

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
FEBRUARY 22, 2024 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**   - Regular Meeting Minutes, January 18, 2024  
                                      - Municipal Planning Commission Minutes, February 15, 2024

**D. DELEGATION**

- 1) Phil Dirks, Metrix Group
- 2) Jason & Alissa McDonald

**E. INFORMATION ITEMS**

- 1) Accounts Payable Update
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report

**F. TABLED ITEMS**

- 1) Use of Reserves, Parks & Pathways Bylaw & Encroachment Policy
- 2) Road Closure Bylaw

**G. REQUESTS FOR DECISION**

- 1) **Council & Legislation**
  - a) Ambulatory Care

## **2) Planning & Development**

- a) Open Space Master Plan Amendments

## **H. COUNCIL REPORT**

### **1) Council Reports**

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

### **2) Committee Reports**

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
  - Town of Sylvan Lake Library Board
  - Parkland Regional Library Board
- b) Joint Services Committee Meeting Minutes
  - August 17, 2023
  - October 13, 2023
  - October 18, 2023

### **3) Correspondence**

- a) Alberta Lake Management Society (ALMS)
- b) Association of Summer Villages of Alberta (ASVA) LGFF Briefing

### **4) Upcoming Meetings**

- a) Next Council Meeting – March 21, 2024

## **I. ADJOURNMENT**

SUMMER VILLAGE OF BIRCHCLIFF  
REGULAR MEETING MINUTES  
JANUARY 18, 2024

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held January 18, 2024, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

<b>IN ATTENDANCE</b>	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak (via Zoom)
	CAO:	Tanner Evans
	Delegate:	Leanne Whiteley-LaGace (via Zoom)
	Public Works Manager:	Justin Caslor
	Development Officer:	Kara Hubbard
	Recording Secretary:	Carolyn Widmer

**CALL TO ORDER** The Meeting was called to order at 9:06 a.m. by Mayor Dufresne.

**AGENDA**

**BCC-24-001** MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**BCC-24-002** MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on December 21, 2023, be approved as presented.  
CARRIED

**DELEGATION**

- 1) Leanne Whitely-LaGace – Stantec

**BCC-24-003** MOVED by Mayor Dufresne that Council accept as information.  
CARRIED

**INFORMATION ITEMS**

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

**BCC-24-004** MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.  
CARRIED

Council recess at 10:25 a.m.

Council reconvened at 10:30 a.m.

TABLED ITEMS

- BCC-24-005

Use of Reserves, Parks & Pathways Bylaw #249-23

MOVED by Mayor Dufresne that Council direct Administration to ask Wildrose Assessment to clarify if the assessed property values would be negatively impacted by implementing the "Use of Reserves, Parks, and Pathways Bylaw in either of the 1st, 2nd or proposed third reading versions including the encroachment policy.

CARRIED
- MOVED by Councillor Tirpak that Council table for further consideration.

CARRIED

- BCC-24-006

Land Use Bylaw Lakeside Amendments

MOVED by Mayor Dufresne that Council accept as information, and for administration to propose Land Use Bylaw amendments at a future Council meeting.

CARRIED

- BCC-24-007

MOVED by Deputy Mayor Zacharias that Administration draft Land Use Bylaw amendments for the escarpment and landscaping and schedule a Meeting of the Whole in April.

REQUEST FOR DECISION

COUNCIL & LEGISLATION

- BCC-24-008

Sylvan Lake IDPC Terms of Reference

MOVED by Mayor Dufresne that Council adopt the IDPC Terms of Reference.

CARRIED

COUNCIL REPORTS

- Mayor Dufresne

  - Climate Change meeting coming up on February 2, 2024
  - Joint Services Committee
- Deputy Mayor Zacharias

  - No reports
- Mayor Dufresne

  - No reports

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay

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

CORRESPONDENCE

- Minister of Environment and protected areas

**BCC-24-009**            MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.  
CARRIED

NEXT MEETING

**BCC-24-010**            MOVED by Mayor Dufresne that the next meeting of Council be held February 22, 2024, at 9:00 a.m.  
CARRIED

ADJOURNMENT

**BCC-24-011**            MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:16 p.m.

\_\_\_\_\_  
ROGER DUFRESNE, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

Summer Village of Birchcliff  
February 15, 2024  
Municipal Planning Commission Minutes

C-2

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held February 15, 2024, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias via Zoom  
Member at Large: Michael Wells  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau  
Applicant: Treeva Toews

**CALL TO ORDER** Chair Zacharias called the meeting to order at 9:06 a.m.

**AGENDA:**

**MPC-24-001** Moved by Michael Wells that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 529 Birch Close**

Application for a shed at 529 Birch Close (Lot 8, Block 1, Plan 0224592) in the Summer Village of Birchcliff.

Councillor Tirpak joined the meeting at 9:09 a.m. via Zoom.

Kara Hubbard and the applicant left the meeting at 9:14 a.m.

**MPC-24-002** Moved by Councillor Tirpak that the Municipal Planning Commission approve the application for a shed at 529 Birch Close subject to the following conditions being met to the satisfaction of the Development Officer:

- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a \$3,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed with two years, and any or all road damage repaired. Any damage to public roads due to the construction and delivery of the home shall be repaired immediately at the expense of the permit holder.
- The height of the accessory buildings shall not exceed 5m (16.40ft.) in building height measured from grade.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- Existing vegetation and drainage to remain the same as provided in the landscaping and drainage plan.
- Municipal road bans to be followed during construction and delivery of the shed.

CARRIED

Initials



Summer Village of Birchcliff  
February 15, 2024  
Municipal Planning Commission Minutes

C-2

ADJOURNMENT:

**MPC-24-003** Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:28 a.m.  
CARRIED

\_\_\_\_\_  
ANN ZACHARIAS, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials

**Summer Village of Birchcliff****Finance & Administration****Request for Decision****Agenda Item:** *Delegation – Metrix Group***Background:**

The 2023 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2023 audited financial statements and answer any questions you may have.

**Options for Consideration:**

Council accept the 2023 audited financial statements as presented and authorize the Mayor to sign the financial return.

**Administrative Recommendations:**

Council accept the 2023 audited financial statements as presented and authorize the Mayor to sign the financial return.

**Authorities:**

MGA Section 281(1)

The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.



February 22, 2024

Summer Village of Birchcliff  
2 Erickson Drive  
Sylvan Lake, AB T4S 1P5

**Attention: Council Members**

Dear Council Members:

**RE: 2023 AUDIT FINDINGS REPORT**

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management.

The objective of our audit was to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

**SIGNIFICANT FINDINGS FROM THE AUDIT**

Our objective is to communicate appropriately to Council deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Summer Village's financial statements, and as such, our audit report is without reservation with respect to these matters.



### **Significant Qualitative Aspects of Accounting Practices**

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Summer Village. The application of those policies often involves significant estimates and judgments by management.

The Summer Village has made the following significant accounting estimates in preparing its financial statements.

*Amortization of Tangible Capital Assets - \$114,257 (2022 - \$98,480)*

The number of years the Summer Village's tangible capital assets are being amortized are estimates.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

### **Corrected and Uncorrected Misstatements**

#### *Corrected Misstatements*

During the course of the audit, we identified fourteen (14) adjustments that were communicated to management and subsequently corrected in the financial statements. This type of assistance is common with our smaller local government clients.

#### *Uncorrected Misstatements*

There were no material uncorrected misstatements aggregated by our Firm for the year ended December 31, 2023.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of the Summer Village management and staff throughout our work and we received full access to all necessary records and documentation.

### **Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

### **AUDITOR INDEPENDENCE**

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Summer Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2023 – February 22, 2024.

We appreciated the assistance of Tina Leer, Tanner Evans, and the other staff during the audit. We appreciate the opportunity to provide audit services to the Summer Village.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CA  
Partner

cc: Tanner Evans, Chief Administrative Officer

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Financial Statements**  
**For The Year Ended December 31, 2023**

DRAFT

---

## INDEPENDENT AUDITORS' REPORT

---

To the Mayor and Council of Summer Village of Birchcliff

### *Opinion*

We have audited the financial statements of Summer Village of Birchcliff (the Summer Village), which comprise the statement of financial position as at December 31, 2023, and the statements of annual surplus and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2023, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting process.

(continues)

Independent Auditors' Report to the Mayor and Council of Summer Village of Birchcliff (*continued*)*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta

February 22, 2024

### **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

To His Worship the Mayor and Members of Council of the Summer Village of Birchcliff

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Summer Village Council to express an opinion on the Summer Village's financial statements.

---

Mr. Tanner Evans  
Chief Administrative Officer

**SUMMER VILLAGE OF BIRCHCLIFF****D-1****Statement of Financial Position****As At December 31, 2023**

	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 739,189	\$ 696,034
Receivables (Note 2)	35,808	85,803
	<u>774,997</u>	<u>781,837</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	119,440	27,204
Deposit liabilities	71,298	92,179
Deferred revenue (Note 3)	14,899	121,867
Due to other Sylvan Summer Villages (Note 4)	219,713	219,713
	<u>425,350</u>	<u>460,963</u>
<b>NET FINANCIAL ASSETS</b>	<u>349,647</u>	<u>320,874</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 5)	3,155,450	3,048,631
Prepaid expenses	136	-
	<u>3,155,586</u>	<u>3,048,631</u>
<b>ACCUMULATED SURPLUS (Note 6)</b>	<u>\$ 3,505,233</u>	<u>\$ 3,369,505</u>
Contingent liabilities (Note 8)		

The accompanying notes are an integral part of these financial statements.

