

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
FEBRUARY 18, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, January 21, 2021

D. DELEGATION

- 1) Wade's House Moving

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update

F. REQUESTS FOR DECISION

1) **Finance & Administration**

- a) 4th Quarter Yearend
- b) 2021 Capital Budget

2) **Council & Legislation**

- a) Wastewater Consultant
- b) 2021 Census
- c) Minister's Awards for Municipal Excellence
- d) Reserves, Parks & Pathways Bylaw
- e) Off-Highway Vehicle Bylaw
- f) Community Pier Policy

G. REPORTS

1) **Council Reports**

- a) Mayor Dufresne
- b) Deputy Mayor Zacharias
- c) Councillor Tirpak

2) **Committee Reports**

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
- b) Joint Services Committee
 - January 2021 Minutes

3) Correspondence

- a) Advanced Ambulatory Care

4) Upcoming Meetings

- a) Next Council Meeting – March 18, 2021

H. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
January 21, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held January 21, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

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

CALL TO ORDER The Meeting was called to order at 9:03 a.m. by Mayor Dufresne.

AGENDA APPROVAL

BCC-21-001 MOVED by Councillor Tirpak that the agenda be adopted as amended:

E.2.G. Off-highway Vehicles

CARRIED

CONFIRMATION OF MINUTES

BCC-21-002 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on December 17, 2020, be approved as presented.

CARRIED

INFORMATION ITEMS:

- 1) Accounts Payable Report
- 2) Development Report
- 3) Emergency Services Dispatch Support
- 4) Subdivision Authority

BCC-21-003 MOVED by Deputy Mayor Zacharias that the information items be accepted as information.

CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

BCC-21-004 Lacombe County Grant Funding
MOVED by Councillor Tirpak that Council carry the unused 2020 funding forward for a community event in 2021.

CARRIED

COUNCIL & LEGISLATION

BCC-21-005 2021 Election
MOVED by Deputy Mayor Zacharias that Council approve the following dates for the 2021 Election:

Nomination Day:	Saturday, June 5 th , 2021 from 10 a.m. – 12 p.m.
Advanced Poll:	Saturday, June 26 th , 2021 from 10 a.m. – 2 p.m.
Election Day:	Saturday, July 3 rd , 2021 from 10 a.m. – 7 p.m.

CARRIED

Summer Village of Birchcliff
Regular Meeting Minutes
January 21, 2021

C-1

- BCC-21-006

MOVED by Councillor Tirpak that Council allow for voting by special ballots for the 2021 Election.

CARRIED
- BCC-21-007

MOVED by Deputy Mayor Zacharias that Council appoint Teri Musseau as Returning Officer and Trudy Dubeau as Substitute Returning Officer for the 2021 Election.

CARRIED
- Bylaw #223-20

BCC-21-008

Sylvan Lake Intermunicipal Development Plan

MOVED by Deputy Mayor Zacharias that Council provide 3rd and final reading to the Sylvan Lake Intermunicipal Development Plan Bylaw.

CARRIED
- BCC-21-009

IT Update Recommendation

MOVED by Councillor Tirpak that Council approve the use of the IT Reserve to purchase a new server, and Administration to do additional research on required equipment.

CARRIED
- BCC-21-010

Community Pier Policy

MOVED by Deputy Mayor Zacharias that Administration amend the Community Pier Policy as directed and bring back to the next meeting.

CARRIED
- Council recessed at 10:33 a.m.

Council reconvened at 10:42
- BCC-21-011

Gated Community Policy

MOVED by Deputy Mayor Zacharias that Council adopt the Gated Community Policy as amended.

CARRIED
- Bylaw #229-21

BCC-21-012

Use of Reserve, Parks & Pathways Bylaw

MOVED by Frank Tirpak that Council give 1st reading to the Use of Reserve, Parks & Pathways Bylaw #229-21 as amended.

CARRIED
- Bylaw #230-21

BCC-21-013

Off-Highway Vehicles

MOVED by Deputy Mayor Zacharias that Council give 1st reading to the Off-Highway Vehicle Bylaw #230-21 as amended.

CARRIED
- PUBLIC WORKS
- BCC-21-014

Bench Policy

MOVED by Councillor Tirpak that Council adopt the Memorial Bench Policy as amended.

CARRIED
- BCC-21-015

Snow Removal Policy

MOVED by Deputy Mayor Zacharias that Council adopt the Snow Removal Policy as amended.

CARRIED

PALNNING & DEVELOPMENT

BCC-21-016 Superior Safety Codes Contract Renewal
MOVED by Councillor Tirpak that Council renew their contract with Superior Safety Codes for another 3-years.
CARRIED

BCC-21-016 Tree Trimming Request
MOVED by Deputy Mayor Zacharias that Council deny the request for the trimming of trees on Municipal Lands along Birchcliff Road for removal of the dwelling currently at 83 Birchcliff Road.
CARRIED

Kara Kashuba left the meeting at 1:16 p.m.

COUNCIL REPORTS

BCC-21-017 MOVED by Councillor Tirpak to accept the following reports as information:

- Mayor Dufresne
- Joint Services Committee Human Resources Sub-Committee
 - Joint Services Committee
 - Newsletter
- Deputy Mayor Zacharias
-
- Councillor Tirpak
- No reports

Committee Reports

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

Correspondence

- Parkland Regional Library Board
- CARRIED

NEXT MEETING

BCC-21-018 MOVED by Mayor Dufresne that the next meeting of Council be held February 18, 2021, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-21-019 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:35 p.m.

MAYOR DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff

February 18, 2021

Finance & Administration

Request for Decision

Agenda Item: *Delegation – Wade’s House Moving*

Background:

Wade Kerner and Amanda Robinson from Wade’s House Moving will be in attendance to discuss tree trimming/removal along Birchcliff Road to allow for the removal of a house. to relocate the dwelling from the property of 83 Birchcliff Road (Lot 4&5, Block 3, Plan 4486AX) out of the village.

Options for Consideration:

1. That Council approve the trimming of the trees along Birchcliff Road to allow Wade’s Home Moving to remove the dwelling from the property.
2. That Council deny the request of the trimming of the trees along Birchcliff Road.

Administrative Recommendations:

- 1) Council to discuss and provide direction to Administration.

Authorities:

Land Use Bylaw #170/13.

Municipal Development Plan 2013

From: [REDACTED]
Sent: January 22, 2021 4:24 PM
To: Kara Kashuba <kkashuba@sylvansummervillages.ca>
Subject: RE: Demo permit

D-1

Hello Kara,

Thank you for the clarification, but we need to reassess this and go back to Council with a revised tree plan. There was a misunderstanding between myself and Wade regarding the amount of trees that will need to be trimmed back or removed. The amount of tree removal is significantly less than originally submit for. I thought that it was all the trees along the northside of Birchcliff Road to RR14, however, the only trees that will need to be trimmed back are the ones on the North side that are across from a few of the power poles. The majority of the small, young saplings will not be affected either, as we are able to lift the house with hydraulic dollies to avoid them.

As a recycling company, we do understand the importance of making green decisions and having a minimal impact on the environment. We have done numerous jobs in both Provincial and National parks, and are well versed in creating as minimal an impact as possible. All the tree work will be completed by a certified arborist, the trimmings would be mulched and either left to fertilize or could be used by the Summer Village for future projects. As there is a huge ecologi
be willing to proceed with some tree removal.

As a company, we have over 6 decades of combined experience in structural moves and on average, we move around 200 buildings a year. We're a member of the Alberta Building Mover's Association as well as the International Association of Structural Movers. In keeping with the recycling goals of all house movers, we're asking that the Summer Village work with us on making green decisions and recycling a home, rather than sending it to the landfill. Demolishing

new home to replace it. It takes around 60 years for a Douglas Fir tree to grow mature enough to be harvested for lumber.

Wade would like to meet with a rep from the Summer Village next week to review what trees will be affected by the house move. He will be able to explain the process of how we move the house and avoid damage. As house moving isn't a common industry, we find that sometimes the process isn't fully understood, which can cause concern for damages when there really isn't anything to worry about. Wade is a 2nd generation house mover and has over 30 years of experience in the house moving industry and would be able to answer any questions the Village may have.

With the information above, can you please arrange for a village rep to meet and go over the plan for tree trimming with Wade?

Thank you very much and have a great weekend!

Amanda Robinson
Sales & Logistics Coordination

Wade's House Moving

6239 65th Street, Taber, Alberta
Phone: 403-223-1885
www.wadeshousemoving.com



Kara Kashuba

From: permits@wadeshousemoving.com
Sent: February 1, 2021 3:46 PM
To: Kara Kashuba
Subject: RE: Demo permit
Attachments: 20210201163300.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Kara,

Thank you to both yourself and Chris for taking the time to meet with Wade on Thursday. Per your meeting, I've attached pictures of each area of concern with notes from Wade.

Below is some other information that is relevant to the move as well:

- All tree trimming/cutting will be done by a certified arborist. Wade will meet with the arborist in advance to review areas of work. If you would like, I can let you know the date of the meeting so that someone from the Summer Village can be present. Alternatively, we can also flag the affected trees.
- The majority of the tree work will take place near the power poles. The arborist will also be trimming dead fall and some branches that overhang the roadway
- Wade's House Moving will provide letters to the home owners along the affected area of Birchcliff Road to advise them of our route, date and time of move
- We will be escorted from origin by the power companies to ensure that we are maintaining adequate clearance to their power structures
- All traffic signs from 83 Birchcliff Road to Range Road 14 will need to be removed for the structure to fit through. Wade's can arrange this with a 3rd party contractor so the signs are removed and replaced as the house travels.

Please let me know if I can provide you with any further information. Really needing an approval on this as we have a client with a basement in the ground, so I'm hoping that the meeting and provided information will ensure an approval.

If we need to have a rep come to the meeting with Council, we can arrange for that as well.

Thank you, have a wonderful afternoon!

