

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
APRIL 17, 2025 @ 9:00 A.M.
MEETING OF THE WHOLE TO FOLLOW**

A. CALL TO ORDER

B. AGENDA - additions/deletions
- adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, March 20, 2025

D. REQUEST FOR DECISION

1) Finance

- a) Assessor Renewal Request
- b) Auditor Renewal Request
- c) Mill Rate Bylaw

E. COUNCIL REPORT

1) Council Reports

- a) Roger Dufresne
- b) Ann Zacharias
- c) Jonathan Paulgaard

2) Upcoming Meetings

- a) Next Council Meeting – May 8, 2025

F. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 20, 2025, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Jonathan Paulgaard via Zoom
	CAO:	Tanner Evans
	Recording Secretary:	Teri Musseau
	Delegation:	Phil Dirks, Metrix Group via Zoom

CALL TO ORDER The Meeting was called to order at 9:01 a.m. by Mayor Dufresne.

AGENDA

BCC-25-028 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.

CARRIED

CONFIRMATION OF MINUTES

BCC-25-029 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on February 20, 2025, be approved as presented.

CARRIED

BCC-25-030 MOVED by Mayor Dufresne that the minutes of the Subdivision and Development Appeal Board meeting held on February 13, 2025, be approved as presented.

CARRIED

DELEGATION

Phil Dirks from Metrix Group joined Council to present the 2024 audited financial statements.

BCC-25-031 MOVED by Deputy Mayor Zacharias that Council approve the 2024 audited financial statements as presented.

CARRIED

Phil Dirks left the meeting at 9:35 a.m.

INFORMATION ITEMS

- 1) Accounts Payable Report

Council recessed at 9:36 a.m.

Council reconvened at 9:38 a.m.

- 2) Public Works Report

- 3) Development Report
- 4) CAO Report
- 5) Bylaw Challenge Update

BCC-25-032 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

BCC-25-033 Amended Operating Budget 2025 - 2028
MOVED by Councillor Paulgaard that Council approve the amended 2025 Operating Budget as presented.

CARRIED

BCC-25-034 Council Signing Authority
MOVED by Mayor Dufresne that Council add Councillor Paulgaard to Group A for the ATB Financial signing authorization process and remove Frank Tirpak.

CARRIED

COUNCIL & LEGISLATION

BCC-25-035 Dock Reconfiguration
MOVED by Councillor Paulgaard that Council accept the dock reconfiguration discussion as information and Administration send out information to the residents in that area advising if they would like access to the lake there is available space at OS1.

CARRIED

BCC-25-036 Golf Cart Bylaw
MOVED by Deputy Mayor Zacharias that Council accept the Golf Cart Bylaw discussion as information.

CARRIED

COUNCIL REPORTS

Mayor Dufresne

- Joint Services Committee HR Subcommittee
- Alberta Environment
- Joint Services Committee
- Alberta Invasive Species Conference
- Annual Information Meeting Venue

Deputy Mayor Zacharias

- Update on swag for Annual Information Meeting

Councillor Paulgaard

- No reports

CORRESPONDENCE

- Minister McIver

BCC-25-037 MOVED by Deputy Mayor Zacharias that Council accept the Council and Correspondence items as information.
CARRIED

NEXT MEETING

BCC-25-038 MOVED by Mayor Dufresne that the next meeting of Council be held April 17, 2025, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-25-039 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:27 p.m.
CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff

April 17, 2025

Finance

Request for Decision

Agenda Item: *Assessor Renewal Request*

Background:

For the past few years our municipalities have been working with the Kevin Bohlken of Wildrose Assessment as our assessor. A few years ago when our contract came up for renewal, we researched other companies who could provide assessment services, but found that they were all based in either the Calgary or Edmonton areas, with none who were based in central Alberta or had intimate knowledge of the Sylvan Lake area. Tina found the same to be true this year. We reached out to the Town of Sylvan Lake and found that they also use Wildrose Assessment.