## Statement of Annual Surplus and Accumulated Surplus

For the Year Ended December 31, 2023

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
<b>REVENUE</b>			
Net municipal taxes (Schedule 2)	\$ 370,750	\$ 369,911	\$ 348,917
Sales and user charges (Schedule 4)	119,602	119,822	83,217
Government transfers for operating (Schedule 3)	51,603	46,052	20,649
Interest	9,641	34,320	17,114
Penalties and costs on taxes	5,224	8,491	3,076
Licenses and permits	7,065	4,742	11,658
Other	1,071	1,103	1,117
Fines	740	352	329
	565,696	584,793	486,077
<b>EXPENSES</b>			
Administration	192,882	220,877	189,426
Wastewater treatment and disposal	118,376	130,221	115,814
Parks and recreation	47,785	83,285	52,381
Roads, streets, walks and lighting	93,649	74,715	78,157
Protective services	37,768	58,797	29,892
Waste management	35,748	37,268	23,303
Legislative	20,678	16,637	18,832
Environment	2,478	8,760	2,621
Disaster and emergency services	2,750	2,750	2,531
Culture: Libraries, halls, museums	1,082	1,339	1,052
	553,196	634,649	514,009
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	12,500	(49,856)	(27,932)
<b>OTHER REVENUE</b>			
Government transfers for capital (Schedule 3)	191,959	165,184	-
Other revenue for capital	-	20,400	-
Gain on disposal of tangible capital assets	-	-	10,560
	191,959	185,584	10,560
<b>ANNUAL SURPLUS (DEFICIT)</b>	204,459	135,728	(17,372)
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	3,369,505	3,369,505	3,386,877
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 6)</b>	\$ 3,573,964	\$ 3,505,233	\$ 3,369,505

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2023**

**D-1**

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ 204,459	\$ 135,728	\$ (17,372)
Acquisition of tangible capital assets	(191,959)	(221,075)	(13,642)
Amortization of tangible capital assets	-	114,256	98,480
Proceeds on disposal of tangible capital assets	-	-	72,075
Loss (gain) on disposal of tangible capital assets	-	-	(10,560)
	12,500	28,909	128,981
Use (acquisition) of prepaid expenses	-	(136)	114
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	12,500	28,773	129,095
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	320,874	320,874	191,779
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	\$ 333,374	\$ 349,647	\$ 320,874

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2023**

**D-1**

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Annual surplus (deficit)	\$ 135,728	\$ (17,372)
Non-cash items not included in excess of revenue over expenses:		
Amortization of tangible capital assets	114,256	98,480
Loss (gain) on disposal of tangible capital assets	-	(10,560)
	<u>249,984</u>	<u>70,548</u>
Changes in non-cash working capital balances related to operations:		
Receivables	49,995	(56,626)
Accounts payable and accrued liabilities	92,236	(51,080)
Deferred revenue	(106,968)	70,780
Deposit liabilities	(20,881)	11,950
Prepaid expenses	(136)	114
	<u>14,246</u>	<u>(24,862)</u>
Cash flow from operating activities	<u>264,230</u>	<u>45,686</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(221,075)	(13,642)
Proceeds on sale of tangible capital assets	-	72,075
Cash flow from (used by) capital activities	<u>(221,075)</u>	<u>58,433</u>
<b>FINANCING ACTIVITIES</b>		
Advances from other Sylvan Summer Villages	-	(70,811)
<b>CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR</b>	<b>43,155</b>	<b>33,308</b>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<b>696,034</b>	<b>662,726</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 739,189</b>	<b>\$ 696,034</b>

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Equity in Tangible Capital Assets**  
**For the Year Ended December 31, 2023**

**D-1**  
**(Schedule 1)**

	<b>2023</b>	<b>2022</b>
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ 2,828,918</b>	<b>\$ 2,904,460</b>
Acquisition of tangible capital assets	<b>221,075</b>	13,642
Amortization of tangible capital assets	<b>(114,256)</b>	(98,480)
Advances from other Sylvan Summer Villages	-	70,811
Net book value of tangible capital assets disposed of	-	(61,515)
<b>BALANCE, END OF YEAR</b>	<b>\$ 2,935,737</b>	<b>\$ 2,828,918</b>
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value) <i>(Note 5)</i>	<b>\$ 3,155,450</b>	<b>\$ 3,048,631</b>
Due to other Sylvan Summer Villages	<b>(219,713)</b>	(219,713)
	<b>\$ 2,935,737</b>	<b>\$ 2,828,918</b>

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Property Taxes**  
**For the Year Ended December 31, 2023**

**D-1**  
**(Schedule 2)**

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
<b>TAXATION</b>			
Real property taxes	\$ 843,931	\$ <b>843,532</b>	\$ 815,048
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	473,181	<b>473,621</b>	466,131
<b>NET MUNICIPAL PROPERTY TAXES</b>	<b>\$ 370,750</b>	<b>\$ 369,911</b>	<b>\$ 348,917</b>

DRAFT

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2023**

**D-1**  
**(Schedule 3)**

	2023 (Budget) (Note 14)	2023 (Actual)	2022 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Provincial government conditional transfers	\$ 51,603	\$ 46,052	\$ 20,649
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government conditional transfers	191,959	165,184	-
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 243,562</u>	<u>\$ 211,236</u>	<u>\$ 20,649</u>

DRAFT

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Segmented Information**  
**Year Ended December 31, 2023**

**D-1**  
**(Schedule 4)**

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 151,854	\$ 4,978	\$ 60,475	\$ 60,880	\$ 6,864	\$ 84,860	\$ 369,911
Sales and user charges	620	-	-	-	119,202	-	119,822
Government transfers	20,838	14,030	-	11,184	-	-	46,052
Interest	34,320	-	-	-	-	-	34,320
All other	-	-	-	-	-	14,688	14,688
	207,632	19,008	60,475	72,064	126,066	99,548	584,793
<b>EXPENSES</b>							
Contracted and general services	67,063	25,119	46,556	72,064	126,066	11,177	348,045
Salaries, wages and benefits	131,931	-	13,919	-	-	14,220	160,070
Materials, goods, and supplies	8,638	3,639	-	-	-	-	12,277
	207,632	28,758	60,475	72,064	126,066	25,397	520,392
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	(9,750)	-	-	-	74,151	64,401
Amortization	(13,245)	(55,866)	(1,072)	(2,651)	(41,423)	-	(114,257)
<b>NET REVENUE (DEFICIT)</b>	\$ 13,245	\$ 46,116	\$ 1,072	\$ 2,651	\$ 41,423	\$ 74,151	\$ (49,856)

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2022**

**D-1**  
**(Schedule 4)**

	General Administration	Recreation & Culture	Protective Services	Roadways	Wastewater & Garbage	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 143,597	\$ 6,592	\$ 32,423	\$ 75,507	\$ 14,977	\$ 75,821	\$ 348,917
Sales and user charges	500	-	-	-	82,717	-	83,217
Government transfers	16,649	4,000	-	-	-	-	20,649
Interest	17,114	-	-	-	-	-	17,114
All other	-	-	-	-	-	16,180	16,180
	177,860	10,592	32,423	75,507	97,694	92,001	486,077
<b>EXPENSES</b>							
Contracted and general services	53,796	6,616	32,423	75,507	97,694	5,757	271,793
Salaries, wages and benefits	113,390	-	-	-	-	15,696	129,086
Materials, goods, and supplies	10,674	3,976	-	-	-	-	14,650
	177,860	10,592	32,423	75,507	97,694	21,453	415,529
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	-	-	-	70,548	70,548
Amortization	(11,566)	(42,841)	-	(2,650)	(41,423)	-	(98,480)
<b>NET REVENUE (DEFICIT)</b>	\$ 11,566	\$ 42,841	\$ -	\$ 2,650	\$ 41,423	\$ 70,548	\$ (27,932)

The accompanying notes are an integral part of these financial statements.

**1. ACCOUNTING POLICIES**

The financial statements of the Summer Village of Birchcliff (the "Summer Village") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Summer Village are as follows:

*(a) Reporting Entity*

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The entity is comprised of the municipal operations and all the organizations that are owned or controlled by the Summer Village and are, therefore, accountable to Summer Village for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties

*(b) Basis of Accounting*

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Summer Village has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

*(c) Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Village has used estimates to determine the useful lives of tangible capital assets.

*(continues)*

---

**1. ACCOUNTING POLICIES (continued)****(d) Valuation of Financial Assets and Liabilities**

The Summer Village's financial assets and liabilities are measured as follows:

<u>Financial statement component</u>	<u>Measurement</u>
Cash	Cost and amortized cost
Receivables	Lower of cost or net recoverable value
Accounts payable and accrued liabilities	Cost
Deposit liabilities	Cost

**(e) Cash and cash equivalents**

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition.

**(f) Over-levy and Under-levy**

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

**(g) Tax Revenue**

Property tax revenue is recognized as revenue in the year it is levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and recognized as revenue in the year the local improvement tax is levied.