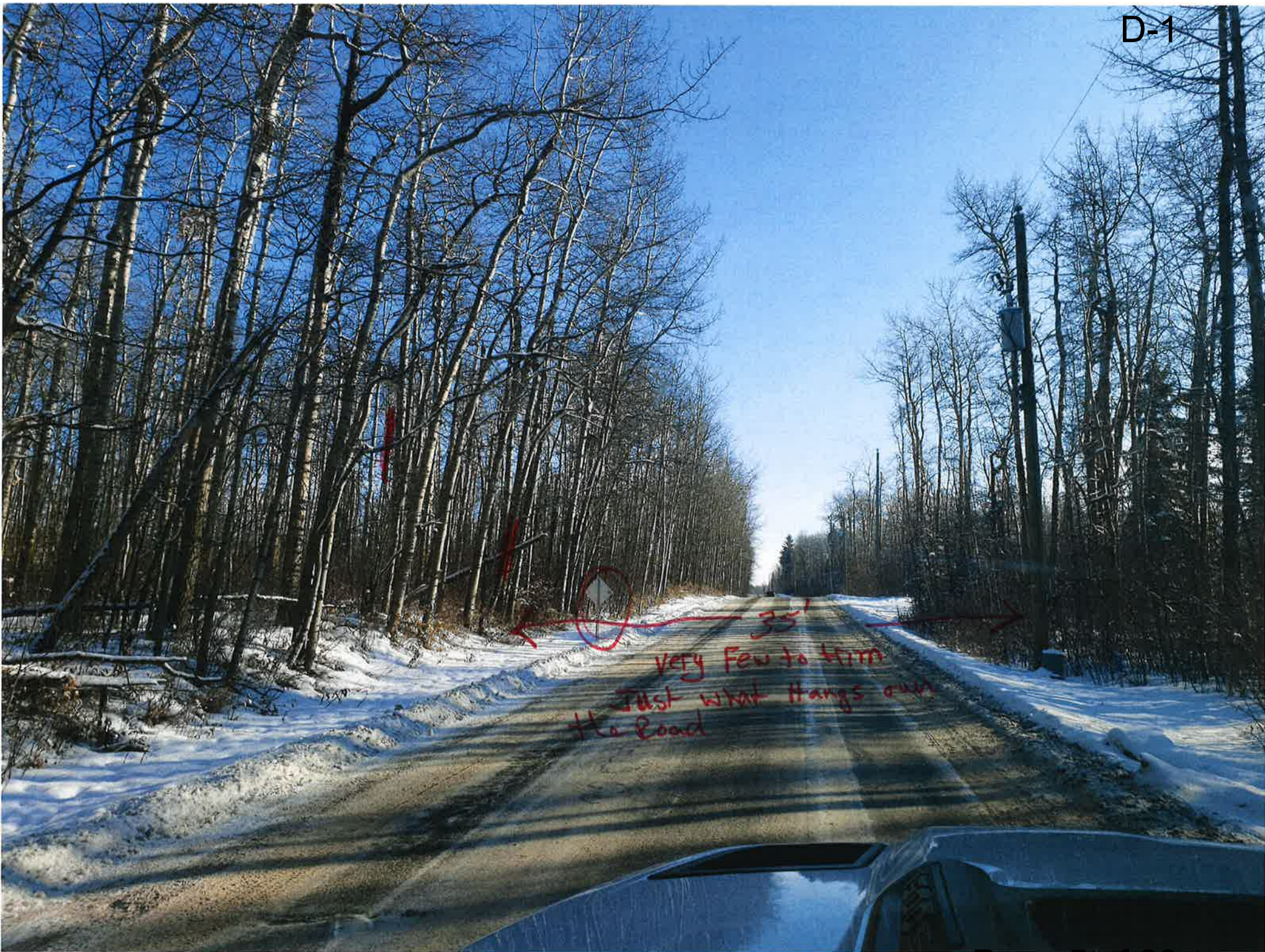


Amanda Robinson
 Sales & Logistics Coordination

Wade's House Moving
 6239 65th Street, Taber, Alberta
 Phone: 403-223-1885
www.wadeshousemoving.com

From: Kara Kashuba <kkashuba@sylvansummervillages.ca>
Sent: January 27, 2021 2:57 PM









Can't see that have fell down
sticking out towards road

Some trimming on North side of
Road Here.



Few lower branches -

signs to be moved -

D-1





D-1



D-1





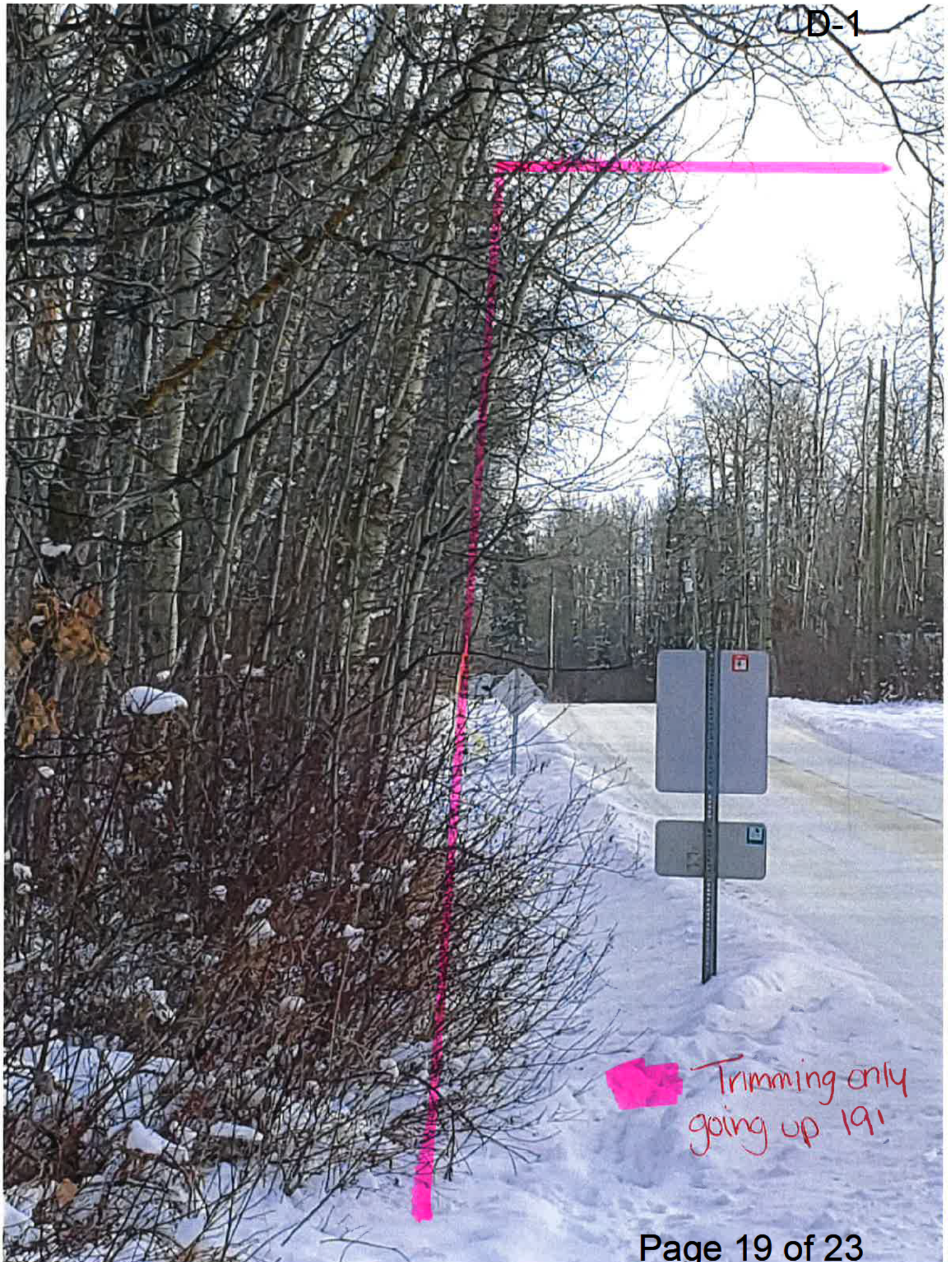
D-1

 To be removed

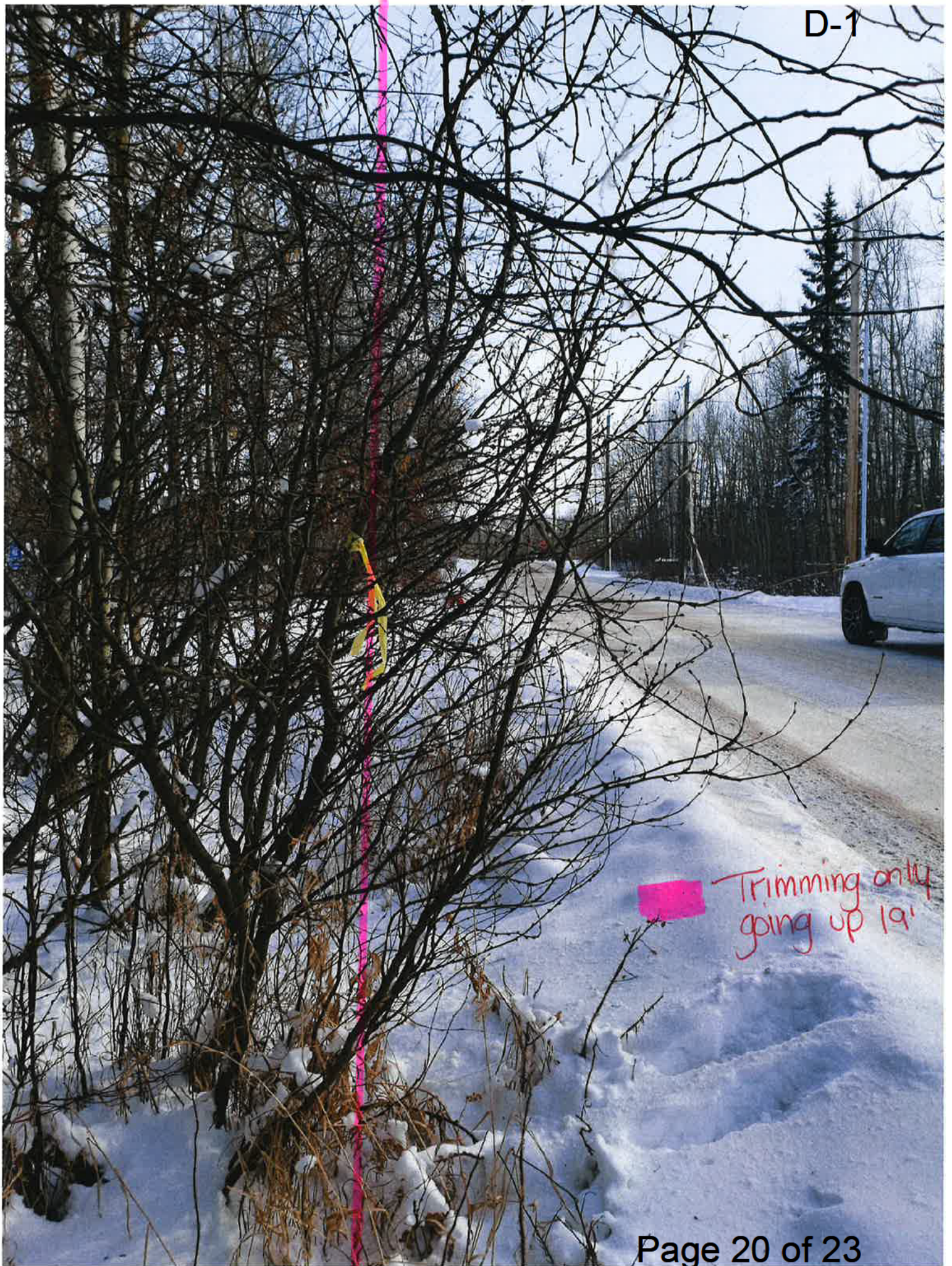


Trimming only
going 19' up.





