

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
AUGUST 18, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**   - Regular Meeting Minutes, July 7, 2022  
                                      - Organizational Meeting Minutes, July 7, 2022  
                                      - Meeting of the Whole, May 19, 2022  
                                      - Meeting of the Whole, June 16, 2022

**D. INFORMATION ITEMS**

- 1) Accounts Payable Update
- 2) Public Works Report
- 3) Development Update

**DI. REQUESTS FOR DECISION**

**1) Council & Legislation**

- a) ASVA Conference
- b) Cheque Signing Policy
- c) Pier Policy

**2) Planning & Development**

- a) Irrevocable Line of Credit Policy
- b) Land Use Bylaw Amendment

**DII. 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
  - Parkland Regional Library Board

## **3) Upcoming Meetings**

- a) Next Council Meeting – September 15, 2022

## **G. CLOSED SESSION**

- a) FOIP Section 25

## **H. ADJOURNMENT**

Summer Village of Birchcliff  
Regular Meeting Minutes  
July 7, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff,  
Province of Alberta, held July 7, 2022, in the Summer Villages on Sylvan  
Lake Administration Office at Sylvan Lake, Alberta.

<b>IN ATTENDANCE</b>	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Coordinator:	Robert Wood
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 9:20 a.m. by Mayor Dufresne.

**AGENDA APPROVAL**

**BCC-22-077** MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

D.8. Reserves letter to residents  
E.1.E. Remuneration Policy  
E.1.F. Pier Policy

CARRIED

**CONFIRMATION OF MINUTES**

**BCC-22-078** MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on April 21, 2022, be approved as presented.

CARRIED

**BCC-22-079** MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting of Council held on April 21, 2022, be approved as presented.

CARRIED

**BCC-22-080** MOVED by Councillor Tirpak that the minutes of the Municipal Planning Commission meeting of Council held on May 12, 2022, be approved as presented.

CARRIED

Summer Village of Birchcliff  
Regular Meeting Minutes  
July 7, 2022

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**BCC-22-081**      MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting of Council held on May 26, 2022, be approved as presented.

CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable
- 2) Public Works Report
- 3) Development Update
- 4) 1<sup>st</sup> Quarter Report
- 5) 2<sup>nd</sup> Quarter Report
- 6) Open Space Master Plan

**BCC-22-082**      MOVED by Mayor Dufresne that Administration get the assessed value for RA2, RA3, RA5, and Administration to investigate possibilities for RA7.

CARRIED

- 7) Annual Information Meeting
- 8) Reserves Letter to Residents

**BCC-22-083**      MOVED by Councillor Tirpak that Council accept the information items as presented.

CARRIED

Council break at 11:16 a.m.

Council reconvened at 11:25 a.m.

**REQUEST FOR DECISION**

**COUNCIL & LEGISLATION**

**Bylaw #236-22**      Subdivision & Development Appeal Board Bylaw  
**BCC-22-084**      MOVED by Councillor Tirpak that Council give 1<sup>st</sup> reading to the Subdivision & Development Appeal Board Bylaw #236-22.

CARRIED

Summer Village of Birchcliff  
Regular Meeting Minutes  
July 7, 2022

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- BCC-22-085**      MOVED by Deputy Mayor Zacharias that Council give 2<sup>nd</sup> reading to the Subdivision & Development Appeal Board Bylaw #236-22.  
CARRIED
- BCC-22-086**      MOVED by Mayor Dufresne that by unanimous consent Council give 3<sup>rd</sup> reading to the Subdivision & Development Appeal Board Bylaw #236-22 at this meeting.  
UNANIMOUSLY CARRIED
- BCC-22-087**      MOVED by Councillor Tirpak that Council give 3<sup>rd</sup> and final reading to the Subdivision & Development Appeal Board Bylaw #236-22.  
CARRIED
- Bylaw #237-22**      Subdivision Authority Bylaw  
**BCC-22-088**      MOVED by Deputy Mayor Zacharias that Council give 1<sup>st</sup> reading to the Subdivision Authority Bylaw #237-22.  
CARRIED
- BCC-22-089**      MOVED by Councillor Tirpak that Council give 2<sup>nd</sup> reading to the Subdivision Authority Bylaw #237-22.  
CARRIED
- BCC-22-090**      MOVED by Mayor Dufresne that by unanimous consent Council give 3<sup>rd</sup> reading to the Subdivision Authority Bylaw #237-22 at this meeting.  
UNANIMOUSLY CARRIED
- BCC-22-091**      MOVED by Deputy Mayor Zacharias that Council give 3<sup>rd</sup> and final reading to the Subdivision Authority Bylaw #237-22.  
CARRIED
- Bylaw #238-22**      Procedural Bylaw  
**BCC-22-092**      MOVED by Deputy Mayor Zacharias that Council give 1<sup>st</sup> reading to the Procedural Bylaw #238-22.  
CARRIED
- BCC-22-093**      MOVED by Councillor Tirpak that Council give 2<sup>nd</sup> reading to the Procedural Bylaw #238-22.  
CARRIED

Summer Village of Birchcliff  
Regular Meeting Minutes  
July 7, 2022

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**BCC-22-094** MOVED by Mayor Dufresne that by unanimous consent Council give 3<sup>rd</sup> reading to the Procedural Bylaw #238-22 at this meeting.  
UNANIMOUSLY CARRIED

**BCC-22-095** MOVED by Deputy Mayor Zacharias that Council give 3<sup>rd</sup> and final reading to the Procedural Bylaw #238-22.  
CARRIED

**BCC-22-096** Alberta Municipalities Convention  
MOVED by Deputy Mayor Zacharias that Mayor Dufresne attend the Alberta Municipalities Convention on behalf of the Summer Village.  
CARRIED

**BCC-22-097** Remuneration Policy  
MOVED by Mayor Dufresne that effective September 1, 2022, Council increase the stipend for meetings from \$100 per meeting to \$130 for the first hour hours and then increase every hour thereafter from \$25 to \$32.50 with the maximum payable for any meeting being \$260.  
CARRIED

**BCC-22-098** Pier Policy  
MOVED by Deputy Mayor Zacharias that Council defer the pier policy conversation until the next meeting of Council.  
CARRIED

## PLANNING & DEVELOPMENT

**BCC-22-099** Irrevocable Letter of Credit  
MOVED by Councillor Tirpak that Administration draft a Land Use Bylaw Amendment Bylaw and Irrevocable Letter of Credit Policy for the next meeting.  
CARRIED

## COUNCIL REPORTS

- Mayor Dufresne
- Joint Services Committee

Summer Village of Birchcliff  
Regular Meeting Minutes  
July 7, 2022

C-1

Deputy Mayor Zacharias

- No reports

Councillor Tirpak

- No reports

CAO Report

- No drainage issues in Birchcliff
- New Public Works Coordinator doing great

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Joint Services Committee

- April 29, 2022, minutes
- May 12, 2022, minutes

**BCC-22-100**

MOVED by Councillor Tirpak that Council accept the Council reports as information.

CARRIED

**NEXT MEETING**

**BCC-22-101**

MOVED by Mayor Dufresne that the next meeting of Council be held August 18<sup>th</sup>, 2022, at 9:00 a.m.

CARRIED

**ADJOURNMENT**

**BCC-22-102**

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:15 p.m.

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ROGER DUFRESNE, MAYOR

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TANNER EVANS, CAO

**SUMMER VILLAGE OF BIRCHCLIFF  
ORGANIZATIONAL MEETING  
JULY 7, 2022**

*Minutes of an organizational meeting of Council held on July 7, 2022,  
in the Summer Villages on Sylvan Lake Administration Office in the  
Town of Sylvan Lake.*

**PRESENT:** Roger Dufresne  
Ann Zacharias  
Frank Tirpak

**STAFF PRESENT:** Tanner Evans, CAO  
Teri Musseau, Recording Secretary

**CALL TO ORDER**

Tanner Evans, C.A.O. called the meeting to order at 9:01 a.m.

**AGENDA**

BCC-22-060      MOVED by Councillor Dufresne that the agenda be accepted as amended:  
  
E.1. FOIP Section 17  
  
**CARRIED**

**SELECTION OF MAYOR**

Tanner Evans, C.A.O., called for nominations for Mayor.  
  
BCC-22-061      MOVED by Councillor Zacharias  
Mayor      THAT Roger Dufresne be appointed as Mayor.  
  
**CARRIED**

**SELECTION OF DEPUTY MAYOR**

Tanner Evans, C.A.O. called for nominations for the position of Deputy Mayor.  
  
BCC-22-062      MOVED by Councillor Tirpak  
Deputy Mayor      THAT Councillor Zacharias be appointed as Deputy Mayor.  
  
**CARRIED**

Tanner Evans turned the meeting over to Mayor.

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2022  
FINANCIAL YEAR**

BCC-22-063      MOVED by Councillor Tirpak  
Assessor      THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Birchcliff.  
  
**CARRIED**

BCC-22-064      MOVED by Deputy Mayor Zacharias  
Auditor      That the Metrix Group be appointed as Auditors for the 2022 Financial Year.  
  