(continues)

**1. ACCOUNTING POLICIES (continued)****(h) Asset Retirement Obligations**

During 2023, the Summer Village adopted *PS 3280 Asset Retirement Obligations* which provides guidance on how to account for and report liabilities for retirement of tangible capital assets. There was no impact on the Summer Village's financial statements as a result of this standard being adopted.

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Asset retirement activities include all activities relating to an asset retirement obligation including, but not limited to, decommissioning or dismantling, remediation of contamination, post-retirement activities such as monitoring, and constructing other tangible capital assets to perform post-retirement activities.

A liability for asset retirement obligation is recognized when there is a legal obligation to incur retirement costs, the past transaction or event giving rise to the liability as occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying value of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets and those not in productive use are expensed.

**(i) Contaminated Sites**

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Summer Village is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

**(j) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(continues)

---

**1. ACCOUNTING POLICIES (continued)***(k) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Engineered structures:	
Wastewater system	20 & 75 years
Roadway system	10 years
Machinery and equipment	10 & 20 years
Buildings	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

*(l) New Accounting Standards not yet Adopted*

Effective for fiscal years beginning on or after April 1, 2023, *PS 3400 Revenue* provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

## Notes to Financial Statements

Year Ended December 31, 2023

**2. RECEIVABLES**

	<b>2023</b>	<b>2022</b>
Goods and Services Tax	\$ 13,015	\$ 6,797
Government transfers	12,324	79,809
Taxes and grants in place of taxes	11,218	(3,012)
Trade and other	(749)	2,209
	<b>\$ 35,808</b>	<b>\$ 85,803</b>

**3. DEFERRED REVENUE**

	<b>2022</b>	<b>Funds Received</b>	<b>Funds Used</b>	<b>2023</b>
Canada Community-Building Fund	\$ 6,294	\$ 12,667	\$ (11,184)	\$ 7,777
Municipal Sustainability Initiative	115,034	70,763	(179,214)	6,583
Other	539	-	-	539
	<b>\$ 121,867</b>	<b>\$ 83,430</b>	<b>\$ (190,398)</b>	<b>\$ 14,899</b>

**4. DUE TO (FROM) OTHER SYLVAN SUMMER VILLAGES**

During 2021, the Summer Villages of Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of a new Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the new Administration Building.

In the event that any of the Summer Villages elect to sell either of the buildings, each of the Summer Village will proportionately receive a return of their initial contribution and all remaining proceeds will be divided equally.

	<b>2023</b>	<b>2022</b>
Due to other Sylvan Summer Villages		
Due to Jarvis Bay	\$ 150,522	\$ 150,522
Due to Norglenwold	69,191	69,191
	<b>\$ 219,713</b>	<b>\$ 219,713</b>

## Notes to Financial Statements

Year Ended December 31, 2023

## 5. TANGIBLE CAPITAL ASSETS

	2023 Net Book Value	2022 Net Book Value
Engineered structures		
Wastewater systems	\$ 2,234,052	\$ 2,275,475
Roadways	2,617	3,490
	<b>2,236,669</b>	2,278,965
Land improvements	629,678	490,082
Buildings	193,351	202,139
Machinery and equipment	68,094	58,067
Vehicles	20,558	12,278
Land	7,100	7,100
	<b>\$ 3,155,450</b>	<b>\$ 3,048,631</b>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 413,036	\$ -	\$ -	\$ -	\$ 413,036
Wastewater systems	2,528,501	-	-	-	2,528,501
	2,941,537	-	-	-	2,941,537
Buildings	219,713	-	-	-	219,713
Machinery and equipment	99,716	20,400	-	-	120,116
Land	7,100	-	-	-	7,100
Land improvements	565,480	189,959	-	-	755,439
Vehicles	13,642	10,716	-	-	24,358
	<b>\$ 3,847,188</b>	<b>\$ 221,075</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,068,263</b>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 409,546	\$ 873	\$ -	\$ -	\$ 410,419
Wastewater systems	253,026	41,423	-	-	294,449
	662,572	42,296	-	-	704,868
Buildings	17,574	8,788	-	-	26,362
Machinery and equipment	41,649	10,373	-	-	52,022
Land improvements	75,398	50,363	-	-	125,761
Vehicles	1,364	2,436	-	-	3,800
	<b>\$ 798,557</b>	<b>\$ 114,256</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 912,813</b>

## Notes to Financial Statements

Year Ended December 31, 2023

**6. ACCUMULATED SURPLUS**

	2023	2022
Unrestricted surplus	\$ 24,371	\$ 47,813
Restricted surplus		
Operating reserves (Note 7)	68,515	4,502
Capital reserves (Note 7)	476,611	488,272
Equity in tangible capital assets (Schedule 1)	2,935,737	2,828,918
	<b>\$ 3,505,234</b>	<b>\$ 3,369,505</b>

**7. RESERVES**

	2023	2022
<b>Operating Reserves</b>		
General contingencies	\$ 47,847	\$ 4,502
Operating sewer	10,668	-
Tax rate stabilization	10,000	-
	<b>\$ 68,515</b>	<b>\$ 4,502</b>
<b>Capital Reserves</b>		
Roads	\$ 350,211	\$ 351,965
Environmental	68,500	32,000
Infrastructure	56,400	46,500
Information and technology	1,500	1,000
Wastewater	-	56,807
	<b>\$ 476,611</b>	<b>\$ 488,272</b>

**8. CONTINGENT LIABILITIES**

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

## Notes to Financial Statements

Year Ended December 31, 2023

**9. CONTRACTUAL OBLIGATIONS**

- a) The Summer Village has entered into an agreement for basic assessment services for a five year term commencing April 2020 expiring March 2025. The cost of assessment services will be \$7,700 per year over the five years.
- b) The Summer Village has entered into an agreement for fire emergency response services with the Town of Sylvan Lake for a four year term commencing January 2024 expiring December 2027. The cost of services will be \$12,975 annually.
- c) The Summer Village has entered into an agreement for waste and recycle collection services for a five year term commencing January 2023 expiring December 2027. The estimated cost of these services is \$20,000 annually.

**10. DEBT LIMITS**

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village be disclosed as follows:

	2023	2022
Total debt limit	\$ 877,190	\$ 729,116
Total debt	-	-
<b>Total debt limit remaining</b>	<b>\$ 877,190</b>	<b>\$ 729,116</b>
Service on debt limit	\$ 146,198	\$ 121,519
Service on debt	-	-
<b>Total service on debt limit remaining</b>	<b>\$ 146,198</b>	<b>\$ 121,519</b>

The debt limit is calculated at 1.5 times revenue of the Summer Village (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Summer Village. Rather, the financial statements must be interpreted as a whole.

**11. FINANCIAL INSTRUMENTS**

The Summer Village's financial instruments consist of cash, receivables, and accounts payable and accrued liabilities. It is management's opinion that the Summer Village is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Summer Village is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Summer Village's credit risk.

**12. SEGMENTED INFORMATION**

The Summer Village provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

## Notes to Financial Statements

Year Ended December 31, 2023

**13. SALARIES AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for Summer Village officials, the Summer Village Chief Administrative Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2023	2022
Mayor Dufresne	\$ 6,923	\$ 285	\$ 7,208	\$ 6,534
Councillors				
Zacharias	3,770	68	3,838	4,221
Tirpak	2,990	-	2,990	2,540
	\$ 13,683	\$ 353	\$ 14,036	\$ 13,295
Chief Administrative Officer				
Evans	\$ 25,576	\$ 2,212	\$ 27,788	\$ 26,156
Designated officer				
Assessor	\$ 8,100	\$ -	\$ 8,100	\$ 7,954

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

**14. BUDGET FIGURES**

The 2023 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 14, 2022. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2023 Budget	2023 Actual
Annual surplus (deficit)	\$ 204,459	\$ 135,728
Purchase of tangible capital assets	(191,959)	(221,075)
Transfer (to) from reserves	(12,500)	(52,352)
	\$ -	\$ (137,699)

The Summer Village does not provide for amortization in its operating budget.

**15. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and management.

## **Summer Village of Birchcliff**

**February 22, 2024**

### **Council & Legislation**

#### **Delegation**

**Agenda Item:** *Jason & Alissa McDonald*

#### **Background:**

Jason and Alissa McDonald are joining Council to provide the benefits of multi-generational living and to ask Council to consider making changes to the Land Use Bylaw to allow for this.

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

Council accept as information.

#### **Administrative Recommendations:**

Council accept as information.

