation priorities.
- 3. People move around the lake and the community in a way that promotes safety, human health, and planetary health.

Property

- 4. Community buildings and property are energy efficient, low emissions, and resilient to the changing climate.
- 5. The summer village produces some of its own renewable energy on site.
- Residents are encouraged and supported in making steps towards a Circular Economy.

Planet

- 7. The natural environment is restored, monitored and protected.
- 8. The community looks to natural solutions for adaptation.

Eight Priority Areas for Action on Resilience (DRAFT)

Details on these actions and relevant resources from other small communities will be filled in after the engagement session, where residents will determine priority focus areas and provide feedback on actions. See previous climate plan for examples of filled in actions.

1. The community has robust and up to date emergency preparedness systems in place

Risks: wildfire, wind storms, flooding, heat illness, summer tourism visitors

Actions:

- Up to date emergency response plans
- Educate residents on wildfire and smoke
- Early warning systems

Co-Benefits:

- · Resident safety and mental health
- Costs savings on evacuations, disaster relief

2. Council makes all decisions in line with climate mitigation and adaptation priorities

Risks: ALL

Emissions reduction: Corporate emissions

Actions:

- Implement energy conservation measures in municipal building
- Develop a plan to transition fleet vehicles to electric.
- Work with other summer villages to develop and implement a social procurement policy for corporate purchases
- Add a climate lens to council decision making

Co-Benefits:

- Cost savings from lowered fuel uses and operating costs
- Cost savings from considering climate at the outset rather than as an add on
- Costs savings from bulk purchasing along with meeting other social goals such as buy local, equity considerations

3. People move around the lake and the community in a way that promotes safety, human health, and planetary health.

Emissions reduction: Community transportation emissions reductions

Actions:

- Install charging infrastructure
- Develop a map of routes between the Town of Sylvan Lake and villages and between villages, even if portions are on roads shared with vehicles.
- Pursue concept of a trail between the villages
- Investigate potential for collaboration with the Town of Sylvan Lake to incorporate their
 cycling routes and facilities and joint application to <u>Canada Summer Jobs</u> for a student to
 do this work, which could include connecting with local cyclists for input.
- Add signage in villages close to the Town of Sylvan lake to indicate, for example,
 10 minute walk or 20 minute cycle to town.

Co-Benefits:

- Improved resident health from more active transportation, better air quality
- Additional opportunities for tourists
- Increased property values due to more amenities

4. Community buildings and property are energy efficient, low emissions, and resilient to the changing climate

Risks: Fire, wind storms, flooding, heat related illness, space cooling Emissions reduction: community building emissions

Actions:

- Require fire safe landscaping
- Require fire safe new building materials
- Review bylaw maximums for non permeable surfaces
- Require clean runoff landscaping strategies in subdivision applications
- Ensure homes and residential buildings have the resources to achieve high efficiency cooling
- Increase opportunities for renewable energy to reduce buildings emissions
- Incentivise energy efficient HVAC systems
- Incentivise low emissions design
- Implement house size limitations
- Implement Alberta's CEIP program for residential retrofits
- Educate the community on available retrofit rebates

Co-Benefits:

- Lower insurance costs
- Protection of property and property values
- Lower heating costs for residents

Better lake water quality

5. The summer village produces some of its own renewable energy on site

Risks: Wind storms, increased costs from space cooling,

Emissions reduction: corporate and community emissions reductions from energy use

Actions:

- Increase opportunities for residential solar
- Install local renewable energy supply to increase energy security

Co-Benefits:

- Lower heating and electrical costs
- Backup for power outages

6. Residents are encouraged and supported in making steps towards a Circular Economy.

Emissions reduction: community emissions from waste

Actions:

- Implement community share, reuse, repair initiatives
- Educate residents on separating recycling
- Educate residents on backyard composting
- Enhance demolition bylaws to go beyond dust management and reclamation to minimize construction waste from new construction and demolitions to encourage reuse and recycling of construction and demolition (C&D) waste, which can represent significant amounts of landfill waste.

Co-benefits:

- Creation of local jobs
- Reduced waste management costs
- Strengthened social ties

7. The natural environment is restored, monitored and protected

Risks: wildlife/habitat stress, flooding, wildfire, shoreline erosion

Actions:

- Conduct a community natural asset valuation and monitor natural assets over time
- Remove invasive species and plant native and naturalized species over ornamental varieties
- Conduct an analysis on strategies to protect native species

- Educate shoreline residents on conservation and restoration of riparian areas on privately owned lands
- Prioritize areas for riparian conservation and restoration projects on municipally owned lands.
- With setback requirements for riverine areas, determine what uses will be allowed and develop erosion control guidelines to ensure minimum loss of natural riparian vegetation with new and existing residential development.
- Consider amending the Lakeshore Residential Zoning category to include specific shoreline protection measures to cover sensitive areas above the high water mark not protected by <u>provincial laws</u>.

Co-Benefits:

- Enhanced local access to natural areas and associated wellness benefits
- Increased summer tourism
- Stabilization of shorelines, protecting land and docks

8. The Community looks to natural solutions for water management

Risks: flooding, wildlife/habitat stress

Actions:

- Look into bioswales to reduce and treat stormwater runoff, also known as infiltration swales, grassed swales, or in-line
- Include a stormwater management plan, prepared by a qualified professional, which must be approved by Alberta Environment and Parks
- Consider create storm ponds to temporarily capture and contain stormwater
- Also consider how each of these response strategies either contributes to or reduces emissions and can be used to advance other co-benefits.

Co-Benefits:

- Lower costs of flood control
- Reduced insurance costs
- Preservation of natural areas

*** The rest, including adding in details and relevant case studies for priority actions(as in first draft plan) is to be completed after the community engagement session***

9. Implementation

- 10. **Monitoring and evaluation**
- 11. Conclusion

Summer Village of Birchcliff

Public Works

Information Item

Agenda Item: H2S Air Monitoring Information

Background:

Administration was tasked with researching options with respect to being able to detect any H2S emissions that may be emanating from the sanitary lift station located on the East end of Birchcliff. After some investigation with known H2S monitor suppliers that are designed for outdoor use, Administration is bringing forward three options for Council's review. All three options will require proprietary software to use the units which is a minimal cost of \$1,000 CAD per annum.

The first monitor is Acrulog's PPM H2S monitor (attachments 1 & 2) for a cost of approximately \$5,000 each contingent on the USD currency exchange. Some benefits are that it can detect H2S in the PPM range, has a long battery life, has the ability to download the datalog, and can take readings every 10 minutes. However, the operating temperature range might prove difficult for winter months.

The second monitor is Acrulog's PPB H2S monitor (attachments 3 & 4) for a cost of approximately \$8,000 each contingent on the USD currency exchange. Some of the benefits are that it can detect H2S in the PPB range, has a long battery life, has the ability to download the datalog with upto 3 million data points, and can take readings every 10 minutes. However, the operating temerature range might also prove difficult for the winter months.

The third monitor is the Jerome J605 PPT H2S monitor (attachments 5 & 6) for a cost of \$27,657 CAD each. Some benefits are that it can detect H2S in the PPB range, it is quite durable, has the ability to download the datalog with upto 20,000 data points, and being able to take readings every minute. However, the opertaing temperature range might also prove difficult for the winter months and the battery life would require more attention than the other two options.

Options for Consideration:

1) That Council accept this report as information.

Administrative Recommendations:

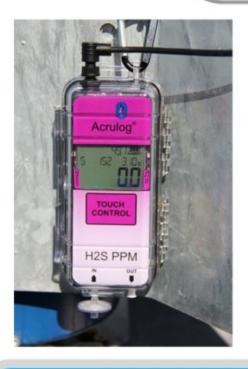
That Council accept this report as information.

Authorities:

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

TYPICAL APPLICATIONS

Odour and corrosion control
Manhole and wet well monitoring
Asset management and research studies
Wastewater treatment plant monitoring
Ventilation pipes and rising mains



FEATURES & BENEFITS

Wireless download of data via Bluetooth® technology

Battery backup with 2 x 1.5v D Alkaline batteries up to 21 days

Battery backup with 2 x 3.6v D Lithium batteries up to 60 days

4-20mA communication on standard model

Large, clear, informative alpha-numeric display

External filter for easy replacement

Easy to download data using custom Acrustat software

Customized case with easy access to change batteries (no tools required)

Touch switch to access main menu

Optional Outputs: RS485, and 4G LTE-M or NB-IoT



SPECIFICATIONS

Measurement Range	0-20PPM, 0-50PPM, 0-200PPM, or 0-1000PPM	
Zero Drift	< +/- 1ppm at NTP (Normal temperature and pressure)	
Accuracy	< +/- 10% of reading over range at NTP Calibrated on 50ppm	
Instrument Temp Range	-10C to 50C (14F — 122F)	
Sensor Temp Range	-10C to 50C (14F — 122F)	
Relative Humidity Range	0-100% non-condensing	
Ingress Protection	Housed in a modified IP67 case	
External Dimensions	205mm x 97mm x 63mm (8" x 3.8" x 2.5")	
Instrument Weight	850 grams with Alkaline batteries fitted (30oz / 1.8 pounds)	
Logging Interval	10 minutes to 18 hours	
4-20mA Output	Externally powered loop 12-24 volts DC (4-20mA output updated every second for connection to flash powered sampling loops)	
Power Supply External (with 4-20mA or RS485) Internal Power Supply	External 5-24 volt DC supply (Average 20mA with peak of 50mA) 2 x 3.6v D size Lithium or 2 x 1.5v D size Alkaline batteries	
Humidity Accuracy Humidity Sensor Range	+/- 5% RH @ 55% RH 0-100%	
Temperature Accuracy	+/- 0.3 @ 25C (77F)	
Optional Output Upgrades	RS485, and 4G LTE CAT M1 or NB-IoT	
Warranty	12 Months	
Antenna on 4GTX model	Internal antenna fitted as standard, external antenna option available Page 4 of 8	

TYPICAL APPLICATIONS



Fence line monitoring
Plant perimeter
Scrubber outlet monitoring
Environmental odour control studies
Corrosion studies

FEATURES & BENEFITS

Wireless download of data via Bluetooth® technology

Battery backup with 2 x 1.5v D Alkaline batteries up to 21 days

Battery backup with 2 x 3.6v D Lithium batteries up to 60 days

Logging capacity of 3 million data points

Large, clear, informative alpha-numeric display

External filter for easy replacement

Easy to download data using custom Acrustat software

Modified IP67 case with easy access to change batteries (no tools required)

Touch switch to access main menu

Optional Outputs: 4-20mA or RS485, 4G LTE-M or NB-IoT

Optional 4-20mA or RS485 incl. 5-24V DC external supply



4GXT model shown with optional external antenna, Interna Antonna fixted on 40xf model as standard.

Acrulog H2S Parts Per Billion Monitof

The Acrulog PPB Hydrogen Sulphide monitor is designed for indoor and outdoor continual use and will record low levels of H2S down to as little as 3PPB. The H2S monitor has a built-in sample pump and memory backup.

SPECIFICATIONS

Measurement Range	0-2000PPB	
Zero Drift	< +/- 10ppb at NTP	
	(Normal temperature and pressure)	
Accuracy	< +/- 10% of reading over range at NTP	
	Calibrated on 500ppb	
Instrument Temp Range	-10C to 50C (14F — 122F)	
Sensor Temp Range	-10C to 40C (14F — 104F)	
Relative Humidity Range	0-100% non-condensing	
Ingress Protection	Housed in a modified IP67 case	
External Dimensions	205mm x 97mm x 63mm (8" x 3.8" x 2.5")	
Instrument Weight	850 grams with Alkaline batteries fitted	
	(30oz / 1.8 pounds)	
Logging Interval	10 minutes to 18 hours	
Logging Capacity	3 million data points	
Internal Power Supply	2 x 3.6v D size Lithium or 2 x 1.5v D size Alkaline batteries	
Wireless Communication	Data download via Bluetooth®	
Humidity Accuracy	+/- 5% RH @ 55% RH	
Humidity Sensor Range	0-100%	
Temperature Accuracy	+/- 0.3 @ 25C (77F)	
Output Options	4-20mA or RS485, 4G LTE CAT M1 or NB-IoT	
Warranty	12 Months	
Antenna on 4GTX model	Internal antenna fitted as standard, external antenna option available Page 6 of 8	

J605 Hydrogen Sulfide Analyzer



RUGGED, RELIABLE NUISANCE ODOR MONITORING

Portable, easy to use, low-level hydrogen sulfide detection—the Jerome® J605 utilizes our industry-proven gold film sensor technology to detect hydrogen sulfide at levels as low as 3 parts per billion (ppb) with a resolution of 20 parts per trillion (ppt). It is in active use by many regulatory agencies and landfill, water treatment and waste management facilities across the world. Its durable metal housing and 18 hour battery life and mean the first part of the figure of the first part of the

J605 H₂S Analyzer



Hydrogen sulfide analysis for a wide range of applications.

FEATURES

ULTRA LOW-LEVEL DETECTION: The Jerome J605 can detect H_2S in air at levels as low as 3 parts per billion (ppb) with a resolution of 20 parts per trillion (ppt).

GOLD FILM SENSOR: Validated in the field and in the lab for over 35 years, our proprietary gold film sensor ensures repeatable results across a wide range of applications.

VERSATILE: With a detection range of 3 ppb to 10 ppm, the J605 is ideal for a variety of applications, including regulatory compliance and odor control at wastewater and landfill facilities, scrubber efficiency testing and monitoring corrosion in control rooms, among others.

REGULATORY COMPLIANCE: The J605 is in active use by many regulatory agencies and landfill, water treatment and waste management facilities across the world.

DATA LOGGING: The integrated data logging system of the J605 can store data for up to 20,000 samples, including date, time and up to 80 locations.

SURVEY MODE: While in survey mode, the J605 continuously draws in samples of air to help users sweep an area for hydrogen sulfide hot spots and enable corrective action to be taken.

FIELD REGENERATION: The J605 boasts a battery life of 18 hours and offers battery powered sensor regeneration that can be performed wherever and whenever you need it, allowing for extended testing in the field.