**CARRIED**



**APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS  
AND BOARDS**

BCC-22-065  
MPC

MOVED by Mayor Dufresne  
THAT the following be appointed to the Municipal Planning  
Commission:

- Council Representative – Deputy Mayor Zacharias
- Council Representative – Councillor Tirpak
- Citizen at Large Representative – Michael Wells
- Citizen at Large Representative – Don Bell
- Citizen at Large Representative – Jonathan Paulgaard

**CARRIED**

BCC-22-066  
SDAB

MOVED by Deputy Mayor Zacharias  
THAT the following be appointed to the Subdivision and Development  
Appeal Board:

- Council Representative – Mayor Dufresne
- Citizen at Large Representative – Jim Freake
- Citizen at Large Representative – Thompson Jewell
- Citizen at Large Representative – Karen McCaffery
- Citizen at Large Representative – Steven Johnson
- Recording Secretary - Teri Musseau

**CARRIED**

**APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL  
COMMITTEES, COMMISSIONS AND BOARDS**

BCC-22-067  
Joint Services  
Committee

MOVED by Councillor Tirpak  
THAT Mayor Dufresne be appointed as Council Representative to the  
Joint Services Committee.

**CARRIED**

BCC-22-068  
BIR Emergency  
Management

MOVED by Deputy Mayor Zacharias  
THAT Mayor Dufresne, Deputy Mayor Zacharias, and Councillor  
Tirpak be appointed as Council Representatives to the Birchcliff  
Emergency Management Committee.

**CARRIED**

BCC-22-069  
LREMP

MOVED by Councillor Tirpak  
THAT Deputy Mayor Zacharias be appointed as Council  
Representatives to the Lacombe Emergency Management Plan  
Advisory Committee with Councillor Tirpak as the alternate.

**CARRIED**

BCC-22-069  
IDPC

MOVED by Mayor Dufresne  
THAT Mayor Dufrense be appointed as Council Representatives to the  
Intermunicipal Development Plan Committee with Deputy Mayor  
Zacharias as the alternate.

**CARRIED**

BCC-22-070  
SLRWWC

MOVED by Mayor Dufresne  
THAT Deputy Mayor Zacharias be appointed as Summer Village of  
Birchcliff Representative to the Sylvan Lake Regional Wastewater  
Commission with Councillor Tirpak as alternate.

**CARRIED**

Initials

BCC-22-071  
PRLB

**APPOINTMENT TO VARIOUS COMMITTEES AT LARGE**

MOVED by Deputy Mayor Zacharias  
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all 5 Summer Villages to the Parkland Regional Library Board.

CARRIED

BCC-22-072  
Sylvan Lake  
Library  
Board

MOVED by Councillor Tirpak  
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all 5 Summer Villages to the Town of Sylvan Lake Library Board.

CARRIED

BCC-22-073  
FCSS

MOVED by Mayor Dufresne  
THAT a representative from the Summer Village of Norglenwold be appointed as Council Representative for all 5 Summer Villages to the Family Community Support Services Board.

CARRIED

**CLOSED SESSION**

BCC-22-074  
CLOSED  
SESSION

MOVED by Mayor Dufresne that Council move to a closed session at 9:11 a.m. per FOIP Section 17, Disclosure harmful to personal privacy.

CARRIED

BCC-22-075  
RETURN TO  
OPEN MEETING

MOVED by Mayor Dufresne that Council return to an open meeting at 9:17 a.m.

CARRIED

**ADJOURNMENT**

BCC-22-076  
ADJOURNED

MOVED by Mayor Dufresne  
THAT being the agenda matters have been concluded, the meeting adjourned at 9:18 a.m.

CARRIED

Roger Dufresne, Mayor

Tanner Evans, Administrator

Initials

Summer Village of Birchcliff  
Meeting of the Whole Minutes  
May 19, 2022

C-3

Minutes of a Meeting of the Whole for the Summer Village of Birchcliff,  
Province of Alberta, held May 19, 2022, in the Summer Villages on  
Sylvan Lake Administration Office at Sylvan Lake, Alberta.

<b>IN ATTENDANCE</b>	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak via Zoom
	CAO:	Tanner Evans

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

**AGENDA APPROVAL**

**BCW-22-001**      MOVED by Councillor Tirpak that the agenda be adopted as presented.

CARRIED

**COUNCIL & ADMINISTRATION**

Open Spaces

Council discussed potential options for how to use each open space, referring to the Open Space Master Plan for guidance. Options will be presented at the Summer Village of Birchcliff's Annual Information Meeting for consideration and comments from residents.

**MAYOR UPDATES**

Mayor Dufresne

- Meeting with Jarvis Bay and Transportation Minister regarding speed limit on highway 20
- Meeting with RCMP Staff Sgt. Stephanie Laysic regarding Service Level Agreement and C.A.P.T.U.R.E. program
- Road Matrix assessment
- ASFA discussion regarding LGFF

Summer Village of Birchcliff  
Meeting of the Whole Minutes  
May 19, 2022

C-3

**NEXT MEETING**

**BCW-22-002**      MOVED by Mayor Dufresne that the next meeting of Council be a meeting of the whole held June 23, 2022, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**BCW-22-003**      MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:15 a.m.  
CARRIED

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ROGER DUFRESNE, MAYOR

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TANNER EVANS, CAO

Summer Village of Birchcliff  
Meeting of the Whole Minutes  
June 23, 2022

C-4

Minutes of a Meeting of the Whole for the Summer Village of Birchcliff, Province of Alberta, held June 23, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

<b>IN ATTENDANCE</b>	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak
	CAO:	Tanner Evans
	Public Works Coordinator:	Robert Wood
	Gallery:	Thom Jewell Larry Cameron

**CALL TO ORDER** The Meeting was called to order at 9:02 a.m. by Mayor Dufresne.

**AGENDA APPROVAL**

**BCW-22-004** MOVED by Councillor Tirpak that the agenda be adopted as amended:

E.1. Council updates

CARRIED

**COUNCIL & ADMINISTRATION**

Open Spaces

Council discussed their open spaces and how they would like these spaces to be managed.

Recycling Program

Council discussed implementing a recycling program for the Summer Village residents and potential costs.

Shoreline Restoration

Council discussed ongoing shoreline restoration work; both completed and future.

Council break at 10:30 a.m.

Council reconvened at 10:42 a.m. without gallery.

Summer Village of Birchcliff  
Meeting of the Whole Minutes  
June 23, 2022

C-4

**CLOSED SESSION**

**BCW-22-005**      MOVED by Mayor Dufresne that Council move to a closed session due to Privileged Information as per FOIP Section 27, at 10:42 a.m.  
CARRIED

**BCW-22-006**      MOVED by Mayor Dufresne that Council return to an open meeting at 11:45 a.m.  
CARRIED

**MAYOR UPDATES**

Mayor Dufresne

- LGFF update
- Climate caucus update
- Pier location 1 update and next steps
- HRSC Organizational Design and Employee policy update
- July JSC agenda
- Review of august AIM agenda and prep

**NEXT MEETING**

**BCW-22-007**      MOVED by Mayor Dufresne that the next meeting of Council be held July 7, 2022, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**BCW-22-008**      MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:30 a.m.  
CARRIED

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ROGER DUFRESNE, MAYOR

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TANNER EVANS, CAO

**Summer Village of Birchcliff****Administration and Finance****Council Date: August 18, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 71,951.30

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

1. Ferguson, Lane & Bush, Tracy	\$ 3,000.00
a. Completions Deposit Refund	
2. Town of Sylvan Lake	\$ 15,079.80
a. 2022 Fire Requisition	
b. 2022 FCSS	
3. Tar-ific Construction Ltd	\$ 3,391.50
a. Supply & Install 2 P Bollards	
4. Rugged West Maintenance Inc.	\$ 3,108.89
a. Buoy Installation & Remove Snow Fence	
b. Mowing and Trimming	
5. Mark & Lisa Brumm	\$ 5,000.00
a. Completions Deposit Refund	
6. Tar-ific Construction Ltd	\$ 4,095.00
a. Supply & Install Culvert	
b. Washed Out Pathway	
7. Triangle Construction Inc	\$ 10,578.75
a. Removed Dead Trees	
8. Carpenter, Mark	\$ 3,000.00
a. Completions Deposit Refund	
9. Summer Village of Norglenwold	\$ 10,579.98
a. June 2022 Monthly Shared Costs	
b. June 2022 Muni Specific Costs	

**Council Expense Claims Report:****June 2022**

▪ Roger Dufresne	\$ 110.37
▪ Ann Zacharais	\$ 109.15
▪ Frank Tirpak	\$ 108.54

**July 2022**

▪ Roger Dufresne	\$ 675.28
▪ Ann Zacharais	\$ 454.29
▪ Frank Tirpak	\$ 314.64

**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.



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**Summer Village of Birchcliff**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00050 to 2022-00062