D-1



D-1

Trimming only
going up 19'



Trimming only
Going up 191



Cutting off the
over hanging
dead fall

Summer Village of Birchcliff**Administration and Finance****Council Date: February 18, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 43,087.29

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

- | | |
|----------------------------------|--------------|
| 1. SL Regional Wastewater Comm | \$ 6,889.37 |
| a. Wastewater Services-Dec 2020 | |
| 2. Summer Village of Norglenwold | \$ 17,170.90 |
| a. Dec 2020 Monthly Shared Costs | |
| 3. Summer Village of Norglenwold | \$ 11,482.63 |
| a. Jan 2021 Monthly Shared Costs | |

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.

Report Date
2021-02-17 2:52 PM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-01-31
Batch: 2021-00005 to 2021-00018

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
873	2021-01-31	Assoc of Summer Villages ASVAMEM2021	ASVA Membership	975.00	975.00
874	2021-01-31	Alberta Urban Municipalities 20210029	AUMA Membership	893.87	893.87
875	2021-01-31	Parkland Regional Library 210029	First Quarter	262.59	262.59
876	2021-01-31	SL Regional Wastewater Comm 1407	Wastewater Services-Dec 2020	6,889.37	6,889.37
877	2021-01-31	Tar-ific Construction Ltd 057461	DEC 2020 Deliver Fill	283.50	283.50
878	2021-01-31	Taxervice 2371138 2371137	Tax Changes Tax Changes	300.30 300.30	600.60
879	2021-01-31	Wild Rose Assessment Service 8098	Assessment Fees Jan 1-Mar 31	2,021.25	2,021.25
880	2021-01-31	Town of Sylvan Lake IVC107891	Fire Dispatch Fees	304.20	304.20
881	2021-02-08	Canada Revenue Agency 2019 PIER	PIER 2019 Owing	132.19	132.19
EFT:					
168	2021-01-15	Summer Villages of Norglenwold 2020-00195	Dec 2020 Monthly Shared Costs	17,170.90	17,170.90
169	2021-01-29	WSP Canada Inc 0974072	Project Pathway	1,155.00	1,155.00
170	2021-02-08	Al's Bobcat & Trucking 17737	Sanding Jan 4 to 11th	698.25	698.25
171	2021-02-08	Summer Villages of Norglenwold 2021-00017	RARB Mem., Weigh Scale, Letter	217.94	217.94
172	2021-02-17	Summer Villages of Norglenwold 2021-00031	Jan 2021 Monthly Shared Costs	11,482.63	11,482.63
				Total for MAIN:	43,087.29

Report Date
2021-02-17 2:52 PM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-01-31
Batch: 2021-00005 to 2021-00018

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This January 31, 2021

Mayor

Administrator

Summer Village of Birchcliff

February 18, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 56 development permits issued in the Summer Villages (21 in Birchcliff, 2 in Half Moon Bay, 8 in Jarvis Bay, 15 in Norglenwold, and 10 in Sunbreaker Cove).

Current Developments:

1. 13 Sunnyside Cabin <i>(Deck must be completed by April 15th, 2021)</i>	Cabin Renovation	Issued in 2016
2. 110 Birchcliff Road <i>(Require AB site plan & site inspection)</i>	Attached Garage	Issued in 2018
3. 145 Birchcliff Road <i>(Landscaping incomplete)</i>	Demo & Dwelling	Issued in 2018
4. 381 Birchcliff Road	Demo & Dwelling	Issued in 2018
5. 570 Birch Way	Dwelling	Issued in 2018
6. 41 Birchcliff Road	Sport Court	Issued in 2019
7. 127 Birchcliff Road	Demolition	Issued in 2019
8. 109 Birchcliff Road	Garage & Screened Porch	Issued in 2019
9. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
10. 129 Birchcliff Road	Demolition	Issued in 2019
11. 337 Birchcliff Road	Demolition	Issued in 2019
12. 349 Birchcliff Road	Retaining Wall	Issued in 2019
13. 337 Birchcliff Road	Dwell., Gar., & Guest House	Issued in 2019
14. 183 Birchcliff Road	Retaining Wall	Issued in 2020
15. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
16. 137 Birchcliff Road	Driveway	Issued in 2020
17. 21A Sunnyside Cabin	Deck	Issued in 2020
18. 93 Birchcliff Road	Deck Addition	Issued in 2020
19. 87 Birchcliff Road	Dwelling	Issued in 2020
20. 141 Birchcliff Road	Driveway	Issued in 2020
21. 71 Birchcliff Road	Demolition	Issued in 2020

441 Birchcliff Road (Access Agreement) – Agreement signed. All Access Agreements have now been signed.

DLO – Land Stabilization (409,411,413 BC Road) – DLO is now approved.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 4th Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to December 31, 2020
 - The MOST funding grant of \$16,847 was moved into Other Revenue to offset the following Pandemic expenditures:
 - 2020 Covid line of \$12,000 (not a qualifying cost)
 - Office supplies \$714.48
 - IT expenses \$1,774.59
 - Work from home CAO \$623.06
 - Cleaning costs \$404.84
 - Covid barriers \$142.64
 - Computer hardware/software \$1,264.06
- ASFF Report to December 31, 2020
 - Due to the late approval of the Provincial Order in Council, which sets the school mill rates for the year, the 2020 provincial education property tax requisitions were not released until June 15, 2020. Hence the March and June 2020 invoice amounts were based on the 2019 property tax requisitions. The invoices for September and December were adjusted to reflect Birchcliff's actual 2020 requisitions from March and June based on the new property tax requisitions. Due to the increase in 2020 school requisitions, we were only able to collect \$18,171.92 of the 2019 shortfall. \$5,514.67 remains uncollected.
- Capital Projects Report to December 31, 2020
 - The \$100,000 Capital Drainage Project was successful in receiving 2 of the following grants:
 - FGTF deposited \$34,914
 - MSP deposited \$18,908

The remainder of the \$48,613.93 will be covered by the original \$150,000 that Council had transferred to Road Reserves in May for this project. A motion from Council is required for this transfer from Road Reserves to the Drainage Project.

The PIER Pilot program ran over budget by \$3,022.50.

For the Pathway we ended up getting our 2020 MSI allocation of \$138,914 deposited in July, so that Combined with the \$141,000 budgeted Pathway (\$283,630.27) we didn't need to use the Pathway Reserve funding for any 2020 spending.

Going into 2021, we have \$70,195.93 remaining in Deferred Revenue plus the 2021 MSI Allocation plus the entire Pathway Reserve of \$159,000 for Phase 2 of the Pathway Project.

Balances at December 31, 2020

- ATB Bank Account \$781,615.81

Council Expenses December 31, 2020

- Roger Dufresne - \$700.00
- Ann Zacharias - \$100.00
- Frank Tirpak - \$100.00

Reserves and Deferred Accounts at December 31, 2020

- | | |
|------------------------------|------------|
| • Accumulated Surplus | 0.00 |
| • Completions Deposits | 49,000.00 |
| • Dock Share Account | 3,040.37 |
| • Deferred Revenue (Grants) | 70,734.93 |
| • JSC IT Reserve | 5,000.00 |
| • Reserves Roads | 238,970.12 |
| • Reserves Operating Sewer | 19,360.73 |
| • Reserves Wastewater | 93,913.05 |
| • Reserves General Operating | 4,501.95 |
| • Reserves Env/Open Spaces | 7,629.05 |
| • Reserves Pathway | 159,000.00 |
| • Reserves Fleet Replacement | 0.00 |
-
- Unpaid Taxes as of Jan 21/21
 - 10 Properties - \$ 38,827.23 (5 are under \$550 and 2 will be sent to TAXervice for further collection due to going into 2nd year unpaid).

Administrative Recommendations:

That Council make motion to move \$48,613.93 from Road Reserves to the Drainage Project and also advise what Reserve Account to use for the \$3,022.50 Pier Pilot program costs.

That Council direct Administration further regarding the \$5,514.67 ASFF shortfall from the 2020 collection.

Authorities:

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

Report Date
2021-01-22 12:53 PM

**Summer Village of Birchcliff
Operating Budget**
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-110 - Taxes Residential	322,758.71	322,756.90	(1.81)
101-103-130 - DI - Designated Industrial	34.23	31.34	(2.89)
101-000-510 - Taxes Penalties Costs	4,800.00	8,091.02	3,291.02
112-000-410 - Sale of Service and S		850.00	850.00
112-000-540 - Interest Charges		286.34	286.34
112-000-550 - Return on Investments	13,500.00	6,880.86	(6,619.14)
112-000-570 - Other Revenue		17,792.31	17,792.31
112-000-740 - MSI-Operational	10,848.00	10,934.00	86.00
121-000-530 - Fines Provincial Coll	1,663.68	335.00	(1,328.68)
142-000-410 - Wastewater Useage Levy	80,504.40	80,277.85	(226.55)
142-000-412 - Reserve Transfer	11,000.00	11,000.00	
161-000-410 - Certificates Complian	55.46	800.00	744.54
161-000-510 - Inspection Fees	1,109.12	3,728.18	2,619.06
161-000-520 - Development Permits	5,227.25	3,240.00	(1,987.25)
161-000-590 - Encroachment Fees	99.82	120.00	20.18
Total Revenue:	451,600.67	467,123.80	15,523.13
Expenditures			
Council and Legislation			
211-101-150 - Mayors Remuneration	4,000.00	5,820.00	(1,820.00)
211-101-210 - M&S Mayor	1,168.00	752.09	415.91
211-102-150 - Deputy Mayor Remunera	4,000.00	2,600.00	1,400.00
211-102-210 - M&S Deputy	612.00	129.21	482.79
211-103-150 - Councilor Remuneratio	3,500.00	1,500.00	2,000.00
211-103-210 - M&S Councillor	510.00	41.30	468.70
211-201-212 - R&C ASVA	408.00		408.00
211-202-212 - R&M AUMA	816.00		816.00
211-203-212 - Council Education Opportunities	450.00		450.00
211-301-220 - Mem AUMA	918.00	933.22	(15.22)
211-302-220 - Mem ASVA	918.00	975.00	(57.00)
211-303-220 - Mem FCM	100.00	102.29	(2.29)
211-304-220 - Mem Mayors and Reeves	100.00		100.00
Total Council and Legislation:	17,500.00	12,853.11	4,646.89
Administration			
212-100-110 - Salaries	114,722.57	111,355.15	3,367.42
212-100-130 - Training	2,702.43	2,867.00	(164.57)
212-100-140 - Benefits	5,185.74	3,524.66	1,661.08
212-100-210 - Travel & Subsistence	2,903.24	93.37	2,809.87
212-100-211 - WCB	1,303.74	2,419.00	(1,115.26)
212-100-266 - PW Fleet	1,825.97	1,438.18	387.79
212-200-215 - Postage/Freight/Couri	2,085.98	1,990.23	95.75
212-200-500 - Printing Costs	2,085.98	1,048.30	1,037.68
212-200-510 - Office Supplies	2,451.18	2,132.02	319.16
212-300-217 - Phone/Fax/Internet	2,129.64	1,570.77	558.87
212-300-240 - Computer Software/Mtn	1,564.49	1,890.55	(326.06)
212-300-242 - IT Equipment	834.39	2,231.09	(1,396.70)
212-300-250 - Facility Improvements	834.39	761.95	72.44
212-300-255 - Facility Maintenance	1,381.96	1,561.86	(179.90)
212-300-263 - Condominium Costs	1,095.14	904.29	190.85
212-300-265 - Equipment Maintenance	443.27		443.27