#### **Authorities:**

MGA Section 3 Municipal Purposes

(b) to provide services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

# BENEFITS OF LIVING ON A MULTIGENERATIONAL PROPERTY

---

PRESENTED BY JASON AND ALISSA MCDONALD

FEBRUARY 22, 2024

# WHY MULTIGENERATIONAL LIVING

---

- Multigenerational living can provide many benefits to all family members involved. Some of the benefits include:

- COST OF LIVING SAVINGS
- AGE RELATED CONCERNS
- FINANCIAL SUPPORT FOR YOUNG ADULTS
- SHARED WORK
- SHARED RESOURCES



# ADVANTAGES OF MULTIGENERATIONAL LIVING

---

- *Strengthen family bonds*
- *Respect*
- *Sustainability*
- *Home equity*
- *Improved security*



# WHO BENEFITS FROM MULTIGENERATIONAL LIVING

---

- Baby boomers
- Millennials
- Aging parents

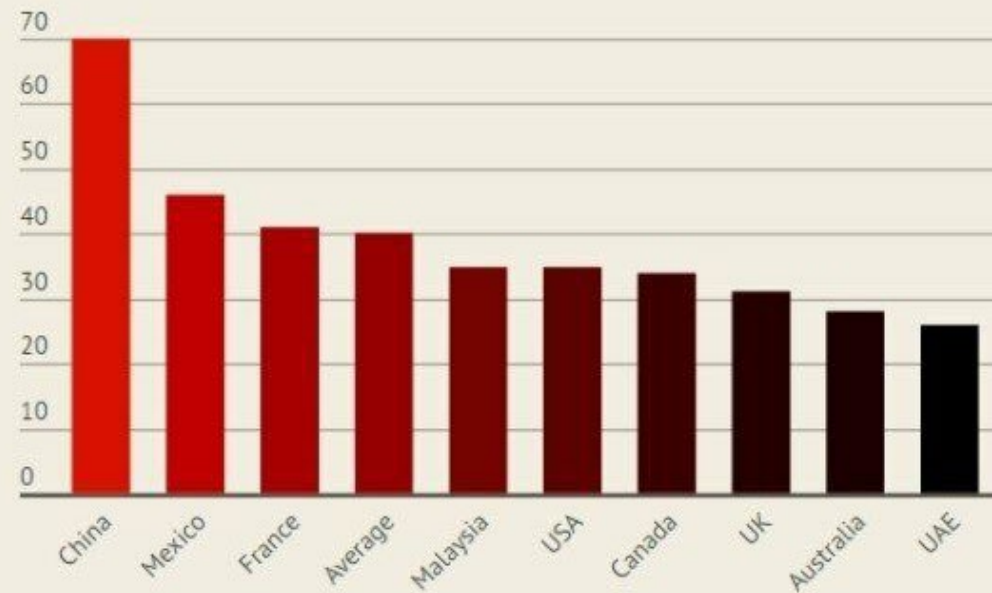


## SENIOR'S LIVING COSTS

	Independent Living	Assisted Living	Memory Care	Residential Care Homes	Long-Term Care Homes
Alternative Names	Retirement Living Active Adult Communities 55+ Communities Retirement	Supportive Living Retirement Homes Senior Lodges	Dementia Care Alzheimer's Care	Care Homes Group Homes Residential Living Lodge Living	Nursing Homes Community Care Facilities
Cost	\$1,400-\$3,500/month	\$1,500-\$5,000/month	\$2,500-\$7,000/month	\$1,500-\$4,500/month	\$4,000-\$8,000/month
Meals Per Day	Varies	3+	3+	3+	3+
Medication Management	No*	Yes	Yes	Yes	Yes
Diabetes Management	No*	Varies	Varies	Varies	Yes
Incontinence Care	No	Usually	Yes	Usually	Yes
Personal Care	No*	Yes	Yes	Yes	Yes
Alzheimer's Care	No	Varies	Yes	Varies	Varies
Nurses On-Site	No*	Varies	Varies	Varies	Varies
Mobility Assistance	No	Usually	Yes	Usually	Yes
Accepts Wheelchairs	Varies	Usually	Yes	Usually	Yes
Transportation	Yes	Yes	Yes	Varies	Yes
Housekeeping	Varies	Yes	Yes	Yes	Yes
Personal Laundry	Varies	Yes	Yes	Yes	Yes

\* Limited services may be provided by community staff in independent living. In most cases services are provided by a 3rd party agency.

## Percentage of millennials who own a home

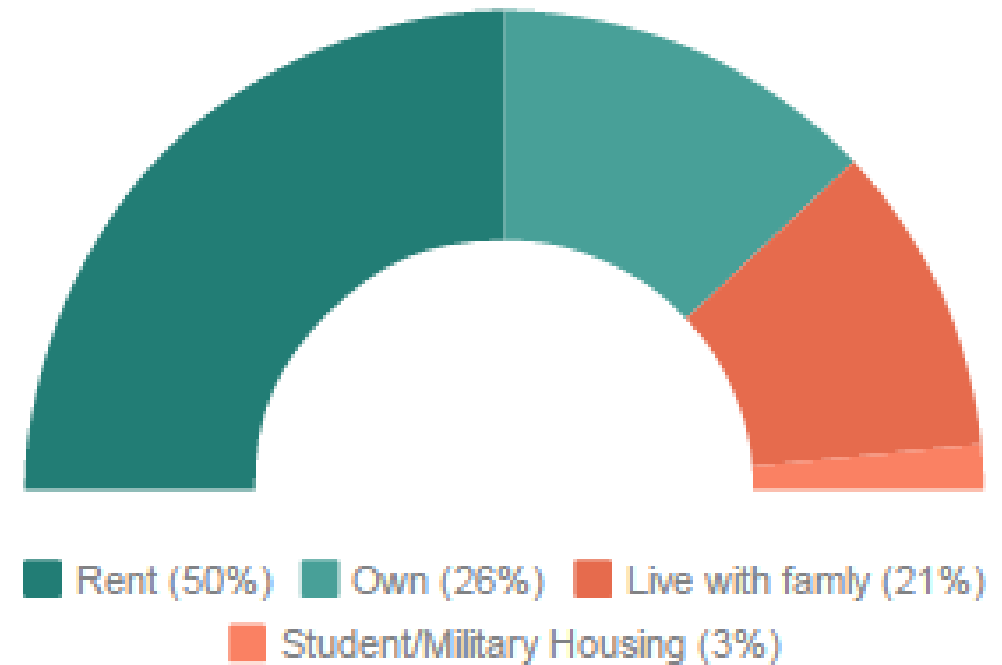


Source: HSBC

Chart: Huffington Post Canada

HuffPost Canada

## What type of housing are millennials living in?



## CLAN LIVING

---



# WHAT'S HAPPENING IN OTHER PLACES

---



The B.C. legislation changes would allow up to four homes on a traditional single-family lot in municipalities across the province. This enables homeowners to create secondary suites, such as basement units or potentially even duplexes, townhomes, and triplexes.



Large jurisdictional top-down changes are not unprecedented, as New Zealand also made a similar move in 2021, when it enacted legislation that required local governments to allow property homes to build up to three units up to three story's on most types of single-family lots.



The City of Vancouver is already looking into allowing up to six units for all single-family [neighbourhoods](#), including the potential for multiplexes, with public consultation on the policy changes well underway. This would add to Vancouver's regulations allowing a basement suite and a laneway house, which were first permitted in 2009.

# THE ASK

---

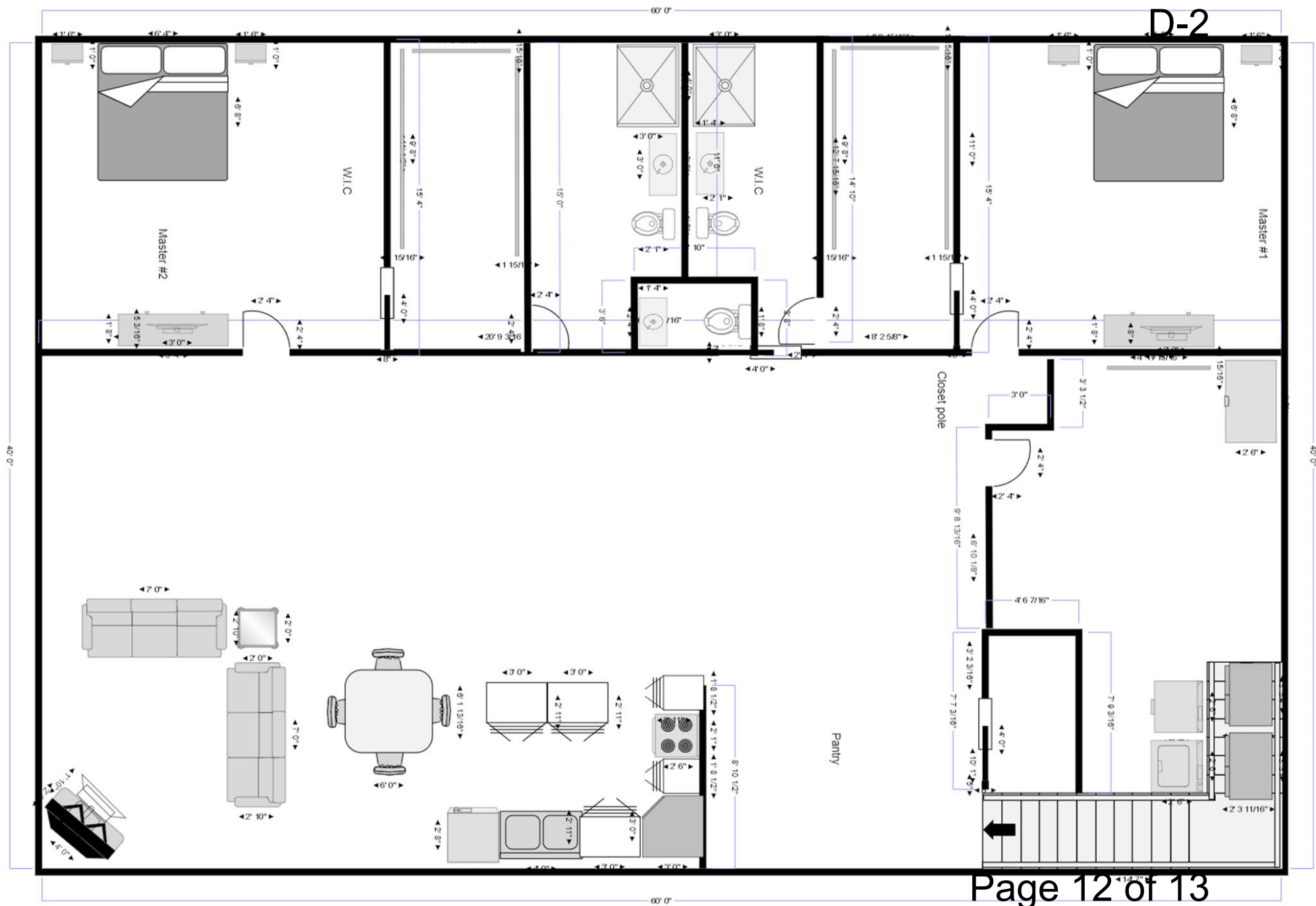
- I(5) Number of Buildings on a Parcel A Development Permit shall not be issued for more than: (a) One (1) main building on an unsubdivided parcel; and (b) Two (2) accessory buildings on an unsubdivided parcel. **Could this say and one additional dwelling for the purpose of housing family members?**
- I(7) Guest Houses (a) A maximum of one (1) guest house is allowed on a parcel; and (b) An accessory building with a guest house above a garage shall not exceed 7.62 m (25 ft.) in building height; (c) In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling. **Could the height requirement be relaxed?**