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Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1063</b>	<b>2022-06-30</b>	<b>Ferguson, Lane &amp; Bush, Tracy</b>			
1024		461-000-520 - Completions Dep	Completions Deposit Refund	3,000.00	3,000.00
<b>1064</b>	<b>2022-06-30</b>	<b>Al's Bobcat &amp; Trucking</b>			
18698		232-000-250 - Road Maintenan	Moved Barriers to Block La	125.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.25	131.25
<b>1065</b>	<b>2022-06-30</b>	<b>Platinum Land Services Ltd</b>			
SDABAPPREFL		161-000-520 - Development Per	SDAB Appeal Fee-Refund-	400.00	400.00
<b>1066</b>	<b>2022-06-30</b>	<b>Town of Sylvan Lake</b>			
FIRE2022		223-000-200 - Contract Fire Ser	2022 Fire Requisition	12,975.00	12,975.00
FCSS-22		274-000-150 - FCSS Matching F	2022 FCSS	2,104.80	2,104.80
			Payment Total:		15,079.80
<b>1067</b>	<b>2022-07-15</b>	<b>Tar-ific Construction Ltd</b>			
058372		232-000-200 - Green Space Pro	Supply and Install 2 P Boll	3,230.00	
		312-000-260 - GST Paid Refund	GST Tax Code	161.50	3,391.50
<b>1068</b>	<b>2022-07-19</b>	<b>Rugged West Maintenance Inc.</b>			
1237		232-000-200 - Green Space Pro	Remove Snow Fence	480.00	
		274-000-200 - Buoy Program	Buoy Installation	1,930.85	
		312-000-260 - GST Paid Refund	GST Tax Code	120.54	2,531.39
1242		232-000-200 - Green Space Pro	Mowing and Trimming - Ma	550.00	
		312-000-260 - GST Paid Refund	GST Tax Code	27.50	577.50
			Payment Total:		3,108.89
<b>1069</b>	<b>2022-07-31</b>	<b>Kuhn, Regan</b>			
1350		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
<b>1070</b>	<b>2022-07-31</b>	<b>Mark &amp; Lisa Brumm</b>			
1434-July42022		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
<b>1071</b>	<b>2022-07-31</b>	<b>Ace Line Locating Ltd.</b>			
5372		242-000-255 - Maintenance Pro	Line Locating-6 Tickets	720.00	
		312-000-260 - GST Paid Refund	GST Tax Code	36.00	756.00
<b>1072</b>	<b>2022-07-31</b>	<b>Ryan Lybbert</b>			
8413549		232-000-200 - Green Space Pro	Removal of Over-Leaning P	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
<b>1073</b>	<b>2022-07-31</b>	<b>Brownlee LLP</b>			
533504		297-204-840 - Project MSI-Shor	Access Easements(ER Lan	1,561.25	
		312-000-260 - GST Paid Refund	GST Tax Code	78.06	1,639.31
535030		212-400-230 - Legal Fees	Access Easements	390.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.50	409.50
			Payment Total:		2,048.81
<b>1074</b>	<b>2022-07-31</b>	<b>Empringham Disposal Corp</b>			
34781		243-000-200 - Contracted Servic	Weekly Collect/ BC & Sunn	1,196.00	
		312-000-260 - GST Paid Refund	GST Tax Code	59.80	1,255.80
<b>1075</b>	<b>2022-07-31</b>	<b>Parkland Regional Library</b>			
220243		275-000-850 - Parkland Region	3rd Quarter Requisition 202	262.91	
		312-000-260 - GST Paid Refund	GST Tax Code	13.15	276.06
<b>1076</b>	<b>2022-07-31</b>	<b>Roaddata Services Ltd</b>			
00078989		232-000-250 - Road Maintenan	Road Permits-May's Rec'd	15.00	

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**Summer Village of Birchcliff**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00050 to 2022-00062

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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
00079412		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
		232-000-250 - Road Maintenan	Road Permits-July's	15.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
			Payment Total:		31.50
1077	2022-07-31	Rugged West Maintenance Inc.			
1252		232-000-200 - Green Space Pro	Mowing and Trimming - Jun	1,732.50	
		312-000-260 - GST Paid Refund	GST Tax Code	86.63	1,819.13
1078	2022-07-31	Sylvan Lake Regional			
1652		242-000-260 - Useage Fees	Overbilled Us in 2021-Rec'd	-7,286.63	-7,286.63
1645		242-000-260 - Useage Fees	May 2022 WW Services-Re	1,485.84	1,485.84
1653		242-000-260 - Useage Fees	June 2022 WW Services-Re	7,009.42	7,009.42
			Payment Total:		1,208.63
1079	2022-07-31	Tar-ific Construction Ltd			
058391		232-000-200 - Green Space Pro	Supply & Install 24 Culvert &	1,920.00	
		312-000-260 - GST Paid Refund	GST Tax Code	96.00	2,016.00
058373		232-000-200 - Green Space Pro	Washed Out Pathway	1,980.00	
		312-000-260 - GST Paid Refund	GST Tax Code	99.00	2,079.00
			Payment Total:		4,095.00
1080	2022-07-31	Town of Sylvan Lake			
IVC116361		223-000-200 - Contract Fire Ser	Fire Response-Incident# 22	1,490.00	1,490.00
1081	2022-07-31	Triangle Construction Inc			
1580		232-000-200 - Green Space Pro	Removed Dead Trees Thre	10,075.00	
		312-000-260 - GST Paid Refund	GST Tax Code	503.75	10,578.75
1082	2022-07-31	Wild Rose Assessment Service			
8665		212-400-232 - Assessment Fees	Assessment Fees-July 1 - S	1,925.00	
		312-000-260 - GST Paid Refund	GST Tax Code	96.25	2,021.25
1083	2022-07-31	Xandal Backhoe Ltd.			
22-710		242-000-255 - Maintenance Pro	Excavate to Repair Bent Cu	375.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.75	393.75
1084	2022-08-08	Pat & Frank Tirpak			
1232		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1085	2022-08-08	Carpenter, Mark			
1270		461-000-520 - Completions Dep	Completions Deposit Refun	3,000.00	3,000.00
1086	2022-08-08	Rugged West Maintenance Inc.			
1266		232-000-200 - Green Space Pro	Mowing and Trimming - July	1,144.00	
		312-000-260 - GST Paid Refund	GST Tax Code	57.20	1,201.20
			Total Computer Cheque:		61,371.32

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>241</b>	<b>2022-06-30</b>	<b>Summer Villages of Norglenwold</b>			
2022-00083		212-100-110 - Salaries	Salaries	8,198.85	
		212-100-130 - Training	Training	274.62	
		212-100-140 - Benefits	Shared Benefits	-376.93	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	165.52	
		212-100-266 - PW Fleet	PW Fleet	186.09	

Date Printed  
2022-08-09 1:09 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00050 to 2022-00062

Page 3

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	134.05	
		212-200-510 - Office Supplies	Office Supplies	202.45	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	164.49	
		212-300-540 - Utilities	Utilities	330.05	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maint.	781.40	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	391.69	
		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	51.39	
		212-300-510 - Other Contingenc	Contingency	7.90	
		212-300-530 - Building Insuranc	Building Insurance	0.00	10,511.57
<b>242</b>	<b>2022-06-30</b>	<b>Summer Villages of Norglenwold</b>			
2022-00087		243-000-255 - Landfill Costs	Town of Sylvan-Waste Tran	17.94	
		297-199-840 - Project - PIER Pr	ATB MC-CND Tire-Bolt for I	2.12	
		212-400-220 - Election Expense	ATB MC-Boston Pizza-Lunc	48.35	68.41
			Total EFT:		10,579.98
			Total MAIN:		71,951.30



D-1

# Council Expense Claim Form

NAME: Roger DufresnePOSITION: Mayor JuneMONTH ENDING: May-2022

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/23/22	Meeting of the Whole	3.5	Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	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	\$ 100.00

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/23/22	Meeting of the Whole	17.00	\$0.61	\$ 10.37
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 10.37

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 110.37





D-1

# Council Expense Claim Form

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

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/23/22	Regular Council	3.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 100.00

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/23/22	Regular Council	15.00	\$0.61	\$ 9.15
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 9.15

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 109.15



# Council Expense Claim Form

NAME: Frank Tirpak

**POSITION:** Councillor

MONTH ENDING: June-2022

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/23/22	Meeting of the whole	3.5 Hours	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 100.00

**If event is other please type it in.**

## Travel

[illegible]

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O:

**TOTAL PAYABLE: \$** 108.54





# Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: July-2022

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/8/22	HRSC	1.5	Mayor	\$ 100.00
7/7/22	Org Meeting	.5	Mayor	\$ 100.00
7/7/22	Regular Council	2.45	Mayor	\$ 100.00
7/18/22	Joint Services Committee	2.5	Mayor	\$ 100.00
7/23/22	AIM	5	Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 500.00</b>

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/8/22	HRSC	17.00	\$0.61	\$ 10.37
7/7/22	Org Meeting		\$0.61	\$ 0.00
7/7/22	Regular Council	17.00	\$0.61	\$ 10.37
7/18/22	Joint Services Committee	17.00	\$0.61	\$ 10.37
7/23/22	AIM	17.00	\$0.61	\$ 10.37
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				<b>\$ 41.48</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
7/23/22	water	9.19		\$ 9.19
7/23/22	coffee	124.61		\$ 124.61
				\$ 0.00
				<b>\$ 133.80</b>