Report Date
2021-01-22 12:53 PM

**Summer Village of Birchcliff
Operating Budget**
For the Period Ending December 31, 2020

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	860.47	801.57	58.90
212-300-500 - Development Contingency	3,043.28	2,960.40	82.88
212-300-510 - Admin Contingency	2,556.35	2,571.66	(15.31)
212-300-515 - Fleet Replacement Reserve	973.85		973.85
212-300-540 - Utilities	1,095.14	1,670.53	(575.39)
212-400-220 - Election Expenses/Mee	2,000.00	4,161.14	(2,161.14)
212-400-221 - Bank Charges	5,100.00	4,032.50	1,067.50
212-400-222 - Advertising	735.42	61.38	674.04
212-400-230 - Legal Fees	2,101.20	11,307.61	(9,206.41)
212-400-231 - Audit Fees	7,000.00	6,044.68	955.32
212-400-232 - Assessment Fees	8,300.00	8,100.00	200.00
212-400-233 - Accounting Software	1,838.60	1,481.60	357.00
212-400-275 - Municipal Insurance	3,677.10	2,685.14	991.96
212-400-910 - Tax Changes	525.30		525.30
212-400-920 - Covid 19 Reduction	(12,000.00)		(12,000.00)
212-402-220 - Donations to other Or	1,575.90	1,575.00	0.90
Total Administration:	172,932.72	183,241.63	(10,308.91)
Protective Services			
223-000-200 - Contract Fire Services	13,269.84	13,269.84	
224-000-200 - Emergency Management	3,060.00	2,500.00	560.00
225-000-200 - Policing Costs	7,970.00		7,970.00
226-000-200 - Enforcement	26,865.53	20,027.74	6,837.79
Total Protective Services:	51,165.37	35,797.58	15,367.79
Public Works			
232-000-200 - Green Space Program	13,000.00	13,202.85	(202.85)
232-000-250 - Road Maintenance	16,000.00	11,990.00	4,010.00
232-000-255 - Plowing Program	21,638.00	24,868.50	(3,230.50)
232-000-265 - Sign Program	2,256.00	9,164.60	(6,908.60)
232-000-270 - Pathway Program	200.00	98.76	101.24
232-000-530 - Ditch & Culvert Progr	3,000.00	3,462.80	(462.80)
242-000-250 - SLR WasteWater Commis	8,486.29	4,163.03	4,323.26
242-000-251 - SLR Water Commission	2,000.00	1,166.48	833.52
242-000-255 - Maintenance Program	15,000.00	27,728.76	(12,728.76)
242-000-260 - Useage Fees	82,647.00	75,979.27	6,667.73
243-000-200 - Contracted Services - Solid Waste	13,000.00	8,656.00	4,344.00
243-000-255 - Landfill Costs	14,183.10	13,985.70	197.40
Total Public Works:	191,410.39	194,466.75	(3,056.36)
Planning and Development			
261-000-210 - MPC Costs	2,521.44	400.00	2,121.44
261-000-215 - SDAB Costs	1,050.60	475.90	574.70
261-000-250 - IDP (RDC & TSL, LC)	8,160.00	449.89	7,710.11
Total Planning and Development:	11,732.04	1,325.79	10,406.25
Recreation			
274-000-150 - FCSS Matching Funding	2,104.80	2,104.80	
274-000-200 - Buoy Program	3,500.00	4,046.00	(546.00)
275-000-850 - Parkland Regional Lib	1,000.35	1,000.35	
Total Recreation:	6,605.15	7,151.15	(546.00)

Report Date
2021-01-22 12:53 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending December 31, 2020

Page 3

	Budget	Year to Date	Budget Remain
Environment			
243-102-150 - Red Deer River Waters	255.00	255.00	
Total Environment:	255.00	255.00	0.00
Total Expenditures:	451,600.67	435,091.01	16,509.66
Surplus / Deficit	0.00	32,032.79	32,032.79

Report Date
2021-01-22 9:11 AM

Summer Village of Birchcliff
ASFF Budget Report
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	467,345.08	467,345.08	
101-100-130 - ASFF-Non-Residential	6,590.72	6,585.44	(5.28)
101-103-130 - DI - Designated Industrial	34.23	31.34	(2.89)
Total Revenue:	473,970.03	473,961.86	(8.17)
Expenditures			
201-100-130 - ASFF-Residential	467,345.08	448,902.16	18,442.92
201-101-130 - ASFF-Non-Residential	6,590.72	6,887.78	(297.06)
201-300-130 - DI - Designated Industrial	34.23		34.23
Total Expenditures:	473,970.03	455,789.94	18,180.09
Surplus / Deficit	0.00	18,171.92	18,171.92

Report Date
2021-01-22 9:08 AM

Summer Village of Birchcliff
Capital Projects Budget
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-193-840 - Project Reserves-Tree Planting	15,000.00	4,675.00	(10,325.00)
197-196-840 - Project MSI-Walking Path Construction	141,000.00	213,434.34	72,434.34
197-197-840 - Project Reserves-Pathway Construction	159,000.00		(159,000.00)
197-198-840 - Project Reserves-Garbage Cans	6,000.00	6,354.88	354.88
197-199-840 - Project Reserves-PIER Program	5,000.00	5,000.00	
197-200-840 - Project Res/FGTF/MSP-Drainage	100,000.00	53,822.00	(46,178.00)
Total Revenue:	426,000.00	283,286.22	(142,713.78)
Expenditures			
297-193-840 - Project-Tree Planting	15,000.00	4,675.00	10,325.00
297-196-840 - Project-Pathway Construction	300,000.00	213,434.34	86,565.66
297-198-840 - Project - Garbage Cans	6,000.00	6,354.88	(354.88)
297-199-840 - Project - PIER Program	5,000.00	8,022.50	(3,022.50)
297-200-840 - Project-Drainage	100,000.00	102,435.93	(2,435.93)
Total Expenditures:	426,000.00	334,922.65	91,077.35
Surplus / Deficit	0.00	(51,636.43)	(51,636.43)



Council Expense Claim Form

NAME: Roger Dufresne

POSITION: Mayor

MONTH ENDING: December-2020

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
12/2/20	SLMC	3	Mayor	\$ 100.00
12/3/20	Joint Services Committee	3	Mayor	\$ 100.00
12/7/20	Sylvan Lake Regional Wastewatre Commission	2.5	Mayor	\$ 100.00
12/8/20	Central Regional Mayors Caucus	2	Mayor	\$ 100.00
12/11/20	IDP Steering	25	Mayor	\$ 100.00
11/21/20	IDP Public Hearing	3	Mayor	\$ 100.00
12/17/20	Regular Council	3.6	Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 700.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/2/20	SLMC		\$0.59	\$ 0.00
12/3/20	Joint Services Committee		\$0.59	\$ 0.00
12/7/20	Sylvan Lake Regional Wastewatre Commission		\$0.59	\$ 0.00
12/8/20	Central Regional Mayors Caucus		\$0.59	\$ 0.00
12/11/20	IDP Steering		\$0.59	\$ 0.00
11/21/20	IDP Public Hearing		\$0.59	\$ 0.00
12/17/20	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 700.00



Council Expense Claim Form

NAME: Ann Zacharias

POSITION: Deputy Mayor

MONTH ENDING: December-2020

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
12/17/20	Regular Council	3.5	Deputy Mayor	\$ 100.00
			Title	\$ 0.00
			Title	\$ 0.00
			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
				\$ 100.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/17/20	Regular Council		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 100.00

Page 11 of 11

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Attached is the proposed capital project budget for 2021.

Options for Consideration:

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2021 Capital Budget.

Administrative Recommendations:

1) That Council approve a 2021 Capital Budget.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

	Capital Projects	Total Anticipated 5 years	Total 2021 Budget
Expenses Anticipated			
	Pathway Phase 2 -Updated #'s Coming for Council Meeting		
	Pavement Overlay		240000.00
	Open Space Review		
	MDP Review		
	Drainage Project Completion		15,000.00
<i>Total Expenses</i>		\$	255,000.00
Funding Anticipated			
	Reserves - Pathway Phase 2	\$ 159,000.00	
	MSI - Pathway Funding Remaining	\$ 70,195.93	
	MSI 2021 Available	\$ 131,984.00	
	Reserves - Open Space Review		
	Reserves - MDP Review		
	Reserves - Drainage Completion	\$ 15,000.00	
<i>Total Grants</i>		\$	376,179.93
Amount Required from Taxation		-\$	121,179.93
	2021 Pavement Overlay BC Rd to Brch Way	\$ 240,000.00	
	2022		
	2023		
	2024 Pavement overlay BC Rd West	\$65,000 - \$240,000	

Summer Village of Birchcliff

February 18, 2021

Council and Legislation

Request for Decision

Agenda Item: *Wastewater Consultant*

Background:

Administration received a proposal from Michael Wuetherick of Racin Management Consulting Inc., to provide consulting services regarding wastewater operations for all 5 summer villages. The proposal provides options for engineering and operations support, assisting in the management of the existing and future wastewater lines, and technical advising for matter that come out of the Sylvan Lake Regional Wastewater Commission.

Michael Wuetherick has proven to be a very useful asset to Administration with matters pertaining to the Sylvan Lake Regional Wastewater Commission and the Sunbreaker Cove municipal wastewater line.

This item was discussed at the January 26, 2021, Joint Services Committee meeting and the members were in support of the proposal recommending Administration to bring the proposal to each Council for consideration.

Options for Consideration:

1. That Council support the proposal received from Racin Management Consulting as presented.
2. Council accepts as information.

Administrative Recommendations:

That Council support the proposal received from Racin Management Consulting as presented



Racin Management Consulting Inc.

Site 1 RR 1 Box 71 Bentley, Alberta T0C 0J0

Summer Villages of Sylvan Lake

8, 14 Thevenaz Industrial Trail
Sylvan Lake, Alberta T4S 2J5

January 22nd, 2021

Attention: **Roger Dufresne, Chair, Joint Services Committee**
 Tanner Evans, Chief Administrative Officer

Re: **Proposal for Provision of Consulting Services for Wastewater Operations**

Dear Roger and Tanner,

In response to your request for a proposal to provide consulting services in regards to the Wastewater operations for all five villages, please find attached my proposal outlining the services offered for consideration by the members of the Joint Services Committee.