RUGGED CONSTRUCTION: Housed in a light, ergonomically designed, durable metal casing, the J605 sets a new precedent for portable, low-level H₂S monitors.

INTUITIVE INTERFACE: The J605 offers simple, menu driven operation as well as easy-to-understand diagnostics and error detection. It does not require PC software and comes with a USB interface for easy data transfer.

APPLICATIONS:

Regulatory Compliance and Permitting

Nuisance Odor Monitoring

Wastewater Treatment Landfill Management Monitoring
Agriculture and Livestock
Production

Semiconductor Manufacturing

Control Room Corrosion

SPECIFICATIONS

Detection Range	3 ppb (0.003 ppm) to 10 ppm
Resolution	20 ppt (0.02 ppb) *range dependent
Accuracy	±1 ppb at 5 ppb ±3 ppb at 50 ppb ±0.03 ppm at 0.5 ppm ±0.3 ppm at 5.0 ppm
Response Time	Survey Mode: 12-27 seconds Manual Mode: 12-27 seconds Auto Mode: 12-53 seconds
Flow Rate	150 mL/min
Result Units	ppm, ppb
Autosample Intervals	1, 2, 5, 10, 15, 30, 45, 60, 90 or 120 minutes
Integrated Data Storage	20,000 test results; retains date, time and up to 80 locations
Display	3.5" (9 cm) backlit LCD
Battery	Rechargeable NiMH 18 hour life, charges in 3 hours
Power Requirements	12 VDC for the instrument; 100-240 VAC, 47-63 Hz, 1.3A for the AC power supply
Fuse	Auto-resetting fuse
Operating Environment	0°C to 40°C, non-condensing, non- explosive
Output	Digital: USB serial data to PC, printer, or USB flash drive
	Analog: 4-20 mA passive current loop; accurate to 0.3% of output
Dimensions	11" L x 6" W x 6.5" H (28 cm L x 16 cm W x 17 cm H)
Weight	5.4 pounds (2.5 kg)
Warranty	1 year, factory parts and labor
Certifications	TUV 61010, CE



Summer Village of Birchcliff

Public Works

Information Item

Agenda Item: West Birchcliff Shoreline Survey Report

Background:

As part of the approved capital budget, Administration has been working with a surveying company to get a topographical elevation survey with 15 metre cross-sections of Birchcliff's municipal land that borders Sylvan Lake ranging from RA7 to OS20 in order to get a condition baseline and also acquire empirical data to help develop a capital plan for rehabilitating the areas of the shore that have become eroded over time. Included with this survey, are lateral pictures from the lakeside perspective of the entire shoreline also seperated into 15 meter cross-sections. Due to the sheer size of the survey and related pictures, Administration will bring a more simplified report giving an overview of the elevation survey itself and indicating shoreline areas of concern.

Administration will be using this data to assist in creating a long-term budget plan for shoreline restoration in the fall during budget deliberations.

Options for Consideration:

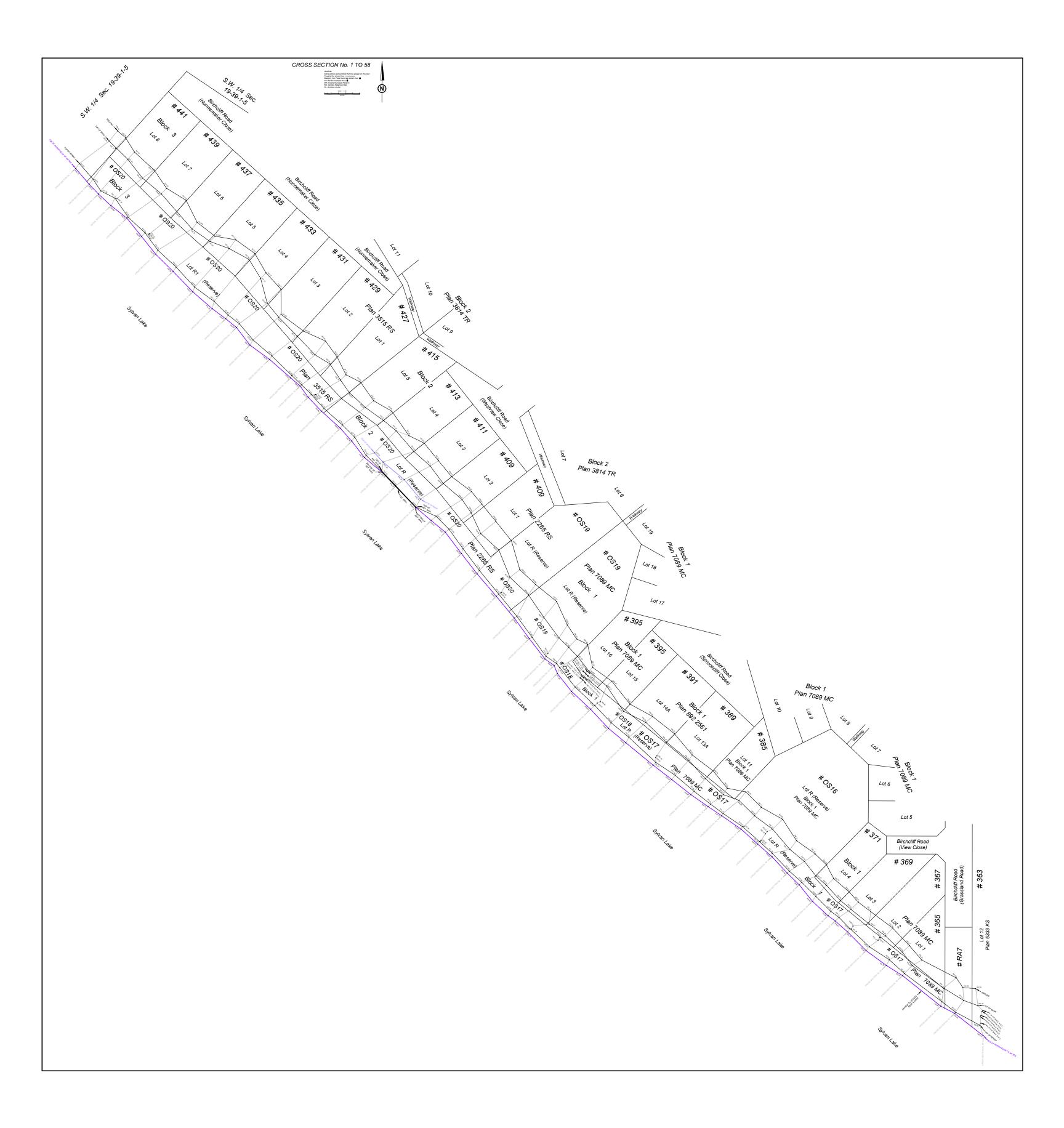
1) That Council accept this report as information.

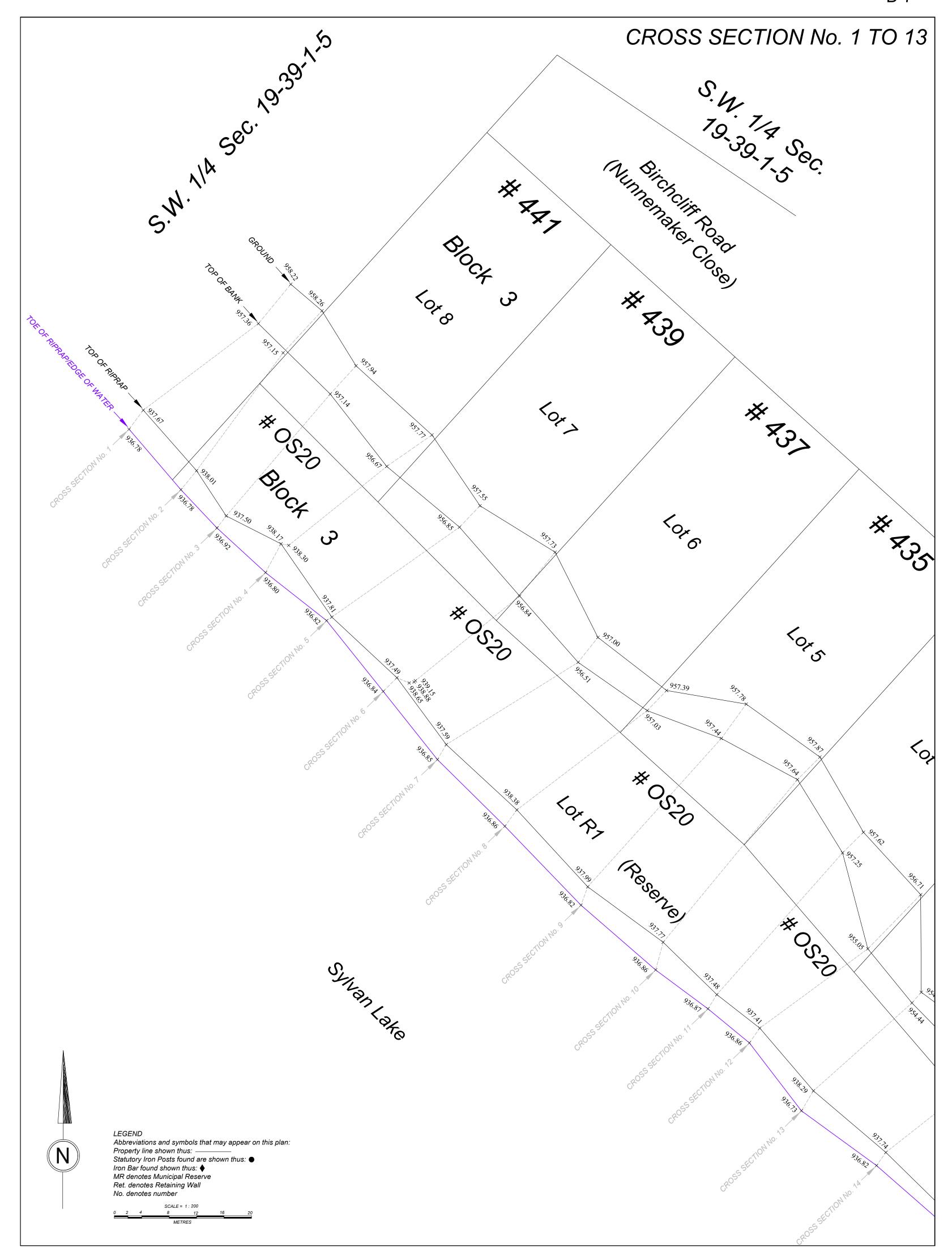
Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

























































Summer Village of Birchcliff

April 20, 2023

Council & Legislation

Request for Decision

Agenda Item: Dog Bylaw

Background:

The Dog Control Bylaw #243-23 was presented to Council at the March 16th, 2023, Council meeting and minor amendments have been made as directed by Council. 1st reading was given but Council decided not to pass the bylaw at that time to allow for feedback from residents should they have any concerns or comments.

Administration is requesting Council give 2nd and 3rd readings to the Dog Control Bylaw #243-23.

Options for Consideration:

- 1) Council give 2nd, and 3rd readings to the Animal Control Bylaw #243-23.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 2nd reading to the Animal Control Bylaw #243-23.
- 2) That Council give 3rd and final reading to the Animal Control Bylaw #243-23.

Authorities:

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

(h) wild and domestic animals and activities in relation to them.

SUMMER VILLAGE OF BIRCHCLIFF DOG CONTROL BYLAW BY-LAW #243-23

A Bylaw of the Summer Village of Birchcliff, in the Province of Alberta, to provide for the regulating, controlling and confinement of dogs.

WHEREAS pursuant to the provisions of sections 7 and 8 of the *Municipal Government Act*, 2000, Chapter M-26, as amended, a Municipal Council may pass By-laws respecting domestic animals and activities in relation to them:

AND WHEREAS, the Council of the Summer Village of Birchcliff deems it necessary to provide for the regulating, control and confinement of dogs running at large within the Summer Village;

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

1. TITLE

1.1 This By-law may be known as "The Dog Control By-law."

2. INTERPRETATION AND APPLICATION

- 2.1 In the By-law unless the context otherwise requires:
 - a) "Administrator" means the Administrator for the Summer Village of Birchcliff and whatever subsequent title may be conferred on that officer by Council or Statute.
 - b) "Animal Shelter" means a place or facility designated by the Administrator for the purpose of holding and caring for any dogs impounded under provision of this By-law.
 - c) "Animal Shelter Keeper" means the owner or operator of an animal shelter.
 - d) "At Large" means when a dog is off the premises of the owner's property and is not on a leash held by a person able to control the animal.
 - e) "Bite" means a wound to the skin causing it to bruise, puncture or break.
 - f) "Biting" means force applied by an animal by means of its mouth and teeth upon a person or other animal.
 - g) "By-law Enforcement Officer" means a person or persons appointed as such by Council whose duties entail carrying out the provision of this By-law.
 - h) "Control of Dogs" means that dogs are on a leash or otherwise restrained by a permitted leash held by a person, and that permitted leash is attached to a choke chain, collar or harness securely holding that animal. If it is difficult for a person to restrain the animal by a permitted leash, then the

animal shall be deemed to be "at large' notwithstanding the presence of a permitted leash.