# THE ASK

---

- I (2) b. Accessory building's combined footprints shall be no larger than 6% of the parcel's total area, to a maximum of 2200 sq. ft. Amended by Bylaw #199/17.
- If the accessory building was being utilized for multigenerational living could the square footage be increased?

# THE DESIGN





**Summer Village of Birchcliff****Administration and Finance****February 22, 2024****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$140,789.51

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

- |   |              |
|---|--------------|
| 1. Sylvan Lake Regional Water/Wastewater    | \$ 4,634.95  |
| a. Accrued-2023 Governance & Administration |              |
| 2. Tar-ific Construction Ltd                | \$ 70,934.85 |
| a. Accrued – Project MSI View Point         |              |
| 3. Al's Bobcat & Trucking                   | \$ 7,602.00  |
| a. Jan 2 to 15th Sanding                    |              |
| b. Jan 17 to 22nd Sanding                   |              |
| 4. AMSC Insurance Services Ltd              | \$ 4,684.00  |
| a. Municipal Insurance                      |              |
| 5. Town of Sylvan Lake                      | \$ 12,975.00 |
| a. 2024 Fire Requisition                    |              |
| 6. Summer Village of Norglenwold            | \$ 8,343.93  |
| a. Accrued Dec Muni Specific Costs          |              |
| b. Accrued Dec Shared Costs                 |              |
| 7. Summer Village of Norglenwold            | \$ 21,106.59 |
| a. Jan 2024 Muni Specific Costs             |              |
| b. Jan 2024 Shared Costs                    |              |

**Council Expense Claims Report:****January 2024**

- |                  |           |
|------------------|-----------|
| ▪ Roger Dufresne | \$ 718.20 |
| ▪ Ann Zacharais  | \$ 140.50 |
| ▪ Frank Tirpak   | \$ 0      |

**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  
2024-02-14 1:55 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval**  
Batch: 2024-00006 to 2024-00023

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1269</b>	<b>2024-01-11</b>	<b>Sylvan Lake Regional</b>			
1926	<b>Accrual</b>	242-000-250 - SLR WasteWater	2023 Governance & Admin	4,634.95	4,634.95
<b>1270</b>	<b>2024-01-12</b>	<b>Sylvan Lake Regional</b>			
1942	<b>Accrual</b>	242-000-260 - Useage Fees	Accrued Dec WW Services	2,208.96	2,208.96
<b>1271</b>	<b>2024-01-17</b>	<b>Tar-ific Construction Ltd</b>			
059767	<b>Accrual</b>	297-206-840 - Project MSI-OS8	Accrued-Project:MSIViewPc	67,557.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3,377.85	70,934.85
<b>1272</b>	<b>2024-01-19</b>	<b>Stantec Consulting Ltd</b>			
1856434-BC	<b>Accrual</b>	297-212-840 - Project CCBF/RS	Accrued-GIS Implementatio	1,754.50	
		312-000-260 - GST Paid Refund	GST Tax Code	87.73	1,842.23
<b>1273</b>	<b>2024-01-24</b>	<b>Metrix Group</b>			
EPD4547	<b>Accrual</b>	212-400-231 - Audit Fees	Accrued Dec 31 1st Audit	1,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	90.00	1,890.00
<b>1274</b>	<b>2024-01-31</b>	<b>Al's Bobcat &amp; Trucking</b>			
19894		232-000-255 - Plowing Program	Jan 2 to 15 Sanding	4,835.00	
		312-000-260 - GST Paid Refund	GST Tax Code	241.75	5,076.75
19934		232-000-255 - Plowing Program	Jan 17 to 22nd Sanding	2,405.00	
		312-000-260 - GST Paid Refund	GST Tax Code	120.25	2,525.25
			Payment Total:		7,602.00
<b>1275</b>	<b>2024-01-31</b>	<b>AMSC Insurance Services Ltd</b>			
44574		212-400-275 - Municipal Insuran	Municipal Insurance	4,684.00	4,684.00
<b>1276</b>	<b>2024-01-31</b>	<b>Assoc of Summer Villages</b>			
SI-114		211-302-220 - Mem ASVA	2024 Annual Dues	975.00	975.00
<b>1277</b>	<b>2024-01-31</b>	<b>Association of Alberta Municipalities</b>			
RG202401-031		211-301-220 - Mem ABmunis	2024 Membership	1,042.37	
		312-000-260 - GST Paid Refund	GST Tax Code	52.12	1,094.49
<b>1278</b>	<b>2024-01-31</b>	<b>Empringham Disposal Corp</b>			
59488		243-000-200 - Contracted Servic	150 Bi Weekly Collection Bi	465.00	
		243-000-256 - Recycling Progra	150 Bi Weekly Recycle in B	585.00	
		243-000-200 - Contracted Servic	96 Bi Weekly Collection in C	297.60	
		243-000-200 - Contracted Servic	3 Extra Bi Weekly Waste Bi	9.30	
		312-000-260 - GST Paid Refund	GST Tax Code	67.86	1,424.76
<b>1279</b>	<b>2024-01-31</b>	<b>Kennedy Agrios Oshry Law</b>			
11721		261-000-215 - SDAB Costs	SDAB Appeal - Neish	360.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.00	378.00
<b>1280</b>	<b>2024-01-31</b>	<b>Xandal Backhoe Ltd.</b>			
24-118		242-000-255 - Maintenance Proq	Turn on 1 Valve	75.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.75
<b>1281</b>	<b>2024-02-14</b>	<b>Ace Line Locating Ltd.</b>			
5914		242-000-255 - Maintenance Proq	Line Locating	120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.00	126.00
<b>1282</b>	<b>2024-02-14</b>	<b>Red Deer River Watershed</b>			
RIVER-24		243-102-150 - Red Deer River V	2024 Contribution Per Budg	286.00	286.00

Date Printed  
2024-02-14 1:55 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval**  
Batch: 2024-00006 to 2024-00023

Page 2

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1283</b>	<b>2024-02-14</b>	<b>Town of Sylvan Lake</b>			
FIRE-24		223-000-200 - Contract Fire Ser	2024 Fire Requisition	12,975.00	12,975.00
<b>1284</b>	<b>2024-02-14</b>	<b>Xandal Backhoe Ltd.</b>			
24-208		242-000-255 - Maintenance Pro	Turn Off 2 Valves	150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50
Total Computer Cheque:					111,292.49