The proposal includes options to provide services to the JSC as a whole in regards to the Sylvan Lake Regional Wastewater Commission ("SLRWWC"), and additional engineering and operations support as may be directed to assist the Summer Village Public Works department in managing the existing and future Village wastewater collection systems.

I would be pleased to discuss any component of the proposal at your convenience. If you have any questions, please give me a call at (403)863-4245, or via email at mwuetherick@gmail.com.

Sincerely,

Racin Management Consulting Inc.

A handwritten signature in blue ink, appearing to read 'M. Wuetherick', with a long horizontal stroke extending to the right.

Michael Wuetherick, P.Eng.
President & CEO

Racin Management Consulting Inc. – Consulting Services Proposal

1.0 Proposed Services

The proponent provides the following overview of the services available, to be agreed upon by the JSC and/or SV Administration, on an as needed basis.

1. Support of SLRWWC Directors with Governance and Operations

- a) Assessment of the annual Commission budget including forecasts of volume, operating costs, capital budget plans and adequacy of reserves.
- b) Verify rate model used by Commission and ensure compliance with the approved business plan.
- c) Review of annual operating costs of the Commission, and provide any insight into improving operating efficiency or elevating level of service.
- d) Review of compliance with SLRWWC bylaws and reporting requirements.
- e) Recommendations to directors regarding potential strategic direction of the Commission involving the Villages.
- f) Attend all SLRWWC board and technical committee meetings as directed.

2. Engineering and Operations Support of Village Collection Systems

- a) Provide operations and engineering support to public works staff in developing annual operating and capital budgets for each community.
- b) Assist Administration in preparing RFQ's as needed to supply operations and maintenance services within the Villages.
- c) Assist in developing standard operating procedures and ensure municipal compliance with Code of Practice requirements, including annual reporting as may be required.
- d) Develop Asset Management Plans with Administration to forecast long-term capital replacement reserve requirements.
- e) Assist Administration in obtaining other professional services that may be required (i.e. Contract Operators, engineering support, trades and other contractors as needed.)
- f) Provide technical consulting and project management oversight on repairs, extensions or construction of new projects. This includes assistance in preparing and reviewing Tenders generated by engineering contracts, and recommendations to council regarding tender awards.

I also have developed an extensive network of engineers, trades, contractors and certified operators that can be called upon as required in support of the individual needs of the Villages.

3. Cost of Services

Racin's current hourly rate is \$125 per hour plus GST, plus disbursements and compensation for mileage at the current rate as published by CRA (Currently \$0.59/km). For attendance at SLRWWC meetings, the proposed fee of \$50 per hour of meeting time plus mileage if required. Annual costs are forecast based on the time needed to prepare prior year's reviews provided to the JSC.

SLRWWC Related Services	Rate (\$/hr)	Estimated Hours	Annual Cost
Consulting & Advisory Services	\$125.00	15	\$1,875.00
SLRWWC Meetings	\$50.00	16	\$800.00
		Total Annual Estimate	\$2,675.00

For any additional services related to consulting services to individual municipalities, the proposed rate is \$125.00 per hour plus mileage rates. Prior to commencing any project related work, the Proponent and SV Administration will prepare a mutually agreeable scope of work, from which Racin will provide an estimated cost prior to commencement of the work.

Relative to Sunbreaker Cove, I presently volunteer my services due to pecuniary interest requirements due to my relation to Mayor Teresa Beets. If and when the pecuniary interest issue is resolved, rates as proposed above will apply.

Key Personnel:

Michael Wuetherick, P.Eng



Michael is a former senior executive with extensive management experience in the upstream oil and gas sector in both private and public companies serving as President, CEO and CFO. With over 25 years' experience in engineering, operations, senior executive management roles and as a corporate director. Examples of Michael's business experience and capabilities relevant to this proposal include the following:

- Broad experience in formulating and managing long term business plans, financial modelling, strategic planning and implementing risk management strategies.
- Proven leadership ability in managing large and complex organizations ensuring financial and operating proficiency of the organization, maintaining emergency preparedness policies and compliance with internal and government reporting standards.
- Experienced in developing and managing internal financial controls, including interaction with external auditors, regulatory bodies and maintaining timely communications with all stakeholders and partners.
- Highly developed negotiation skills to ensure timely and cost effective business relationships with service providers, joint venture partners and external agencies.
- Extensive operations experience including design, construction and operations of facilities including pipelines, pumping stations, compressors stations, SCADA control centers, electrical generation, oil batteries and gas processing plants.
- Over 20 years of direct project engineering and management experience responsible for timely and cost effective execution of major capital programs of over \$100 million per year. Including oversight and management of large multi-disciplinary teams and 3rd party engineering and financial consultants.
- Strong interpersonal skills including extensive public speaking experience, development and management of the organization's communication strategy, and being the key contact point for all stakeholders.
- Experienced corporate director with solid understanding of corporate governance practices.

Relevant Municipal Management Experience

Project Technical Advisor – Summer Village of Sunbreaker Cove Alberta (2014-Current)

Michael is currently the Project Technical Advisor (Volunteer position) with regards to the design, construction and operation of a municipal wastewater gathering system to be constructed within the Summer Village of Sunbreaker Cove, scheduled to be completed in 2021. The municipal system will be constructed in conjunction with the proposed Northern Lateral extension of the Sylvan Lake Regional Wastewater Commission ("SLRWWC").

Working directly with the Summer Village Councilors, Michael has fulfilled the technical leadership role of the project including the following tasks:

- Development of a thorough communication strategy, including public presentations at community Annual General Meetings, and project open-houses with residents.
- Review of previous feasibility and engineering studies completed, and recommendation of a revised system design lowering installed capital cost requirements from \$6.4 mm to \$3.2 mm.
- Technical advisor overseeing detailed engineering design conducted by Stantec Engineering in 2016.
- Reviewed business plan prepared by Robert Jenkins & Associates required to support the Village's application for debenture financing.

Member of the Sylvan Lake Regional Wastewater Technical Committee (2017 – Current)

Michael was appointed by Sunbreaker council in 2017 as the community's representative on the SLRWWC Technical Committee. The Technical Committee is responsible for recommending to the board best practices in terms of system design, development and implementation of standard operating procedures, and accountability for ensuring the efficiency and reliability of the Commission's facilities.

The Technical Committee oversaw the design of the recent \$42 mm regional project connection to the City of Red Deer including selection of routing, review of detailed engineering design and cost estimates, development of tenders for construction and recommendation of selected contractors. Michael currently serves on the Technical Committee managing construction of the North Shore Lateral extension and Blissful Beach lift station.

Consultant, Robert Jenkins & Associates (2017)

Michael assisted in preparing updates to two municipal Water and Wastewater business plan models and rate studies in conjunction with Bob Jenkins.

- Business plan update for the Westlock Regional Water Services Commission. Project included a review of historical operating and accounting performance and determining forecast utility rates due to proposed expansion of the Commission facilities.
- Utility rate study for the Town of Bonnyville Water and Wastewater systems. Project included a review of historical operation and accounting performance and forecasting future utility rates for both systems. Working in conjunction with Stantec Engineering, the rate study incorporated the forecast capital costs for replacement and capital requirements based on Stantec's Asset Management Program for the Town's water utilities.

Chief Administrative Officer, South Red Deer Regional Wastewater Commission (July 1, 2018)

Appointed CAO of the South Red Deer Regional Wastewater Commission ("SRDRWC") effective July 1, 2018. The SRDRWC is a large scale regional wastewater collection system providing wastewater transportation from the Towns of Olds, Bowden, Innisfail and Penhold and also from Red Deer County and Mountain View County, with an annual operating budget of over \$8 million per year.

The SRDRWC system includes over \$150 million of capital assets including transmission lines, six lift stations, and odor management facility and a SCADA operations system transporting over 3.3 million m³ per year of wastewater to the City of Red Deer treatment plant.

Chief Administrative Officer, Mountain View Regional Waste Management Commission (September 1, 2018)

Appointed CAO of the Mountain View Regional Waste Management Commission ("MVRWMC") effective September 1, 2018. The MVRWMC provides solid waste management services to the Towns of Cremona, Carstairs, Didsbury, Olds, Sundre and Mountain View County. The Commission's employees 11 staff and has an annual budget of \$3.2 mm per year.

The MVRWMC system includes a Class II Landfill in Didsbury, Alberta plus two waste transfer stations in Water Valley and Sundre, and a total of 8 recycling centers throughout Mountain View County.

Summer Village of Birchcliff

February 18, 2021

Council and Legislation

Request for Decision

Agenda Item: *2021 Census*

Background:

Council received the attached letter from Statistics Canada providing information on the upcoming 2021 Census taking place in May 2021. They are asking all residents to complete the census as this will have a direct impact on gathering data needed to plan, develop and evaluate programs and services.

Options for Consideration:

1. That the Council of the Summer Village of Birchcliff supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca.
2. Council accept as information.

Administrative Recommendations:

1. That the Council of the Summer Village of Birchcliff supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca.

Authorities:

Statistics Canada

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca.

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby
Director General, Census Management Office
Statistics Canada / Government of Canada

Summer Village of Birchcliff

February 18, 2021

Council and Legislation

Request for Decision

Agenda Item: *Minister's Awards for Excellence*

Background:

Nominations are now being accepted for the 2021 Minister's Awards for Municipal Excellence which recognizes municipal government excellence and promotes the sharing of knowledge among municipalities.

For 2021, the program features new categories:

Partnership (open to all municipalities)

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

Building Economic Strength (open to all municipalities)

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

Service Delivery Innovation (Open to all municipalities)

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through the use of an alternate delivery approach.

Enhancing Community Safety (open to all municipalities)

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g. lighting, accessibility, traffic calming measures), and community services initiatives.

Smaller Municipalities (open to municipalities with populations less than 5,000)

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

The deadline for submissions is March 31, 2021.

Options for Consideration:

- 1) Council accept as information.
- 2) Council nominates a municipality for the Minister's Awards for Municipal Excellence.

Administrative Recommendations:

That Council discusses and provides direction to Administration.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**Deputy Government House Leader**MLA, Calgary-Hays*

AR104150

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 20th annual Minister's Awards for Municipal Excellence, which formally recognize excellence in local government practices and promotes knowledge-sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments across Alberta.

For the 2021 program, submissions will be accepted in the following categories:

Partnership (open to all municipalities)

Award will be given for a leading municipal practice involving regional co-operation. This could involve consultation, co-ordination, and co-operation with other municipalities, agencies, non-profit organizations, community groups, and other orders of government. Submissions may be joint or individual, and consideration will be given to partnerships with formal agreements that ensure continuing co-operation and shared benefits.