- i) "Controlled Confinement" means the confinement of a dog in a pen, cage, or building, or securely tethered in a manner that will not allow the dog to bite, harm or harass any person or dog.
- j) "Damage to Property" means damage to property other than the owner's property and includes defecating or urinating on such property."
- k) "Day" means a continuous period of twenty-four (24) hours.
- I) "Dog" means either a male or female canine.
- m) "Kennel" shall mean a dwelling, shelter, room, or place so considered housing or keeping four (4) or more dogs over the age of four (4) months with the provisions of this By-law.
- n) "Owner" means:
 - i. a natural person or body corporate who has legal title to the dog;
 - ii. a person who has the care, charge, custody, possession, or control of a dog;
 - iii. a person who owns or harbors a dog; or
 - iv. a person who claims and receives a dog from an animal shelter.
- o) "Peace Officer" means:
 - i. a member of the Royal Canadian Mounted Police;
 - ii. a member of a Municipal By-law Enforcement Officer; and
 - iii. a Peace Officer
- p) "Permitted Leash" means a leash adequate to control the dog to which it is attached, and which leash shall not exceed three (3) metres in length.
- q) "Pound" means such place as may, from time to time, be established for the impounding and keeping of dogs in accordance with the provisions of this By-law.
- r) "Pound Keeper" means any person or persons duly authorized to operate a pound and may include an Animal Control Officer.
- s) "Running at Large" means any dog that is not an aggressive dog, that is:
 - off the premises of the Owner and not in an off-leash area; and

- ii. not on a permitted leash held by a person able to control the dog.
- t) "Summer Village" means the Municipal Corporation of the Summer Village of Birchcliff or the area contained within the boundary thereof as the context requires.

3. **REGULATIONS**

- 3.1 No dog shall be allowed to run at large in the Summer Village.
- 3.2 The owner of a dog must not leave an animal chained up, in a crate, or at large outside between the hours of 11:00 p.m. and 8:00 a.m. causing a barking disturbance.
- 3.3 The owner of a dog shall not permit the dog to be or become a public nuisance by:
 - a) biting, or attempts to bite a person;
 - b) biting, barking at, or chasing bicycles, automobiles, or other vehicles;
 - c) barking, howling, chasing people, or otherwise disturbing any neighbors;
 - d) causing damage to property;
 - e) causing harm (biting) to another dog; or
 - e) keeping a female dog which is in season (*in heat*) at any location where the dog is a source of attention and accessible to other dogs.
- 3.4 An owner of a dog who permits the dog to defecate on property other than his own shall remove forthwith any defecated matter deposited.
- 3.5 No person shall:
 - a) untie, loosen, or otherwise free a dog which has been tied or otherwise restrained which is not in distress unless such person has the authorization of the owner, and any person acting contrary to this section is guilty of an offence;
 - negligently or willfully open a gate, door, or other opening in a fence or enclosure in which a dog has been confined and thereby allow a dog to run at large in the Summer Village; and
 - c) no person shall tease, torment, annoy, abuse or injure any dog, and any person who does so is guilty of an offence.
- 3.6 Breach of, or failure to comply with any of the requirements of Section 3 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A attached hereto.

3.7 Kennel Operations

- i. shall not be permitted in the Summer Village of Birchcliff;
- ii. the keeping of more than three (3) dogs over the age of four (4) months will be considered the operation of a kennel;
- iii. if written complaints are received by the Summer Village or damage is proven as a result of the kennel, Council will direct the person operating the kennel to move or cease to operate the same;
- iv. breach of, or failure to comply with Section 3.7 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule "A."

4. <u>DISEASE CONTROL (RABIES)</u>

- 4.1 The Owner of an animal that has caused a serious wound, or that the Owner has reason to suspect may have been exposed to rabies or another communicable disease, shall, in addition to any other duty imposed under the *Public Health Act*, immediately inform a By-law Enforcement Officer or Peace Officer:
 - a) of the infliction of the serious wound or the suspicion of exposure to rabies or other communicable disease;
 - b) in the case of a serious wound, of the name and contact information for the person that has been wounded or the Owner of the animal that has been wounded, as applicable; and
 - c) whether the matter has been reported to the local community health centre, Public Health Inspector, or the Medical Officer of Health.
- 4.2 A By-law Enforcement Officer or Peace Officer that has reasonable ground to believe that an animal found at large may have, or has been, exposed to rabies or another communicable disease may confine the animal at an animal shelter, veterinary facility, or any other location as directed by the Medical Officer of Health or a Public Health Inspector.
- 4.3 A By-law Enforcement Officer or Peace Officer that has reasonable grounds to believe that an animal with the Summer Village has been exposed to rabies or another communicable disease shall report the matter to the Medical Officer of Health or a Public Health Inspector as soon as reasonably possible.
- 4.4 An Owner of an animal which is suffering from rabies or another communicable disease or who has been notified by the Summer Village that an Enforcement Officer has reasonable grounds to believe the animal has, or has been exposed to, rabies or anther communicable disease shall:
 - a) not permit the animal to be in any public place; and

- b) not keep the animal in contact with or in proximity to any other animal.
- 4.5 An Owner who fails to comply with any provision in this part is guilty of an offence.

5. CAPTURE AND IMPOUNDMENT

- 5.1 A By-law Enforcement Officer or Peace Officer may capture and impound any dog in respect of which the Officer believes an offense under this By-law is being or has been committed.
- 5.2 The Animal Shelter Keeper shall report any apparent illness, communicable disease, injury, or unhealthy condition of any dog to an SPCA Officer and shall act upon his recommendations. The owner, if known, shall be held responsible for all charges resulting.
- 5.3 When necessary, the By-law Enforcement Officer or Peace Officer may, in attempting to capture a dog found to be in contravention of this By-law, employ the use of bait or any device or other suitable means to apprehend the dog, provided that:
 - i. it is not prohibited by law; and
 - ii. it is employed with due respect for humane treatment of the dog.
- 5.4 Where a dog is on any private property or premises, without the permission of the owner or occupant, the By-law Enforcement Officer or Peace Officer may, with the permission of the property or premises owner apprehend the dog.

6. <u>INTERFERENCE AND OBSTRUCTION</u>

- 6.1 No person shall interfere with, hinder, or impede an Animal Control Officer in the performance of any duty authorized by this By-law, and any person who does so it guilty of an offence.
- 6.2 No person, whether or not he is the owner of a dog which is being or has been pursued or captured, shall:
 - interfere with or attempt to obstruct a By-law Enforcement Officer or a Peace Officer who is attempting to capture or who has captured a dog which is subject to being impounded pursuant to the provisions of this By-law; or
 - ii. unlock or unlatch or otherwise open the vehicle in which dogs are kept for impoundment or have been placed so as to allow or attempt to allow a dog to escape therefrom.
- 6.3 Breach of, or failure to comply with any of the requirements of Section 6 is an offence under this By-law which may result in

prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A which is attached hereto.

7. RECLAIMING OF IMPOUNDED DOG

- 7.1 An impounded dog may be kept at the shelter for a period of ninety-six (96) hours (Saturdays, Sundays and statutory holidays not included). During this period, the owner may reclaim the dog by paying the facility, during normal working hours, an impoundment fee and boarding fee as set out in Schedule "B" of this By-law, and by paying the impound facility directly any veterinarian fees incurred during the impoundment.
- 7.2 The dog be retained for longer than ninety-six (96) hours if, in the opinion of the Administrator, the circumstances warrant the expense.
- 7.3 Subject to Section 7.2, any dog not reclaimed by the owner within a period of ninety-six (96) hours from the date of the impoundment (Saturdays, Sundays and statutory holidays not included) may be sold by the Animal Shelter Keeper provided such sale is not for the purpose of medical research or to a research laboratory. Any proceeds from the sale of the impounded animals shall be the property of the Summer Village.
- 7.4 The purchaser of a dog from the Shelter Keeper pursuant to the provisions of this By-law shall obtain full right and title to it and the right and title of the former owner of the dog shall cease there upon or on a cost recovery basis.
- 7.5 Any dog not reclaimed by the owner within a period of ninety-six (96) hours (Saturdays, Sundays and statutory holidays not included) from the date of the impoundment or sold by the Animal Shelter Keeper shall become the property of the Summer Village which will then instruct the Animal Shelter Keeper to destroy or otherwise dispose of the dog with no liability to the owner for the said disposition.

8. <u>VIOLATION TAG</u>

- 8.1 The By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person the By-law Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this By-law.
- 8.2 The Violation Tag shall be in such form as determined by the Administrator and shall state:
 - i. the name and address of the offender if ascertainable;
 - ii. the offence and location;
 - iii. date of the offence;
 - iv. the appropriate penalty for the offence as provided in Schedule "A" of this By-law;

- v. that the penalty must be paid within ten (10) days of the issuance of the Violation Tag; and
- vi. any other information as may be required by the Administrator.
- 8.3 The Violation Tag may be issued to the Offender or Owner
 - i. either personally;
 - ii. by mailing a copy to such person at their last known address;
 - iii. by leaving it for the defendant at his residence with a person on the premises who appears to be at least eighteen (18) years of age; or
 - iv. upon retrieval of such person's dog from the Shelter.
- 8.4 Where a Violation Tag is issued pursuant to Section 8.1 of this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified on the Violation Tag.
- 8.5 Nothing in the By-law shall prevent the Summer Village By-law Enforcement Officer or Peace Officer from immediately issuing a Violation Ticket.

9. VIOLATION TICKETS

- 9.1 In those cases where a Violation Tag has been issued and if the penalty specified on the Violation Tag has not been paid within the prescribed time, then a Summer Village By-law Enforcement Officer or Peace Officer is hereby authorized to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, 1988, Chapter P-21.5, as amended, to any person who the Summer Village By-law Enforcement Officer or Peace Officer has reasonable grounds to believe has contravened any provision of this By-law.
- 9.2 Notwithstanding Section 9.1 of this By-law, a Summer Village By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, supra, to any person who contravenes any provision of this By-law.
- 9.3 Any person to whom a Violation Ticket has been issued may make voluntary payment in respect to the Violation Ticket by delivering the Violation Ticket along with an amount equal to that specified for the offence as set out in Schedule "A" of this By-law, to the Provincial Court office specified on the Violation Ticket.

10. PENALTIES

10.1 Any person who contravenes any provision of this By-law is guilty of an offence and is liable to a penalty as set out in Schedule "A" of this By-law. SUMMER VILLAGE OF BIRCHCLIFF DOG CONTROL BYLAW BY-LAW #243-23 Page | 8

- 10.2 Notwithstanding section 10.1 of this By-law, any person who commits a second offence under this By-law within one (1) year of committing the first offence may be liable to a fine of not less than nor more than the sum set out in Schedule "B" of this By-law, while a person who commits a third or subsequent offence under this By-law within one (1) year of committing the first offence may be liable to a fine of not less than nor more than the sum as set out in Schedule "B" of this By-law.
- 10.3 Under no circumstance shall any person contravening any provision of this By-law be subject to the penalty of imprisonment.
- 10.4 Where there has been a breach of this By-law, an Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, S.A. 1998, c-p-21.5, as amended.

11. **GENERAL**

- 11.1 Schedule A and Schedule B is attached hereto and shall form a part of this By-law.
- 11.2 Should any provision of this By-law be invalid, then such invalid provision shall be severed, and the remaining By-law shall be maintained.
- 11.3 This By-law shall come into effect on final reading and passing of the By-law.
- 11.4 This bylaw repeals and replaces By-law #187-15.

READ a first time, this 16th day of March 2023.

Roger Dufresne, Mayor

Tanner Evans, Administrator

READ a second time, this 20th day of April 2023.

READ a third and final time, this 20th day of April 2023.

Roger Dufresne, Mayor

Tanner Evans, Administrator

SCHEDULE "A"

Amount which will be accepted by the Summer Village of Birchcliff in lieu of prosecution:

SECTION	OFFENCE DESCRIPTION	PENALTY
3.1	Owner of dog at large	\$200.00
3.2	Leaving dog chained up, in a Kennel, or at large outside between 11 pm and 8 am	\$200.00
3.3 (a)	Owner of any dog which bites, or attempts to bite a person	\$500.00
3.3 (b)	Owner of any dog which bites at, barks at, or chases vehicles	\$100.00
3.3 (c)	Owner of any dog barking, howling, disturbing any neighbours, or chases people	\$200.00
3.3 (d)	Owner of any dog causing damage to property	\$250.00
3.3 (e)	Owner of any dog causing harm (biting) to another dog	\$250.00
3.3 (f)	Owner keeping a female dog which is in season at any location where the dog is a source of attention and accessible to other dogs	\$100.00
3.4	Failure of owner to remove defecation immediately from property which is not the Owner's property	\$100.00
3.5 (a)	Untying, loosening or otherwise freeing any dog without the Owner's consent	\$200.00
3.5 (c)	Teasing, tormenting, annoying, abusing or injuring any dog	\$200.00
4.4	Failure to quarantine rabid dog or dog exposed to rabies or any other communicable disease	\$500.00
6.1	Interfere with, impeding or hindering an Animal Control Officer's enforcement of this By-law	\$250.00
10.2	Second offence within one year of the first offence	***
	Third or subsequent offence within one year of the first offence	+++

E-1-A

SUMMER VILLAGE OF BIRCHCLIFF DOG CONTROL BYLAW BY-LAW #243-23 Page | 10

Double the amount of the specified Penalty for the first offence

+++ Triple the amount of the specified penalty for the first offence

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SUMMER VILLAGE OF BIRCHCLIFF DOG CONTROL BYLAW BY-LAW #243-23 Page | 11

SCHEDULE "B"

Impound Fees	as per required fees
Care and sustenance – per day	as per required fees
Veterinary fees	as per expended

Summer Village of Birchcliff

April 20, 2023

Council & Legislation

Request for Decision

Agenda Item: Community Standards Bylaw

Background:

The Community Standards Bylaw #244-23 was presented to Council at the March 16th, 2023, Council meeting and 1st reading was given. Council decided to table the bylaw at that time to allow for feedback from residents should they have any concerns or comments.

Administration is requesting Council give 2nd and 3rd readings to the Community Standards Bylaw #244-23.

Options for Consideration:

- 1. Council to discuss and give 2nd and 3rd reading to the Community Standards bylaw.
- 2. Council table for amendments or further consideration.

Administrative Recommendations:

- 1. Council give 2nd reading to the Community Standards Bylaw #244-23.
- 2. Council give 3rd and final reading to the Community Standards Bylaw #244-23.

Authorities:

Section 4, Part 2 (7) of the MGA – A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities, and things in, on or near a public place or place that is open to the public;
- (c) nuisances, including unsightly property.