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 675.28



# Council Expense Claim Form

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

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

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

## Village Business

RECEIVED

JUL 26 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/7/22	Organizational meeting	.5	Deputy Mayor	\$ 100.00
7/7/22	Regular Council	3.45	Deputy Mayor	\$ 100.00
7/23/22	AIM	4.0	Deputy Mayor	\$ 100.00
7/25/22	Sylvan Lake Regional Wastewater Commission	2.0	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 400.00

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/7/22	Organizational meeting	15.00	\$0.61	\$ 9.15
7/7/22	Regular Council	0.00	\$0.61	\$ 0.00
7/23/22	AIM	15.00	\$0.61	\$ 9.15
7/25/22	Sylvan Lake Regional Wastewater Commission	59.00	\$0.61	\$ 35.99
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 54.29

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 454.29



## NAME: Frank Tirpak

POSITION: Councillor

MONTH ENDING: July-2022

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/7/22	Organizational Meeting	0.5	Councillor	\$ 100.00
7/7/22	Regular Council	2:45 Hours	Councillor	\$ 100.00
7/23/22	AGM	2.5	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 300.00

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/7/22	Organizational Meeting	6.00	\$0.61	\$ 3.66
7/7/22	Regular Council	6.00	\$0.61	\$ 3.66
7/23/22	AGM	12.00	\$0.61	\$ 7.32
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 7.32 v4.104

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

**TOTAL PAYABLE: \$ 314.64**

**Summer Village of Birchcliff****August 18, 2022****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Shoreline Restoration project area to be scheduled for site visit.
- RA4 fence removal quotations requested.
- Dead and high risk trees removed along roadway budget exhausted by 149 Birchcliff Road. Remainder of roadway was left undone. The forest assessment report has recommendations for managing the trees in the village.
- A fungus has affected many of the spruce trees that were planted along the new pathway. Treatment is ongoing. Removal and replacement of the dead trees will be late August.
- Cow Parsnip weed removal is ongoing in the OS11-12-13 and the main pathway.
- Crack sealing for this year has been completed.
- Council Task List is being reviewed and followed up on.

**Options for Consideration:**

Accept as information.

**Authorities:**

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

## Introduction

Summer Village of Birchcliff participated in a Forest Assessment Project supported by AREF (Alberta Real Estate Foundation) and ASVA (Association of Summer Villages of Alberta) to evaluate the current state of the forest within their environmental and natural reserves. The forested area is divided into four major forest stands: Natural Area (includes community park and conservation area), Greenway Park, Riparian Area, and Private Property-Residential Area.

## Objectives

- Evaluate and record the current tree/forest structures and healthy
- Evaluate wood fuel load and risk of forest fires
- Identify potential management activities such as harvesting, tree planting, fire suppression and disease management to improve forest
- Identify potential management of biodiversity in area

## Summary of Recommendations:

- Natural Area (Conservation and Community Green Area)
- Greenway Park and Road Allowance (RA)
- Riparian Areas
- Private Property-Residential Area
- Tree Removal/Harvesting
- Forest Regeneration
- Fire Protection
- Pest Recommendations / Suggestions

## Recommendations:

In general, the age of Summer Village of Birchcliff forest can be classified into 3 distinct age structures with the majority of the forested area entering the mature to over mature stage. A mature forest is between 60-85 years of age and an over mature forest is between 90-120 years old. There is only one area with young aspen 5 to 15 years old (OS14). Aspen trees account for 80%, balsam poplar at 20%. In the residential area, white spruce is the predominant tree species. Caragana shrubs are a non-native aggressive shrub species spreading throughout the village and natural areas. It is very aggressive and very detrimental to the natural forest. It is prolific seed producer and very invasive. It is also very hard to destroy. Physical removal as well as education to landowners are two key recommendations in controlling this species. Removal is expensive and should be the long-term goal.

### Natural Area (Conservation and Community Green Area)

- Removal of dead, decadent, dying and danger trees
- Understory tree planting to improve tree density and diversity. Tree species choice for under planting includes: white spruce and balsam fir
- Removal of dead and dangerous trees along trail systems or in close proximity to private properties for safety purposes
- Removal of Dead Wood Material (DWM) such as wood/logs that are left on forest floor to reduce the amount of forest fire fuel.
- Where possible, leave some snag trees for various bird species as they provide valuable habitat
- Monitor overall health of the stand especially after major storms, droughts, or pest infestation

### Greenway Park and Road Allowance (RA)

- Removal of decadent and dying trees aspen trees along green parkway especially trees that pose risks to people and property
- Perform tree risk hazard assessment along Greenway Park trail
- Removal of caragana in understory along Greenway Park trail
- Proper care and maintenance for newly planted white and Colorado spruce trees
- Remove Dead Wood Material (DWM) to reduce potential of forest fires. You could mulch some of the DWM or just remove it all from the forest
- Introduce coniferous species in understory. Plant trees such as white spruce and balsam fir in the understory and tamarack and pine in open areas. This will increase the biodiversity in the ecosystem.
- Selective harvest of a few healthy aspen and balsam poplar to create open areas to promote suckering and natural regeneration
- If this stand is left alone to natural succession; further aspen/balsam poplar will decline and an open area will be occupied by hazelnut and other shrubs. This can create significant problems for the future regeneration of a forest.
- New and healthy young forest established by suckering and tree planting will benefit many wildlife species as they prefer a younger forest
- Younger forests also have a tendency to reduce potential unwanted invasive species in the ecosystem

### Riparian Areas Recommendations:

Riparian Area refers to any land that adjoins or directly influences a water body.

- Consider long term plan for restoration of riparian area by using Alberta Environment “Stepping Back from Water” guide for Riparian area
- The Alberta Riparian Habitat Management Society, also known as “Cows and Fish”, can also provide expertise on for management of riparian area

### Private Property – Residential Area:

- Proper tree hazard risk assessment of mature and large trees in close proximity to houses and buildings maybe be considered.
- There are many trees under powerlines where the top of tree has been removed and this reduces the longevity of trees. Replacement shrubs or medium size trees that will not reach a powerline are recommended.
- Introduction of non-native trees and shrubs could have a negative impact on the natural forest vegetation in the area. Residents should carefully consider what they plant on their property.
- Avoid introducing ANY invasive tree or shrub species such as caragana, Russian olive, common buckthorn, salt cedar just to name a few.
- Education - Residents understanding how a forest functions will greatly help achieve overall goals and objectives. Include information on how to properly prune trees.

### Other Recommendations:

#### Tree Removal/Harvesting:

- The Summer Village of Birchcliff harvested several trees at OS5 and OS6 leaving many tall stumps, consider cutting tree stump to grade level
- Perform tree risk hazard assessment along all Summer Village trails. Hire an experienced professional and qualified tree hazard risk Arborist to identify/evaluate trees for removal that pose tree hazard to people, property and infrastructure
- Prior to harvesting, select and mark trees to be removed to ensure healthy trees are not removed
- Remove heavy infested trees by aspen trunk conk
- Remove all tall stumps left by tree removal. Cutting stump at grade level is acceptable
- Remove dead, decadent and danger trees along trails and infrastructure
- Reduce the amount DWM laying on the forest floor to reduce forest fire fuel.
- Do not harvest trees during high fire hazard season

- Avoid harvest during rain or wet periods so as to not damage soils
- On-site tree mulching to reduce DWM and disposal costs
- Use of wood chips for trail improvement Distribute educational information about trees. This may include articles and technical

#### Forest Regeneration Recommendations:

- Consider understory tree planting; native coniferous trees including white spruce, balsam fir, tamarack, lodgepole pine and Douglas fir.
- First consideration should be for native shrubs before introduction of non-native shrub species.
- During times of high white spruce seed production, consider disturbing soil area to allow white spruce seed to better establish on soil.
- Large spruce trees are the seed producer for whole area.
- Perform proper tree planting techniques for all future tree planting
- Develop a tree catalog just for the summer village. This catalog will help summer village managers and the general public to choose the appropriate trees for the area.
- Consider developing long term plan for caragana removal throughout the village
- Distribute educational information about trees. This may include articles and technical information on trees, pests, tree planting, pruning, etc. for staff and general public
- Increase tree and shrub diversity on public and private properties by planting a variety of flowering trees and native shrubs. More diversity will add more resilience and beauty to the summer village.

#### Fire Protection Recommendations:

- Removal Reducing DWM fuel loads by selectively removing dead and fallen wood.
- Monitor trees under or around powerlines and replace with shrubby vegetation
- Monitor all activities on the environmental reserve. Activities that utilize machinery always have the potential to provide an ignition source for a fire.
- Restrict activity such as tree cutting during period of high or extreme fire danger.
- Scatter slash to facilitate quick decomposition
- Provide brochures and other educational materials related to forest fires. Educational material such as FireSmart for Homeowners



## Pest Recommendations / Suggestions:

- Improve and maintain biological diversity as a pest control strategy. Planting varieties of trees and shrubs will increase beneficial insects into the area.
- Diversify forest age structure, which can increase the number of beneficial insects
- Learn to identify and recognize common pests and their activities in your area.
- Do not panic in the case of large defoliation as most of aspen/balsam poplar will leaf out once insect goes into cocoon stage.
- Monitoring is key for pest management. Routinely monitor the incidence of insects and diseases in the forest as well as on adjacent forested land.
- Keep written records of insects and disease and their outbreaks.
- Ask for advice and guidance from qualified pest control practitioners.
- Involve/inform neighboring forest property managers of pest management activities.