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>266</b>	<b>2024-01-12</b>	<b>SV Norg.</b>			
2023-00180	<b>Accrual</b>	226-000-200 - Enforcement	Accrued Dec UFA Bylaw Fu	63.65	
		226-000-200 - Enforcement	Accrued 2023 CPO Monitor	1,173.17	
		226-000-200 - Enforcement	Accrued Adj to CPO Inv#33.	-451.22	785.60
2023-00184	<b>Accrual</b>	297-205-840 - Project CCBF-Ro	Accrued Stantec-2023 Roac	6,601.57	6,601.57
2023-00188	<b>Accrual</b>	212-100-110 - Salaries	Salaries	0.31	
		212-100-130 - Training	Training	87.42	
		212-100-140 - Benefits	Shared Benefits	0.01	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	0.01	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	43.81	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	0.00	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	19.58	
		212-300-540 - Utilities	Utilities	19.44	
		212-300-250 - Facility Improvem	Facilitiy Improvements	78.46	
		212-300-255 - Facility Maintena	Facility Maint.	159.43	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	5.24	
		212-300-242 - IT Equipment	IT Equipment	444.00	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	0.00	
		212-300-510 - Other Contingenc	Contingency	99.05	
		212-300-530 - Building Insuranc	Building Insurance	0.00	956.76
Payment Total:					8,343.93
<b>267</b>	<b>2024-01-31</b>	<b>SV Norg.</b>			
2024-00014		212-400-232 - Assessment Fees	RARB MEM. Renewal-City	400.00	
		226-000-200 - Enforcement	Municipal Meeting-Tim Hort	8.25	
		226-000-200 - Enforcement	CPO-Blue Line Fitness Test	30.36	
		226-000-200 - Enforcement	Intercon Messaging	8.50	
		212-400-220 - Election Expense	Lunch Meeting w/Roger	50.36	
		226-000-200 - Enforcement	CPO Training Uniform-ATB	148.11	
		226-000-200 - Enforcement	Washer Fluid for Bylaw Truc	1.84	
		226-000-200 - Enforcement	Towing for Bylaw Truck-City	24.29	
		226-000-200 - Enforcement	CPO Training Deposit-Lac L	242.90	
		232-000-265 - Sign Program	Pets on Leash Sign-ATS Tr	1,171.40	2,086.01
2024-00018		212-100-110 - Salaries	Salaries	11,058.98	
		212-100-130 - Training	Training	1,341.45	
		212-100-140 - Benefits	Shared Benefits	533.11	
		212-100-210 - Travel & Subsis	Travel & Subsistence	335.03	

Date Printed  
2024-02-14 1:55 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval**  
Batch: 2024-00006 to 2024-00023

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-211 - WCB	WCB	212.35	
		212-100-266 - PW Fleet	PW Fleet	61.83	
		212-200-215 - Postage/Freight/C	Postage/Freight	44.21	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	300.55	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	124.88	
		212-300-540 - Utilities	Utilities	376.27	
		212-300-250 - Facility Improvem	Facility Improvements	557.65	
		212-300-255 - Facility Maintena	Facility Maint.	423.86	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	3,321.03	
		212-300-242 - IT Equipment	IT Equipment	253.33	
		212-300-265 - Equipment Mainte	Equip Maintenance	37.27	
		212-300-270 - Equipment Renta	Equip Rental	24.29	
		212-300-510 - Other Contingenc	Contingency	14.49	
		212-300-530 - Building Insuranc	Building Insurance	0.00	19,020.58
			Payment Total:		21,106.59
			Total Other:		29,450.52

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3734	2024-01-31	Receiver General/ OTH			
CP1-24		312-000-262 - CRA Remunerati	Jan 2024 Remuneration CP	46.50	46.50
			Total Other:		46.50
			Total MAIN:		140,789.51

Certified Correct This February 14, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator



# Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: January-2024

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

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

## Village Business

JAN 28 2024

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/4/24	HRSC	2	Mayor	\$ 130.00
1/10/24	Fire Smart	1.5	Mayor	\$ 130.00
1/16/24	Joint Services Committee	5	+4 (1 Hour)	\$ 162.50
1/17/24	Climate Caucus	2	Mayor	\$ 130.00
1/18/24	Regular Council	4	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 682.50

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/4/24	HRSC	17.00	\$0.70	\$ 11.90
1/10/24	Fire Smart		\$0.70	\$ 0.00
1/16/24	Joint Services Committee	17.00	\$0.70	\$ 11.90
1/17/24	Climate Caucus		\$0.70	\$ 0.00
1/18/24	Regular Council	17.00	\$0.70	\$ 11.90
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
	Select Event		\$0.70	\$ 0.00
				\$ 23.80 35.70

## Other Expenses

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

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

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

TOTAL PAYABLE: \$ 718.20

NAME: Ann Zacharias  
POSITION: Deputy Mayor  
MONTH ENDING: January-2024

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

JAN 25 2024

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/18/24	Regular Council	3	Deputy Mayor	\$130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$130.00

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

## COPY

[illegible]

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

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

**TOTAL PAYABLE: \$** ~~140.20~~ 140.50

## **Summer Village of Birchcliff**

### **Finance**

#### **Information Item**

#### **Agenda Item: *4th Quarter Financial Report***

#### **Background:**

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

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

Detailed 4<sup>th</sup> Quarter Financial Report

#### **Administrative Recommendations:**

That Council accept this report as information.

#### **Authorities:**

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



2023

Fourth Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council February 22, 2024



### 2023 Operating Budget to December 31, 2023

As of December 31<sup>st</sup>, the operational budget shows targeted revenue as 100% collected with a much larger return on Investments than anticipated.

Municipal operating costs ended at 93.5% utilized, with \$34,636.68 remaining unspent.

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

#### Revenue:

The Return on Investments has recently been collecting 5.30% on the bank balance of \$754,795.95 as of December 31, 2023. This created a significant increase in year to date revenue. The year to date return on investments sits at \$37,421.

The MSI Operational Grant of \$20,838 has been received from the Province of Alberta

The CCBF Grant Revenue \$12,011 was received. \$4,613.45 was moved to Projects to fund the Road Analysis project costs.

#### Expenditures

##### Council and Legislation:

78.7% of the Council and Legislation budget was used as of December 31, 2023.

Council Education Opportunities budget of \$489.75 was not used.

#### Administration:

Administrative overall costs are over budget by 11.6% for 4<sup>th</sup> Quarter reporting. Most of these overages are from Shared Services. These overages have been reviewed and clarified to the Joint Services Committee.

#### Protective Services:

Protective Services is 55.9% utilized with the remaining RCMP Policing costs of \$22,045 to be invoiced in April of 2024 due to the difference in financial yearends.

#### Public Works:

Public Works used 78.3% of their allocated budget with the green space, road maintenance, plowing program, contracted solid waste and usage fees coming in lower than anticipated for 2023.

Annual Landfill costs to the Lacombe Regional Waste were over budget by \$4,028.86 due to a formula change based on census data as noted in the September report.

#### Planning and Development:

Planning and Development ended the year being 285.5% over budget due to more than usual Municipal Planning Commission and Subdivision and Development Appeal Board meetings.

#### Recreation:

Parks and Recreation used 95% of their allocated budget as of December 31<sup>st</sup>.

#### Environment:

Environmental budget was 100% utilized.

#### In Conclusion:

Overall, the Summer Village of Birchcliff operated at 93.5% utilization of their 2023 budgeted operational expenses.

#### 2023 Capital Budget to December 31, 2023

A CCBF grant was applied for the Road Analysis in the amount of \$11,184 in a shared application with the other 4 Municipalities. This grant was approved and \$11,215.02 was spent. Project is complete.

The OS8 Viewpoint/Bridge/Path is complete for 2023 with a total of \$124,775 being spent. However, due to the MSI funding allocations being finished, only \$100,000 was approved with the remaining funding to be applied for through the LGFF program in the spring of 2024 when the application process opens up. \$24,755 was moved from Deferred Revenue for balancing purposes until project is processed by LGFF.

Reserve funded WW Valve Repair Project is fully completed with \$14,331.81 being spent.

The Shoreline Restoration MSI funded project is complete with \$40,000 being spend in 2023.

\$14,030.05 was spent on the MSI funded Shoreline Survey project.

Reserve Project – Community DLO will not be started this year.

The Road Reserve funded GIS Implementation project is complete with \$1,754.50 being spent.

The MSI Funded Administrative Building Improvement is fully completed with a final cost of \$25,183.99.

Overall, \$231,290.37 was spent in the 2023 Capital Budget as of December 31, 2023.

#### Alberta School Foundation Budget to December 31, 2023

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates were not yet passed, therefore, the December 2023 invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4). (email attached).

Based on the 4<sup>th</sup> Quarter Reporting, we collected \$473,180.99 and paid \$473,621.42. The difference is mainly due to a reassessment being done in BC by Wildrose Assessment which affected both the Taxes Residential and the ASFF budget numbers.

ATB Bank Balance to December 31, 2023 - \$754,795.95 (Historical report is attached).

