

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
FEBRUARY 15, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, January 20, 2022
 - Municipal Planning Commission, January 24, 2022

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Year End Report
- 3) Shoreline and Bank Stabilization
- 4) Pathway Project Update
- 5) Development Update
- 6) CAO Goals

DI. REQUESTS FOR DECISION

1) Finance & Administration

- a) Capital Budget
- b) MSI (Municipal Sustainability Initiative) Agreement

2) Council & Legislation

- a) Climate Plan
- b) Municipal Planning Commission
- c) Municipal Leaders' Caucus

3) Public Works

- a) Snow Removal Policy

4) Planning & Development

- a) Land Use Bylaw Amendments

F. COUNCIL REPORTS

1) Council Reports

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

2) Committee Reports

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

3) Upcoming Meetings

- a) Next Council Meeting – March 17, 2022

G. ADJOURNMENT

*Minutes of a Regular Council Meeting of the Summer Village of Birchcliff,
Province of Alberta, held January 20, 2022, in the Summer Village Administration
Office at Sylvan Lake, Alberta.*

IN ATTENDANCE Mayor: Roger Dufresne
Deputy Mayor: Ann Zacharias
Councillor: Frank Tirpak via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Carolyn Widmer via Zoom

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

AGENDA APPROVAL

BCC-22-001 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

ADD:

E.1.C Annual Information Meeting
CARRIED

CONFIRMATION OF MINUTES

BCC-22-002 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on December 16, 2021, be approved as presented.
CARRIED

INFORMATION ITEMS

- a) Accounts Payable
- b) Development Update
- c) Public Works Update
- d) Notice of Public Meeting

BCC-22-003 Public Works
MOVED by Mayor Dufresne that Administration review the snow removal policy.
CARRIED

BCC-22-004 Notice of Public Meeting
MOVED by Councillor Tirpak that Administration hire a third party to do a social and economic impact study on the proposed women’s shelter.
CARRIED

BCC-22-005 MOVED by Deputy Mayor Zacharias to accept the information items as presented.
CARRIED

Recess at 9:55 a.m.

Reconvened at 10:05 a.m.

REQUEST FOR DECISION

PLANNING & DEVELOPMENT

BCC-22-006 Encroachment Agreement
MOVED by Councillor Tirpak to extend the current agreement by twelve months.

CARRIED

Recess at 12:09 p.m.

Reconvened at 12:13 p.m.

BCC-22-007 Land Use Bylaw Amendment
MOVED by Mayor Dufresne that Administration take the feedback from Council and return with edits to the potential amendments at the next Council meeting.

CARRIED

COUNCIL REPORTS

- Mayor Dufresne
- Provincial Policing Meeting
 - There is another one coming up on February 7th and he may attend.
 - Alberta Municipality Meeting: lots in support of shoreline restoration.
- Deputy Mayor Zacharias
- ICS 100 Training
 - Provincial Policing Meeting; may attend the February 7th one.
- Councillor Tirpak
- No reports

BCC-22-008 MOVED by Councillor Tirpak to accept the reports as information.

CARRIED

NEXT MEETING

BCC-22-009 MOVED by Mayor Dufresne that the next meeting of Council be held February 15th, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-22-010 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:18 p.m.

MAYOR DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
January 24, 2022
Municipal Planning Commission Minutes

C-2

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held January 24, 2022, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Councillor: Frank Tirpak via Zoom
Member at Large: Michael Wells via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Kashuba via Zoom
Recording Secretary: Teri Musseau via Zoom
Applicant: Geoff Stan via Zoom

CALL TO ORDER: Chair Zacharias called the meeting to order at 8:59 a.m.

AGENDA:

MPC-22-001 Moved by Frank Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 163 Birchcliff Road – Garage with Guest House

Application for garage with guest house.

Kara Kashuba and Geoff Stan left the meeting at 9:11 a.m.

MPC-22-002 Moved by Chair Zacharias to deny the application for a garage with guest house at 163 Birchcliff Road for the following reasons:

- The size requested is over the allowable size as outlined in the Land Use Bylaw.
- Accessory building’s combined footprints shall be no larger than 6% of the parcels total area, to a maximum of 2,200 ft², the accessory building’s footprint totals 1,068 ft², which is a footprint of 13.2% on a lot size of 8,084.74 ft².

CARRIED

ADJOURNMENT:

MPC-22-003 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:20 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Birchcliff**Administration and Finance****Council Date: February 15, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 33,468.79

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

1. SL Regional Wastewater Comm	\$	5,915.22
a. Wastewater Services December 2021		
2. Tar-ific Construction Ltd	\$	3,150.00
a. Supply & Install Park Bench		
3. Summer Village of Norglenwold	\$	18,095.16
a. Dec 2021 Monthly Shared Costs		
b. Dec 2021 Muni Specific Costs		

Council Expense Claims Report:**January 2022**

▪ Roger Dufresne	\$	310.03
▪ Ann Zacharais	\$	408.85
▪ Frank Tirpak	\$	200.00

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Date Printed
2022-02-07 9:18 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00012 to 2022-00014

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
1010	2022-01-31	Jonathan & Helene Paulgaard				
		1588		Completions Deposit Refund	1,000.00	1,000.00
1011	2022-01-31	Ace Line Locating Ltd.				
		5183		Line Locating Nov-Dec 2021	210.00	210.00
1012	2022-01-31	Al's Bobcat & Trucking				
		18428		Sanding Jan 18 and 25th	1,415.40	1,415.40
1013	2022-01-31	Assoc of Summer Villages				
		2022DUES		2022 ASVA Membership	975.00	975.00
1014	2022-01-31	Parkland Regional Library				
		220241		First Requisition for 2022	276.06	276.06
1015	2022-01-31	Sylvan Lake Regional				
		1570		Wastewater Services-December 20	5,915.22	5,915.22
1016	2022-01-31	Tar-ific Construction Ltd				
		058184		Supply and Install Park Bench	3,150.00	3,150.00
1017	2022-01-31	Utility Safety Partner				
		IN172719		Annual Member Fee 2022	297.38	297.38
1018	2022-01-31	Wild Rose Assessment Service				
		8476		Assessment Fees Jan 1/22 to Mar	2,021.25	2,021.25
					Total Computer Cheque:	15,260.31

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
235	2022-01-17	Summer Villages of Norglenwold				
		2022-00009	Accrual	Dec 2021 Muni Specific Costs	21.00	
		2022-00013	Accrual	Dec 2021 Monthly Shared Costs	18,074.16	18,095.16
					Total EFT:	18,095.16

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2990	2022-01-31	Receiver General/ OTH				
		CP1-2022		Council CPP	13.32	13.32
2991	2022-01-31	Wells, Michael				
		JAN2422MPC		MPC on January 24, 2022	100.00	100.00
					Total Other:	113.32

Total MAIN: 33,468.79

Certified Correct This February 7, 2022

Date Printed
2022-02-07 9:18 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2022-00012 to 2022-00014

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Mayor

Administrator

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Yearend Report*

Background:

Administration would like to provide the following Yearend Financial information to Council.

Please be aware that these reports have been prepared prior to the yearend audit, amortizations and yearend adjusting entries done by the Auditors.

Options for Consideration:

- The Operating Budget Report to December 31, 2021
- A percentage column has been added to report for further detail.
- A surplus of \$34,216.37 is noted prior to Audit being done.

- The Capital Budget Report to December 31, 2021
- Pathway Capital Funding has been moved over from Deferred Revenue and tree clearing costs of \$5800 were added to the total project costs
- Open Spaces Funding was moved from Reserves Enviro/Open Spaces
- Pathway to RR14 Funding was moved from Reserves Pathway
- Drainage did not have any funding remaining in either MSP, nor FGTF to be used to offset expenses. Roadway Rehabilitation 2021 was used up by FGTF with \$513 remaining and all yearly allocations up to and including 2021 have been received. The MSP allocation was used entirely on the Drainage project last year.
- Lacombe County Grant of \$539 was unused again in 2021. This has been returned to deferred revenue for future use.
- All yearly MSI Capital Grant allocations up to and including 2021 have been received.

- Alberta School Foundation Report to December 31, 2021
- The ASFF Funding came in on Budget this year. The \$24.20 remaining is mostly from the Designated Industrial Tax that we collect for the Province, but we do not send if it is under \$50.