SUMMER VILLAGE OF BIRCHCLIFF COMMUNITY STANDARDS BYLAW BYLAW 244-23

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF IN THE PROVINCE OF ALBERTA TO PROHIBIT CERTAIN ACTIVITIES IN ORDER TO PREVENT AND COMPEL THE ABATEMENT OF NOISE, NUISANCE, UNSIGHTLY PREMISES AND PUBLIC DISTURBANCES

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, of the Province of Alberta, provides that a Municipal Council may by bylaw provide for a system of licensing, permits and approvals and regulating business within the Municipality;

WHEREAS Council of the Summer Village of Birchcliff deems it expedient and in the public's interest to pass a bylaw to regulate and control noise, nuisance, unsightly premises, and public disturbances;

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

1. TITLE

1.1 This bylaw may be cited as the "Community Standards Bylaw".

2. **DEFINITIONS**

- 2.1 In this Bylaw, including this section, unless the context otherwise requires:
 - a) "Act" means the Municipal Government Act, R.S.A. 2000,
 c. M-26 as amended, and any amendment or substitutions thereof.
 - b) "Bullying" means verbal or physical abuse, threats, taunts, teasing, name calling and put downs, written, or electronically transmitted, or repeated abusive communication, direct or through any medium whatsoever.
 - c) "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Birchcliff appointed by Council.
 - d) "Council" means the Municipal Council of the Summer Village of Birchcliff.
 - e) "Graffiti" means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
 - (i) the application of any substance, including paint, ink, stain, or whitewash to any surface; or
 - (ii) the affixing of any substance, including paper, fabric, or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
 - (iii) the marking, scratching, etching or other alteration or disfigurement of any surface.
 - f) "Minor" means an individual under 18 years of age.

- g) "Municipal Ticket" means a ticket in a form as approved by the Chief Administrative Officer, issued by the Summer Village allowing for the voluntary payment of a fine established under this Bylaw.
- h) "Nuisance" for the purpose of this bylaw, includes any use of or activity upon any property which is offensive to any person or has or may have a detrimental impact upon any person or other property in the neighbourhood.
- i) "Peace Officer" means:
 - (i) a member of the Royal Canadian Mounted Police;
 - (ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
 - (iii) a Community Peace Officer as appointed by the Solicitor General of Alberta.
- j) "Premises" means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.
- k) "Provincial Ticket" means a ticket as defined in the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.
- "Public Place" means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.
- m) "Sign" means any word, letter, model, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction, and its supporting structure.
- n) "Summer Village" means the Summer Village of Birchcliff.
- o) "Youth" means an individual 12 to 17 years of age.

3. NOISE

- 3.1 No person shall cause or permit any noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:
 - 3.3.1 type, volume, and duration of the sound;
 - 3.3.2 time of day and day of the week;
 - 3.3.3 nature and use of the surrounding area.
- 3.4 Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

4. INDUSTRIAL/CONSTRUCTION NOISE

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
 - 4.1.1 is a permitted use; or
 - 4.1.2 is an approved discretionary use; or
 - 4.1.3 is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.
 - 4.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
 - 4.3 With the exception of the activities referred to in section 4.1 herein, no person shall use, operate, or allow to be used or operated any tools, machinery, or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of 8:00 p.m. and 8:00 a.m. any day.
 - 4.4 These provisions do not apply to work carried on by the Summer Village, or by a contractor carrying out the instructions of the Summer Village, providing it is work of an emergent nature of circumstance.

5. CONSTRUCTION WASTE

- 5.1 Each construction site shall have a waste container to ensure the waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 5.2 No loose construction material is to be stored or accumulated on the construction site unless it is not capable of being blown around the construction site.

6. NUISANCE AND UNSIGHTLY PREMISES

- 6.1 No person shall permit any use or activity upon their property which is offensive to any person and may have a detrimental impact on any person or property including but not limited to:
 - 6.1.1 the failure to cut grass, weeds, shrubs, trees or other landscaping features incidental to a landscaped area;
 - 6.1.2 the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;
 - 6.1.3 the growth of trees or shrubs in such a manner that they interfere with utilities or endanger visibility to street signage, or roadway clearance;

- 6.1.4 the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;
- 6.1.5 the storage or accumulation of or failure to dispose of discarded dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;
- 6.1.6 the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of six (6) minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;
- 6.1.7 the generation of excessive dust and permitting such dust to escape from the property;
- 6.1.8 the failure to maintain an accessory building, structure or fence such that it deteriorates, becomes unsightly or becomes a safety hazard.
- 6.1.9 the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
- 6.1.10 the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any light standard, bench, garbage receptacle, fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
- 6.1.11 the burning of anything other than dry untreated clean wood in a residential wood fireplace.
- 6.2 No person being the owner, agent of the owner, lessee or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

7. GRAFFITI

- 7.1 No person shall place graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.
- 7.3 A property owner who breaches the provisions of Section 7.2 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.
- 7.4 In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.

8. LITTERING

- 8.1 No person shall place, deposit, or throw or cause to be placed, deposited, or thrown upon any Summer Village property, including any street, lane, ditches, park, other public place, or water course:
 - 8.1.1 a cardboard or wooden box, carton, container, or receptacle of any kind;
 - 8.1.2 a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;
 - 8.1.3 paper of any kind, whether or not containing written or printed matter thereon;
 - 8.1.4 any human, animal, or vegetable matter or waste;
 - 8.1.5 any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;
 - 8.1.6 scrap metal, scrap lumber, tires, dismantled, wrecked or dilapidated motor vehicles or parts there from;
 - 8.1.7 any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;
 - 8.1.8 dirt, filth, yard refuse or rubbish of any kind whether similar or dissimilar to the foregoing including but not limited to grass clippings, weeds, materials from pruning such as branches, limbs, twigs, leaves, or any other pruning debris.
- 8.2 A person who has placed, deposited, or thrown or caused to be placed or thrown anything or any matter mentioned in subsection 8.1 upon any road, ditch, municipal reserve or other public place or water course shall forthwith remove it.

9. CAUSE A DISTURBANCE

- 9.1 No person located in a public place shall disturb the peace and enjoyment of other members of the public by:
 - 9.1.1 screaming, shouting, or using loud, abusive, or grossly insulting language;
 - 9.1.2 being intoxicated by alcohol or other substances; or
 - 9.1.3 openly exposing or exhibiting an indecent act.

10. NUISANCE ENFORCEMENT

- 10.1 A Peace Officer may, after giving reasonable notice to the owner or occupier of the premises, enter upon the said premises and carry out an inspection.
- 10.2 Upon completion of the inspection, the Peace Officer may direct the owner or occupant of the property to:

- 10.2.1 cease the activity which causes the nuisance;
- 10.2.2 change the way in which such person is carrying out any activity;
- 10.2.3 direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including:
 - (a) the removal of any thing or matter from the property, which constitutes the nuisance; and
 - (b) the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;
 - (c) enter into a cleanliness agreement in a form to the satisfaction of the Peace Officer.
 - (d) specify the time within which such person must comply with the directions contained in the notice; and
 - (e) notify the owner or occupant that, if compliance with the notice is not affected within a specified time, the municipality will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier;
 - (f) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the Summer Village to keep the premises clean, tidy, and free of nuisances.
- 10.3 Any person who refuses to allow an inspection of the premises under Section 10.1 is guilty of an offence.
- 10.4 Any person who fails to comply with a direction made under this Section is guilty of an offence.
- 10.5 No person shall cause or permit or undertake any activity upon any Summer Village property which is a nuisance.

11. AUTHORITY TO REMOVE

11.1 The Chief Administrative Officer may authorize the removal and put in storage or destroy anything placed upon Summer Village property in contravention of this bylaw.

12. ORDER

- 12.1 A designated officer may, by written order, require a person responsible for the contravention to remedy the contravention.
- 12.2 The Order shall:
 - 12.2.1 state a time within the owner must comply with the order;

- 12.2.2 state that if the owner does not comply with the order within a specified time, the Summer Village will take the action or measure at the expense of the owner.
- 12.3 The Summer Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

13. RIGHT TO REMEDY

- 13.1 The Summer Village may take whatever actions or measures are necessary to deal with any contraventions if:
 - 13.1.1 the Summer Village has issued a written Order under Section 12 of this bylaw;
 - 13.1.2 the Order contains a statement referred to in Section 12.2 of this bylaw;
 - 13.1.3 the person to whom the Order is directed has not complied with the Order within the time specified in the Order; and
 - 13.1.4 the appeal periods respecting the Order have passed or, if an appeal has been made, the appeal has been decided and it allows the Summer Village to take the action or measures.

14. PENALTIES

- 14.1 Any person who breaches any section of this Bylaw is guilty of an offence and liable to:
 - 14.1.1 payment of the penalty specified in Schedule "A" hereto; or
 - 14.1.2 for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more that \$10,000.00;
 - 14.1.3 and in default of payment of any penalty, to imprisonment for up to six (6) months.

15. MUNICIPAL AND PROVINCIAL TICKETS

- 15.1 Any Peace Officer who has reasonable and probable ground to believe that any person has contravened any provision of this Bylaw, may issue and serve:
 - 15.1.1 Municipal Ticket allowing payment of the specified penalty to The Summer Village; or
 - 15.1.2 A Provincial Ticket according to the provisions of the *Provincial Offences Procedure Act*, as amended.
- 15.2 Service of a Municipal Ticket will be sufficient if it is:
 - 15.2.1 personally served; or

- 15.2.2 served by regular mail to the person's last known mailing address.
- 15.3 If a violation ticket is issued in respect of an offence, the violation ticket may:
 - 15.3.1 specify the fine amount established by this Bylaw for the offence; or
 - 15.3.2 require a person to appear in Court without the alternative of making a voluntary payment.
- 15.4 A person who commits an offence may:
 - 15.4.1 If a violation ticket is issued in respect of the offence; and
 - 15.4.2 If the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Court Office specified on the violation ticket.

16. SEVERABILITY

16.1 If any part of this Bylaw is found to be invalid, then that part shall be severed, and the remaining Bylaw will continue to be in force.

This Bylaw shall take effect on the date of the third and final reading and upon signing by the Mayor and Chief Administrative Officer. Bylaw #160-11 is hereby rescinded.

READ a first time in Council assembled this 16th day of March 2023.

READ a second time in Council assembled this 20th day of April 2023.

READ a third time in Council assembled and passed this 20^{th} day of April 2023.

Roger Dufresne, Mayor
 · · · · · · · · · · · · · · · · · · ·
Tanner Evans CAO

SCHEDULE "A"

Offence	Schedule "A" Schedule of Fines	Section	Fine
Make noise	a) first offence b) second offence within 1 year c) third and subsequent offences	3.1	\$250.00 \$500.00 \$750.00
Permit Noise	a) first offence a) second offence within 1 year b) third and subsequent offences within 1 year	3.2	\$250.00 \$500.00 \$750.00
Industrial or const	•	4.1 or 4.2	\$250.00 \$500.00 \$750.00
Failing to contain	construction waste a) first offence b) second offence within 1 year c) third and subsequent offences	5.1 or 5.2	\$250.00 \$500.00 \$1000.00
Permitting a nuisa	ance on Private Property a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	6.1	\$200.00 \$400.00 \$600.00
Placing Graffiti on	a) first offence b) a second offence within 1 year c) third and subsequent offences within 1 year	7.1	\$2,500.00 \$5,000.00 \$7,500.00
Failure to remove	Graffiti a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	7.2	\$250.00 \$500.00 \$1,000.00
Failure to comply	,	7.3	\$250.00 foreach day that the breach continues
	n Summer Village property a) first offence b) second offence within 1 year c) third and subsequent offence	8.1	\$500.00 \$750.00 \$1,000.00
Failing to remove	litter a) first offence b) second offence within 1 year c) third and subsequent offences within 1 year	8.2	\$500.00 \$750.00 \$1,000.00
Cause a disturbar		9.1	\$250.00 \$500.00 \$1,000.00

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: Mill Rate Bylaw #242-23

Background:

Administration would like to provide the 2023 Mill Rate Bylaw #242-23 for approval.

Options for Consideration:

1) Council review Bylaw #242-23

Administrative Recommendations:

- 1) That Council give 1streading to By-Law #242-23
- 2) That Council give 2nd reading to By-Law #242-23
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #242-23

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 2023 Mill Rate Bylaw No. #242-23

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF BIRCHCLIFF FOR THE 2023 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 20, 2023.

WHEREAS, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$361,132.40 and the balance of \$370,712.29 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 2023 total \$731,844.69; and

THEREFORE, the total amount to be raised by general municipal taxation is \$370,712.29 and

WHEREAS, the requisitions are estimated to be:

Alberta School Foundation Fund

Total Requisitions Collected		473,742.51
Designated Industrial Property		41.89
- Non-residential	\$	0.00
 Residential & Farm Land 	\$	2,332.16
Red Deer Catholic Regional Div.39		
- Non-residential	\$	7,049.29
- Residential & Farm Land		464,319.17

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 Statues of Alberta, 2000; and

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

Total 2023 Assessment	\$ 208,957,990
Exempt	\$ 15,929,150
Taxable Assessment	\$ 193,028,840
Machinery & Equipment	\$ 4,060
Industrial Property	\$ 1,911,180
Non-Residential & Designated	
Residential	\$ 191,113,600

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:

General Municipa	Tax Levy Il	Assessment	Tax Rate
Residential Non-Residential	\$367,033.67 \$ 3,678.62	\$191,113,600 \$1,915,240	1.9205 1.9205
Totals:	\$370,712.29	\$193,028,840	
School Requisition	ons		
Residential & Farm Land	\$466,651.33	\$191,113,600	2.4417
Non-Residential	\$ 7,049.29	\$ 1,911,180	3.6884
Totals:	\$473,700.62	\$193,024,780	
Designated Industrial Proper	\$ 41.89	9 \$ 546,990	0.0766

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

READ a first time on this 20th day of April 2023.

READ a second time on this 20th day of April 2023.

Given UNAMIMOUS consent to go to third reading on this 20th day of April 2023.

READ a third and final time on this 20th day of April 2023.