#### Surplus and Reserve Balances to December 31, 2023

• Accumulated Surplus	25,000.00
• Completions Deposits	69,500.00
• Deferred Revenue (Grants)	14,899.49
• JSC IT Reserve	1,500.00

• JSC Fleet Replacement Reserve	.00
• Reserves Operating Sewer	10,668.19
• Reserves General Operating	47,846.64
• Mill Rate Stabilization	10,000.00
• Reserves Enviro/Open Spaces	68,500.50
• Reserves Roads	350,210.56
• Reserve Infrastructure	56,400.00

### Property Taxes

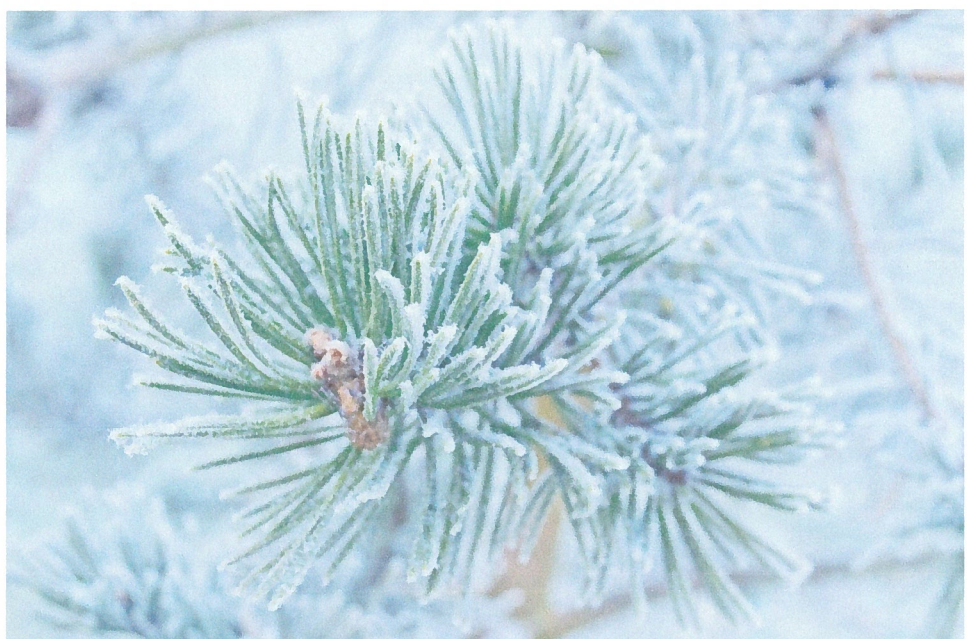
The Summer Village of Birchcliff has 4 unpaid properties amounting to \$13,120.16 on December 31, 2023.

1. \$4,677.63
2. \$461.23
3. \$5,884.39
4. \$2,096.91

None of these are applicable to be turned over for further tax collection proceedings.

### Utility Notices

Any utilities that were owing from the May/23 billing, were transferred to the corresponding tax accounts on November 30, 2023 and are now considered taxes imposed.



Report Date  
1/30/2024 2:06 PM

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

Page 1

	2023 Budget	Year to Date	Budget Remain	%
<b>Revenue</b>				
101-100-110 - Taxes Residential	370,712.29	370,310.44	(401.85)	0.11-
101-000-510 - Taxes Penalties Costs	5,224.03	8,490.79	3,266.76	62.53
101-103-130 - DI - Designated Industrial	41.89	40.80	(1.09)	2.60-
112-000-410 - Sale of Service and S	535.60	620.00	84.40	15.76
112-000-540 - Interest Charges		208.23	208.23	
112-000-550 - Return on Investments	9,640.80	37,421.00	27,780.20	288.15
112-000-570 - Other Revenue	1,071.20	1,103.01	31.81	2.97
112-000-740 - MSI-Operational	10,419.00	20,838.00	10,419.00	100.00
112-000-755 - CCBF Grant Revenue Expected	11,500.00	7,397.55	(4,102.45)	35.67-
121-000-530 - Fines Provincial Coll	739.45	352.00	(387.45)	52.40-
142-000-410 - Wastewater Useage Levy	83,319.00	85,184.57	1,865.57	2.24
143-000-200 - Garbage/Recycling	35,747.00	34,017.21	(1,729.79)	4.84-
161-000-410 - Certificates Complian	60.35	300.00	239.65	397.10
161-000-510 - Inspection Fees	1,207.10	992.64	(214.46)	17.77-
161-000-520 - Development Permits	5,684.53	3,449.30	(2,235.23)	39.32-
161-000-590 - Encroachment Fees	108.64		(108.64)	100.00-
<b>Total Revenue:</b>	<b>536,010.88</b>	<b>570,725.54</b>	<b>34,714.66</b>	<b>6.48</b>
<b>Expenditures</b>				
<b>Council and Legislation</b>				
211-101-150 - Mayors Remuneration	7,000.00	6,792.50	207.50	2.96
211-101-210 - M&S Mayor	2,000.00	1,774.63	225.37	11.27
211-102-150 - Deputy Mayor Remunera	4,000.00	2,860.00	1,140.00	28.50
211-102-210 - M&S Deputy	696.28	263.84	432.44	62.11
211-103-150 - Councilor Remuneratio	3,400.00	2,080.00	1,320.00	38.82
211-103-210 - M&S Councillor	567.74	96.56	471.18	82.99
211-201-212 - R&C ASVA	444.04	299.00	145.04	32.66
211-203-212 - Council Education Opportunities	489.75		489.75	100.00
211-301-220 - Mem ABmunis	998.07	1,008.51	(10.44)	1.05-
211-302-220 - Mem ASVA	975.00	975.00		
211-303-220 - Mem FCM	107.12	134.56	(27.44)	25.62-
<b>Total Council and Legislation:</b>	<b>20,678.00</b>	<b>16,284.60</b>	<b>4,393.40</b>	<b>21.25</b>
<b>Administration</b>				
212-100-110 - Salaries	128,494.00	140,880.48	(12,386.48)	9.64-
212-100-130 - Training	2,407.00	4,470.65	(2,063.65)	85.74-
212-100-140 - Benefits	4,452.00	4,969.14	(517.14)	11.62-
212-100-210 - Travel & Subsistence	2,888.00	1,343.21	1,544.79	53.49
212-100-211 - WCB	1,839.00	1,754.67	84.33	4.59
212-100-266 - PW Fleet	963.00	1,043.46	(80.46)	8.36-
212-200-215 - Postage/Freight/Couri	1,450.00	1,939.60	(489.60)	33.77-
212-200-500 - Printing Costs	1,321.00	1,718.10	(397.10)	30.06-
212-200-510 - Office Supplies	2,407.00	1,868.72	538.28	22.36
212-300-217 - Phone/Fax/Internet	1,200.00	1,372.69	(172.69)	14.39-
212-300-240 - Computer Software/Mtn	3,610.00	5,405.76	(1,795.76)	49.74-
212-300-242 - IT Equipment	602.00	1,906.34	(1,304.34)	216.67-
212-300-250 - Facility Improvements	2,407.00	1,980.56	426.44	17.72
212-300-255 - Facility Maintenance	5,117.00	4,329.79	787.21	15.38
212-300-265 - Equipment Maintenance	361.00	427.70	(66.70)	18.48-
212-300-270 - Equipment Rental	963.00	562.75	400.25	41.56
212-300-510 - Other Contingency	120.00	689.14	(569.14)	474.28-

Report Date  
1/30/2024 2:06 PM

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

Page 2

	2023 Budget	Year to Date	Budget Remain	%
212-300-530 - Building Insurance	722.00	445.45	276.55	38.30
212-300-540 - Utilities	2,166.00	3,863.45	(1,697.45)	78.37-
212-400-220 - Election Expenses/Mee	500.00	770.21	(270.21)	54.04-
212-400-221 - Bank Charges	1,030.00	665.64	364.36	35.37
212-400-222 - Advertising	100.00	1,244.78	(1,144.78)	1144.78-
212-400-230 - Legal Fees	5,000.00	16,824.11	(11,824.11)	236.48-
212-400-231 - Audit Fees	7,471.87	6,498.91	972.96	13.02
212-400-232 - Assessment Fees	8,137.00	8,100.00	37.00	0.45
212-400-275 - Municipal Insurance	4,425.21	4,254.00	171.21	3.87
212-400-910 - Tax Changes	560.71	54.10	506.61	90.35
212-400-911 - Reserve	56,400.00	56,400.00		
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - IT Replacement Reserve	500.00	500.00		
<b>Total Administration:</b>	<b>248,613.79</b>	<b>277,283.41</b>	<b>(28,669.62)</b>	<b>11.53-</b>
<b>Protective Services</b>				
223-000-200 - Contract Fire Services	13,841.80	13,506.72	335.08	2.42
224-000-200 - Emergency Management	2,750.00	2,750.00		
225-000-200 - Policing Costs	23,926.00	1,881.00	22,045.00	92.14
226-000-200 - Enforcement		4,492.59	(4,492.59)	
<b>Total Protective Services:</b>	<b>40,517.80</b>	<b>22,630.31</b>	<b>17,887.49</b>	<b>44.15</b>
<b>Public Works</b>				
232-000-200 - Green Space Program	22,200.00	14,472.36	7,727.64	34.81
232-000-250 - Road Maintenance	22,000.00	16,131.50	5,868.50	26.68
232-000-255 - Plowing Program	24,927.57	15,756.00	9,171.57	36.79
232-000-265 - Sign Program	2,455.29	2,910.98	(455.69)	18.56-
232-000-270 - Pathway Program	217.67		217.67	100.00
232-000-530 - Ditch & Culvert Progr	8,265.00	8,265.00		
242-000-250 - SLR WasteWater Commis	6,605.00	8,876.66	(2,271.66)	34.39-
242-000-255 - Maintenance Program	20,400.00	22,578.81	(2,178.81)	10.68-
242-000-260 - Useage Fees	73,371.00	43,011.00	30,360.00	41.38
243-000-200 - Contracted Services - Solid Waste	22,140.00	19,631.40	2,508.60	11.33
243-000-255 - Landfill Costs	13,607.66	17,636.52	(4,028.86)	29.61-
<b>Total Public Works:</b>	<b>216,189.19</b>	<b>169,270.23</b>	<b>46,918.96</b>	<b>21.70</b>
<b>Planning and Development</b>				
261-000-110 - Development Services	500.00	285.50	214.50	42.90
261-000-210 - MPC Costs	500.00	2,440.00	(1,940.00)	388.00-
261-000-215 - SDAB Costs	700.00	5,757.33	(5,057.33)	722.48-
261-000-250 - IDP (RDC & TSL, LC)	500.00		500.00	100.00
<b>Total Planning and Development:</b>	<b>2,200.00</b>	<b>8,482.83</b>	<b>(6,282.83)</b>	<b>285.58-</b>
<b>Recreation</b>				
274-000-150 - FCSS Matching Funding	2,167.94	2,167.94		
274-000-200 - Buoy Program	4,284.80	3,638.60	646.20	15.08
275-000-850 - Parkland Regional Lib	1,081.83	1,338.75	(256.92)	23.75-
<b>Total Recreation:</b>	<b>7,534.57</b>	<b>7,145.29</b>	<b>389.28</b>	<b>5.17</b>
<b>Environment</b>				
243-102-150 - Red Deer River Waters	277.53	277.53		