- ATB Bank Account - December 31, 2021
- \$ 901,154.49 (\$648,024.70 on reporting date)

Reserves and Deferred Accounts at December 31, 2021

- | | |
|------------------------------|------------|
| • Accumulated Surplus | 0.00 |
| • Completions Deposits | 83,000.00 |
| • Deferred Revenue (Grants) | 54,020.00 |
| • JSC IT Reserve | 500.00 |
| • Reserves Roads | 156,389.11 |
| • Reserves Operating Sewer | 19,360.73 |
| • Reserves Wastewater | 93,913.05 |
| • Reserves General Operating | 4,501.95 |
| • Reserves Env/Open Spaces | 5,562.50 |
| • Reserves Pathway | 157,800.00 |
| • Reserves Fleet Replacement | 1,973.85 |
- Unpaid Taxes as of Jan 31/21
- 1 Property - \$313.63

Administrative Recommendations:

To accept the 4th Quarter Financial Report as information.

Authorities:

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

Report Date
2022-02-03 1:27 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending December 31, 2021

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	Budget	Year to Date	Budget Remain	%
Revenue				
101-100-110 - Taxes Residential	322,785.71	322,793.23	7.52	
101-103-130 - DI - Designated Industrial	34.21	31.28	(2.93)	8.56-
101-000-510 - Taxes Penalties Costs	4,876.80	13,231.63	8,354.83	171.32
112-000-410 - Sale of Service and S	500.00	1,371.01	871.01	174.20
112-000-540 - Interest Charges		189.32	189.32	
112-000-550 - Return on Investments	9,000.00	3,970.07	(5,029.93)	55.89-
112-000-570 - Other Revenue	1,000.70	3,194.89	2,194.19	219.27
112-000-575 - Memorial Bench Donations		2,000.00	2,000.00	
112-000-740 - MSI-Operational	11,122.00	10,419.00	(703.00)	6.32-
121-000-530 - Fines Provincial Coll	690.30	693.00	2.70	0.39
142-000-410 - Wastewater Useage Levy	81,281.20	80,892.80	(388.40)	0.48-
161-000-410 - Certificates Complan	56.34	1,100.00	1,043.66	1852.43
161-000-510 - Inspection Fees	1,126.86	2,225.61	1,098.75	97.51
161-000-520 - Development Permits	5,310.89	8,820.40	3,509.51	66.08
161-000-590 - Encroachment Fees	101.42	120.00	18.58	18.32
Total Revenue:	437,886.43	451,052.24	13,165.81	3.01
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	3,500.00	4,000.00	(500.00)	14.29-
211-101-210 - M&S Mayor	1,100.00	70.21	1,029.79	93.62
211-102-150 - Deputy Mayor Remunera	3,000.00	3,132.19	(132.19)	4.41-
211-102-210 - M&S Deputy	650.00	89.68	560.32	86.20
211-103-150 - Councilor Remuneratio	2,400.00	2,000.00	400.00	16.67
211-103-210 - M&S Councillor	530.00	8.26	521.74	98.44
211-201-212 - R&C ASVA	414.53		414.53	100.00
211-202-212 - R&M AUMA	829.06		829.06	100.00
211-203-212 - Council Education Opportunities	457.20	825.00	(367.80)	80.45-
211-301-220 - Mem AUMA	950.00	851.31	98.69	10.39
211-302-220 - Mem ASVA	975.00	975.00		
211-303-220 - Mem FCM	100.00	103.07	(3.07)	3.07-
211-304-220 - Mem Mayors and Reeves	100.00		100.00	100.00
Total Council and Legislation:	15,005.79	12,054.72	2,951.07	19.67
Administration				
212-100-110 - Salaries	102,896.58	110,191.48	(7,294.90)	7.09-
212-100-130 - Training	2,726.76	3,377.19	(650.43)	23.85-
212-100-140 - Benefits	3,847.38	2,967.90	879.48	22.86
212-100-210 - Travel & Subsistence	3,531.47		3,531.47	100.00
212-100-211 - WCB	2,461.46	1,139.94	1,321.52	53.69
212-100-266 - PW Fleet	1,842.41	1,189.71	652.70	35.43
212-200-215 - Postage/Freight/Couri	1,878.85	1,616.23	262.62	13.98
212-200-500 - Printing Costs	2,104.77	1,241.60	863.17	41.01
212-200-510 - Office Supplies	3,301.25	2,925.23	376.02	11.39
212-300-217 - Phone/Fax/Internet	2,148.81	4,277.07	(2,128.26)	99.04-
212-300-240 - Computer Software/Mtn	1,578.58	2,677.37	(1,098.79)	69.61-
212-300-242 - IT Equipment	1,082.74	2,526.81	(1,444.07)	133.37-
212-300-250 - Facility Improvements	1,082.74	577.57	505.17	46.66
212-300-255 - Facility Maintenance	3,802.78	1,628.31	2,174.47	57.18
212-300-263 - Condominium Costs	1,105.00	982.63	122.37	11.07
212-300-265 - Equipment Maintenance	465.20		465.20	100.00

Report Date
2022-02-03 1:27 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending December 31, 2021

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	Budget	Year to Date	Budget Remain	%
212-300-270 - Equipment Rental	868.21	664.72	203.49	23.44
212-300-510 - Other Contingency	361.26	517.80	(156.54)	43.33-
212-300-530 - Building Insurance	535.86	532.36	3.50	0.65
212-300-540 - Utilities	3,130.89	3,609.47	(478.58)	15.29-
212-400-220 - Election Expenses/Mee	5,000.00	4,412.19	587.81	11.76
212-400-221 - Bank Charges	5,181.60	4,044.34	1,137.26	21.95
212-400-222 - Advertising	747.19		747.19	100.00
212-400-230 - Legal Fees	5,000.00	1,120.32	3,879.68	77.59
212-400-231 - Audit Fees	7,112.00	6,293.85	818.15	11.50
212-400-232 - Assessment Fees	7,900.00	7,900.00		
212-400-233 - Accounting Software	1,868.02		1,868.02	100.00
212-400-275 - Municipal Insurance	3,735.93	2,956.23	779.70	20.87
212-400-910 - Tax Changes	533.70	64.92	468.78	87.84
212-400-920 - Covid 19 Reduction	(10,596.00)		(10,596.00)	100.00-
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - IT Replacement Reserve	500.00	500.00		
Total Administration:	168,735.44	170,935.24	(2,199.80)	1.30-
Protective Services				
223-000-200 - Contract Fire Services	13,424.80	13,074.00	350.80	2.61
224-000-200 - Emergency Management	3,108.96	2,500.00	608.96	19.59
225-000-200 - Policing Costs	11,963.00		11,963.00	100.00
226-000-200 - Enforcement	27,672.50	21,759.66	5,912.84	21.37
Total Protective Services:	56,169.26	37,333.66	18,835.60	33.53
Public Works				
232-000-200 - Green Space Program	18,000.00	13,783.73	4,216.27	23.42
232-000-250 - Road Maintenance	16,256.00	28,665.00	(12,409.00)	76.33-
232-000-255 - Plowing Program	24,000.00	15,347.50	8,652.50	36.05
232-000-265 - Sign Program	2,292.10	2,140.02	152.08	6.63
232-000-270 - Pathway Program	203.20	62.50	140.70	69.24
232-000-530 - Ditch & Culvert Progr	3,048.00	30.00	3,018.00	99.02
242-000-250 - SLR WasteWater Commis	8,463.00	7,427.39	1,035.61	12.24
242-000-251 - SLR Water Commission	855.00		855.00	100.00
242-000-255 - Maintenance Program	16,501.42	33,197.24	(16,695.82)	101.18-
242-000-260 - Useage Fees	70,983.00	65,067.42	5,915.58	8.33
243-000-200 - Contracted Services - Solid Waste	9,000.00	7,172.00	1,828.00	20.31
243-000-255 - Landfill Costs	14,410.03	13,211.32	1,198.71	8.32
Total Public Works:	184,011.75	186,104.12	(2,092.37)	1.14-
Planning and Development				
261-000-110 - Development Services	1,250.00	1,912.13	(662.13)	52.97-
261-000-210 - MPC Costs	1,500.00	2,000.00	(500.00)	33.33-
261-000-215 - SDAB Costs	800.00	354.55	445.45	55.68
261-000-250 - IDP (RDC & TSL, LC)	3,000.00	26.25	2,973.75	99.13
Total Planning and Development:	6,550.00	4,292.93	2,257.07	34.46
Recreation				
274-000-150 - FCSS Matching Funding	2,104.80	877.00	1,227.80	58.33
274-000-200 - Buoy Program	4,000.00	3,978.78	21.22	0.53
275-000-850 - Parkland Regional Lib	1,050.32	1,000.35	49.97	4.76