\*\*\* all this information is from the Forest Assessment Prepared for Summer Village of Birchcliff prepared by:

Toso Bozic P.Ag

ISA Certified Arborist

Cert ID: PR 5354A

ATTS Group Inc.

[www.attsgroup.ca](http://www.attsgroup.ca)

## Summer Village of Birchcliff

August 18, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 96 development permits issued in the Summer Villages (30 in Birchcliff, 3 in Half Moon Bay, 14 in Jarvis Bay, 22 in Norglenwold, and 26 in Sunbreaker Cove).

##### Current Developments:

1. 145 Birchcliff Road ( <i>Landscaping incomplete</i> )	Demo & Dwelling	Issued in 2018
2. 381 Birchcliff Road ( <i>Complete, waiting for grass to come through</i> )	Demolition	Issued in 2018
3. 337 Birchcliff Road ( <i>Landscaping to be completed</i> )	Dwell, Gar., & GuestHouse	Issued in 2019
4. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
5. 137 Birchcliff Road	Driveway	Issued in 2020
6. 93 Birchcliff Road	Deck Addition	Issued in 2020
7. 87 Birchcliff Road	Dwelling	Issued in 2020
8. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
9. 71 Birchcliff Road ( <i>site inspection complete, conditions outstanding</i> )	Escarpment Ret. Walls	Issued in 2021
10. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
11. 83 Birchcliff Road	Dwelling	Issued in 2021
12. 369 Birchcliff Road	Garage	Issued in 2021
13. 94 Birchcliff Lane	Dwelling	Issued in 2021
14. 111 Birchcliff Road	Detached Garage	Issued in 2021
15. 383 Birchcliff Road ( <i>Stop Order on development</i> )	Asphalt Paving	Issued in 2021
16. 59 Birchcliff Road	Driveway	Issued in 2021
17. 361 Birchcliff Road	Lakeside Deck	Issued in 2021
18. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
19. 363 Birchcliff Road	Dwelling	Issued in 2021
20. 159 Birchcliff Road	Demolition	Issued in 2021
21. 71 Birchcliff Road	Dwelling	Issued in 2021
22. 137 Birchcliff Road	Home Occupation	Issued in 2021
23. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022



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

Closed DP's since last Council meeting:

1. 37 Birchcliff Road	Deck Addition	Issued in 2022
2. 27A Sunnyside Cabin	Deck	Issued in 2020

Open Administrative Files:

1. 71 Birchcliff Road
2. 383 Birchcliff Road
3. 315 Birchcliff Road
4. 319 Birchcliff Road
5. 317 Birchcliff Road
6. 145 Birchcliff Road

**Permit Summary:**

Year to date 2022:

9 development permits. Estimated project cost \$1,889,000.00

2021 Jan.-Dec.:

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

Assessment Background:

Theoretically a property gets assessed yearly using a market modified cost approach, properties are adjusted yearly for depreciation and base year modifiers compared to the base construction cost and market adjustments. If they are determined to be some in the market of different types of properties, cottages, houses, large houses, etc. They are looked at on a 5-year cycle and a lot of that depends on people being home or access to the property.

Permits are looked at on a bi-annual basis. They are reviewed during the summer to see where they are at and look at any permits that weren't completed in the previous year. Assessors also come out near the end of the year to see where the completion level is because the physical level of completion at the end of the year is what is used for the taxes the next year. (eg. Dec 31, 2021 physical condition is used for the 2022 taxes but the valuation date of the properties is July 1, 2021, because of the time it takes to receive and review all sales). These are provincially regulated dates.

Essentially when an owner receives their assessment/tax notice that value is almost 1 year old and may not reflect the physical nature of the property if they have

removed a building or taken an early permit and finished the construction in the spring.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #170/13.

**Summer Village of Birchcliff**

**August 18, 2022**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *ASVA Annual Conference*

**Background:**

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 20<sup>th</sup> & 21<sup>st</sup>, at the Renaissance Hotel & Conference Center in Edmonton. The agenda for the conference is attached.

**Options for Consideration:**

Council has allocated \$431 in the 2022 budget for this conference.

**Administrative Recommendations:**

Council to discuss and provide direction to Administration.

**Authorities:**

2022 Budget

**SAVE THE DATE: October 20 & 21<sup>st</sup>, 2022**

**ASVA Conference & AGM**

**“COME TOGETHER TO GROW TOGETHER AGAIN”**



**Please contact ASVA for early bird registration: [info@asva.ca](mailto:info@asva.ca)**

**Venue:** *Renaissance Hotel & Conference Center, Edmonton Airport*

- **A Room Block Discount is available for early booking until September 20, 2022**  
Please contact reservations: tel. 1-877-231-1724 or email:  
[bailey.chomitzky@marriott.com](mailto:bailey.chomitzky@marriott.com) and refer to ASVA Conference & AGM

**Day 1: Full day Program**

*October 20<sup>th</sup> Registration & Breakfast Buffet 9:00 a.m. – 10:00 a.m.*

*Conference begins at 10:00 a.m. promptly with Minister's Welcome*

*Program 10:00 a.m. – 4:00 p.m.*

*Coffee Break 10:30 a.m. – 10:45 a.m.*

*AGM 4:00 p.m. – 4:45 p.m.*

*Cocktail Hour 5:00 p.m. – 6:00 p.m.*

*Dinner Banquet 6:00 p.m. – 7:00 p.m.*

*Silent Auction & Entertainment 7:00 p.m. – 8:00 p.m.*

**Day 2: ½ day Program**

*Breakfast Buffet 8:00 a.m. – 9:00 a.m.*

*Emergency & Environmental Panel & Q&A 9:00 a.m. – 10:15 a.m.*

*Coffee Break & Snacks 10:15 a.m. – 10:30 a.m.*

*CAO Breakout Session & Panel 10:30 a.m. – Noon*

*12 Noon Closing of Session*

**Featured Keynotes, Panels and Topics:**

Day 1 –

Advocacy Panel

R.C.M.P. K-Division "Policing Small Communities"

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

Emergency Management and Environmental Specialists Panel (GOA, AB Muni's, ALMS, FRIIA, and more) "Land, Air, Water"

CAO Breakout Session (Day 2)- featured topics and panel specialists:

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

Topic 2: Ingredients of Positive and Constructive Relationships with CAO's & Councils:

Mayor Bernie Poulin, and S.V. Itaska Beach, CAO June Boyda

Fostering a Culture of Respect and Future of Municipal Government Project research on the changing dynamics of CAOs

**Summer Village of Birchcliff**

**August 18, 2022**

**Council & Legislation**

**Request for Decision**

**Agenda Item:** *Cheque Signing Policy*

**Background:**

Administration has amended the Cheque Signing Policy and is bringing it forward requesting Council approve a revision to the financial limit to allow Administration to release EFTs in excess of \$10,000.00 for shared costs, therefore the Mayor will no longer be required to come into the office to sign off on these expenses prior to payment being released. There will be no changes to the \$10,000.00 financial limit for cheque signing.

**Options for Consideration:**

1. Council adopt the amended Cheque Signing Policy as presented.
2. Council adopt the amended Cheque Signing Policy as amended.
3. Council accept as information.

**Administrative Recommendations:**

1. Council adopt the amended Cheque Signing Policy as presented.

**Authorities:**

n/a



Policy Title <b>Cheque Signing Policy</b>	Date: <b>July 21, 2022</b>	Resolution No. <b>BCC-22-</b>
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**Policy Statement:**

To establish a policy that allows for cheque signing authority by two members of Administration for the Summer Village of Birchcliff.

**Purpose and Scope:**

To allow for cheques to be signed by two members of Administration for expedited payment and/or certain events where members of Council are not available to sign.

1. Signing Authorities:

- 1.1 Members of Council of the Summer Village of Birchcliff
- 1.2 Chief Administrative Officer
- 1.3 Executive Assistant

2. Basis of Signing Policy:

- 2.1 The basis of the Cheque Signing Policy is to establish a process in which Administration can sign cheques and release EFTs (electronic funds transfers) without being accompanied by a Council member signature.

3. Financial Limit:

- 3.1 The financial limit in which Administration only signatures are permitted is \$10,000 or less. There is no limit for the release of the monthly shared costs by EFT.

4. Signing Conditions:

- 4.1 Cheques that have Administration only signatures will be allowed under the following conditions:
  - 4.1.1 When a member of Council is not available to sign.
  - 4.1.2 When a cheque has been approved in a Council meeting, but was missed during the signing session.

## POLICY: CHEQUE SIGNING POLICY

- 4.1.3 In the event of a manual cheque being necessary, all authorized back-up paperwork (email, fax, etc.) from a member of Council, must accompany an Administration only signed cheque.



## **Summer Village of Birchcliff**

**August 18, 2022**

### **Council and Legislation**

#### **Request for Decision:**

**Agenda Item:** *Community Pier Policy*

#### **Background:**

Administration has recommended some adjustments to the Community Pier Policy based on some identified gaps over the last year. The policy is attached for consideration.