Building Economic Strength (open to all municipalities)

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

Service Delivery Innovation (open to all municipalities)

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through an alternate delivery approach.

Enhancing Community Safety (open to all municipalities)

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.

Smaller Municipalities (open to municipalities with populations less than 5,000)

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

.../2

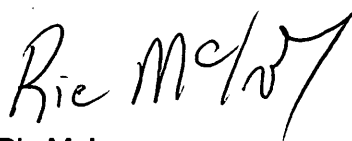
-2-

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal Excellence website at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is March 31, 2021.

Should you have any questions regarding this program, please contact the Municipal Excellence Team, at 780-427-2225 or municipalexcellence@gov.ab.ca.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver". The signature is fluid and cursive, with the first name "Ric" and last name "McIver" clearly distinguishable.

Ric McIver
Minister

Summer Village of Birchcliff

February 18, 2021

Request for Decision

Agenda Item: *Use of Reserves, Parks, and Pathways Bylaw*

Background:

Administration has made amendments to the proposed Use of Reserves, Parks, and Pathways for consideration. The bylaw was posted online, and we have asked for comments in the weekly email blast. This bylaw has received first reading.

Options for Consideration:

1. Council to give 2nd and 3rd reading to the Use of Reserves, Parks, and Pathways Bylaw.
2. Council to give 2nd reading and leave more time for comments before preceding to 3rd reading.

Authorities:

**SUMMER VILLAGE OF BIRCHCLIFF
USE OF RESERVES, PARKS AND PATHWAYS
BY-LAW 229-21**

WHEREAS the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2, Section 7 and 8 and amendments thereto, authorizes the Council of a municipality to pass bylaws pertaining to the protection of people, property, and transportation systems, and

WHEREAS within the corporate limits of the Summer Village of Birchcliff there are reserves, public parks, and pathways under the ownership, control, and management of the Summer Village of Birchcliff, and

WHEREAS it is deemed desirable and expedient to provide for the control and use of these reserves, parks, and pathways, and

WHEREAS the Alberta Traffic Safety Act, and amendments thereto, authorizes the Council of a municipality, with respect to highways under its direction, to control, manage and pass bylaws authorizing persons to operate vehicles on any portion of such highways, and

WHEREAS the Council of the Summer Village of Birchcliff considers it desirable and expedient to do so.

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

TITLE

1. This Bylaw may be referred to as the “Use of Reserves, Parks and Pathways Bylaw”

PURPOSE

2. The Summer Village of Birchcliff wishes to preserve the integrity of its Municipal Reserves, parks, and pathways for the future. The purpose of this bylaw is as follows:
 - (a) To set forth the objectives of the Village Municipal Reserves, Parks, and Pathways
 - (b) To set forth restrictions on Village Municipal Reserves, Parks, and Pathways
 - (c) To outline action which may be taken in cases of contravention of the Municipal Reserve, Parks, and Pathways bylaw

DEFINITIONS

3. In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) **“All-Terrain Vehicle”** includes a motorized recreational vehicle commonly known as a quad or side by side and is included in the term “off highway vehicle”.
 - (b) **“Council”** means the Council of the Summer Village of Birchcliff.
 - (c) **“Firearms”** means any weapon from which any shot, bullet or other projectile capable of causing bodily injury or death

can be discharged and includes air guns, air rifles, air pistols, B.B. guns, sling shots, all types of archery equipment, and gas-powered guns.

- (d) **“Highway”** means a highway as defined in the Alberta Traffic Safety Act, and amendments thereto and excludes pathways defined in h) below. In this Bylaw the term “road” is synonymous with the term “highway”.
- (e) **“Off-highway Vehicle”** means an off-highway vehicle as defined in the Alberta Traffic Safety Act.
- (f) **“Operator”** means a person who drives or is in actual physical control of any vehicle.
- (g) **“Owner”** includes a person renting any vehicle or having exclusive use of that vehicle for a period of more than thirty days.
- (h) **“Pathway”** means any paved, graveled, or natural walkway used by pedestrians and people using mobility aids, such as wheelchairs, and people using bicycles within the Summer Village.
- (i) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer, or a Bylaw Enforcement Officer.
- (j) **“Person”** means any person, individual, owner, public body, society, firm, or partnership.
- (k) **“Reserve”** means any area designated as a public reserve, environmental reserve, community reserve, or park, title to which is vested in the Summer Village of Birchcliff.
- (l) **“Snow Vehicle”** includes a recreational vehicle with motor, skis and tracks commonly known as a snowmobile or skidoo and is included in the term “off-highway vehicle”.
- (m) **“Structure”** means buildings, sheds, fences, tree houses, swings, and similar installations.
- (n) **“Summer Village”** means the Summer Village of Birchcliff.
- (o) **“Trailer”** means a vehicle so designated that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed, and equipped as a dwelling, sleeping, or living place.
- (p) **“Vehicle”** means a motor vehicle as defined in the Alberta Traffic Safety Act.

RESERVES, PARKS, AND PATHWAYS – GOALS

4. The Summer Village of Birchcliff is fortunate to have a rich resource in open space areas. These areas are largely undeveloped and enhance the rural setting of the Village. The open space goals as listed in the Municipal Development Plan and Open Space Plan are:
- (a) To establish and implement policies for the dedication and use of municipal reserves, environmental reserves, and other spaces
 - (b) To conserve, wherever possible, areas having natural attributes, so they remain an integral part of the community fabric
 - (c) To encourage the provision of areas for passive recreation opportunities and pathway linkages
 - (d) To provide a network of open spaces which contribute to the character of the community
 - (e) To connect open spaces by a series of trails and pathways
 - (f) To provide access into open space appropriate to the intended use of the open space
 - (g) To conserve areas which are fragile or more susceptible to impairment from inappropriate use or magnitude of use
 - (h) To provide amenities which promote and serve healthy leisure time activities

RESERVES, PARKS, AND PATHWAYS - RESTRICTIONS

5. On Village Reserves no person or persons shall:
- (a) Light a fire;
 - (b) Abandon any garbage or refuse of any kind including animal droppings;
 - (c) Interfere with wildlife;
 - (d) Cause or permit any noise that annoys or disturbs the peace of any other person, or cause any nuisance, as listed in Birchcliff's Community Standards Bylaw;
 - (e) Be in possession of a firearm or other weapon;
 - (f) Use a Reserve to launch trailered watercraft;
 - (g) Use motorized vehicles or ATV's except for specific authorized tasks. Off-highway vehicle use is permitted along the RA15 right-of-way;
 - (h) Cut or remove vegetation without Village approval;
 - (i) Store any private property of any kind on Reserve land, with exceptions where allowed through access and encroachment agreements. Any private property found on Reserve land will result in the removal of the property at the owner's expense.

6. No vehicles, off-highway vehicles or trailers are allowed in any reserve or park at any time except for the following:
- (a) Vehicles, off-highway vehicles, or trailers owned by utility companies who require access to their installations for construction, repair, or maintenance purposes,
 - (b) Any vehicle, off-highway vehicle or trailer authorized by Council, or the Administrator of the Summer Village, may enter any of the parks or reserves for the construction, repair, or maintenance of any structures or for any community event approved by Council,
 - (c) Any emergency vehicle such as those used by Police, fire departments or ambulance services,
 - (d) Snow vehicles and all-terrain vehicles used for winter recreational purposes as per Bylaw XXX - Control of Snow Vehicles & Off Highway Vehicles.

In addition:

- (e) Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by operation of their vehicles in any reserve or park.
- (f) Off-highway vehicles shall be fitted with a forestry approved spark arrester and muffler that meets OEM noise reduction specifications

LIABILITIES

7. The Summer Village of Birchcliff assumes no liability for any equipment, or its use by the Owner or the Public.

SEVERABILITY

8. Should any section or part of the Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

CONTRAVENTIONS

9. A Designated Officer authorized to enforce this Bylaw under Part 13, Division 4 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and who has reasonable and probable grounds to believe that a person has contravened any section of this Bylaw, may under the authority of this Bylaw issue a written order, and where this written order is not paid by the offender, a Part 2 violation ticket may be issued under the Provincial Offences Procedures Act R.S.A 2000, Chapter P-34, to that person.

10. Any person who contravenes this section can be charged as well as assessed the cost of restoration. Any person who contravenes the provisions of this Bylaw shall be guilty of an offense and liable on summary conviction to the penalty as set out in Schedule “A”.
11. In some situations, both the Summer Village and the Provincial Government may be involved and occasionally the Federal Government. As a result, penalties can be severe.
12. The Summer Village may use physical barriers to control abuse or encroachment rather than involve penalties.

READ a first time this 21st day of January 2021.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

READ a second time this day of , 2021.

READ a third and final time this day of , 2021.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

<u>SECTION</u>	<u>PARTICULARS</u>	<u>PENALTY</u>
Section 5 (a)	Light a fire	\$250.00 To \$2,500.00
(b)	Abandon any garbage or refuse of any kind, including animal droppings	\$250.00
(c)	Interfere with wildlife	\$100.00
(d)	Be in possession of a firearm or other weapon	\$250.00 to \$2500.00
(e)	Use a Reserve to launch trailered watercraft	\$100.00
(f)	Use motorized vehicles or ATV's except for specific authorized tasks	\$250.00
(g)	Cut or remove vegetation without village approval	\$500.00 To \$5,000.00 + cost to replant
(h)	Store any private property of any kind on Reserve land	\$100.00 + cost of removal

Summer Village of Birchcliff

February 18, 2021

Request for Decision

Agenda Item: *Off Highway Vehicle Bylaw*

Background:

Administration has made amendments to the proposed Off Highway Vehicle Bylaw for consideration. The bylaw was posted online and we have asked for comments in the weekly email blast. This bylaw has received first reading.

Options for Consideration:

1. Council to give 2nd and 3rd reading to the Off Highway Vehicle Bylaw.
2. Council to give 2nd reading and leave more time for comments before preceding to 3rd reading.

Authorities:

**SUMMER VILLAGE OF BIRCHCLIFF
OFF-HIGHWAY VEHICLE BYLAW
BY-LAW 230-21**

A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF IN THE PROVINCE OF ALBERTA, AUTHORIZING THE OPERATION, REGULATION AND CONTROL OF OFF-HIGHWAY VEHICLES ON HIGHWAYS AND MUNICIPAL LANDS IN THE SUMMER VILLAGE OF BIRCHCLIFF.

WHEREAS the *Municipal Government Act* provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property.