Roger Dufresne, Mayor
 Tanner Evans, C.A.O.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: Surplus Distribution

Background:

The 2022 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 2022 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 20, 2023

Adjusted Financial Surplus & Reserves Accumulated Surplus	Current Balances 47,812.92	Council Targets 25,000.00	Over/Under Target 22,812.92	Allocation 0.00	Revised Balances 47,812.92	Over/Under Target 22,812.92
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	351,965.06	250,000.00	101,965.06	0.00	351,965.06	101,965.06
Sewer Operations Reserve	0.00	50,000.00	-50,000.00	0.00	0.00	-50,000.00
Wastewater Capital Reserve	56,806.90	5,000,000.00	-4,943,193.10	0.00	56,806.90	-4,943,193.10
Open Spaces Reserve	32,000.50	20,000.00	12,000.50	0.00	32,000.50	12,000.50
Pathway Reserve	0.00	1,500,000.00	-1,500,000.00	0.00	0.00	-1,500,000.00
Information Technology & Facilities Reserve	1,000.00	5,000.00	-4,000.00	0.00	1,000.00	-4,000.00
Infrastructure Reserve	46,500.00	5,000.00	41,500.00	0.00	46,500.00	41,500.00
Fleet Replacement Reserve	0.00	0.00	0.00		0.00	0.00
Total Reserves	492,774.41	6,860,000.00	-6,367,225.59	0.00	492,774.41	-6,367,225.59

Summer Village of Birchcliff

April 20, 2022

Finance

Request for Decision

Agenda Item: Reserves Policy

Background:

Administration is bringing forward a Reserves Policy for Council's consideration. This policy establishes guidelines, limits, and conditions applicable to the segregation of the Summer Village's accumulated surplus into reserves funds.

Options for Consideration:

- 1) Council discuss and adopt the Reserves Policy.
- 2) Council accept as information.

Administrative Recommendations:

1) That Council discuss and adopt the Reserves Policy.

Authorities:

Municipal Government Act, Section 153 Councillors have the following duties:

(b) to participate generally in developing and evaluating the policies and programs of the municipality.



Policy Title	Date:	Resolution No.
Reserve Policy		

POLICY STATEMENT:

1. Birchcliff is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Summer Village of Birchcliff to establish reserve funds to ensure the long-term financial stability and flexibility of the Summer Village of Birchcliff, to position it to respond to varying economic conditions and changes affecting the Village's financial position, and to ensure the organization has the ability to continuously carry out its responsibilities.

PURPOSE:

- 2. The purpose of this policy is to establish guidelines, limits, and conditions applicable to the segregation of the Summer Village of Birchcliff's accumulated surplus, referred to as restricted surpluses in its audited financial statements, into reserves funds. The reserves practices will ensure a favourable and sustainable financial position while supporting the ability to meet current and future operating and infrastructure requirements by maintaining reserves funds sufficient to achieve the following:
 - a) The organization has sufficient working capital so that it is able to sustain operations through delays in receipt of payments of committed funding and to accept reimbursable contracts and grants without jeopardizing ongoing operations;
 - b) The organization has sufficient resources to fund the acquisition or construction of new capital assets and the replacement and rehabilitation of major capital infrastructure assets, as required and as identified in the Summer Village of Birchcliff's Strategic, Capital, and Long-Term Financial Strategy Plans;
 - c) Public confidence in the long-term sustainability of the organization is promoted by preventing cash flow crises that can diminish its reputation and force its leaders to make expensive short term, crisis-based decisions;

- d) The organization has sufficient resources to fund budgeted contingency amounts for unpredictable revenues, volatile expenditures, and unanticipated opportunities and/ or challenges;
- e) To contribute favourably to the liquidity position of the organization;
- f) The organization meets the objectives of the Summer Village of Birchcliff's 5 Year Capital Plan and the Summer Village's Strategic Plan.

DEFINITIONS

- 3. "Capital reserves" means the portion of unrestricted net assets that the Village maintains, or that Council has designated (or "restricted") for use in maintaining an adequate reserve to acquire or construct new capital assets and replace and rehabilitate major capital infrastructure assets as required, and as identified in the Summer Village of Birchcliff's Strategic, Capital, and Long-Term Financial Strategy Plans.
- 4. "Dedicated reserves" means the portion of unrestricted net assets that the Summer Village has collected from developers to fund specific initiatives and/ or projects. These funds may not be used for any other purpose than what they were collected for.
- 5. "Depreciation" means the amortization amount of fixed assets, such as buildings and equipment, in order to allocate the cost over its useful life. It is a process of cost allocation and not valuation. Depreciation increases expenses but does not reduce cash.
- 6. "Operating expenses" means the annual expenditures to fund regular operations and for greater certainty, do not include transfers from operating to fund capital expenditures, transfers to reserves, internal transfers between departments, and funds expended on non-tangible capital asset.
- 7. "Operating reserves" means the portion of unrestricted net assets that the Village maintains, or that Council has designated (or "restricted") for use in:
 - a) emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases in operating expenses and/or losses in operating revenues, and/ or
 - b) funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures, and unanticipated opportunities and/ or challenges, and/ or
 - c) funding for the mitigation of tax rate increases.

8. "Program specific reserves" means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or "restricted") for use in specific initiatives or programs for which the funds are collected.

GENERAL GUIDELINES

- 9. All reserve transfers, re-designations, revisions, and new account requests must be approved by Council. Approvals may be in the form of:
 - a) The annual operating or capital budget approval;
 - b) A carryover project that was contained in an approved operating or capital budget; or
 - c) A Council resolution.
- 10. Draws from reserves must not exceed the fund balance unless it can be demonstrated to Council that future sources of revenue will provide adequate funding to return the fund to a positive balance.
- 11. All operating and capital reserve funds must be fully described and include a purpose, source of funding, minimum level, optimum or target level, and the rational used to establish the levels.
- 12. Before creating a new reserve fund, the option of adding an incremental contribution to an existing fund of a like nature will be considered.
- 13. The prescribed fund limits will be reviewed by Council at least once each term of office.
- 14. The Village will maintain reserve funds in accordance with Schedule A.
- 15. Program specific reserve funds are intended to accumulate the money collected for specific initiatives or programs stipulated at the time of collection.

MANAGEMENT OF THE RESERVE POLICY

- 16. Reserve funds will be drawn down only under circumstances specific to the individual reserve fund.
- 17. For reporting purposes, the reserve funds will be listed separately in the "notes" section of the Village's financial statements.

RESPONSIBILITIES

- 18. Only Council can approve the drawing down of a fund for operating or capital purposes.
- 19. The Finance Department will review the reserves policies at least every term of Council, or sooner if conditions warrant, and provide recommendations for Council approval.
- 20. Administration will provide Council with:
 - a) Actual year end reserve fund balances after Audited Financial Statements are complete.

VISION ALIGNMENT

21. The Summer Village of Birchcliff's services and programs respond to the aspirations of its residents and visitors and are delivered in an effective, innovative, and fiscally responsible manner.

POLICY REVIEW

22. This policy will be reviewed by Council on or before July 31, 2025.

RELATED DOCUMENTS

- 23. Municipal Government Act
- 24. Strategic Plan
- 25. Summer Village of Birchcliff's 5 Year Capital Plan

ATTACHMENT

26. Reserves Policy – Schedule A

Repeal/Revision History

Action	Date	Council Motion	Notes	

Reserve	Purpose	Funding Source (s)	Minimum \$ Level	Target/Optimum \$ Level	Rationale Use to Establish Levels
General Operating Contingency	Subject to multi- year budgeting being approved by Council or required by provincial legislation, to fund unexpected or emergent operating demands that arise as a natural consequence of multi-year budgeting and or interim budgets.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	1/3 of previous year's operating budget	\$200,000	Historical and current years budgets. MGA Section 242(1) Each council must adopt an operating budget for each calendar year by January 1 of that calendar year. (2) A Council may adopt an interim operating budget for part of a calendar year.
Road Reserve Capital	To fund Municipal Road rehabilitation and replacement.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	Adequate to fund rehabilitation and replacement of Municipal Roads identified as Infrastructure Reserve funded in the capital planning summary and unanticipated capital expenditures within the next 5 years. Current Council Target: \$250,000 Minimum	Adequate to fund rehabilitation and replacement of Municipal Roads identified as Infrastructure Reserve funded in the capital planning summary and unanticipated capital expenditures within the next 10 years. Current Council Target: \$500,000 (to be updated after road analysis completion in 2023)	Fund balances based upon an analysis of the needs of the Municipality, taking into consideration long term financial strategies, asset management plans, and annual depreciation amounts. Plan created after reviewing the outcome of 2023 Road Analysis
Municipal Infrastructure Reserve	To fund new capital projects or for capital expenditures necessary.	Transfers from annual operating surpluses, property tax revenue, unspent annual contributions to capital from	Adequate to fund new capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital	Adequate to fund rehabilitation and replacement capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital	Fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, asset management plans, and annual depreciation amounts.

		operations, and one time transfers to boost reserve levels.	expenditures within the next 5 years.	expenditures within the next 10 years.	
Wastewater Capital Reserve	To fund capital projects related to the Wastewater and Storm Drainage Systems.	1- net surplus from annual operations of the Utility department. 2- transfers from annual operating budgeted from municipal property tax revenue and any one-time transfers to boost reserve levels.	\$150,000	\$300,000	Wastewater Infrastructure is relatively new, so it will be many years before replacement is required. However, emergency repairs should be adequately covered in the \$100,000 to \$350,000 threshold. Any top up should be based on an PW asset management plan.
Completions Deposit Reserve Dedicated	Unrestricted net assets that the Summer Village has collected from developers to fund specific initiatives and/ or projects.	Funds are collected as part of the Development Permit process and are refunded upon completion of all permit requirements.	None	None	None – Must be refunded upon completion of requirements.
IT Reserve	To fund new IT projects expenditures necessary	Transfers from annual operating budgeted from municipal property tax revenue	\$5,000	\$10,000	Fund balances based upon an analysis of the needs of the municipality.

Fleet Replacement Reserve	To fund Fleet Replacement purchases necessary.	1- net surplus from annual operations of the Utility department. 2- transfers from annual operating budgeted from municipal property tax revenue and any one-time transfers to boost reserve levels.	\$10,000	\$50,000	Fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, asset management plans, and annual depreciation amounts.
Open Spaces Environmental Reserve/ Sustainability	To fund capital projects to finance and promote open spaces, energy efficiency and climate adaptation.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	Current Target is \$20,000	\$100,000	Fund balances based upon an analysis of the needs of the Municipality, taking into consideration long term financial strategies,

Summer Village of Birchcliff

April 20, 2022

Council & Legislation

Request for Decision

Agenda Item: Fire and Burning Bylaw

Background:

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

Administration is beginning the review and amendments to the Fire and Burning Bylaw. Your current bylaw prohibits consumer fireworks and only allows for professional fireworks discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the Alberta Fire Code. Administration is wondering if this is still Council's intention or are amendments required to allow residents to discharge fireworks within the Summer Village.

Options for Consideration:

- 1) Council discuss and provide direction to Administration.
- 2) Council accept as information.

Administrative Recommendations:

1) That Council discuss and provide direction to Administration.

Authorities:

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

(a) the safety, health and welfare of people and the protection of people and property.

Summer Village of Birchcliff

Public Works

Request for Decision

Agenda Item: *Traffic Bylaw*

Background:

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the five Summer Villages. Administration has revamped the Traffic Bylaw to be more streamlined with updated definitions and pertinent language and is bringing it forward for Council's review and consideration.

Options for Consideration:

- 1) That Council give 1st, 2nd, and 3rd reading to the Traffic Bylaw #272-23.
- 2) That Council give 1st reading to the Traffic Bylaw #272-23.
- 3) That Council accept as information.

Administrative Recommendations:

- 1) That Council give reading to the Traffic Bylaw #272-23.
- 2) That Council give 2nd reading to the Traffic Bylaw #272-23.
- 3) That Council by unanimous consent give 3rd reading to the Traffic Bylaw #272-23 at this meeting.
- 4) That Council give 3rd and final reading to the Traffic Bylaw #272-23.

Authorities:

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

SUMMER VILLAGE OF BIRCHCLIFF TRAFFIC BYLAW BY-LAW #245-23

A Bylaw of the Summer Village of Birchcliff in the Province of Alberta for the regulation and control of motor vehicle and pedestrian traffic within the boundaries of the Summer Village.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Birchcliff may pass a bylaw for the health, safety, and welfare of people and protection of property in, on, or near public lands;

AND WHEREAS the Council of the Summer Village of Birchcliff deems it necessary and in the public interest to pass a bylaw to regulate and enforce all manner of traffic within the Summer Village, including penalties;

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

This Bylaw may be referred to as the *Traffic Bylaw*.