Report Date
2022-02-03 1:27 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending December 31, 2021

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	Budget	Year to Date	Budget Remain	%
Total Recreation:	7,155.12	5,856.13	1,298.99	18.15
Environment				
243-102-150 - Red Deer River Waters	259.07	259.07		
Total Environment:	259.07	259.07	0.00	0.00
Total Expenditures:	437,886.43	416,835.87	21,050.56	4.81
Surplus / Deficit	0.00	34,216.37	34,216.37	0.00

Report Date
2022-02-03 1:25 PM

Summer Village of Birchcliff
Capital Projects Budget
For the Period Ending December 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-196-840 - Project MSI- Pathway Phase 2	190,000.00	189,029.60	(970.40)
197-200-840 - Project Res/FGTF/MSP-Drainage	15,000.00		(15,000.00)
197-201-840 - Project Reserves - WW NS Lift Station	25,000.00		(25,000.00)
197-202-840 - Project Reserves- Open Spaces	5,000.00	2,415.00	(2,585.00)
197-203-840 - Project Reserves - Pathway to RR14	5,000.00	1,200.00	(3,800.00)
197-204-840 - Project Reserves-Shoreline Study	10,000.00		(10,000.00)
Total Revenue:	250,000.00	192,644.60	(57,355.40)
Expenditures			
297-196-840 - Project MSI -Pathway Phase 2	190,000.00	189,029.60	970.40
297-200-840 - Project - MSP/FGTF Drainage	15,000.00	4,375.00	10,625.00
297-201-840 - Project MSI - Wastewater NS Liftstation	25,000.00		25,000.00
297-202-840 - Project Reserves - Open Spaces	5,000.00	2,415.00	2,585.00
297-203-840 - Project Reserves - Pathway to RR14	5,000.00	1,200.00	3,800.00
297-204-840 - Project Reserves-Shoreline Study	10,000.00		10,000.00
Total Expenditures:	250,000.00	197,019.60	52,980.40
Surplus / Deficit	0.00	(4,375.00)	(4,375.00)

Report Date
2022-02-03 1:24 PM

Summer Village of Birchcliff
ASFF Budget Report
For the Period Ending December 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	436,430.57	436,430.57	
101-100-130 - ASFF-Non-Residential	6,882.27	6,875.19	(7.08)
101-103-130 - DI - Designated Industrial	34.21	31.28	(2.93)
Total Revenue:	443,347.05	443,337.04	(10.01)
Expenditures			
201-100-130 - ASFF-Residential	436,430.57	436,437.65	(7.08)
201-101-130 - ASFF-Non-Residential	6,882.27	6,875.19	7.08
201-300-130 - DI - Designated Industrial	34.21		34.21
Total Expenditures:	443,347.05	443,312.84	34.21
Surplus / Deficit	0.00	24.20	24.20

Summer Village of Birchcliff**February 15, 2022****Public Works****Information Item****Agenda Item: *Shoreline and Bank Stabilization*****Background:**

Council has asked that Administration consult with an engineering firm on common best practices for shoreline and bank stabilization. The attached report from Parkland Geotechnical Consulting outlines common issues found on the shorelines in Birchcliff and options on how to mitigate potential issues.

After some discussion with Parkland Geo and local contractors, Administration is recommending large rip-rap (roughly 1-foot in diameter) with stabilizing vegetation be installed at the west end of OS15S and across RA6. This work will be undertaken during the winter (as early as possible sometime between December 2022 and February 2023) to reduce costs and minimize environmental impacts. Vegetation would be added in the following Spring. All the remaining reserves already have some level of shoreline armoring but Administration will be investigating further to determine if more should be done to ensure there is no erosion at the toe of the banks. This is especially important in areas where there is a tall steep bank coming up off the water to prevent the steep banks from collapsing due to toe erosion.

Administration will also be doing further investigation into the types of vegetation currently growing on the shorelines and banks to see if new plant varieties should be introduced to enhance the root stabilization of banks.

Gabion baskets were considered as a potential solution, but Administration has been informed that AB Environment will no longer approve them due to issues with ice expansion breaking the wires and causing the rocks inside to break loose.

OS15S



RA6**Options for Consideration:**

Accept as information.

Authorities:

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



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

February 8, 2022
Project No. RD7665

cloov@sylvansummervillages.ca
Original will remain on file

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

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

Re: Birchcliff Shoreline and Bank Protection
Summer Village of Birchcliff, Alberta

Dear Mr. Loov:

1.0 INTRODUCTION

Mr. Loov, on behalf of the Summer Villages of Sylvan Lake, has requested that Parkland Geotechnical Consulting Ltd (ParklandGEO) provide general comments and high level discussion on best practices for shoreline protection and bank stabilization for lakefront municipal reserve properties within the Summer Village of Birchcliff, Alberta. It is understood that the lakefront properties in this area regularly experience challenges with bank slope instability. Erosion is the most common reason of bank slope instability within this area; which acts both on the toe of the bank slopes and on the face of the bank slopes.

This letter is intended to provide general guidelines and high level discussion of mitigation options in regards to protecting the shoreline along the Birchcliff reserve properties to reduce the risk of erosion causing further bank instability; and to help stabilize the properties that have already experienced bank instability.

2.0 REVIEW OF GEOLOGY

The general soil profile encountered in Birchcliff is, in descending order: topsoil; clay; clay till; sand; and weathered sandstone bedrock. The following is a brief description of the soil types typically encountered in Birchcliff:

2.1 TOPSOIL

A thin layer of topsoil is typically at the surface of the lots along the lake. Based on observations and experience, topsoil thickness is expected to vary throughout the area but is typically 150 mm. The topsoil in developed yard areas was likely disturbed during development and put back as landscaping fill. Topsoil can also be mixed in with other slide materials where colluvium is present on the slope face. Local topsoil is considered to be weak and highly compressible when subjected to loads.

2.2 GLACIO-LACUSTRINE CLAY

Lacustrine clay is typically encountered below the topsoil. The clay is usually a medium plastic mixture of silt and sand with a stiff consistency. The moisture contents of these deposits are usually about 25 to 30 percent with occasional higher plastic clayey layers up to 40 percent. This layer is typically less than 2 m thick in areas near the crest of the lakeside slope. Generally this material will stand at long term slopes of 4 to 6H:1V or flatter.

2.3 GLACIAL CLAY TILL

Fine grained glacial deposits (till) is commonly found below the clay. The till deposit is typically a low to medium plastic mixture of clay and silt, some sand and trace gravel with occasional coal inclusions. Large boulders and water bearing sand lenses are common in the local till. The local clay till is generally very stiff, medium plastic and has an average soil moisture content of about 14 to 18 percent. This till material has short term cohesive strength. Due to this short term cohesive strength, the material has been known to stand near vertical but in the long term typical slopes range from 1.5 to 3H:1V.

2.4 SAND AND GRAVEL LENSES IN THE TILL

Sand and gravel is sometimes encountered within the clay till. The sand is typically fine grained and poorly graded with some silt and little to trace clay with a compact relative density. The moisture content of the sand ranged from 13 to 14 percent which is considered to be slightly above the OMC for sand. These deeper lenses can also better water bearing which is considered common. Sand and gravel lenses in local till deposits are typically randomly distributed and non-continuous.

2.5 WEATHERED BEDROCK

Weathered bedrock, typically found between 2 to 4 m above normal lake water level consists of inter-bedded clay shale and siltstone with occasional layers of sandstone. The bedrock found in Birchcliff is part of the local Paskapoo formation. The upper portion is generally considered to be weak rock with the consistency of a very hard or dense soil, but the bedrock typically becomes more competent with depth. The upper part of the formation is usually weathered and highly

fractured. This fracturing provides preferential pathways for groundwater movement in this material which is otherwise very low permeable.

3.0 COMMENTS ON EROSION AT BIRCHCLIFF

As previously mentioned, the lakeside reserve lots of the Summer Village of Birchcliff commonly experience instability due to erosion of the bank slopes from Sylvan Lake. The erosion can either occur at the toe of the bank slope or on the face of the bank slope. This can lead to large failures that propagate up the entire slope. Toe erosion can lead to general slope instability of the entire bank above the area. Surface erosion, generally leads to downcutting which can cause oversteepened and saturation of sideslopes. Failure associated with this erosion are typically isolated, but can become large if left unaddressed. The following provides high level comments on the mechanism that cause toe and slope face erosion.