AND WHEREAS the *Traffic Safety Act* provides that a Council of a Municipality may by bylaw authorize or issue a permit authorizing person to drive off-highway vehicles along any portion of a highway that is under the direction, control, and management of the municipality;

AND WHEREAS the *Traffic Safety Act* further provides that a Council of a Municipality may by bylaw regulate and control the operation of off-highway vehicles on highways which are subject to the direction, control, and management of the municipality and on property that is not a highway and is located within the municipality;

AND WHEREAS the Council of the Summer Village of Birchcliff believes that it is in the best interests of the residents of the Summer Village of Birchcliff that a bylaw be passed to regulate and control the operation of off-highway vehicles pursuant to the powers granted to municipalities under the *Traffic Safety Act*;

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

TITLE

1. This Bylaw may be referred to as the “Off-Highway Vehicle Bylaw”

DEFINITIONS

2. In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) “**Act**” means the Traffic Safety Act;
 - (b) “**Council**” means the Council of the Summer Village of Birchcliff.
 - (c) “**Ditch**” means all that portion of a highway that does not include the roadway.
 - (d) “**Highway**” means a highway as defined in the Alberta Traffic Safety Act, and which is subject to the direction, control, and management of the Summer Village;
 - (e) “**Off-highway Vehicle**” means any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh, or swamp land or on other natural terrain;

- (f) **“Operator”** means a person who drives or is in actual physical control of an off-highway vehicle.
- (g) **“Owner”** means the person who owns an off-highway vehicle and includes any person renting an off-highway vehicle or having the exclusive use of an off-highway vehicles under a lease that has a term of more than thirty (30) days or otherwise having eh exclusive use of an off-highway vehicle for a period of more than thirty (30) days;
- (h) **“Peace Officer”** means:
 - i. A member of the Royal Canadian Mounted Police;
 - ii. A Bylaw Enforcement Officer employed or contracted by the Summer Village;
 - iii. A Community Peace Officer;
 - iv. A Park Warden appointed under the Parks Canada Agency Act (Canada);
 - v. A Conservation Officer appointed under the Government Organization Act (Alberta);
 - vi. A Forest Officer appointed under the Forests Act (Alberta); or
 - vii. A Wildlife Officer appointed under the Wildlife Act (Alberta).
- (i) **“Person”** means any person, individual, owner, public body, society, firm, or partnership.
- (j) **“Reserve”** means any area designated as a public reserve, environmental reserve, community reserve, or park, title to which is vested in the Summer Village of Birchcliff.
- (k) **“Roadway”** means that part of a Highway intended for use by vehicular traffic;
- (l) **“Safety Helmet”** means a safety helmet as prescribed in the regulations made pursuant to the Act;
- (m) **“Summer Village”** means the Summer Village of Birchcliff.
- (n) **“Violation Ticket”** means a ticket issued pursuant to Part II of the Provincial Offenses Procedures Act and regulations thereto.

OPERATION RESTRICTIONS

- 3. A person may operate an off-highway vehicle on a highway within the Summer Village boundary subject to the following conditions:
 - a) No person or operator of an off-highway vehicle shall fail to comply with provincial legislation including, but not limited to, the Traffic Safety Act, the Use of Highways and Rules of the Road Regulations, unless otherwise stated in this bylaw.
 - b) The hours of operating an off-highway vehicle shall be restricted to the period of time between 8:00am and 11:00pm.

- c) The maximum speed at which an off-highway vehicle shall be permitted to travel on a roadway is 30 km/hr.
- d) No person shall operate or ride as a passenger on an off-highway vehicle without wearing a safety helmet securely fastened to their head.
- e) No person shall operate an off-highway vehicle unless they are a holder of a valid Class 5 or greater operator's license.
- f) No person shall operate an off-highway vehicle unless the off-highway vehicle is registered.
- g) No person shall operate an off-highway vehicle unless the off-highway vehicle is insured.
- h) No person shall operate an off-highway vehicle if the license plate is not securely attached, legible and clearly visible to other drivers.
- i) No person shall operate or ride an off-highway vehicle adjacent to or alongside another off-highway vehicle travelling in the same direction.
- j) No person shall operate an off-highway vehicle without due care and attention; or without reasonable consideration for other persons or property, on any portion of a highway or roadway.
- k) An operator of an off-highway vehicle shall immediately, on being signaled or requested to stop by a Peace Officer, bring their vehicle to a stop, and provide any information respecting the driver or the vehicle that the Peace Officer requires and shall not start their vehicle until they are permitted to do so by that Peace Officer.
- l) A Peace Officer, Summer Village employee or agent of the Summer Village may operate an off-highway vehicle on roads or lands owned by the Summer Village where such operation is required in connection with the patrol or maintenance duties of such person or in case of emergency.

SEVERABILITY

- 4. Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, the such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section or part found to be improperly enacted had not been enacted as part of this Bylaw.

GENERAL

- 5. This Bylaw shall be in effect on the date of the final reading thereof.

READ a first time this 21st day of January 2021.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

READ a second time this day of 2021.

READ a third and final time this day of 2021.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

DRAFT

Summer Village of Birchcliff

February 18, 2021

Council and Legislation

Request for Decision

Agenda Item: *Community Pier Policy*

Background:

Administration has attached a draft Community Pier Policy to provide guidelines for a community dock program in the Summer Village for Council's review and consideration.

Options for Consideration:

1. That Council review, discuss and provide direction to Administration.
2. Council accept as information.

Administrative Recommendations:

1. That Council review, discuss and provide direction to Administration.

Authorities:



Policy Title	Date:	Resolution No.
Community Pier Policy	February 18, 2021	

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 Birchcliff back lot residents, can have access to the lake in the form of a slip located on a community pier

2. Goal:

To provide guidelines for a community pier program in the Summer Village for the use, access, and enjoyment of our 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

“Community Pier” - is our system of walkways, platforms and slips that provide safe access to resident owned boat lifts. Owned and operated by the municipality, that restricts use to a prescribed set of individuals or groups.

“Reserve” - means a parcel of land owned and managed by 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.

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

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.
 - iii. **Each residence shall only be permitted to have one slip.**
- b. Slips can accommodate one boat or two personal watercrafts (sea-doo).

- c. Slip locations can be requested once per year via a change request sent to administration for approval.
- d. The slip will remain with the registered property in the event of a sale.
- e. Only one pier will be allowed per eligible open space area as per the Open Space Plan, and that pier will be a community pier.
- f. Administration will work with Alberta Environment and Parks to ensure any unregulated piers on our reserves are removed.

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 the slip location and an access agreement which provides permission to have access to a slip in a community pier. Community Pier layouts along with slip locations and access agreements will be maintained by Summer Village Administration.
 - iv. All cheques will be made payable to the Summer Village of Birchcliff as all 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 walkway extending out into the water and any previous improvements made to the reserve/stairs. The proceeds will be redistributed to the existing participants.

3) Spring Installation, Fall Removal and Storage

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

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 and divided equally between communal docks. The fee will be adjusted for inflation annually and will include:
 - i. Administration time fee of 5%
 - ii. Annual costs

- iii. Reserve for repairs
- iv. Late fee will be subject to a 35% penalty and failure to pay can result in having the access agreement revoked without compensation.

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 1st – September 1st of each year according to the Summer village Open Space Master Plan as it is to be used as a winter access road.
- b. 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. 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

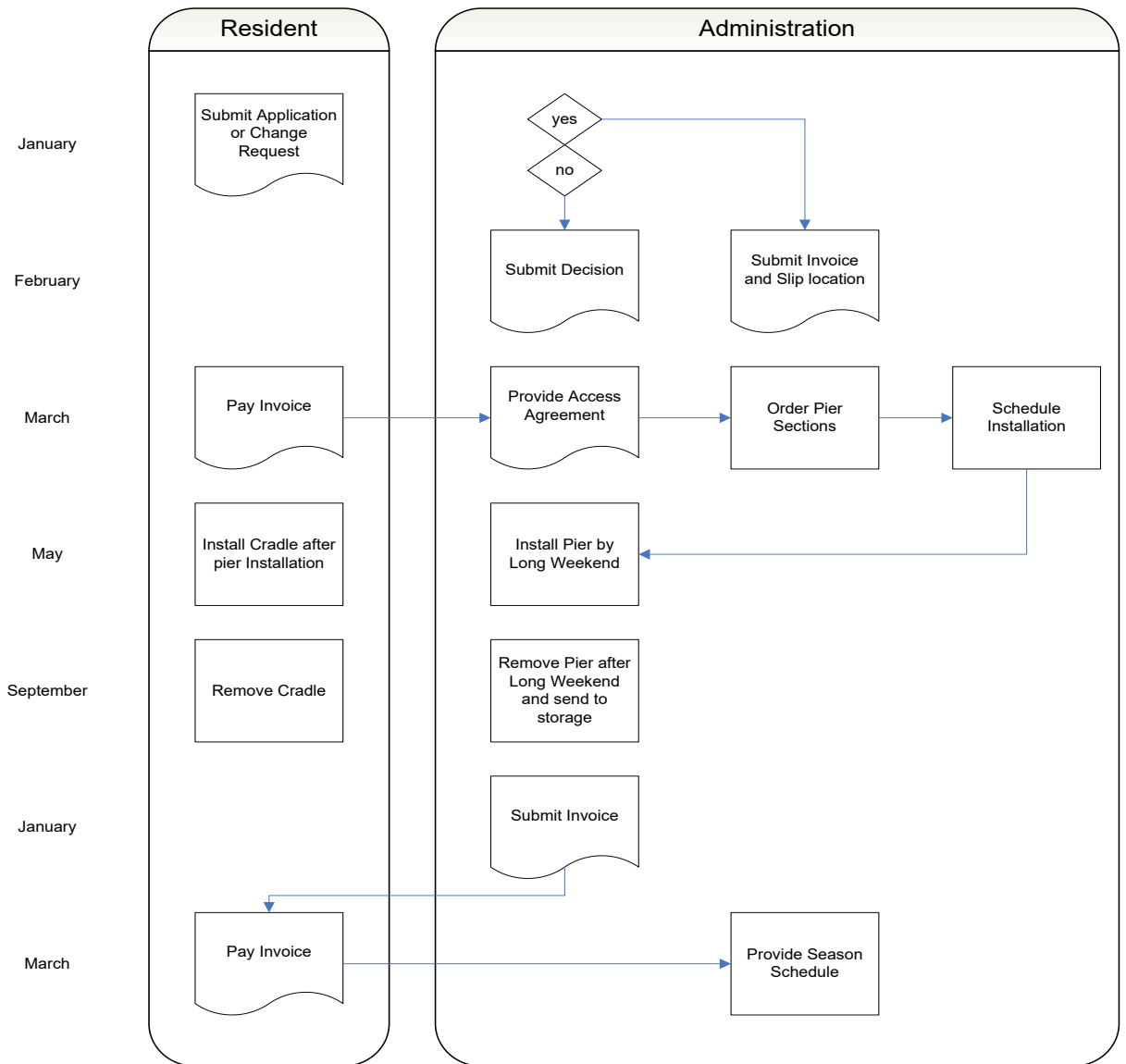
- a. No fires or BBQ will be allowed in municipal reserves or on the shared piers.