SECTION 1.0 – DEFINITIONS

- 1.1 "Act" means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 as amended or repealed and replaced from time to time;
- 1.2 **"Bicycle"** means a mechanical device propelled by muscular power on which a person may ride;
- 1.3 **"Bus"** means a motor vehicle that is designed for carrying eleven (11) or more persons, including the driver;
- 1.4 "CAO" means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.5 "Crosswalk" means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by any other marking on the road surface;

- 1.6 "Council" means the elected municipal Council of the Summer Village of Birchcliff;
- 1.7 "**Ditch**" means any area that is designed or artificially shaped for water drainage;
- 1.8 "Emergency Vehicle" means a motor vehicle used:
 - a) for police/peace officer duty;
 - b) by a fire department;
 - c) as an ambulance; and
 - d) for purposes relating to maintenance of a public utility;
- 1.9 "Gross Weight" means:
 - a) in respect of a single axle of a vehicle, the total weight that a single axle transmits to a roadway;
 - b) in respect of an axle group of a vehicle, the sum of the weights transmitted to a roadway by all of the axles within the axle group;
 - c) in respect of a tire of a vehicle, the total weight that the tire transmits to a roadway; and
 - d) in respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a roadway through each of the axles;
- 1.10 "Heavy Vehicle" means any vehicle with the exception of recreational vehicles, with or without a load, exceeding any of the following criteria:
 - a) two (2) axles;
 - b) six (6) meters in length;
 - c) a gross weight of 4500 kilograms;
- 1.11 **"Motor Vehicle"** means any vehicle propelled by any power other than muscular power;
- 1.12 **"Municipal Land"** means any property owned by the Summer Village including but not limited to:
 - a) ditches;
 - b) parks;
 - c) green spaces; and
 - d) municipal reserve property;

- 1.13 **"Obstruction"** means an obstacle or event which interferes with, or prevents the vision, passage, or use of any public property by vehicles or pedestrians;
- 1.14 "Off-Highway Vehicle" means any motor vehicle that is designed for cross-country travel on natural terrain including but is not limited to land, water, snow, ice, marsh, or swamp land;
- 1.15 **"Operator"** means a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner:
- 1.16 "Peace Officer" means a person who is:
 - a) a Royal Canadian Mounted Police Officer;
 - b) a Community Peace Officer;
 - c) a Bylaw Enforcement Officer; and
 - d) any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.17 "Pedestrian" means any person on foot, using rollerblades, skateboards, non-motorized scooters, or any kind of mobility aid;
- 1.18 **"Person"** means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle;
- 1.19 "Provincial Offences Procedure Act" means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended or repealed and replaced from time to time;
- 1.20 "Recreational Vehicle" means any vehicle designed for travel with temporary living accommodation for holidays or camping purposes;
- 1.21 **"Road Ban"** means the gross axle weight allowance permissible on public roadways within the boundaries of the Summer Village;
- 1.22 "Roadway" means any thoroughfare, street, road, trail, avenue, driveway, lane or any other place or part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;

- 1.23 "Special Event" means any public or private event, gathering, celebration, festival, competition, contest or similar type of activity that takes place in whole or in part on a public roadway which may involve pedestrians, bicycles, or vehicles where traffic flow could be obstructed;
- 1.24 "Speed Limit" means the maximum allowable speed a motor vehicle is able to travel within the boundaries of the Summer Village indicated by a traffic control device or as defined in Section 2.3 of this Bylaw;
- 1.25 "**Summer Village**" means the municipal corporation of the Summer Village of Birchcliff, the territory contained within the corporate limits, its administration, and staff;
- 1.26 "Traffic Control Device" means any sign, signal, marking, or device placed, marked or erected under the authority of the Summer Village and this Bylaw for the purpose of regulating, warning, or guiding traffic;
- 1.27 "Trailer" means a vehicle without motive power that is designed to transport property and is meant to be towed by another vehicle;
- 1.28 "Vehicle" means a mechanical device in, on or by which a person or property may be transported either under its own propulsion or drawn on a roadway and can include a combination of thereof;
- 1.29 "Violation Ticket" means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this Bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.

- 2.3 The maximum allowable speed limit in the Summer Village of Birchcliff shall be 50km/h unless otherwise specified by a traffic control device.
- 2.4 Nothing in this Bylaw prohibits any emergency vehicle as well as vehicles engaged in roadway maintenance and inspection, or Summer Village staff from being parked on the roadways in the performance of their duties.

Section 3.0 - Traffic Control Devices

- 3.1 All "no parking" zones shall be indicated by traffic control devices installed by the Summer Village.
- 3.2 The Summer Village shall have appropriate traffic control devices installed and maintained to regulate traffic and speed limits.
- 3.3 The location, style, and placement of all traffic control devices shall be determined in accordance from standards derived from the Transportation Association of Canada.
- 3.4 No person shall contravene any traffic control device within the Summer Village under authority of this Bylaw.
- 3.5 No person shall be permitted to remove or tamper with any traffic control device that is installed or placed within the boundaries of the Summer Village.

Section 4.0 - Summer Village Parking

- 4.1 No operator of:
 - a) a heavy vehicle;
 - b) any type of construction machinery or heavy equipment;
 - c) a bus;
 - d) a recreational vehicle; or
 - e) a trailer;
 - shall park or be permitted to be parked on any public roadway or municipal land within the boundaries of the Summer Village.
- 4.2 No person shall park a vehicle in a "no parking" zone unless authorized by the Summer Village for a special event.

- 4.3 Parking on a public roadway shall be permitted when standing in obedience to a peace officer.
- 4.4 A vehicle left parked in the same location on a public roadway or municipal land in excess of 72 hours shall be deemed to have been abandoned for the purposes of this Bylaw. A peace officer may cause the vehicle to be removed and impounded at the operator's expense. In lieu of, or addition to, the removal and impounding of the abandoned vehicle, a peace officer may elect to issue a violation ticket to the operator of the vehicle.

Section 5.0 - Off-Highway Vehicles

- 5.1 A peace officer, Summer Village staff, or agent of the Summer Village may operate an off-highway vehicle on public roadways or municipal lands where such operation is required in performance of their duties.
- 5.2 The hours of operating an off-highway vehicle shall be restricted to the period of time between 8:00 am and 11:00 pm.
- 5.3 The maximum speed at which an off-highway vehicle shall be permitted to travel on a roadway is 30 km/hr.
- 5.4 No person shall operate or ride as a passenger in an offhighway vehicle within the Summer Village without wearing head protection in the form of a helmet.
- 5.5 All off-highway vehicles operated within the Summer Village must:
 - a) have a certificate of registration issued under the Traffic Safety Act;
 - b) display a license plate issued under the Traffic Safety Act; and
 - c) be insured as defined under the Traffic Safety Act.
- 5.6 No person shall operate or ride an off-highway vehicle adjacent to or alongside another off-highway vehicle travelling in the same direction.
- 5.7 No person shall operate an off-highway vehicle in any area marked by an off-highway vehicle prohibited sign.

Section 6.0 – Restrictions

- 6.1 No vehicle shall be permitted to operate engine retarder brakes within the boundaries of the Summer Village.
- 6.2 No operator shall exceed the vehicle weight restrictions, commonly referred to as the "Road Ban", established by the Summer Village on all public roadways within the Summer Village of Birchcliff as outlined in Schedule "B" of this Bylaw.
- 6.3 No person shall place, pile, or store any snow, ice, gravel, dirt, or other obstruction on any public roadway or municipal land.
- 6.4 Any person placing or causing to be placed any snow, ice, gravel, dirt, or other obstruction on all public roadways and municipal lands shall remove or cause the removal thereof in any event no later than 24 hours after notification to do so by a peace officer or the CAO or his/her designate. After 24 hours, a peace officer may issue a violation ticket or elect to have the Summer Village remove the obstruction and perform all necessary repairs. The Summer Village's expenses required to remediate the issue may be charged to the property tax of the land subject to the order under Section 553 of the Municipal Government Act.
- 6.5 No person shall operate a vehicle having spikes, metal tracks, chains, lugs, corks, grousers, skids, or bands that connects to their vehicle that will make contact on any public roadway. This prohibition does not apply to studded winter tires.
- 6.6 No person shall leave a vehicle unattended on a public roadway while it is supported by a jack or similar device.

Section 7.0 – Violations & Penalties

7.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.

- 7.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.
- 7.3 Service of such violation ticket shall be sufficient if it is:
 - a) personally served;
 - b) mailed to the address of the registered owner of the vehicle;
 - c) attached to the vehicle in respect of which an offence is alleged to have been committed; or
 - d) mailed to the address of the registered owner of the property in respect of which an offence is alleged to have been committed.
- 7.4 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 224-20 and No. 230-21 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 20th day of April 2023.

GIVEN second reading this 20th day of April 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 20th day of April 2023.

Roger Dufresne, Mayor
Tanner Evans, CAO

SCHEDULE "A"

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
2.3 & 5.3	Driving beyond posted speed limit	Traffic Safety Act
3.5	Illegal removal or tampering of traffic control devices	\$200 per occurrence
4.1 & 4.2	Illegal parking	\$100 per occurrence
4.4	Abandoned vehicle on public roadway or municipal land	\$350 per occurrence
5.2	Operating off-highway vehicle between 23:00 and 8:00	\$200 per occurrence
5.4	Off-highway vehicle operator not using head protection	Traffic Safety Act
5.5a	Operate unregistered off-highway vehicle	Traffic Safety Act
5.5b	Off-highway vehicle license plate non-compliance	Traffic Safety Act
5.5c	Operate uninsured off-highway vehicle	Traffic Safety Act
5.6	Operating off-highway vehicle adjacent/alongside another off- highway vehicle	\$120 per occurrence
5.7	Operating off-highway vehicle in prohibited area	\$250 per occurrence
6.1	Use of engine retarder brakes	\$250 per occurrence
6.2	Violation of vehicle weight restrictions	Traffic Safety Act & Commercial Vehicle Dimension and Weight Regulation Act
6.3	Depositing obstructions on public roadways and municipal lands	\$200 per occurrence
6.5	Use of prohibited tire/wheel accessories	\$150 per occurrence
6.6	Leaving a vehicle unattended on a jack or similar device	\$150 per occurrence

SCHEDULE "B"

ROAD VEHICLE WEIGHT RESTRICTION

Time of Year	Road Ban
Year Round	75% G.V.W.

Summer Village of Birchcliff

April 20, 2023

Council Reports

Information Item

Council Reports:

Roger Dufresne Ann Zacharias Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

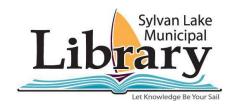
- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Correspondence:

- Association of Summer Villages of Alberta
- SRVS Invasive Species

Upcoming Meetings:

Next Council Meeting: May 18, 2023



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS WEDNESDAY – MARCH 8, 2023 – 7:00pm

1. Communications

Introductions went around the table as a new Board member was welcomed named Charlie.

2. Treasurer's Report

The Treasurer's Report was approved as presented.

3. Director's Report

The Director's Report was approved as presented.

The Annual report was successfully submitted to the Public Library Services Branch (PLSB) on February 9, 2023, after the Board approved it as amended the previous evening. Confirmation was received from the PLSB that the Provincial funding will increase for the 2023-2024 fiscal year; the increase will be approximately \$12,500. The Board will send a letter to thank the Minister of Municipal Affairs.

4. Programming Report

Myrna Pearman, a local biologist, enthusiastic nature writer and photographer presented "Beauty Everywhere" at the library in February. She spoke about her experiences as a wildlife photographer along side a stunning slideshow of her work and gave participants suggestions of places to observe wildlife within our own backyard of Central Alberta. To follow Myrna please visit her website:

https://www.myrnapearman.com/

The Film Society will be showing "The Whale" on March 27 from 7:00pm-9:00pm; films screen the last Monday of the month at Landmark Cinemas. Tickets are \$10 + GST, Season Passes are \$40 + GST (with a season pass you get one film free). Tickets and Season Passes can be purchased in advance at the library, or at the theatre the night of the showing. Please note that only cash can be accepted at the theatre.

5. Policy

Work will continue with sub-committees to review policies as necessary.

Meeting adjourned at 8:50pm.

Next Regular Meeting - April 12, 2023, at 6:30pm.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD - REGULAR MEETING HIGHLIGHTS

WEDNESDAY - APRIL 12, 2023 - 6:30PM

1. Communications

A warm introduction was given to the new Library Director named Haley Amendt. She comes from Parkland Regional Library in Lacombe where she worked as a consultant. Her first day at the Sylvan Lake Municipal Library was April 10, 2023; please stop in to welcome her to the community.

2. Treasurer's Report

The Treasurer's Report was approved as presented.

3. Director's Report

The Director's Report was approved as presented.

There are a few changes in staff to note this month. Tammy will be leaving the library at the end of April after 18 years of service, she will be replaced with Vanessa who started on April 11. Martina's last day was March 31 and Susan moved from Sylvan Lake Library to join Parkland Regional Library as a consultant on April 11. These two open positions will be reviewed over the coming weeks to assess requirements for the summer season.

The auditor's attended the library on April 5 and 6 to complete the annual audit; an update will follow.

4. Programming Report

A new partnership was created with "Tamarack Jack's Honey and Meadery" out of Caroline. On April 21 an adults only Mead Tasting event will take place from 7:00pm to 8:30pm and feature samples of the "True Taste of Alberta" alongside delicious charcuterie. This evening will also feature a musical guest "Bops n Moss" and tickets can be purchased at the library for \$15 + GST per person. The next day, April 22, there will be a family event for Earth Day "So You Want to be a Beekeeper" hosted by Tamarack Jack's Apiary. Running from 2:00pm to 4:00pm there will be crafts, an up-close look at a beehive and honey infused treats. Both events will be held at the library and more information can be obtained by phoning (403) 887-2130 or checking out the events page:

https://sylvanlibrary.prl.ab.ca/events?d=0

G-1,2,3,4

The Film Society screening of "The Whale" last month showed the best turnout ever for this program with many attending who had never been before. Any past screenings of the Film Society are purchased by the Sylvan Lake Library for future viewing by patrons, check one out on your next visit to the library!

5. Policy

Work will continue with sub-committees to review policies as necessary.

Meeting adjourned at 7:25pm.

Next Regular Meeting - May 10, 2023, at 6:30pm.

Parkland Regional Library 5 258em 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library
Board thanks our member
municipalities and the
Government of Alberta for
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your help we supported 49
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Photo from Caroline Municipal Library



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- 1,646,392 WiFi sessions at libraries

Parkland HQ

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- Provided an additional \$66,000 for additional eContent paid for from reserves
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IT Support

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- Purchased, processed, and added 30,594 items to the system catalogue.

Resource Sharing

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
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2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- · Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- · Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street Lacombe, AB T4L 0K2 403-782-3850

Board Chair Teresa Rilling Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair) Barb Gilliat (Vice Chair)

Deb Coombes Debra Smith Jamie Coston Janice Wing Joy-Anne Murphy

Leonard Phillips Norma Penney Shannon Wilcox **Director:** Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221) Manager of Finance and Operations: Donna Williams (ext. 141) Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)

Norma Penney (Vice Chair)

Barb Gilliat Deb Coombes Debra Smith Joyce McCoy Jul Bissell Shawn Peach

Stephen Levy

Teresa Cunningham

Teresa Rilling

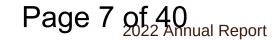
Complete Board and Municipality list here.