3.1 BANK TOE EROSION

The bank toe is the zone along the lowest part of the lake slope at the intersection of the bank with the lake water level. The bank toe can undergo wetting and drying cycles as the lake water rises and falls and is usually exposed to active erosion which can lead to slope failures. Mechanisms that cause toe erosion along the Birchcliff shoreline include: wave action from the water against the toe and ice build-up against the bank shore. These mechanisms are naturally occurring and will continue to contribute to eroding at the toe of the banks. These two mechanisms are briefly discussed below:

1. Wave action from the lake applies a force against the toe of the bank. When the velocity and turbulence of the wave becomes more powerful than the weight and cohesive strength of the soil particles, erosion occurs.
2. When ice forms on the surface of the lake, it traps some materials on the surface of the banks. During the winter, if the water level rises the ice lifts and detaches the trapped materials; which remove potential vegetation and other protective materials from covering the banks.

3.2 EROSION OF THE SLOPE FACE

Erosion of the slope face of the bank occurs when the bank soils are exposed to rainfall and seasonal water fluctuations without any protective layers (ie. vegetation, topsoil, matting, etc.). Although both rainfall and seasonal water fluctuations are naturally occurring, minimizing the volume and velocity of water that the bank is exposed to is key to bank stability. Poor lot drainage, and human activity (ie. stripping vegetation from the bank to make new trails) also contribute to erosion of the slope face.

4.0 POTENTIAL REMEDIAL MEASURES

Several remedial measures can be considered for the rehabilitation at the Birchcliff sites. The most appropriate cost effective measure should be determined on a case by case basis. The following summarizes different remedial measures that can be considered for toe erosion and slope face erosion.

4.1 ARMORING

Armouring the toe of a slope is an effective means of slowing or stopping slope movement that is caused by or being accelerated by toe erosion. However, toe armouring does not strengthen or otherwise stabilize over-steepened slopes above the toe area. Oversteepening would need to be addressed prior to placement of toe armouring or risk of slope movement would still be prevalent. In the long term, the armouring would hold the toe in place and the slope above would transition to a stable configuration. This can be seen above the toe armouring that has been completed along the Red Deer River below the West Park Area, with small sides and colluvium over the top of the armouring in some areas. Even with toe armouring there is risk of continued erosion occurring if improperly designed or during high water events over the top of the armor. Various options for protecting a slope from toe erosion are available. These include: vegetation, rip-rap and engineered products, as outlined below.

1. Vegetation alone is often not considered to be a suitable alternative without some additional means of mechanical stabilization. Since the depth of water is greater than 300 mm, a mechanical barrier (i.e. hard armouring) is considered necessary. Vegetation should be incorporated into the final protection design as a means to slow water velocity and encourage siltation at the slope toe, as well as for aesthetic considerations.
2. Hard armouring with the select placement of large diameter rock rip-rap placed in gabion baskets along and above the erosion zone is a possible option. Rip-rap has been successfully utilized on the various banks around Sylvan Lake. However, rip-rap is susceptible to ice damage and can require maintenance.
3. Based on the flow characteristics, suitable working area near the lake, and size of area requiring protection, an engineered system such as A-Jacks, Flex MSE Wall, and Flexamat are possible armouring options. These options are designed for use in creek bank toe and shoreline stabilization. Various sizes and systems are available depending upon water velocity and ice scour concerns.

4.2 TOE REINFORCEMENT

An increase in stability would be realized by adding an engineered system to strengthen the slope toe. Measures considered to strengthen the toe included adding engineered fill that would be significantly stronger than the native soil to effectively increase the soil strength in a critical zone, or adding a toe load which would act to increase the frictional resistance of the existing native clay.

If a toe load is considered, a large soil mass would be placed on top of the eroded area or failed soil at the slope toe to act as a counter-weight to add stability to the up slope mass. This option is typically combined with armoring of the toe as described above. Due to the overall slope inclination and the need to import additional material, the toe load option may not be considered to be economically feasible for this site.

A shear key can also be considered, which is constructed by excavating a trench into competent material below the potential failure surface and then backfilling the trench with compacted engineered granular fill. The fill material is usually a high friction material and the width of the shear key is determined from a stability analysis. The final shear key configuration is determined by a combination of stability analysis, to determine width and slopes, and constructability limitations, but a slope face of 2H:1V is usually satisfactory for a select gravel fill. A shear key may be considered if the slope face needs to be steepened to less than 2.5H:1V.

A retaining wall could also serve the same purpose but at a much higher cost than either a shear key or toe load. Toe reinforcement would not strengthen the over-steepened portion of the slope, so additional measures such as flattening would be required along the entire failed slope face.

4.3 SLOPE FACE EROSION CONTROL

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

The development of trails on the slope face can be reduced by providing and maintaining access to the lake, such as the existing stairways and encouraging users to stay off the natural slope face. In areas with trails or existing erosion, vegetation should be encouraged as quickly as possible. Depending on the size of the area and inclination of the slope, additional erosion control measures may be required to allow vegetation to establish. These controls typically consist of coconut matting (or other erosion control blankets) to control surface erosion and wattles to slow the velocity of overland drainage on steep slopes. Hydro-seeding may be required under matting on steep grades. Silt fencing is sometimes used as a short term measure to limit siltation into watercourses or lakes until vegetation is established. These should be considered short term measures to assist with establishment of vegetation. Some products, such as Flex MSE, can be used to stabilize steeper slopes and re-establish vegetation.

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

coupled with surface options to reduce the velocity of the water. Additionally, an energy dissipation pad may be required need the toe to reduce erosion potential at the shoreline. Channel design would be on a case-by-case basis based on the slope inclination, catchment area, local soils, and desired aesthetics.

4.4 SLOPE GEOMETRY

Reducing the slope inclination by flattening is sometimes considered be a necessary part of slope rehabilitation in oversteepended areas. Stability analyses would be required to confirm recommended slope inclination to sufficiently improved the stability of the slope. Reconfiguration of the entire slope from crest to toe may be required when addressing geometry. Due to the proximity of the existing developments along the crest of storm line, the slope may require reinforcement instead of slope flattening or the developments would need to be moved back from the crest.

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

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

Typically erosion at the toe of the slope and associated over steepening of the slope directly around this area causes the material above to rely on short-term strength and will eventually regress to a stable slope configuration unless action is taken to stabilize it. In the long-term, the slope will like regress to a similar inclination as the surrounding natural slope.

Typically the lower slope in the till material within the Summer Village of Birchcliff will regress to slopes of 1.5 to 2.5H and the upper slope above the till regresses to flatter than 4H:1V. A full slope analysis would be required to assess specific slopes and possible impacts to structures near the slope crest. Slope modelling of typical scenarios was not within the scope of this report.

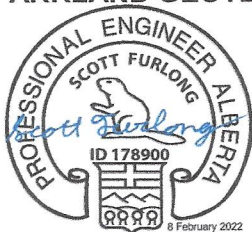
5.0 LIMITATIONS AND CLOSURE

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

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

Respectfully submitted,
PARKLAND GEOTECHNICAL CONSULTING LTD.

APEGA Permit to Practice No. P - 7312



Scott Furlong, P.Eng
Geo-Materials Engineer

Scott Furlong
ID 178900 2022-02-08

Scott Furlong, P.Eng
Responsible Member

Reviewed By:
Bryden Lutz, P.Eng

The use of this attached report is subject to the following general terms and conditions.

1. **STANDARD OF CARE** - In the performance of professional services, ParklandGEO used the degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. No other warranty expressed or implied is made in any manner.
2. **INTERPRETATION OF THE REPORT** - The CLIENT recognizes that subsurface conditions will vary from those encountered at the location where borings, surveys, or explorations are made and that the data, interpretations and recommendation of ParklandGEO are based solely on the information available to him. Classification and identification of soils, rocks, geological units, contaminated materials and contaminant quantities will be based on commonly accepted practices in geotechnical or environmental consulting practice in this area. ParklandGEO will not be responsible for the interpretation by others of the information developed.
3. **SITE INFORMATION** - The CLIENT has agreed to provide all information with respect to the past, present and proposed conditions and use of the Site, whether specifically requested or not. The CLIENT acknowledged that in order for ParklandGEO to properly advise and assist the CLIENT, ParklandGEO has relied on full disclosure by the CLIENT of all matters pertinent to the Site investigation.
4. **COMPLETE REPORT** - The Report is of a summary nature and is not intended to stand alone without reference to the instructions given to ParklandGEO by the CLIENT, communications between ParklandGEO and the CLIENT, and to any other reports, writings or documents prepared by ParklandGEO for the CLIENT relative to the specific Site, all of which constitute the Report. The word "Report" shall refer to any and all of the documents referred to herein. In order to properly understand the suggestions, recommendations and opinions expressed by ParklandGEO, reference must be made to the whole of the Report. ParklandGEO cannot be responsible for use of any part or portions of the report without reference to the whole report. The CLIENT has agreed that "This report has been prepared for the exclusive use of the named CLIENT. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. ParklandGEO accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report."