14) Violation

- a. The Summer Village retains the right to revoke the access agreement should ~~not be followed~~, the Reserves, Parks, and Pathways Bylaw or the Community Standards Bylaw not be followed.

15) Process

COMMUNITY PIER LIFE CYCLE



Summer Village of Birchcliff

February 18, 2021

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Joint Services Committee

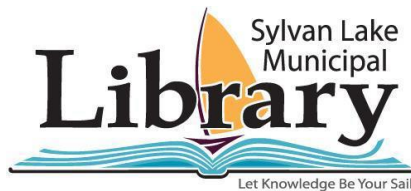
- January 2021 Minutes

Correspondence:

Advanced Ambulatory Care

Upcoming Meetings:

Next Council Meeting: March 18, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – FEBRUARY 10, 2021 – 6:30PM VIA ZOOM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

2. Director’s Report

The Director’s Report was approved as presented.

Although the library is closed, curbside pick-up service is available for patrons Monday to Friday from 9:30am to 4:30pm. This service works in the following manner:

- Place holds using the online catalogue or by phoning the Library during posted hours.
- Wait for a call or email from the Library notifying you that your hold is ready.
- When you arrive at the Library phone (403) 887-2130 and a staff member will prepare the hold
- If you do not have a cell phone, arrange a time, and knock on the front door when you arrive.
- Remain in your vehicle or a minimum of two metres from the entrance while a staff member brings the hold and places it on the pick-up table.
- Once staff are back inside the Library, approach the table and collect your holds.
- Do not place any personal belongings or library returns on the table.
- The staff will be wearing masks and it is appreciated if patrons also wear one.
- Maintain a physical distance of at least two metres from anyone in the area.
- Continue to use the book drop on the east end of the building to return items.

The donations received from “100 Women Who Care” and the “Friends of the Sylvan Lake Library” (FOSLL) were used to purchase custom made study carrels and greatly enhance the non-fiction collection. The study carrels have recently been installed and are a welcome addition to the Library.

3. Information and Updates

At the April Board meeting information will be presented with regards to the annual audit.

Policy sub-committees have been organized to ensure policies are reviewed regularly and stay up to date.

Meeting adjourned at 7:21pm.

Next Regular Meeting – March 10, 2021 at 6:30pm

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Norglenwold: Jeff Ludwig
Jarvis Bay: Annabelle Wiseman
Half Moon Bay: Mike Pashak
Sunbreaker Cove: Teresa Beets
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 9:03 a.m. by Chair Roger Dufresne.

AGENDA APPROVAL

JSC-21-01

MOVED by Annabelle Wiseman that the agenda be adopted as amended:
Add HRSC Organizational Design Review to D) 3
Add Update from Joint Service Operator to D) 4
CARRIED

ADOPTION OF MINUTES

JSC-21-02

Moved by Jeff Ludwig to accept the minutes from the October 28, 2020 Regular JSC meeting, and the December 3 New Building Meeting as presented.

CARRIED

INFORMATION ITEMS

- 1) 4th Quarter Shared Costs Update
- 2) CAO Goals and Vacation Schedule

JSC-21-03

Moved by Teresa Beets to accept the information items as presented
CARRIED

REQUESTS FOR DECISION

- 1) On Call Service for Wastewater Issues
- 2) Racin Management Consulting Services
- 3) Branding
- 4) Co-Ownership Agreement and Amending Agreement
- 5) Appraisal

JSC-21-04

MOVED by Roger Dufresne that the JSC move to a closed session at 10:33 a.m.

CARRIED

JSC returned from a closed session at 12:27 p.m. The following motions were made by the Chair:

JSC-21-05 The JSC is in agreement that we should have more than one provider for emergency wastewater issues. Multiple companies will be available for 24/7 on call support and will report back to Administration with the information about the call out. The municipality or the homeowner will cover the costs depending on if the issue was the responsibility of the municipality or the private property.

JSC-21-06 Administration to bring the proposal forward to individual councils for approval with the support from the JSC as Racine has been reliable as summer village professional support on wastewater issues.

JSC-21-07 Administration to work with a graphic designer to adjust the proposed new branding and finalize. The JSC supports the idea of new branding for the Summer Village Administration.

JSC-21-08 Administration to make amendments to the Co-Ownership Agreement and Amending Agreements. The JSC has agreed to a list price and sale threshold and directs administration to list the current building for sale and for lease.

JSC-21-09 Administration to work with Teresa Beets on the JSC agreement to be brought back to the JSC at the next meeting in April.

CARRIED

ADJOURNMENT

JSC-21-10 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:51 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

February 2, 2021

To: Sylvan Lake and Area community partners

RE: Sylvan Lake Advanced Ambulatory Care Service (AACS) Program leadership transition

I wanted to take the opportunity to let you know we are presently transitioning leadership of the Sylvan Lake Advanced Ambulatory Care Service located at the Sylvan Lake Community Health Centre. The program will now report directly to the Red Deer Regional Hospital Centre (RDRHC) Director of Emergency Services, Carmen Petersen.

Please continue to contact Christine Farries for any program related inquiries, while we continue the transition of this program.

Contact Information

Christine Farries, Sylvan Lake AACS Manager

Phone: 403-358-0355

Email: Christine.Farries@AHS.ca

Carmen Petersen, Director, Emergency Services, Inpatient Medicine & Patient Access

Phone: 403-373-4471

Email: Carmen.Petersen@AHS.ca

Thank you for your patience,



Valerie Thompson

Area Director, Lacombe & Red Deer Counties

Interim Director, Ponoka, Rimbey & Breton

Mobile: 780-603-1793

YEAR END FINANCIAL STATEMENT
December 30, 2020

Opening Balance: **\$14,192.89**

Receipts:

Interest	\$1,213.19
S.L. Tigers Hockey	267.72
Yuletide Festival	2,000.00
Tim Hortons Smile Cookie	11,171.85
Hospital 50/50	22,447.81
Donations/Cash boxes	<u>3,130.00</u>

Sub total Receipts **+40,230.57**

Expenses:

Stettler Health Administration	\$667.50
Medical Equipment Purchase 2019	15,747.75
Printing/Signs/Mailbox	<u>1,127.70</u>

Sub total Expenses **-17,542.95**

Closing Balance: **\$36,880.51***

*We have transferred **\$20,000.00** into a GIC.

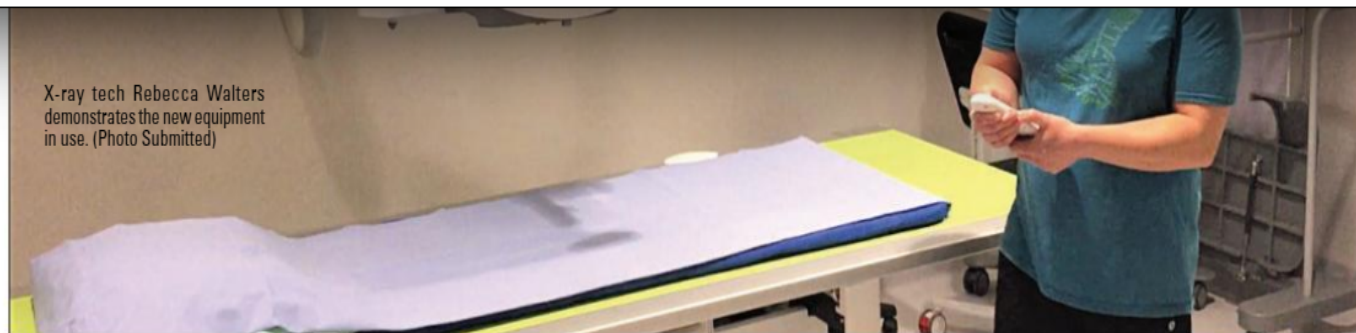
We also have another GIC valued at **\$115,391.07**

Please note that the X-Ray donation made by the Wuori's (\$850,000.00) is not reflected in this statement and a full accounting will be presented when the bill and payment has been finalized. The X-Ray donation is currently being held in a GIC until the bill arrives.



SYLVAN LAKE NEWS

-26°



New x-ray operational at AACCS

Installation of a new digital radiographic X-ray unit at the Sylvan Lake Advanced Ambulatory Care Service is now complete and local residents are now benefitting from the new technology.

The new unit reduces the need for patients to travel to larger centres, and improves the speed, accuracy and efficiency of diagnosis and treatment.

Funding for the equipment came from an \$850,000 donation from local residents Stephen and Jacqueline Wuori, who partnered with the Sylvan Lake and Area Urgent Care Committee to coordinate their gift.

"This generous donation from the Wuori family is a testament to the strength and compassion

of Albertans," said Devin Dreesen, MLA for Innisfail-Sylvan Lake. "I'm impressed when innovative thinkers work together to bring advanced health equipment to our communities, ultimately building a strong and healthy Alberta for years to come."

"It is truly exciting to see this new equipment go into service for the benefit of the Sylvan Lake community and surrounding area," says Stephen and Jacqueline Wuori in a statement. "Everything has gone smoothly and we appreciate the co-operative relationship we have had with the Urgent Care Committee and Alberta Health Services."

Unlike the facility's previous X-ray machine, the new unit has the ability to perform image stitching, which connects multiple X-ray images together to create one high-resolution image. This is especially beneficial to patients with scoliosis and those in need of orthopedic surgery on a knee or hip, as local and area patients no longer have to travel to Red Deer or Olds.

"This new technology will reduce the time it takes to gather images and send them to a physician for review. That means patients will receive results sooner than with the previous machine," says Valerie Thompson, Area Director, Lacombe,

Ponoka and Red Deer Counties.

"Alberta Health Services is extremely grateful for this generous donation. It isn't just an investment in healthcare, it's an investment in the entire community."

About 900 X-rays are performed monthly at the facility.

"The Sylvan Lake and Area Urgent Care Committee celebrates this generous financial donation from Stephen and Jacqueline Wuori for the major X-ray upgrade and interior renovation," says Susan Samson, Chair, Sylvan Lake and Area Urgent Care Committee. "Our community and surrounding areas will benefit greatly from the Wuoris' generosity."

In recognition of mandatory public health measures, a formal grand opening event will not be held.

The Sylvan Lake and Area Urgent Care Committee raises funds and accepts donations for the purchase of medical equipment for the Sylvan Lake Advanced Ambulatory Care Service. The service opened in 2018 and offers treatment for urgent, non-life-threatening injuries and illnesses.

- Submitted

SUMMER VILLAGE OF NORGLENWOLD PUBLIC NOTICE SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

This is to advise that an appeal has been received on January 14, 2021, from a neighbouring resident, appealing development permit #201652 issued November 30, 2020, for an accessory building with guest house at 313 Honeymoon Drive (Lot 4 Block 2 Plan 350HW) in the Summer Village of Norglenwold, due to the approved size variance.

The Development Appeal Board Hearing will be held as follows:

DATE: Monday, February 8th, 2021

TIME: 1:00 p.m.