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

1. Council accept as information.
2. Council amend the policy by resolution.

#### **Administrative Recommendations:**

Council to amend the policy by resolution.

#### **Authorities:**

MGA 201 (c) "A council is responsible for

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



Policy Title	Date:	Resolution No.
<b>Community Pier Policy</b>	<b>February 18, 2021</b>	<b>BCC-21-036</b>

**1. Introduction:**

The Summer Village of Birchcliff has a unique layout that provides the ability for every property owner to have access to the lake under the guidelines set by Alberta Environment and Parks. This policy ensures that everyone, including back lot owners, has a chance to have access to the lake in the form of a dock. It is the responsibility of everyone involved to be champions of stewardship to conserve the natural setting of the village and the health of Sylvan Lake and its watershed.

**2. Goal:**

To provide guidelines for a community dock program in the Summer Village for the use, access, and enjoyment of the residents.

**3. Definitions:**

In this policy, including this section, unless the context otherwise requires:

“Walkway” – access from shore to terminal platform

“Terminal Platform” – located at the end of the walkway

“**Pier**” - a platform supported on pillars or girders leading out from the shore into a body of water, used as a landing stage for boats.

“**Reserve**” - means a parcel of land owned and subject to the management of the municipality and reserved for use as natural environment preservation areas or walkways or parks or playgrounds separating areas used for different purposes, and registered at the Land Titles Office as Reserve, Environmental Reserve or Municipal Reserve lot.

“**Resident Area**” – An area of properties designated to a particular pier.

“**Shared Dock**” - A dock, owned and operated by the municipality, that restricts use to a prescribed set of individuals or groups.

“**Slip**” – a docking place for a boat can be located along a walkway or along the terminal platform.

“**Viewpoint Park**” – A classification of reserve lands outlined in the Birchcliff Open Space Plan

#### 4. Policy:

##### 1) 1 slip/watercraft per residence:

- a. Slips are for the sole use of the property owner.
  - i. Cannot be leased.
  - ii. Can be sold/transferred within our “resident area” and administered through the village, they need to be applied and paid for. Each residence shall only be permitted to have one slip.
- b. Slips can accommodate one boat or two personal watercrafts (sea-doo).
- c. A layout of the shared dock must be submitted to administration. Switching of slip locations is to be done via communication with administration. The slip will remain with the registered property in the event of a sale.
- d. Only one pier will be eligible for each viewpoint park, and that pier will be a community pier. Administration will work with Alberta Environment and Parks to ensure any unregulated piers on our reserves are removed.
- e. Each boat/personal watercraft must have a cradle/hoist or sea leg; tying to the dock is not acceptable.

##### 2) Initial buy in:

- a. The pier program is to be entirely funded by the participants in the shared pier.
  - i. Fee is non refundable as the slip remains with the registered property.
  - ii. All associated costs will be paid for by the participating residents.
  - iii. Once the fees are paid, the owner will receive one slip and an access agreement for permission to have the dock in the water and access it via the adjacent reserve. If the fee is not paid, there will be no access agreement granted. Slips and access agreements will be maintained by the Summer Village Administration.
  - iv. All cheques will be made payable to the Summer Village of Birchcliff as administration of the financial transactions associated with the Community Pier will be handled through the Summer Village Administration office.
  - v. Future slips for those who do not immediately buy in may be considered by applying to the Summer Village. The application will be awarded or rejected based on what our DLO allows (must fall into our “resident area”).
  - vi. Future buy in cost will include a portion of the shared line extending out into the water and any previous improvements made to the reserve/stairs.

##### 3) Spring Installation and Fall Removal

- a. To be managed by Administration. The Public Works department will contract out the spring installation and fall removal.

##### 4) Signage

- a. Appropriate signage to be posted, to be managed by Administration. No unauthorized signage will be permitted and will be removed by Administration.

**5) Annual Fee Collection**

- a. A budget will be completed annually by ~~each communal dock group~~ **administration** and divided equally between communal docks. It will be adjusted for inflation annually and will include:
  - i. Administration time fee of 5%
  - ii. Annual costs
  - iii. Reserve for repairs – **reserve funds shall only be used for docks or dock repair. Land improvements or changes to the reserve land and/or access can be applied for and if approved will be paid for by the individual dock group making the application. Each community dock shall have it's own reserve fund.**
  - iv. Late fee will be substantial

**6) Parking**

- a. Comply with the Summer village Traffic Bylaw #221-19. Unauthorized parking under the Traffic Bylaw may result in a ticket.

**7) Storage**

- a. No storing of equipment will be allowed on the reserves. Storing of the community pier will be offsite arranged by Administration. Hoists cannot be stored on municipal lands.

**8) Fueling**

- a. Absolutely no storage of fuel containers allowed on the dock or within the reserve area.

**9) Garbage**

- a. Pack out what you pack in.
- b. Any waste from fishing shall not be dumped at the dock or the swimming area.

**10) Lake Access to Range Road 15**

- a. Will be closed June 1<sup>st</sup> – September 1<sup>st</sup> of each year according to the Summer village Open Space Maser Plan as it is to be used as a winter access road.
- b. Residents are to have lifts in before that time, the barrier can be moved only by request to administration.

**11) Noise**

- a. Quiet time to be respected with no operation of equipment during the following hours as stated in the Community Standards Bylaw #160-11; section 3.4 *“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”.*
- b. Be mindful of our neighbors, the shared piers and respective open spaces are not private party spots. Community Standard’s Bylaw #160-11; section 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:*
  - 1. Type, volume, and duration of the sound;*
  - 2. Time of day and day of the week;*
  - 3. Nature and use of the surrounding area”*

**12) Alcohol or Cannabis**

- a. No alcohol or cannabis consumed on Municipal land as stated in the Cannabis Consumption Bylaw # 214-18.

**13) Fires**

- a. No fires or BBQ will be allowed in municipal reserves or on the shared piers.

**14) Violation**

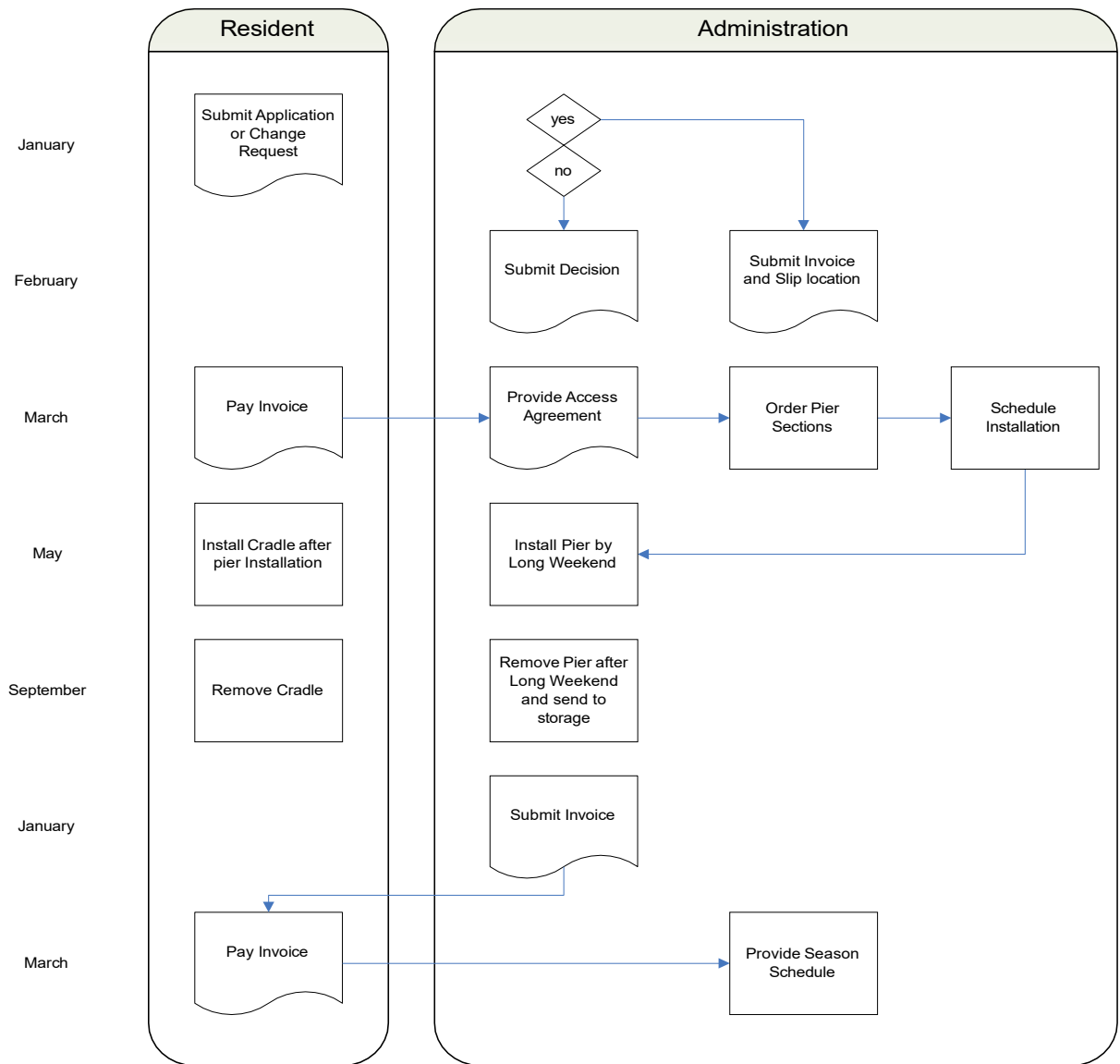
- a. The Summer Village retains the right to revoke the access agreement should this policy, the Reserves, Parks, and Pathways Bylaw or the Community Standards Bylaw not be followed. **Any member who is in violation will be given a written warning. Repeat offences will result in a forfeit of the access agreement. No refunds will be given.**