The CLIENT has agreed that in the event that any such report is released to a third party, the above disclaimer shall not be obliterated or altered in any manner. The CLIENT further agrees that all such reports shall be used solely for the purposes of the CLIENT and shall not be released or used by others without the prior written permission of ParklandGEO.

5. **LIMITATIONS ON SCOPE OF INVESTIGATION AND WARRANTY DISCLAIMER**
 There is no warranty, expressed or implied, by ParklandGEO that:
 - a) the investigation uncovered all potential geo-hazards, contaminants or environmental liabilities on the Site; or
 - b) the Site is entirely free of all geo-hazards or contaminants as a result of any investigation or cleanup work undertaken on the Site, since it is not possible, even with exhaustive sampling, testing and analysis, to document all potential geo-hazards or contaminants on the Site.

The CLIENT acknowledged that:

- a) the investigation findings are based solely on the information generated as a result of the specific scope of the investigation authorized by the CLIENT;
 - b) unless specifically stated in the agreed Scope of Work, the investigation will not, nor is it intended to assess or detect potential contaminants or environmental liabilities on the Site;
 - c) any assessment regarding geological conditions on the Site is based on the interpretation of conditions determined at specific sampling locations and depths and that conditions may vary between sampling locations, hence there can be no assurance that undetected geological conditions, including soils or groundwater are not located on the Site;
 - d) any assessment is also dependent on and limited by the accuracy of the analytical data generated by the sample analyses;
 - e) any assessment is also limited by the scientific possibility of determining the presence of unsuitable geological conditions for which scientific analyses have been conducted; and
 - f) the laboratory testing program and analytical parameters selected are limited to those outlined in the CLIENT's authorized scope of investigation; and
 - g) there are risks associated with the discovery of hazardous materials in and upon the lands and premises which may inadvertently discovered as part of the investigation. The CLIENT acknowledges that it may have a responsibility in law to inform the owner of any affected property of the existence or suspected existence of hazardous materials and in some cases the discovery of hazardous conditions and materials will require that certain regulatory bodies be informed. The CLIENT further acknowledges that any such discovery may result in the fair market value of the lands and premises and of any other lands and premises adjacent thereto to be adversely affected in a material respect.
6. **COST ESTIMATES** - Estimates of remediation or construction costs can only be based on the specific information generated and the technical limitations of the investigation authorized by the CLIENT. Accordingly, estimated costs for construction or remediation are based on the known site conditions, which can vary as new information is discovered during construction. As some construction activities are an iterative exercise, ParklandGEO shall therefore not be liable for the accuracy of any estimates of remediation or construction costs provided.
 7. **LIMITATION OF LIABILITY** - The CLIENT has agreed that to the fullest extent permitted by the law ParklandGEO's total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in anyway relating to the Project is contractually limited, as outlined in ParklandGEO's standard Consulting Services Agreement. Further, the CLIENT has agreed that to the fullest extent permitted by law ParklandGEO is not liable to the CLIENT for any special, indirect or consequential damages whatsoever, regardless of cause.
 8. **INDEMNIFICATION** - To the fullest extent permitted by law, the CLIENT has agreed to defend, indemnify and hold ParklandGEO, its directors, officers, employees, agents and subcontractors, harmless from and against any and all claims, defence costs, including legal fees on a full indemnity basis, damages, and other liabilities arising out of or in any way related to ParklandGEO's work, reports or recommendations.

Summer Village of Birchcliff**February 15, 2022****Public Works****Information Item****Agenda Item: *Phase 2 Pathway Costs*****Background:**

Pathway Costs for Phase 2:

Contractor	Total Paid 2021	Quoted Amount Phase 2	Notes
Tar-ific Construction	\$160,253.03	\$164,784.43	This amount includes the extra bench installed in OS16. The project did not require all the contingency to be used.
WSP	\$20,716.91	\$17,500	\$641.98 remains to be invoiced. This number is high because it includes survey and mapping work done for the design of the path all the way to RR14 that was proposed last Spring. This number also includes a small portion of the post construction service costs from phase 1 of the construction.
Urban Dirtworks	\$5,260.00	\$5,500	For tree removal and pathway construction to connect the Birchcliff path to the Slopes.
Triangle Construction	\$6,090		Tree removal along the road and pathway system
Totals	\$192,320.00		2021 budget for this project was \$190,000.00.

This project was slightly over budget due to the purchase of one additional bench and the tree removal being added in with the project. \$641.98 remains to be paid and Administration has requested that WSP invoice that amount so the project GL can be closed.

Options for Consideration:

Accept as information.

Authorities:

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

Summer Village of Birchcliff

February 15, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

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

Current Developments:

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

24. 111 Birchcliff Road	Detached Garage	Issued in 2021
25. 383 Birchcliff Road (site inspection complete, conditions outstanding)	Asphalt Paving	Issued in 2021
26. 59 Birchcliff Road	Driveway	Issued in 2021
27. 361 Birchcliff Road	Lakeside Deck	Issued in 2021
28. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
29. 363 Birchcliff Road	Dwelling	Issued in 2021
30. 159 Birchcliff Road	Demolition	Issued in 2021
31. 71 Birchcliff Road	Dwelling	Issued in 2021
32. 137 Birchcliff Road	Home Occupation	Issued in 2021
33. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022 (NEW)

Closed since last Council update:

1. 41 Birchcliff Road	Sport Court	Issued in 2019
2. 363 Birchcliff Road	Dwelling Relocation	Issued in 2021

Permit Summary:

Year to date 2022:

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

2021:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

Administration

Information Item

Agenda Item: *CAO 2022 Goals*

Background:

Each year, as part of the CAO's Annual Review, the CAO sets goals that he would like to accomplish in the upcoming year, that will lead to Council achieving its goals.

Attached is a list of the CAO's goals for 2022.

Options for Consideration:

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

Administrative Recommendations:

That Council accept as information.

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Birchcliff	Position Title: CAO
Date of Review:		Present Job Since:
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.*

Section 208

The chief administrative officer must ensure that:

- A. Minutes of each council meeting*
 - i. Are recorded in English language without note or comment*
 - ii. Include the names of the councilors present at the council meeting*
 - iii. Are given to council for adoption at a subsequent council meeting, and*
 - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins*
- D. The council is advised in written of its legislative responsibilities under this act*
- E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.*

Primary Responsibility Assessment

Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:

Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. Shoreline armoring and EOS improvements	Work with PW department to create a plan to address 1 or 2 reserves this year and a long term plan for other reserves	Improvements completed on selected reserve with plan in place for future years	
2. Lund Use Bylaw amendments	Work with Development department on a number of LUB amendments potentially needing public consultation	After agreed upon by Council and appropriate consultation and public hearing, amendments are put into place	
3. Pier program / access agreements	Finalize administrative side of Pier Program and clean up access agreements	Pilot program fully in place as a policy and access agreements sorted out	
4. Service Level Agreement	Work with JSC and HRSC on service level agreement for all 5 municipalities	Service level agreement completed and adopted by JSC / all 5 Councils.	

Goals Assessment

Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)		<input type="checkbox"/> Solid Contributor (SC)		<input type="checkbox"/> Outstanding Contributor (OC)
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.		Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.		Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> The selected Key Leadership Competencies Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. Complete final NACLAA course by year end	Online courses through University of Alberta	Courses complete	

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Attached is the proposed capital project budget for 2022.

MSI Allocation Report Included
FGTF Allocation Report Included

Birchcliff's 2022 MSI allocation is expected to be \$67,798 for 2022 & 2023.

Options for Consideration:

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2022 Capital Budget.