*Statistics based on 2022 annual report to PLSB Municipal Affiairs











PRLS Board Meeting Minutes

February 23, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday February 23, 2023 via Zoom in the Small Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Lori Reid, Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

Absent: Clark German, Michael Hildebrandt, Joyce McCoy, Diane Roth, Sandy Shipton, Patricia

Young

Staff: Haley Amendt, Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Tim

Spark, Donna Williams

With Regrets: Cal David, Gord Lawlor, Marc Mousseau

Call to Order

Meeting called to order at 10:06 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Cal David, Gord Lawlor, and Marc Mousseau from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED PRLS 1/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Ray Reckseidler to accept the agenda as amended/presented.

CARRIED PRLS 2/2023

1.2. Approval of Minutes

Rilling asked if there were any amendments to the November 17, 2022 minutes. There were none.

Motion by Barb Gilliat to approve the minutes of the November 17, 2022 meeting as amended/presented.

CARRIED PRLS 3/2023

1.3. Business arising from the minutes of the November 17, 2022 meeting

Rilling asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED PRLS 4/2023

3.1. Board Orientation

Sheppard presented a board orientation PowerPoint presentation about the roles and responsibilities of Parkland board members.

3.2. Request to Amend the Parkland Master Agreement – Population Invoicing

Joy-Anne Murphy and Shannon Wilcox presented their briefing note about the Parkland Master Agreement and the details relating to their motion to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. Seven municipalities had sent letters of petition to Parkland previously.

After much discussion, a Zoom poll was launched to count the vote for the motion:

Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.

DEFEATED 17/21 PRLS 5/2023

Letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.



3.3 2022 in Review – Approval of the 2022 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) that has been approved by the Parkland board. Sheppard reviewed the Parkland Annual Report.

Motion by Janice Wing to approve the Parkland Regional Library System's 2023 Public Library Survey and 2022 Annual Report as presented.

CARRIED PRLS 6/2023

3.4. Approval of the 2022 Outlet Annual Reports

Andrea Newland reviewed the Annual reports to the PLSB from Parkland's four outlet libraries, Brownfield Community Library, Nordegg Public Library, Spruce View Community Library and Water Valley Public Library, for which Parkland is the governing board. Under the Alberta's Libraries Act, the PRLS Board must approve the annual reports for these service points.

Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Stephen Levy to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED PRLS 7/2023

3.5. Website Refresh Project

Sheppard reviewed. On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, staff have investigated various scenarios for providing websites to libraries and have now solidified a path forward. The website team has concluded that Parkland needs a fresh implementation on Sitecore for the following reasons:

- Parkland owns our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.



- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.
- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us.

Staff requested that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Motion by Deb Smith to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.

CARRIED PRLS 8/2023

Comfort Break 12:03 p.m. to 12:10 p.m.

Jackie Northey left the meeting at 12:13 p.m.

3.6. Parkland Bylaw Revisions

Shepperd explained. Parkland needed to revise a number of its bylaws related to in-house collections. The bylaws affected were:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended of forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Motion by Ray Reckseidler to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

CARRIED PRLS 9/2023

Motion by Stephen Levy to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

CARRIED PRLS 10/2023

Motion by Deb Coombes to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

CARRIED

PRLS 11/2023



Motion by Norma Penney to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

CARRIED PRLS 12/2023

3.7. Parkland Outlet Bylaw and Policy Revisions

Andrea Newland reviewed the revisions to the Parkland Outlet Bylaws. Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

Brownfield Community Library in Paintearth County

Nordegg Public Library in Clearwater County

Spruce View Community Library in Red Deer County

Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws required updating. These included:

Bylaw 3.2 – Borrower's Card Fees (changed to Fees and Fines)

- B/W printing/copying .20 per page
- Colour printing/copying .50 per page
- Laminating \$1 per page
- Faxing .25 per page
- Library Cards Free
- Overdue fines .25 per day (to the maximum allowed by Polaris)

Bylaw 3.5 - Borrowing Periods

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

Bylaw 3.6 - Penalties

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)

Has been added regarding borrowing periods suspension or forfeiture.

Motion by Edna Coulter to accept the changes to Parkland's Outlet Bylaws as presented. (First Reading)

CARRIED PRLS 13/2023



Motion by Michelle Swanson to accept the changes to Parkland's Outlet Bylaws as presented. (Second Reading)

CARRIED PRLS 14/2023

Motion by Joy-Anne Murphy to proceed to the third reading of Parkland's Outlet Bylaws

CARRIED PRLS 15/2023

Motion by Barbara Gibson to accept the changes to Parkland's Outlet Bylaws as presented. (Third Reading)

CARRIED PRLS 16/2023

3.8. Advocacy Committee Report

Norma Penney presented the Advocacy Committee report.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

- 1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
- 2. Advocating for increased library funding from the Government of Alberta
- 3. Assisting libraries with the marketing of their services
- 4. The creation of a provincially unified, ongoing voice for public libraries
- 5. To continue to focus on advocacy to the system board
- 6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.



The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Edna Coulter left the meeting at 12:30 p.m.

Motion by Stephen Levy to officially recognize the work done by the Advocacy Committee for all libraries in Alberta

CARRIED PRLS 17/2023

Motion by Ray Reckseidler to receive the Advocacy Committee report for information.

CARRIED PRLS 18/2023

3.9. ALTA Membership

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Staff have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023.

Motion by Stephen Levy to receive for information

CARRIED PRLS 19/2023

Carlene Wetthuhn left the meeting at 12:28 p.m.

3.10. Long Service Awards

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards were presented as follows:

Five years – pin and \$100 10 years – pin and \$500 15 years – pin and \$1,000



20 years – pin and \$1,500 25 years – pin and \$2,000 Each additional five years thereafter \$2,000

For 2023, long service award recipients were:

Haley Amendt – five years Dustin Biel – five years Monique Elias – five years Kara Hamilton – five years Mathy Jeffrey – five years Donna Williams – 25 years

Motion by Shannon Wilcox to receive for information

CARRIED PRLS 20/2023

- 3.11.1. Director's Report
- 3.11.2. Library Services Report
- 3.11.3. Finance & Operations Report
- 3.11.4. Marketing Report

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, Finance and Operations Report, or the Marketing Report. There were none.

Motion by Deb Coombes to receive the Director's Report, Library Services Report, Finance and Operations Report, and Marketing Report for information.

CARRIED PRLS 21/2023

Jamie Coston and Edna Coulter left the meeting at 12:29 p.m.

3.12. Parkland Community Update

Camrose Public Library has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

Bashaw Municipal Library won the Most Readerly Community once again!

Carstairs Public Library has created an annual report infographic that they are happy to share with other libraries to use as a template.

Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

Delburne Municipal Library shared that Scotiabank has sponsored a book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.



Clive Public Library held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

Penhold & District Public Library through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Motion by Shannon Wilcox to receive the Parkland Community Update for information.

CARRIED PRLS 22/2023

4. Adjournmen

Motion by Barb Gilliat to adjourn the meeting at 12:36 p.m.

CARRIED PRLS 23/2023

_____Chair

Parkland Regional Library 5 258em 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

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Page 17 of 40 Annual Report



Resource Sharing

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2022 Annual Report



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Contact Us:

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Stephen Levy

Teresa Cunningham

Teresa Rilling

Complete Board and Municipality list here.

*Statistics based on 2022 annual report to PLSB Municipal Affiairs









Parkland Update

Thursday, March 9, 2023

Get the latest Parkland updates, library news, training, events, and more!

One eRead Canada 2023

Parkland has registered for One e-Read Canada which will take place in April 2023. eBooks will be available for any member library patron to read. This year, the book is Tatouine by Jean-Christophe Réhel.

Promotional materials, programming ideas, and more information will be sent out to library staff by the end of next week.



-- 2023 ANNUAL CONFERENCE Stronger Together

PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY

The <u>Stronger Together</u> team is thrilled to share the dates for the 2023 Stronger Together Conference. Northern Lights Library System has joined the team this year to help put on what we hope will be the best Stronger Together conference to date!

This year the conference will be a hybrid model. It will be one full conference day online and two in-person days at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with and loves libraries including a focused leadership development day for Library Trustees.

Save			th	е				date:
Online	Stronger	Together	Confer	ence	_	November	3rd,	2023
In-Person	Leadership	o Develo	pment	Day	_	November	9th,	2023
In-Person	Stronger	Together	Confe	erence	_	November	10th,	2023

For any inquiries, please send your questions to <u>librariesarestrongertogether@gmail.com</u>.

Resources for Purchasing Romance Novels

As we've seen in our ILL statistics and market sales statistics our patrons want romance books! However, these books tend to be published and promoted a little differently from other genres. Here are a few sources where you can find those popular, social media famous romance books. Once you have that awesome romance novel picked out, you can place your order through ULS either by searching the title or placing a Special Order.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!



Free Comic Book Day will be on May 6, 2023. If your library would like to participate, please look at their <u>catalogue</u> and make a list of comics you would like to order. You can then send your list to <u>comics@variantedmonton.com</u> to get your comics ordered for you. Parkland has also created materials for libraries to promote Free Comic Book Day.

Overdrive Big Library Read 2023

<u>Big Library Read</u>, facilitated by OverDrive, is a reading program through libraries that connects readers around the world with the same ebook at the same time without any wait lists or holds. Overdrive has <u>released the dates</u> they will be running this program in 2023 so libraries can prepare.

- April 26 May 10
- July 13 July 27
- November 2 16

Libby Deep Search & Notify Me Tags



Launching March 21, 2023, <u>Libby</u> will offer a new feature that helps you find all the content you're looking for. Even if it's not yet in the digital collection.

This feature is called **Deep Search**.

In Libby, there are two ways to discover titles that are not yet in the digital collection:

1. If you search for a title, author, or series and it returns no results, Libby will automatically expand into a "deep search" to display relevant titles that are not yet in our collection.

2. If you run a search that returns fewer than 100 results, you can tap the filter button to manually enable "deep search."

From the expanded search, you will see relevant results with a Notify Me option. Tap Notify Me to tag titles and be notified if they are added to your library's digital collection in the future.

Sponsored Book for Libraries

Scotiabank is on a mission to make hockey more diverse, more inclusive, and more accessible for all. Most children's hockey books don't feature players of colour, which is why *The Hockey Jersey: A new hockey story to inspire the next generation* was written. If young players don't see themselves in the game today, how can they imagine themselves in its future? Visit Scotiabank's webpage to find a copy for your library.

#IndigenousYouthRise Support Fund Grant

Do you have Indigenous youth in your community who are interested in purchasing or making their own regalia? Check out the <u>We Matter Regalia Grant</u>. This is a one-time \$700 grant for Indigenous youth to purchase or make their very own First Nations, Inuit, or Métis regalia.

Applications are open March 8 - 15.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Polaris Training** March 24, 10am 12pm. <u>Join online</u> or register with your consultant to attend in person.
- Library Managers Coffee Break March 22, 10am.

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch recordings of past training sessions, visit Niche Academy.

Spring Book Club Picks Webinar Tuesday, March 14 12pm

Are you looking for the next great title for your book club? Check out this free one-hour webinar for titles that will ignite lively discussion for any reading group!

Design Social Content Like a Pro Webinar Wednesday, March 15 12pm

Great design is behind the success of many top-performing social posts—but what's even more important is the principles behind that design. And whether you're a design pro or an absolute newbie, understanding those principles is the key to crafting more effective social content.

In this webinar, Hootsuite will be dissecting top-performing social posts to explain why they were successful—and what you can learn from them to improve your own content.

What's New with Canadian Book Borrowers Blog Post

This article features the preliminary results of BookNet's Canadian Book Consumer Study 2022. Read this blog post to get insights into the borrowing behaviour of

Canadians, including answers to what, where, how, and why they borrowed books.

ALTA March Coffee Chat Virtual Meeting

Wednesday, March 15 7pm

Alberta Library Trustees Association has an amazing network of members, join the group for a coffee and conversation via Zoom. This is an opportunity to engage with fellow library board members to discuss this ever-changing landscape. The topic for this month is Your 2023 Funding and

Budget.

Native Stories, Native Peoples: Opportunities for Library Engagement Webinar Recording

The history and current experiences of Indigenous peoples and First Nations are complex, rich, and diverse. Libraries can play an important role in counteracting damaging myths and narratives about Indigenous peoples, as well as exploring contemporary struggles and joys. This recorded webinar highlights opportunities for libraries to connect their communities to accurate and respectful information, fostering understanding and support of Indigenous peoples past and present. Note: this is a US-based webinar, the terminology used reflects American practices.



Parkland Update

Thursday, March 23, 2023

Get the latest Parkland updates, library news, training, events, and more!

Parkland's New Application Support Technician

Janine has recently joined us from the City of Red Deer IT Department. She was born and raised in Forestburg, Alberta and moved to Red Deer after finishing her Business Diploma at RDC. This past summer Janine, her husband TJ, their one-year-old son Owen, and their dog Malibu moved to Blackfalds in search of a more small-town feeling and community. Janine is looking forward to delving more into the IT and Parkland Regional Library world.

Welcome Janine!



-- 2023 ANNUAL CONFERENCE Stronger Together

PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY

The <u>Stronger Together</u> team is thrilled to share the dates for the 2023 Stronger Together Conference. Northern Lights Library System has joined the team this year to help put on what we hope will be the best Stronger Together conference to date!

This year the conference will be a hybrid model—one full conference day online and two inperson days at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with and loves libraries including a focused leadership development day for Library Trustees.

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For any inquiries, please send questions to <u>librariesarestrongertogether@gmail.com</u>.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Red Hot Science Continues into the Summer!

If you haven't had a chance to check out their programs there is still time to register—Red Deer Polytechnic, in partnership with Actua and CanCode, is continuing their free program Red Hot Science into the summer months this year! Check out their STEM programs for a variety of age ranges to offer at your library. You can find more information in the Red Hot Science Programming folder on the Q Drive.