**15) Improvements**

- a. **Any improvements to the reserve area must done via a “change request” be applied for prior to January 1 (see step one of Community Pier Life Cycle on following page). This application is to be submitted to Administration, and will be presented to Council for decision as any works done on municipal lands require Council approval. Any improvements to the reserve area will be paid for entirely by the community pier group using that reserve for access.**

**16) Process – See diagram on the following page.**

# COMMUNITY PIER LIFE CYCLE



**Summer Village of Birchcliff**

**August 18, 2022**

**Planning and Development**

**Request for Decision:**

**Agenda Item:** *Irrevocable Letter of Credit Policy*

**Background:**

During the July Council meeting, Council reviewed a sample irrevocable letter of credit that would be required during the development application process and directed administration to include the appropriate wording in the Land Use Bylaw Amendments and draft a ILOC Policy.

Enclosed is the ILOC Policy for Council consideration.

**Options for Consideration:**

1. Council accept as information.
2. Council approve the policy with or without amendments.

**Administrative Recommendations:**

Council to approve the policy with or without amendments as discussed.

**Authorities:**

Birchcliff Land Use Bylaw #170/13.



Policy Title <b>IRREVOCABLE LETTER OF CREDIT</b>	Date: <b>August 18, 2022</b>	Resolution No. <b>BCC-22-</b>
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### **POLICY STATEMENT:**

To confirm the ILOC form of security the village will accept as required during the development permit process and in a development agreement between the village and landowner, developer, or designate applying for the development permit. This will be in addition to the Development Completions Deposit Policy. The village will accept the security only in the form of cash, or automatically renewing irrevocable letter of credit. Payments by credit card or cheque will not be accepted. The village shall ensure that public and private interest are protected with regard to village infrastructure during construction, including but not limited to roads, lanes, boulevards, trees and curb stops and to ensure compliance with conditions of development permits and compliance with Alberta Safety Codes.

### **DEFINITIONS:**

“Letter of Credit” means an irrevocable letter of credit issued by a chartered bank, credit union, or any other financial institution.

“Securities” are payments presented to the Summer Village of Birchcliff as a condition of the villages development approval process.

“Development Permit” means an authorization issued by the Development Authority under the Land Use Bylaw that authorizes a development and/or use of a property and includes conditions of approval.

### **REQUIREMENTS:**

- Security is to be provided in the form of cash, or automatically renewing irrevocable letter of credit.
- For a development application that requires the security. The security will be 150% of the approved quoted cost of landscaping, proved on the approved landscaping plan. If, in the reasonable opinion of the Development Officer, these projected costs are inadequate, the Development Officer may establish



- a higher landscaping cost for the purposes of determining the value of the landscaping security.
- If cash is offered as the landscape security, it shall be held by the Municipality, without interest payable, until, by confirmation through inspection by a Development Officer, the landscaping has been installed and is successfully growing.
  - The letter of credit is provided as a security, the following requirements apply when the developer's financial institution issues the letter of credit/guarantee:
    - Must be issued by a Canadian financial institution, local credit union, or local treasury branch
    - Must list Summer Village of Birchcliff as a beneficiary
    - Must be stated in Canadian dollars (numeric and text)
    - Shall be unconditional, irrevocable and payable at sight
    - The initial term must be no less than one year but may be more than one year
    - The expiry date must fall on a weekday that is not a statutory holiday
    - The letter of credit must be in its original form and contain the original authorized signatures
    - The letter of credit must include an automatic renewal clause where the expiry date is extended for a further one-year term, without amendment, unless 60 days' notice is given by the bank in writing and delivered by registered mail to the correct beneficiary's address
    - Partial withdrawals must be allowed
  - If a change in ownership occurs and the development permit is transferred to a new party, a new ILOC in accordance with this policy and under the new party's name must be provided.

## **Summer Village of Birchcliff**

**August 18, 2022**

### **Planning and Development**

#### **Request for Decision**

**Agenda Item:** *LUB Amendments 170/13*

#### **Background:**

At the April Council meeting, Council gave first reading to LUB Amendment Bylaw 234/22. The following additional amendments are to be added to the amendment bylaw as discussed:

1. Part Three: Miscellaneous 4(5) Landscaping, Environmental Conservation & Development

##### Add Regulation:

(f) As a condition of subdivision or development approval, a security in the form of an irrevocable letter of credit may be required by the Development Authority, up to the value of one hundred fifty percent (150%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the plan within (1) growing season after the completion of the development. If the landscaping does not survive a two (2) year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping.

##### Reasoning:

This allows the Development Authority to require a ILOC form of security to ensure that public and private interests are protected with regard to the village infrastructure during construction, including but not limited to roads, lanes, boulevards, trees and curb stops and to ensure compliance with conditions of development permits and compliance with Alberta Safety Codes.

Enclosed is the Land Use Bylaw Amendment Bylaw #234/22 as well as written comments received from Jason MacDonald and Thom Jewell so far.

#### **Options For Consideration:**

1. Council to amend first read Bylaw #235-22 and schedule public hearing at the next meeting, or

2. Council to discuss the submissions and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #235-22.

**Administrative Recommendations:**

Council to amend first read Bylaw #235-22 and schedule a public hearing at the next meeting.

**Authorities:**

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

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

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

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

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

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

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

An amendment to the Land Use Bylaw 170/13:

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

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

and without restricting the generality of the foregoing, includes:

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

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

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

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

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

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

6. Part One: 1.3 Definitions – Revise church camp cottage(s) definition to: “church camp cottage(s)” means a dwelling unit which is separate from any other building but does not include a manufactured dwelling unit, guest house or temporary building.
7. Part One: 1.3 Definitions – Revise parcel coverage definition to: “parcel coverage” means the total percentage of the parcel area covered by buildings or Structures, including but not limited to the main building and any additions to it (e.g. covered decks), hard-surfaced parking facilities, driveways, outdoor storage and display areas, hard landscaped areas including gravel, reclaimed pavement, crushed rock, artificial turf and all impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw.
8. Part One: 1.3 Definitions – Revise guest house definition to: “guest house” means an accessory building containing sleeping facilities for temporary usage only and can include bedrooms, bathrooms, and a kitchen. A guest house provides overflow accommodation for a detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and sea cans.
9. Part One: 1.3 Definitions – Add the following definition: “Nuisance” means any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, or troublesome, or destructive or harmful, or inconvenient, or injurious to another person and/or their property, or anything troublesome or bothersome to other people for which complaints are received either by the Municipality’s office or the Royal Canadian Mounted Police, whether or not such act or deed or omission or thing constitutes nuisance at common law.
10. Part One: 1.3 Definitions – Remove current definition: “Permanent resident” means a person, excluding a person(s) who occupies a cottage in the Church Camp Cottage District:
  - (a) with a valid Alberta driver’s license and/or any government issued identification which shows an address situate in the Summer Village of Birchcliff; or
  - (b) whose usual mailing address is in the Summer Village of Birchcliff; or
  - (d) whose place of residence pursuant to the Local Authorities Elections Act is the Summer Village of Birchcliff;
11. Part One: 1.7 Establishment of Fees – Revise to: Development Permit application fees and fees for other

matters arising though this Land Use Bylaw will be established by Council in the Summer Village of Birchcliff Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.

12. Part Two: 2.2 Development Not Requiring a Development Permit (12) – Add: Provided the zoning setbacks are met a development permit is not required for a non-enclosed and/or 3-sided building such as but not limited to, pergolas, woodsheds and arbours with a floor area of 9.94 m<sup>2</sup> (107ft.2) or less and height of 2.50m (8.20ft.) or less.
13. Part Two: 2.3 Permission for Development – Add: Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.
14. Part Three: 2(3) Objects Prohibited or Restricted in Yards – Add: No person shall allow a sea can to be placed on a parcel other than during construction with an approved development permit.
15. Part Three: 2(3)(d) Objects Prohibited or Restricted in Yards – Revise to: No person shall allow the unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become a nuisance, or which adversely affects the amenities of the neighbourhood, or which may interfere with the normal enjoyment of any land or building.
16. Part Three: 4(5) Landscaping, Environmental Conservation & Development – Add: (f) As a condition of subdivision or development approval, a security in the form of an irrevocable letter of credit may be required by the Development Authority, up to the value of one hundred fifty percent (150%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the plan within (1) growing season after the completion of the development. If the landscaping does not survive a two (2) year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping.
17. Part Three: 4(7) Subdivision Design Standards – Revise to: As a condition of subdivision approval, Environmental Reserves can be taken according to Section 664 of the Act; either in the form of a lot (ownership transferred to the Summer Village) or as an Environmental Reserve Easement (private ownership is retained). The Summer

Village may require that the proponent provide hazard land as Environmental Reserve as a condition of subdivision approval.