Administrative Recommendations:

1) That Council approve a 2022 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 2022 Budget
Expenses Anticipated	Project MSI - Shoreline & Bank Protection		\$ 25,000.00
Total Expenses			\$ 25,000.00
Funding Anticipated	Project MSI - Shoreline & Bank Protection	\$ 25,000.00	0.00
Total Grants			\$ 25,000.00
Amount Required from Taxation			\$ -
2021			
2022			
2023			
2024 Pavement overlay BC Rd West		\$65,000 - \$240,000	
2025			

Total FGTF Allocation 2005 to Current
\$187,564

Total Payments
\$187,564

Total Certified Income Earned
\$2,043

Applications/Projects

Allocations and Payments

Search:

Year	Allocation	Payments	Status
FY2005	\$2,855	\$2,855	Paid (Reconciled)
FY2006	\$2,855	\$2,855	Paid (Reconciled)
FY2007	\$3,808	\$3,808	Paid (Reconciled)
FY2008	\$5,356	\$5,356	Paid (Reconciled)
FY2009	\$10,705	\$10,705	Paid (Reconciled)
FY2010	\$11,966	\$11,966	Paid (Reconciled)
FY2011	\$11,966	\$11,966	Paid (Reconciled)
FY2012	\$11,966	\$11,966	Paid (Reconciled)
FY2013	\$11,966	\$11,966	Paid (Reconciled)
FY2014	\$11,087	\$11,087	Paid (Reconciled)
FY2015	\$10,871	\$10,871	Paid (Reconciled)
FY2016	\$11,038	\$11,038	Paid (Reconciled)
FY2017	\$11,058	\$11,058	Paid (Reconciled)

Year	Allocation	Payments	Status
FY2018	\$11,453	\$11,453	Paid (Reconciled)
FY2019	\$23,221	\$23,221	Paid (Reconciled)
FY2020	\$11,693	\$11,693	Paid (Reconciled)
FY2021	\$23,700	\$23,700	Paid (Reconciled)

SUMMER VILLAGE OF BIRCHCLIFF

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$47,742	\$47,742	\$0	100	Certified	\$175	\$0
2008	\$57,935	\$57,935	\$0	100	Certified	\$1,854	\$0
2009	\$45,912	\$45,912	\$0	100	Certified	\$538	\$0
2010	\$139,350	\$139,350	\$0	100	Certified	\$993	\$22,882
2011	\$143,341	\$143,341	\$0	100	Certified	\$3,964	\$28,623
2012	\$149,994	\$149,994	\$0	100	Certified	\$5,273	\$12,808
2013	\$150,162	\$150,162	\$0	100	Certified	\$5,327	\$3,204
2014	\$163,443	\$163,443	\$0	100	Certified	\$1,634	\$300
2015	\$155,556	\$155,556	\$0	100	Certified	\$6,934	\$23,526
2016	\$144,965	\$144,965	\$0	100	Certified	\$0	\$1,133,749
2017	\$143,485	\$143,485	\$0	100	Certified	\$780	\$105,697
2018	\$178,147	\$178,147	\$0	100	Certified	\$0	\$94,008
2019	\$101,857	\$101,857	\$0	100	Certified	\$1,768	\$81,614
2020	\$138,914	\$138,914	\$0	100	Certified	\$1,076	\$213,434
2021	\$167,189	\$167,189	\$0	100	n/a	n/a	n/a
Total	\$1,927,992	\$1,927,992	\$0			\$30,316	\$1,719,845

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$0	\$0

* Amounts reflect the total increase or decrease to the original accepted amounts.

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

The maximum amount of MSI funding a municipality may request for new project(s) is calculated as all of its historical allocations plus five times its current year allocation, plus credit items¹, less MSI funding applied to completed projects¹, MSI funding accepted for ongoing projects², and MSI funding recommended for submitted projects².

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

¹Based on certified Statements of Funding and Expenditures.

²Projects and amendments that have been submitted, but have not yet been recommended for funding, are not included in the calculation.

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Amending Memorandum of Agreement*

Background:

The Government of Alberta recognizes the importance of rebuilding Alberta's economy through investment in local infrastructure. Therefore, the government has extended the Municipal Sustainability Initiative (MSI) program for two years, until March 31, 2024, when it will be replaced with the Local Government Fiscal Framework (LGFF).

To extend the MSI and continue to provide the funding, the current long-term MSI agreements must be amended. While the MSI allocation formula has been removed from the agreements, it will remain in the MSI program guidelines, and the process used to determine the 2022 and 2023 MSI allocations will remain the same.

The amending 2022 MSI Memorandum of Agreement is attached. Please note the 2022 MSI funding allocation cannot be released until the amending agreement is signed and returned.

Options for Consideration:

- 1) That Council sign the MSI Amending MOA.
- 2) Table for further information.

Administrative Recommendations:

- 1) That Council sign the MSI Amending MOA.

Authorities:

Municipal Affairs - The Municipal Sustainability Initiative (MSI) helps support local infrastructure priorities and build strong, safe and resilient communities.

Municipal Sustainability Initiative

AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Summer Village of Birchcliff**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated October 15, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on May 21, 2009, June 26, 2014, March 29, 2017, June 15, 2017, and March 21, 2019;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement, as previously amended, is amended by:
 - a. Deleting "a fourteen-year funding commitment" in the preamble and replacing it with "a sixteen-year funding commitment".
 - b. Deleting "fourteen-year term" in section 4 and replacing it with "sixteen-year term", and by deleting "in accordance with section 5" in section 4 and replacing it with "in accordance with the Program Guidelines".
 - c. Deleting the words "for Component A and 2014-2015 levels for Component B" in section 4.(i).
 - d. Deleting section 5.
 - e. Deleting "2021-22" in section 15 and replacing it with "2023-2024", and by deleting "March 31, 2027" in section 15 and replacing it with "March 31, 2029".
 - f. Deleting "March 31, 2022" in section 15.1 and replacing it with "March 31, 2024".

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2022 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: 
MINISTER, MUNICIPAL AFFAIRS

Date: JAN 29 2022

Summer Village of Birchcliff

Witness

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *Climate Plan*

Background:

Mayor Dufresne has asked to have climate plan added to the agenda for discussion.

At the 2021 Annual Information Meeting, threats associated with global warming were presented along with ways to mitigate the impacts on property and environment. Things were identified that are being done and that Council is working on to help mitigate these impacts which include:

- Shoreline erosion
- Overland flooding
- Forest management plan
- Member of climate caucus
- Manage bed and shore
- Community pier
- Ice huts
- Land Use Bylaw
 - Drainage
 - Construction standards
 - Setbacks
 - Hot tub drainage

Are there other things that can be done by the municipality that will help reduce the impact on climate change? Some possible changes could be:

- Land Use Bylaw changes
 - Green roof
 - Drainage
 - Shoreline development (boat house)
 - Construction standards
 - Gas stoves
 - Low flow toilets
- Recycling program
- Formalize plan
- Engage others

Options for Consideration:

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

Administrative Recommendations:

Council discuss and provide direction to Administration.

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *Municipal Planning Commission Appointment*

Background:

Each year Council encourages residents to take an active role in their community. One way for residents to do this is by sitting as members-at-large on various committees such as the Municipal Planning Commission and Subdivision and Development Appeal Board.

Mayor Dufresne has had conversations with Jonathan Paulgaard who has expressed interest in sitting as a member-at-large on the Municipal Planning Commission. Mayor Dufresne would like his name put forward for appointment as a member-at-large to the Municipal Planning Commission.

Options for Consideration:

- 1) Council appoint Jonathan Paulgaard to the Municipal Planning Commission as a member-at-large.
- 2) Council accepts as information.

Administrative Recommendations:

Council appoint Jonathan Paulgaard to the Municipal Planning Commission as a member-at-large.

Authorities:

Municipal Planning Commission Bylaw #203-18

3.3 The Commission shall consist of three (3) Members, including:

- a) two (2) members of Council; and
- b) the remaining position shall be a member pulled from the public-at-large who is a ratepayer in the Summer Village and is not in conflict with the hearing and who has been identified as a member by Council.

Summer Village of Birchcliff

February 15, 2022

Council and Legislation

Request for Decision

Agenda Item: *Municipal Leaders Caucus*

Background:

Administration has received information about the upcoming 2022 Alberta Municipalities Spring Municipal Leaders' Caucus being held at the Edmonton Convention Centre March 9 & 10, 2022. The caucus is open to all mayors, council members and CAOs.

The cost to attend in person is \$165 plus accommodations or \$125 to attend virtually.