TD Summer Reading Club Films

The National Film Board (NFB) has compiled a <u>list of films</u> for the 2023 TD Summer Reading Club *Check This Out* theme. Libraries can share these films with their patrons either by sharing the online streaming links or hosting in-person screenings (physical or digital copies can be requested from the NFB). For more information, please see the <u>TD Summer Reading Club</u> and <u>NFB</u>

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Dates and registration information for upcoming library training and events.

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If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch recordings of past training sessions, visit Niche Academy.

Small Library Makes Big Impact through Community Networking Webinar

Wednesday, April 12 12pm

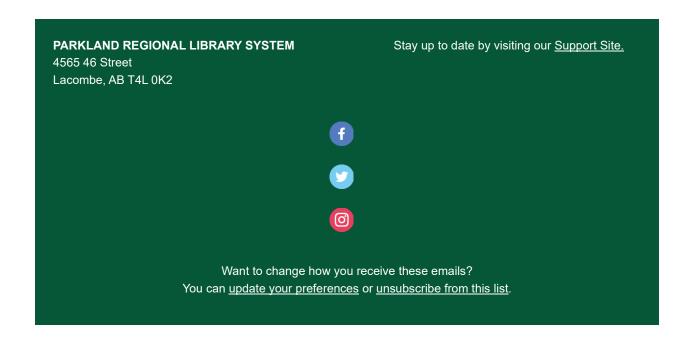
In <u>this webinar</u> learn how to improve your connection with the community you serve and make the most of your library's advocates. There will be tips, stories, and timelines on how to elevate the image and usage of your library. \$79 USD

Grantseeking On-Demand Course

Grantseeking can be time-consuming and time-sensitive. It's important you have the appropriate planning tools, tracking system, and submission schedule in place. It's also important that you know the funder's motivations and if you have the capacity to deliver on them and fulfill their intentions for impact. This course is designed to help you do just that! \$99

Reluctant Leadership Webinar Thursday, March 30 12pm

You may have been thrust into leadership or placed in a position that you didn't anticipate or never wanted. Discover why being a reluctant leader is often the best leader and learn how to focus on the qualities that make you the best person for the job in this webinar. \$49 USD





PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting FEBRUARY 23, 2023

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Brach (PLSB) at Municipal Affairs. System wide statistics indicate a return to pre-COVID levels of service. In 2022, many performance indicators were up.

Circulation - 1,256,988 Interlibrary loans - 23,757 WIFI Usage - 1,646,392 Van Run volume - 883,300 items Collection size - 678,471 Cardholders - 38,366

An annual report infographic with more highlights from 2022 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

Brownfield Community Library – County of Paintearth Nordegg Public Library – Clearwater County Spruce View Community Library – Red Deer County Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

They had over 2,500 people visit the library this year. They were also pleased to have 10 volunteers involved in various library services and events. The library was closed for approximately two weeks in June as the library received some much-needed renovations and repainting.

Nordegg Public Library Accomplishments

They were happy to be open 12 hours per week over 4 different days. They now have 12 volunteers helping run services in Nordegg. The library manager position is still vacant and they are looking forward to filling this position.

Spruce View Community Library Accomplishments

Their 1,000 Books Before Kindergarten is still going strong with about 38 kids participating, and they have 10 children who have reached 1,000 books already! They are also partnering with the Innisfail and Area Family Resource Centre to bring an early literacy program to their library, which is very well attended.

Water Valley Public Library Accomplishments

The Water Valley Public Library and the local area has really grown in the last year. This year, the library has really been focusing on expanding their program offerings. They currently offer four full time children's programs, two regular adult program offerings, as well as additional programs being added as a one off.

Population Figures and the Parkland Master Agreement

Board members Joy-Anne Murphy and Shannon Wilcox presented the request to the board from seven municipalities to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. After a lengthy discussion, a motion was put forward to amend the agreement. The motion was defeated and letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.

Advocacy Committee

Despite only meeting twice since the November board meeting, Parkland's Advocacy Committee has accomplished much.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023. These goals are:

 Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)

- 2. Advocating for increased library funding from the Government of Alberta
- 3. Assisting libraries with the marketing of their services
- 4. The creation of a provincially unified, ongoing voice for public libraries
- 5. To continue to focus on advocacy to the system board
- 6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue, keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.

Website Refresh Project

On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through Parkland's website server, which was corrected. While a website refresh project had already been discussed internally, the network compromise forced the fact that staff need to update Parkland's existing Sitecore infrastructure.

Staff requested and were granted up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Parkland and Parkland Outlet Bylaw Revisions

Parkland needed to revise a number of its bylaws related to in-house collections. All references to loan periods and fines have been removed from the Parkland Bylaws.

In addition, Parkland's Outlet bylaws were amended with regards to fees and fines, borrowing periods, and borrowing periods suspension or forfeiture.

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Sedgewick & District Municipal Library thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is "through the roof"

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2023 Winter Newsletter

Although I would like to say that Spring is just around the corner, it certainly looks like it is a long way off. No matter when it finally arrives, it does not stop all of us Summer Villagers from preparing for the next busy open water season. The last Statistics Canada census shows that Summer Villages are growing at a pace similar to Alberta's large metropolitan centers. That growth is driving new needs for all Summer Villages and the ASVA will always be here to help.

ASVA Executive Director

The ASVA is very pleased to welcome Kathy Krawchuk as our new Executive Director. Kathy brings a wealth of knowledge to the role having been in local municipal government her entire career and with 12 years as a CAO.

As we welcome Kathy to her new role, I also want to take this time to thank Deb Hamilton, ASVA Executive Director 2019-2021, for coming back for the last three months to help the ASVA during this transition period.

ASVA Membership Fee

In 2023, the membership fee is \$.0262 x equalized assessment / 1000 and the maximum membership fee is \$975. The ASVA Board of Directors were very pleased that they were able to keep the mil rate and maximum membership fee the same for the last two years.

ASVA Anniversary & Annual Conference

This year the ASVA will be celebrating its 65th year of existence and we plan to make this year's conference one to remember. The conference will be held on October 19th and 20th, put it in your calendars now and a save the date reminder will be out in the next couple of months.

It was back in 1958, that the Summer Villages got together and formed the ASVA. The association came to life based on the successful advocacy work done by a few summer villages to increase infrastructure grant funding. It is interesting that 65 years later we are still working together and advocating for changes to infrastructure funding on the soon to be new LGFF program.

ASVA Strategic Planning and Member Engagement

With feedback from members, the ASVA Board of Directors recently completed its update to the strategic plan. This new plan focuses on these four goals:

- 1. ASVA is recognized as the primary advocate for and on behalf of Summer Villages.
- ASVA plays a key role ensuring SVs are informed on critical issues and that SVs have the knowledge and skills that enhance their capacity to deliver municipal services.
- 3. ASVA will deliver projects to enhance the autonomous nature of SVs and strengthen the SVs' capacity to deliver municipal services within their communities.
- 4. ASVA will model to ASVA members effective governance by actively improving its Board governance practices.

<u>LGFF</u> – Local Government Fiscal Framework (MSI replacement)

Last October, the ASVA submitted to Municipal Affairs a proposal for how the funds in the new LGFF program should be allocated between municipalities. At the ASVA annual conference there was a presentation on our proposal. Since that time the ASVA President has meet twice with Minister Rebecca Schulz to discuss the proposal. Although there are more meetings scheduled, we have not received a commitment from the Alberta government as to when the allocation factors will be finalized.

While we are still waiting to hear from the Minister regarding how LGFF funding will be allocated, we were very pleased that the province has removed the 50% growth restriction for LGFF. This means that funding will rise and fall at the same rate as provincial revenues, making us partners in encouraging economic growth and opportunity. We are, however, disappointed that the province has not increase the starting point of the LGFF fund and we will continue to advocate for an increase to that base amount.

Alberta Government – 2023 Budget

This budget focused on growing the economy, creating good-paying jobs, strengthening health care and education, and keeping Alberta communities safe. One of the highlights for Summer Villages was the doubling of the MSI operating grant. While there was no increase to the MSI capital fund there were increases in other capital grant funds that may be beneficial for Summer Villages such as increases to the Alberta Municipal Water and Wastewater Program and the Water/Wastewater Projects - Water for Life program.

MSI – Municipal Sustainability Initiative

As this program comes to a close at the end of 2023, the ASVA does want to remind its members that the time limits to spend MSI capital funding will be strictly enforced when MSI ends. Municipalities who have not expended their 2007 to 2018 allocations,

including credit items on or before December 31, 2023 will be required to return those funds to the Government of Alberta and/or if applicable, the municipality will forfeit any 2007 to 2018 unpaid allocations. MSI funding from 2019 to 2023 will be transferred to the LGFF and Municipalities will still be able to access those allocations under LGFF.

ASVA has contacted Municipal Affairs to see if there is a list of Summer Villages that might be in this predicament. If the information is available, we will reach out individually to the Summer Villages. There are options available to help spend your MSI funds such as contributing funds for use towards eligible MSI projects in other municipalities, regional services commissions, or non-profit organizations.

Broadband

As part of the Alberta Broadband Strategy, the government committed \$36 million to the Alberta Broadband Fund (ABF) to help ensure every rural, remote, and Indigenous household in the province can access high-speed internet. This funding is part of Alberta's overall \$390-million commitment to improve access to high-speed internet. It will be used to implement solutions to connect rural, remote, and Indigenous communities that do not currently have access to federal target speeds of 50 megabits per second (Mbps) for downloads, and 10 Mbps for uploads.

Applications for the first intake have now closed but the good news is that this program is scheduled to run until March 2027. Check here for eligibility and program rules:

Alberta Broadband Fund | Alberta.ca

Final Thoughts

As the ASVA President, I am the Summer Village representative on the Alberta Municipalities Board of Directors. I am also happy to advise that I have been appointed to the Alberta Municipalities Small Communities Committee. Mayor Ren Giesbrecht from the SV of West Cove was also appointed to that committee and together we are committed to ensure the interests of Summer Villages are brought to the table and will strongly advocate on your behalf.

The ASVA is very proud to tell provincial decision-makers and all other stakeholders that our association is supported by 100% of the Summer Villages. If you have any questions, suggestions or comments, please never hesitate to call or email our Executive Director, Kathy Krawchuk at 780-236-5456 or <a href="mailto:executive-

Warmest Regards. Mike Pashak President, ASVA

Invasive Species Update

In March, the Alberta Invasive Species Council held a very successful conference in Olds at the Olds College. The take home message from this conference was that Albertans cannot let their guard down when it comes to alien species invading our pristine environment. Here are several invaders and various campaigns highlighted at the conference:

Squeal on Pigs

Invasive wild boar at large and hybrid pigs appear to be increasing in Alberta. They can damage crops and landscapes. They are elusive and often times, only the damage caused by wild boar may be noticed. If you see unexplained disturbed land, contact AF.wildboar@gov.ab.ca or call 310.FARM to report this damage.



Understand your grass.

Many lakeshore cottagers are keen to see a thick, green lawn and are tempted to seed or sod down as close to the shore as possible. In order for them to ensure invasive annual grasses such as downy brome or Japanese brome do not take a foothold on lake areas, cottagers need to ensure their sod or seed does not contain invasive species by asking their suppliers if their products are invasive-free. As well, too much nitrogen fertilizer can leach into the water, when fertilizing your shoreline grasses, which can enhance devastating algae blooms in lake areas.



Down brome riparian infestation



Algae bloom

Burn it Where you Buy It

Firewood can contain invasive insects like emerald ash borer or harbor invasive tree diseases such as Dutch Elm Disease (DED). Don't get caught with DED when buying firewood further than 80 km from where you originally purchased it! Always burn it where you buy it and do not return to your Summer Village with it to avoid the spread of invasive insects and diseases.



Dutch Elm Disease

Do Not Transport Firewood

Elm Bark Beetle

Don't Let it Loose

Goldfish are a common pet in aquariums. When people get tired of their fish many have considered releasing them into lakes and streams, however this is illegal! Goldfish can survive in less than ideal conditions and disrupt our environments. If an aquarium pet or plant is no longer wanted, please return them to the pet store where purchased or donate them to a school, aquarium group, community organization or a rescue society. That also applies to aquarium moss balls. Some of these balls have been found to contain zebra mussels, which, if released in Alberta, could be an environmental disaster to our lakes.



Released oversized goldfish

Don't let it Loose Program

Aquarium moss balls

Clean, Drain and Dry your Boat.

Recreational activities, such as boating can spread invasive species. Not only can zebra and quagga mussels be transported on uncleaned watercrafts and undrained bilges or equipment, but aquatic species such as Eurasian water milfoil, the exclusionary phragmites, and the invasive Prussian carp can be transported to new areas. In specific, Prussian carp have been found in the Red Deer and North Saskatchewan watershed, so it is critical that, even if you are just moving your boat from a river to a nearby lake, to always clean, drain and dry any gear that comes in contact with the water.



Prussian Carp

Clean Drain Dry Your Boat

Eurasian Watermilfoil

If You Don't Know, Now You Know:

Gardeners often are offered attractive species in the form of seeds or plant fragments. Emergent species have often been moved from one shore to line the edges of a pond or water feature. Many of the species can take over a lakeshore, ending the biodiversity and use of that water's edge. If you do not have full knowledge of what you might be bringing in to your pond, now you know to not do it. Some of these invasive ornamental species include yellow flag iris, flowering rush, Himalayan balsam, and purple loosestrife, and can all be found in Alberta.



Yellow Flag Iris

Himalayan Balsam

Flowering Rush

Purple Loosestrife

Don't go cray-cray with your fish bait.

The northern crayfish is native to the Beaver River system, where it is often collected and used as bait for sport fishing in that area. But that river system is where it needs to stay. Bringing it back in your tacklebox or wet well and letting it loose in other water ecosystems could potentially cause major disruption. This applies to all live bait! It is illegal to let any bait loose in aquatic ecosystem.



Northern Crayfish

Live bait.

All of these species and more were featured at the 2023 AISC conference. Continued updates on the battles against invasive species of all types will occur as successes and failures are noted—stay up to date with the AISC and join their newsletter or follow their social medial accounts on Facebook, Instagram and Twitter, @ABinvasives!