18. Part Four: Back-Lot Residential (R2) Site Development  
1(b)(i) – Revise to: 7.62 m (25 ft.) to the habitable dwelling unit from the side parcel boundary.
19. Part Four: Church Camp Cottage District (CC2) General Purpose – Revise to: To provide an area for residential accommodation for the members of the Alberta and the Northwest Territories District of the Pentecostal Assemblies of Canada and their affiliates.

**INTRODUCED AND GIVEN FIRST READING** this 21<sup>st</sup> day of April 2022.

\_\_\_\_\_

Roger Dufresne, Mayor

\_\_\_\_\_

Tanner Evans, C.A.O.

**PUBLIC HEARING HELD** this 15<sup>th</sup> day of September 2022.

**GIVEN SECOND READING** this 15<sup>th</sup> day of September 2022.

**GIVEN THIRD AND FINAL READING** this 15<sup>th</sup> day of September 2022.

\_\_\_\_\_

Roger Dufresne, Mayor

\_\_\_\_\_

Tanner Evans, C.A.O.



Some of the proposed changes lack explanation of the issue that is to be addressed/improved with the proposed changes leaving the constituents to speculate and likely build opposition to the changes.

So, in my ignorance, I will take the Devils Advocate approach to the proposed changes.

1. Clarity is preferred and proves to be an elusive target.
2. How do we propose to monitor and manage this clarification ?
3. “planting including Native ....” does this exclude the use of non-native or do these are not required to be included – Canada is rife with beneficial non natives.
4. N/C
5. Grade continues to be an issue – current approach is lot by lot resulting in stormwater runoff issues and a daisy chain of modifications to the natural grade. There are very few “pre-development grades” surviving in the village. We need an elevation plan that shows the grade calculations that the developer can work to.

Leaving the grade calculation up to the developer is having the fox guarding the hen house. Hire an independent professional that reports to the village to establish grade based on the village criteria.

6. Reason = “because” ??

This is a **fundamental Re-Zoning issue** that requires serious community input ... not slipped in as a simple change to a definition.

**Machiavellian view** – The provincial voting regulations allow all permanent residents of a municipality to vote in municipal elections; summer villagers can vote in both their permanent residence and the SV if they are listed on title as a property owner.

The church camp zoning allows the equivalent of three temporary housing units per normal village lot – resulting in 90+ units in the one lot along the beach ((only the chapel (in the other lot) is registered as a church function with the standard immunities)). The remainder of the property is a business with a client list restricted to members of this particular church.

Changing the zoning in this manner opens the door to somewhere between 90 and 180 new voters. History has demonstrated that these voters will vote with the landowner as a unit and the village becomes a subset of the church camp.

If the intent is to allow the cottage owners more access to their units, then I suggest we revisit the issue and find a better way.

7. **Reason = Because** – this needs some serious explanation – Perhaps we could bring in a geologist to explain that gravel inhibits the distribution and absorption of storm water and adds to, or filters out the contaminants in these waters.

Gravel was introduced to the by-laws to encourage builders to not pave the entire lots with asphalt which would indeed add contaminants to the storm water runoff – what has changed?

**This proposal is being acted on now by the development authority – perhaps we should wait for the by-law ?**

8. **Definition – Not Really** - this amounts to a fundamental change is the use of a guest facility and is not a definitional change but a **zoning change**

If we need a definition of a kitchen, lets go find someone who has already come up with the verbiage we need.

The proposed “definition change” allows two full houses on a lot zoned a single family and requires the full and considered review by the village constituents. I don’t believe that our by - laws allow for two houses on each lot.

Again ..... what is the impetuous for this change – “Because” is not much of an answer  
How does this rezoning impact the village **vision** ?

9. Perhaps a definition of proper/expected conduct would be appropriate so that we have by-law support for dealing with serious issues .... “any act or deed” which could offend someone is pretty vague.
10. See 6 Above
11. N/C
12. N/C
13. Presumably the Development Authority decision takes precedence over the SLIDP ??
14. N/C
15. Or what – do we have provision somewhere in the by-laws that adds teeth/resolution/timing/options etc to this issue ?
16. ERE mandates ..... “natural state in order to protect the shoreline”.  
This approach appears to be a fundamental disconnect with armouring the toe of slope ..... to protect the shoreline
17. N/C
18. **Again – not a reason.**

This comes across as quite blunt – its meant to be. The Roman Church came up with the official role of Devils Advocate to challenge the proposals and encourage exploration of options - not to pussy foot around issues.

Similarly, Machiavelli was not known for his political correctness.

Thank you for your attention.

Thom

**Kara Kashuba**

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**From:** Jason McDonald <[REDACTED]>  
**Sent:** Sunday, June 19, 2022 12:54 PM  
**To:** Kara Kashuba  
**Cc:** Tanner Evans  
**Subject:** Proposed Land Use Feedback

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Good afternoon. I finally had some time to review the proposals for the land-use bylaw and want to provide my feedback. My concerns are as follows:

1. Part 1: General 1.3 Definitions. My feelings are there are a ton of temporary buildings within the village and I feel ones that are existing should be grandfathered in.

15. Part three: Supplementary regulations 2.3 objects prohibited or restricted in yards. The word junk is listed in the proposed regulations. What may be junk to me may be treasured by others. Junk is a relative term as it means something different to everyone. For example the deputy mayors husband has used a lot of my junk to build various projects.

My final thoughts are that people that complain to the village about anything should be made known that their names will be released to the property owner if requested. This would cut down on the amount of complaints the Summer Village receives.

Feel free to contact me with any questions.  
Sent from my iPad

## **Summer Village of Birchcliff**

**August 18, 2022**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Roger Dufresne

Ann Zacharias

Frank Tirpak

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

#### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting: September 15, 2022



# *Parkland Update*

Thursday, July 14, 2022

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

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## **Regional Marketing Campaign - Libraries as a Place of Connection**

A marketing campaign has been created under the direction of Parkland's Advocacy committee. The goal of the campaign is to highlight libraries as a place of connection, and share the same message across the region to maximize the reach. It is also our intention to assist libraries with their marketing and provide high quality materials that are ready to use or can be edited with library specific messaging/branding. Participation is optional, but encouraged! A training session will be offered on **Thursday, July 28 from 1:00pm - 1:30pm**, library managers will receive the invite next week.



Please reach out to [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca) with feedback or special requests.

## **New Adult Programming Kit - Cricut EasyPress 3**

Cricut EasyPress 3 is a heat tool designed specifically for **adding iron-on materials to your creative projects**. It gives you professional iron-on results in 60 seconds or less. [Book the Cricut EasyPress 3](#) to iron designs onto shirts, bags, pillows, banners, shoes, hats, blankets, and much more.



## **New Children's Programming Kit - Cubetto Coding (ages 3-5)**



Cubetto is the friendly wooden robot that will teach children the basics of computer programming through adventure and hands on play. A coding language you can touch and manipulate like LEGO®. Each block is an action. Combine them to create programs. Place the blocks on the board to tell Cubetto where to go. Expand play time with world maps, educational story book and challenges that take children on epic coding adventures.

[Click here to book now!](#)



## Annual Report Statistics

The document with information explaining which statistics to collect for your library's annual report has been updated. You can locate the document here, and all of the new changes have been highlighted for your review.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Parkland Summer Event

**July 16**

**11am - 2pm**

Join us for [Lacombe Days](#) this weekend at Parkland Regional Library System Headquarters for free smokies, a magic show, face painting, virtual reality experience, and free library cards!

### Advocacy: Whose Role is it Anyway

**September 19, 22, 26**

**10am - 1:00pm**

Parkland invites library staff and trustees to take part in a half-day, in person, learning session on Advocacy. This session will

outline the role of library boards in doing advocacy, why advocacy is so important, and how libraries can create an advocacy plan for success.

- **September 19** at the Olds Library
- **September 22** at the Parkland HQ in Lacombe
- **September 26** at the Lougheed Library

Each session will take place from 10am - 1pm with lunch provided by Parkland. [Use this link to register.](#)

## Sustainable Thinking for the Future of Libraries

**July 20 12:00pm**

[Register here](#) to learn how libraries can lead into the future using 'sustainable thinking' to fulfill our mission as libraries in new and innovative ways.

'Sustainable Thinking' is a concept that aligns the core values of libraries with the 'Triple Bottom Line' definition of sustainability. This consists of practices that are environmentally sound, economically feasible, and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change, and a sustainable future.

## 2022 Stronger Together Virtual Conference

**October 6 & 7**

The Stronger Together planning committee is pleased to announce the keynote speakers for the upcoming 2-day virtual conference including Hamza Khan, Cicely Lewis, Dr. Debbie Reese, and Dr. Phil McRae.

Conference [registration](#) opens Monday, August 8 and is free for all attendees. Join library colleagues from The Alberta Library, Peace Library System, Parkland Regional Library System, and Yellowhead Regional Library as we become Stronger Together!