Council has \$475 in their 2022 budget for Council Education Opportunities should anyone wish to attend.

Options for Consideration:

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

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

Draft Agenda for Spring 2022 Municipal Leaders' Caucus
 March 9 and 10, 2022
 Edmonton Conference Centre
 Subject to Change

Wednesday, March 9	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	President's Opening Remarks
9:15 a.m.	Minister of Municipal Affairs' Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:10 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:10 a.m.	Premier's Remarks
11:30 p.m.	Lunch
12:30 p.m.	Education/Engagement Session I – Alberta Provincial Police Service
2:30 p.m.	Break
2:45 p.m.	Requests for Decision
3:15 p.m.	Education/Engagement Session II - EMS
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 10	
7:00 a.m.	Registration and Breakfast
8:00 a.m.	Education/Engagement Session III – Municipal Financial Health and LGFF
9:15 a.m.	Alberta Municipalities President's Report
9:30 a.m.	Executive Committee Dialogue Session
10:00 a.m.	Break
10:15 a.m.	Education/Engagement Session IV – Future of Municipal Governance
11:30 a.m.	Opposition Leader's Remarks
11:45 a.m.	Closing Remarks
12:00 p.m.	Lunch



2022 ALBERTA MUNICIPALITIES SPRING MUNICIPAL LEADERS' CAUCUS

MARCH 9 & 10, 2022
EDMONTON CONVENTION CENTRE

Join us for Alberta Municipalities spring Municipal Leaders' Caucus being held March 9 & 10 at the Edmonton Convention Centre.

The spring Caucus will open with a breakfast buffet on Wednesday, March 9 and will include a day-and-a-half of sessions on the proposed Alberta Provincial Police Service, EMS, municipal financial health, and more. Alberta Municipalities is also working with our provincial partners to schedule two Minister dialogue sessions, as well as addresses from Premier Jason Kenney and Opposition Leader Rachel Notley. Day one will conclude with a networking session for attendees and business and industry stakeholders.

Registration for RMA Members will open on February, 16.

2022 SPRING MLC AGENDA

IN-PERSON

Alberta Municipalities Regular Members: \$165

RMA Members (Alberta Municipalities Associate Members): \$165

RMA Members (Alberta Municipalities Non-members): \$215

VIRTUAL

Virtual: \$125

***In-person attendees**

Please note, all public health orders in place at the time of the event will be followed. This could include but it not limited to showing proof of vaccination or privately paid for negative test result within 72-hours, and masking while not actively eating or drinking.

***Virtual Attendees**

Virtual attendees will have access to watch all agenda items live. Eligible virtual attendees will have the ability to vote on Requests for Decisions. There will be no ability for virtual attendees to ask questions during any sessions.

Refund Policy

All cancellations must submitted via email to registration@abmunis.ca prior to 11:59 pm MST on March 1, 2022 to be eligible for a full refund, minus a \$10 administrative fee.

Any cancellations made after March 1, 2022 will not be eligible for a refund.

PLEASE NOTE, YOU MUST BE AN ELECTED OFFICIAL OR SENIOR ADMINISTRATOR FROM AN ALBERTA MUNICIPALITIES REGULAR MEMBER OR RMA MEMBER TO ATTEND THE EVENT. IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL REGISTRATION@ABMUNIS.CA. ALBERTA MUNICIPALITIES RESERVES THE RIGHT TO REVIEW, CANCEL, AND REFUND REGISTRATIONS IF NECESSARY.

Summer Village of Birchcliff

February 15, 2022

Public Works

Request for Decision

Agenda Item: *Snow Removal Policy*

Background:

Council has requested that Administration bring forward the Snow Removal Policy for review.

Options for Consideration:

1. Accept as information
2. Amend the Policy

Administrative Recommendations:

That Council discuss and provide feedback to Administration

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.
SNOW REMOVAL POLICY	January 21, 2021	BCC-21-015

Purpose and Scope:

The purpose of this policy is to provide safe traffic movement and driving surfaces wherever reasonably possible. This policy shall set out procedures and priorities for snow clearing and ice control for the Summer Village of Birchcliff.

Definitions:

A major snowfall shall be considered to have occurred when snowfall reaches an accumulated depth of 10cm or more.

Specific Procedures:

Snow Ploughing – Snow ploughing shall be undertaken following a major snowfall, or a snowfall which results in unsafe or drifted road conditions. When the aforementioned conditions exist, the contractor will be contacted. The contractor will start the required snow ploughing within 12 hours of being contacted by the Village Administrator or designate. Snow shall be ploughed to the sides of the streets and the contractor shall minimize windrows left in front of driveways. Arrangements may be made with the contractor which will allow him to initiate snow ploughing when conditions are such that snow ploughing must be undertaken.

Street Sanding – Streets shall be sanded when normal winter driving conditions become a hazard to public safety. When the aforementioned conditions exist, the contractor will be contacted by the Administrator or designate and the sanding will be undertaken in the following areas:

- Village Road Intersections
- Road curves
- Hills

Sand shall be placed at intersections on the incoming lanes which are signed to either yield or stop.

Arrangements may be made with the contractor which will allow him to initiate sanding when conditions are such that sanding must be undertaken.

Operators shall take care not to operate the spinner when meeting vehicles.

General:

The Administrator has the right to apply snow ploughing or sanding to any area of the Village if, in their opinion, a safety hazard is being created.

Snow cleared across a public right-of-way must be pushed completely off the road.

Priorities:

Snow clearing will first be completed along Birchcliff Road from RR 14 through to the west end of Birchcliff. Operators will then proceed to clear snow in Sunbreaker Cove. Once completing snow clearing in Sunbreaker Cove the snow removal contractor will return to Birchcliff and clear all remaining roads and closes.

Mayor

Administrator

Summer Village of Birchcliff

February 15, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Amendments 170/13*

Background:

Administration has been tasked with suggesting a number of Land Use Bylaw amendments. Generally amendments are made when a specific regulation is repeatedly being challenged at MPC meetings or variances are being requested frequently. This shows us that as the community changes over time, the LUB regulations may need to be updated. Last meeting, Council agreed to a number of changes and tasked administration to come back with a number of amendments:

Below is a list of LUB Amendments that Council discussed and agreed on:

1. Part One: 1.3 Current Definition:

“temporary building means a building without any foundation below grade that is intended to be on the parcel for a short-term basis and includes a soft-sided or other structure designed to serve as a temporary garage, storage shelter or greenhouse, but does not include an accessory building, or a guest house;”

Part One: 1.3 Proposed Definition:

“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.”

The revised definition includes more detail stating a maximum timeline and when there can be a temporary building on the lands. The original definition used an undefined “short term basis” which is not ideal.

2. Part One: 1.3 Current Definition:

“breezeway(s) means a roofed open passage connecting two (2) or more buildings”.

Part One: 1.3 Proposed Definition:

“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.

This ensures accessory buildings cannot be attached to the dwelling and considered one principal building.

3. **Part One: 1.3 Add 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.”

This term is used in the policy language of the Sylvan Lake Intermunicipal Development Plan and is a requirement for any development in the riparian area.

4. **Part Two: 2.3 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.

This is to be consistent with Sylvan Lake Intermunicipal Development Plan and Development Plan definition.

5. **Part One: 1.7 Current Regulation:**

“Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by resolution of Council. Council may at any time by resolution increase, decrease or establish new fees for matters covered in this bylaw.

Part One: 1.7 Proposed Regulation:

“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.”

The way this section is currently worded is incorrect as a bylaw cannot be changed by resolution of Council, it must go through the normal amendment process as any bylaw would. A Land Use Bylaw amendment needs a first reading, a public hearing and then must receive second and third readings to pass. This is in contravention of section 8(c) of the Municipal Government Act, which requires fees to be a set by bylaw.

6. Part Four: Back-Lot Residential (R2) Site Development 1(b)(i) Current Regulation:

“7.60 m (25 ft.) to the habitable dwelling unit from the side parcel boundary”

Part Four: Back-Lot Residential (R2) Site Development 1(b)(i) Proposed Regulation:

“7.62 m (25 ft.) to the habitable dwelling unit from the side parcel boundary”

This revision is proposed due to error. 25ft is 7.62m

7. Part Three: 2(3) Add:

“No person shall allow a sea can to be placed on a parcel other than during construction with an approved development permit.”

This is to include sea cans in the Land Use Bylaw and states when sea cans can be on the lands.