Sylvan Lake is a unique place, and the Finance Department feels that continuing with Wildrose would give us the most consistent and accurate assessment services as they are fair and familiar with the area. Their proposal is for a 5 year extension. Prices would remain the same for the next 3 years, with a minimal cost increase in 2028 and 2029 (roughly 1.3% increase in those years). We have a good working relationship with them, and they are willing to do some extra tasks for us each year for zero extra costs. We have also never had an assessment appeal working with them.

This agenda item was discussed at the Joint Services Committee where a motion was made to move forward with the proposal from Wildrose Assessment. We are now requesting a motion from each council accept the proposal and to name Kevin Bohlken of Wildrose Assessment as our Assessor for the next 5 years.

Administrative Recommendations:

Council provide a motion accept the proposal and to name Kevin Bohlken of Wildrose Assessment as our Assessor for the next 5 years.

Authorities:

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

Summer Village of Birchcliff

April 17, 2025

Finance

Request for Decision

Agenda Item: *Auditor Renewal Request*

Background:

For the past few years our municipalities have been working with the Metrix Group as our auditors. We have developed a good working relationship with them, and over time they have familiarized themselves with the complexities of our system, shared costs, and shared capital assets. At this point it is totally seamless, stress free, and our auditors are available for questions year round. They are extremely helpful to myself and the finance department.

The Metrix Group is proposing to offer their services for the next 3 years at an increase of \$500 per year. In 2025, the overall costs (to all 5, not split) were \$33,000. We feel that the proposed increase in costs is very reasonable and it would not be worth the headache and potential years of work getting a new audit team set up when the price increase is so minimal.

This agenda item was discussed at the Joint Services Committee who made a motion to move forward with the proposal from the Metrix Group. We are now requesting that each council provide a motion accept the proposal and grant an extension to continue using the Metrix Group as our auditors for the next 3 years.

Administrative Recommendations:

Council provide a motion accept the proposal and grant an extension to continue using the Metrix Group as our auditors for the next 3 years.

Authorities:

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

Summer Village of Birchcliff

April 17, 2025

Finance

Request for Decision

Agenda Item: *Mill Rate Bylaw #256-25*

Background:

Administration would like to provide the 2025 Mill Rate Bylaw #256-25 for approval.

Options for Consideration:

- 1) Council review Bylaw #256-25

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #256-25
- 2) That Council give 2nd reading to By-Law #256-25
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #256-25

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
2025 Mill Rate Bylaw
No. #256-25**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF BIRCHCLIFF FOR THE 2025 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 17, 2025.

WHEREAS, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$489,506.71 and the balance of \$448,361.22 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 2025 total \$937,867.93; and

THEREFORE, the total amount to be raised by general municipal taxation is 448,361.22 and

WHEREAS, the requisitions are estimated to be:

Alberta School Foundation Fund

- Residential & Farm Land	\$ 569,234.56
- Non-residential	\$ 7,673.84

Red Deer Catholic Regional Div.39

- Residential & Farm Land	\$ 2,976.92
- Non-residential	\$ 0.00

Designated Industrial Property	\$ 42.95
Total Requisitions Collected	\$ 579,928.27

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

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

Residential	\$ 214,883,900
Non-Residential & Designated Industrial Property	\$ 1,957,130
Machinery & Equipment	\$ 4,370
Taxable Assessment	\$ 216,845,400
Exempt	\$ 17,821,350
Total 2024 Assessment	\$ 234,666,750

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$ 444,305.43	\$214,883,900	2.0677
Non-Residential	\$ 4,055.79	\$1,961,500	2.0677
Totals:	\$448,361.22	\$216,845,400	
School Requisitions			
Residential & Farm Land	\$572,211.48	\$214,883,900	2.6629
Non-Residential	\$ 7,673.84	\$ 1,957,130	3.9210
Totals:	\$579,885.32	\$216,841,030	
Designated Industrial Property	\$ 42.95	\$ 612,750	0.0701

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

READ a first time on this 17th day of April 2025.

READ a second time on this 17th day of April 2025.

Given UNANIMOUS consent to go to third reading on this 17th day of April 2025.

READ a third and final time on this 17th day of April 2025.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Summer Village of Birchcliff

April 17, 2025

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Jonathan Paulgaard

Upcoming Meetings:

Next Council Meeting: May 8, 2025