8. Part One: 1.3 Current Definition:

“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 or 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.”

Part One: 1.3 Proposed Definition:

“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.

A more fulsome definition of what a development gives the development authority a greater ability to define what is or is not happening on any given parcel of land.

9. Part One: 1.3 Current Definition:

“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) 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. Amended by Bylaw #199/17; or

(b) 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

(c) 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”.

Part One: 1.3 Proposed Definition:

“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.

(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. Amended by Bylaw #199/17; 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”.

This added way to determine grade is less complex and will be compatible with the development in the village.

10. Part Four: Church Camp Cottage District (CC2) Current Regulation:

“General Purpose 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 for vacation and retreat purposes only and not to be occupied by a permanent resident”.

Part Four: Church Camp Cottage District (CC2) Proposed Regulation:

“General Purpose 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.”

This revision removes the permanent resident clause.

11. Part One: 1.3 Current Definition:

“church camp cottage(s) means a building used by one (1) or more individuals as a single housekeeping unit during vacations and religious retreats only and not to be occupied by a permanent resident, and which is separate from any other building but does not include a manufactured dwelling unit, guest house or temporary building”.

Part One: 1.3 Proposed Definition:

“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”.

This revision removes the permanent resident and housekeeping clause.

Below is a list of LUB Amendments that Council directed administration to amend as discussed:

12. Part Three: 4(7) Current Regulation:

“The subdivision authority shall, as a condition of subdivision approval, require an environmental reserve (or a combination of environmental reserve and environmental reserve easement) of not less than 30 m (98.43 ft.) in width from the high water mark of Sylvan Lake and/or the top of bank of watercourses to the lot line. A greater setback may be required by the subdivision authority based on the recommendations of

a geotechnical study undertaken by a qualified professional.”

Part Three: 4(7) Proposed Regulation:

“Subdivision Design Standards to “As a condition of subdivision approval, Environmental Reserves ~~will~~ 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.”

As the shoreline has already been subdivided and reserves taken, the municipality is no longer able to take a reserve on the shoreline. However, Section 664 states that the municipality can require the registration of an Environmental Reserve Easement Agreement as a condition of subdivision approval. We can require them when the lots are adjacent to the shoreline of a lake, river, creek or to encompass and provide a buffer around a wetland. If we do apply one, the minimum area you can apply it to is 6 m. If there is a steep bank, the 6m could start from the top of the bank rather than from the legal bank. So it could be larger than 6m to also encompass the lands from the legal bank to the top of the bank. However, an ERE designation mandates that the lands must remain in a natural state in order to protect the shoreline.

13. Part One: 1.3 Current Definition:

“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 and all other impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw”.

Part One: 1.3 Proposed Definition:

“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”.

This revision includes gravel, reclaimed pavement, crushed rock and turf all to be included in the parcel coverage percentage.

14. Part One: 1.3 Current Definition:

“guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom, but shall not have a kitchen or other cooking facilities. 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”.

Part One: 1.3 Proposed Definition:

~~“guest house means an accessory building containing sleeping facilities for temporary usage only and shall only include bedrooms and a bathroom. A guest house is not a dwelling and 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”.~~ **OR**

“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”.

This revision will include clear intent on if a kitchen is allowed. The current definition does not allow a kitchen, but it is unclear exactly what defines a kitchen or separates it from a wet bar or kitchenette. Council should decide what the intent is and the direction moving forward.

Below is a list of LUB Amendments that Council directed administration to come back with:

15. Part Three 2(3)(d) Current Regulation:

“No person shall allow a vehicle of more than 1,000 kg (2,204.62 lbs) Gross Vehicle Weight to be parked or stored in residential districts, except boats, boat trailers, school buses and recreational vehicles.”

Part Three 2(3)(d) Proposed Regulation:

“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”

This proposed revision is to include a regulation that includes storage of junk, salvage etc. on a property.

16. Part One: 1.3 Add 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”.

Adding this definition defines what is considered a nuisance to go along with Part Three 2(3)(d) proposed regulation.

17. Part Four: Land Use District Regulations (R1 Site Development (1)d, R2 Site Development (1)e).

Current Regulation:

“Maximum Building Height: 10 m (32.80 ft.) measured from grade”.

Administration recommends no changes to the maximum building height. In researching other Land Use Bylaw’s 10m appears to be the standard dwelling height and would continue to fit within the village and the current development.

18. Part Three: 1(1)d & 1(2)c Current Regulation:

“Notwithstanding section 1(7)(b), an accessory building shall not be more than 5 m (16.40 ft.) in building height measured from grade.”

Currently accessory building height and accessory building with a guest house (max 7.62m (25ft.)) height distinguishes different sizes. Research in other Land Use Bylaw’s shows these heights are common. Norqenwold is proposing their draft Land Use Bylaw the max height of 8.8m (29ft.) for all accessory buildings, this is proposed based on resident feedback.

19. Part One: 1.3 Current Definition:

“accessory building(s) means a building separate and subordinate to the main building, the use of which is incidental to that main building and is located on the same parcel of land and includes, in the residential district, such things as storage sheds garages, and a guest house. Accessory buildings are not intended for commercial purposes and do not include sea cans”.

Part One: 1.3 Current Definition:

“building(s) includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road”

Administration recommends no changes to the definition for Accessory Building or Building, but to add the following regulation under “Development Not Requiring a Development Permit”.

20. Part Two: 2.2 (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.”

Adding this regulation allows for these types of structures to still be considered a building with regulations but not to require a development permit for them.

21. Part Three: 1(5) Current Regulation:

A Development Permit shall not be issued for more than:

- (a) One (1) main building on an unsubdivided parcel; and
- (b) Two (2) accessory buildings on an unsubdivided parcel.

The number of accessory buildings to stay the same depending on if Council agrees to keep the accessory building and building definition as it is currently or if it is the desire of Council to add more accessory buildings administration recommends considering the following proposed footprint regulation as well.

22. Part Three: 1(1)g & 1(2)b Current Regulation:

“Accessory building’s combined footprints shall be no larger than 6% of the parcel’s total area, to a maximum of 2200 sq. ft.”

Keep this definition as it is currently OR

Part Three: 1(1)g & 1(2)b Proposed Regulation:

“The footprint of an accessory building on lots smaller than 0.2 hectares (0.5 acres) in area shall be a maximum of 111.5 m² (1,200 ft.²) and the footprint of an accessory building on lots 0.2 hectares (0.5 acres) or more in area shall be a maximum of 223.0 m² (2,400 ft.²), and shall not exceed the maximum site coverage provisions in the applicable land use district.

This regulation also pertains to accessory building regulations and is to be considered with the number of accessory buildings.

Administrative Recommendations:

Council to discuss and direct administration to draft a Land Use Bylaw Amendment Bylaw.

Authorities:

Land Use Bylaw #170/13

Summer Village of Birchcliff

February 15, 2022

Council Reports

Information Item

Council Reports:

Roger Dufresne

Ann Zacharias

Frank Tirpak

Committee Reports:

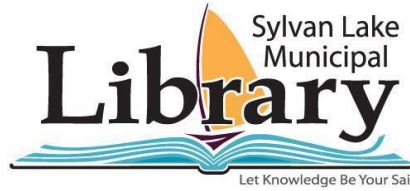
Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting: March 17, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 12, 2022 – 6:30PM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

The Library Director presented the annual budget for \$430,000 to the Town of Sylvan Lake Council in the fall. In keeping with the amount received from the previous year, Council approved \$427,220 to be paid in quarterly installments to the library.

2. Director’s Report

The Director’s Report was approved as presented.

A new addition in the library includes a custom-made display shelf built by Homesteaders Woodshop. This shelf was a self-described passion project by Andrea, the Library Director who designed the piece. If you are in the library, check out this bright and welcome attraction that was significantly funded by the Friends of the Sylvan Lake Library (FOSLL).

Due to ongoing Provincial restrictions, the hours of operation are as follows:

Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday / Wednesday / Friday / Saturday 10:00am-5:00pm

3. New Items

As the Sylvan Lake Municipal Library continues to innovate as a community hub for all demographics there have been some new additions to the collection. Several board games are now available to check-out in addition to five sets of snowshoes (2 adult and 3 youth). The library partnered with Alberta Parks Snowshoe Outreach Program to provide snowshoes for the patrons to check-out until March 31, 2022.

4. Policy

Work continues with sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:01pm.

Next Regular Meeting – February 9, 2022, at 6:30pm