Report Date  
1/30/2024 2:06 PM

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

	2023 Budget	Year to Date	Budget Remain	%
Total Environment:	277.53	277.53	0.00	0.00
Total Expenditures:	536,010.88	501,374.20	34,636.68	6.46
Surplus / Deficit	0.00	69,351.34	69,351.34	0.00

Report Date  
1/30/2024 2:06 PM

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

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-205-840 - Project CCBF-Road Analysis	11,184.00	11,215.02	31.02
197-206-840 - Project MSI-OS8 Viewpoint/Bridge/Path	124,775.00	124,775.00	
197-207-840 - Project WW RSV-West WW Valve Repair	18,000.00	14,331.81	(3,668.19)
197-209-840 - Project MSI-Shoreline Restoration	42,000.00	40,000.00	(2,000.00)
197-210-840 - Project MSI-Shorline Survey	18,500.00	14,030.05	(4,469.95)
197-211-840 - Project Env RSV-Community Dock DLO	25,000.00		(25,000.00)
197-212-840 - Project CCBF/RSV-GIS Implementation	2,400.00	1,754.50	(645.50)
197-213-840 - Project MSI-Admin Building Improvements	25,184.00	25,183.99	(0.01)
<b>Total Revenue:</b>	<b>267,043.00</b>	<b>231,290.37</b>	<b>(35,752.63)</b>
<b>Expenditures</b>			
297-205-840 - Project CCBF-Road Analysis	11,184.00	11,215.02	(31.02)
297-206-840 - Project MSI-OS8 Veiwpoint/Bridge/Path	124,775.00	124,775.00	
297-207-840 - Project WW RSV-West WW Valve Repair	18,000.00	14,331.81	3,668.19
297-209-840 - Project MSI-Shoreline Restoration	42,000.00	40,000.00	2,000.00
297-210-840 - Project MSI - Shoreline Survey	18,500.00	14,030.05	4,469.95
297-211-840 - Project Env RSV-Community Dock DLO	25,000.00		25,000.00
297-212-840 - Project CCBF/RSV-GIS Implementation	2,400.00	1,754.50	645.50
297-213-840 - Project MSI-Admin Building Improvement	25,184.00	25,183.99	0.01
<b>Total Expenditures:</b>	<b>267,043.00</b>	<b>231,290.37</b>	<b>35,752.63</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Report Date  
1/30/2024 2:06 PM

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

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	466,651.33	466,131.70	(519.63)
101-100-130 - ASFF-Non-Residential	7,049.29	7,049.29	
101-103-130 - DI - Designated Industrial	41.89	40.80	(1.09)
<b>Total Revenue:</b>	<b>473,742.51</b>	<b>473,221.79</b>	<b>(520.72)</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	466,651.33	466,572.13	79.20
201-101-130 - ASFF-Non-Residential	7,049.29	7,049.29	
201-300-130 - DI - Designated Industrial	41.89		41.89
<b>Total Expenditures:</b>	<b>473,742.51</b>	<b>473,621.42</b>	<b>121.09</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(399.63)</b>	<b>(399.63)</b>

**Tina Leer**

---

**From:** ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>  
<aims.sys.prod@gov.ab.ca>  
**Sent:** Thursday, December 7, 2023 9:13 AM  
**Subject:** AIMS: New ASFF Invoice is available

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

**ATTENTION:**

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

**AIMS: New ASFF Invoice is available**

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.  
[Organization Dashboard](#)

Thank you.

## Birchcliff Historical Bank Balance Information

<u>Year</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>
2018	\$ 627,882.79	\$ 588,966.70	\$ 1,019,697.93	\$ 873,956.07
2019	\$ 625,711.77	\$ 573,285.13	\$ 1,033,064.45	\$ 764,819.27
2020	\$ 556,083.92	\$ 547,230.15	\$ 1,046,407.14	\$ 781,615.81
2021	\$ 430,128.68	\$ 338,622.10	\$ 1,095,270.33	\$ 811,368.44
2022	\$ 497,905.22	\$ 584,936.63	\$ 1,036,782.68	\$ 701,253.19
2023	\$ 648,005.13	\$ 483,089.25	\$ 891,688.73	\$ 754,795.95

## Summer Village of Birchcliff

### Public Works

### Information Item

### Agenda Item: *Birchcliff Public Works Update*

#### Background:

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

#### Capital Road Planning:

- Road Pavement Analysis: Report has been sent to Council.
- 2024-2033 10 Year Road Capital Plan: see attached Capital Plan. 3 Options presented for Council consideration.
  1. Maintain current PQI of 47 = Total ten-year costs \$834,185
  2. Achieve PQI of 50 = Total ten-year costs \$1,252,233
  3. Achieve PQI of 55 = Total ten-year costs \$1,606,907

2024 Costs Summary	Level of Service
\$447,647	Maintain PQI 47
\$447,647	Achieve PQI 50
\$615,642	Achieve PQI 55

An average PQI of 47 means that the entire road system is in FAIR condition, but some areas require attention. The roads show signs of deterioration and some deficiencies. The road system generally shows low to moderate surface distress.

#### 2024-2033 Capital Plan Considerations:

- **Option 1 (maintain PQI = 47)** - Spend an average of \$83,418.5 over ten years to maintain current PQI of 47 (Fair condition). This option recommends 3/4 (75%) of projects to complete mill & overlay rehab over ten-year time frame. Capital work in 2024 recommended.
- **Option 2 (achieve PQI = 50)** - Spend an average of \$125,223.3 over ten years to achieve PQI of 50 (Fair). This option recommends 5/9 projects (55%) of projects to complete mill & overlay rehab over ten-year time frame. Capital work in 2024 recommended.
- **Option 3 (achieve PQI =55)** - Spend an average of \$160,690.7 over ten years to achieve PQI of 55 (Fair). Recommended 6/15 (40%) of projects

will require Mill & overlay rehab over ten-year time frame. Capital work in 2024 recommended.

**Operating Activities & follow up items:**

- Snow Plowing & Ice Control - Sanding began week of January 5<sup>th</sup> – 16<sup>th</sup>, 2024, during the fourth event of the year. No public complaints or concerns were received.
- PW has ordered and received the new “DOGS ON LEASH” signs with anti-theft bolts. To be installed in spring 2024. These will be installed near the pathway entrances.
- OS 19 slope remediation does not qualify for the Watership Stewardship Grant (WSG). Municipalities are not allowed to apply for funding. Only registered charities, non-profit organization, or unincorporated community groups. The Watershed Stewardship Grant Program (WSG) provides funding to support collaborative community-based stewardship efforts.

**Administrative Recommendations:**

That Council accepts this report as information.

**Authorities:**

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

BIRCHCLIFF - 10 Year Road Capital Plan Costs to maintain PQI - 47												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Birchcliff Road - 1.897 km road ID # 191692	\$447,647										45	mill & overlay
Birchcliff Road - 1.897 km road ID # 191692						\$1,961					45	crack filling
Birchcliff Road - 0.210 km road ID # 191807						\$48,573					48	mill & overlay
Birchcliff Road - 1.422 km road ID # 191722							\$336,004				49	mill & overlay
<b>TOTAL COSTS</b>	<b>\$447,647</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,534</b>	<b>\$336,004</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>TOTAL TEN YEAR COSTS (2024-2033)</b>	<b>\$834,185</b>											

BIRCHCLIFF - 10 Year Road Capital Plan Costs to achieve PQI - 50												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Birchcliff Road - 1.897 km road ID # 191692	\$447,647										45	mill & overlay
Birchcliff Road - 1.897 km road ID # 191692				\$1,885							45	crack filling
Birchcliff Road - 0.210 km road ID # 191807				\$46,687							48	mill & overlay
Birchcliff Road - 1.422 km road ID # 191722					\$322,956						49	mill & overlay
Birch Way - 1.725 km road ID # 191655									\$423,856		52	mill & overlay
Birchcliff Road - 1.897 km road ID # 191692									\$2,081		45	crack filling
Birchcliff Road - 1.422 km road ID # 191722									\$1,387		49	crack filling
Birchcliff Road - 0.022 km road ID # 191806									\$5,529		54	mill & overlay
Birchcliff Road - 0.210 km road ID # 191807									\$205		48	crack filling
<b>TOTAL COSTS</b>	<b>\$447,647</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,572</b>	<b>\$322,956</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$433,058</b>	<b>\$0</b>		
<b>TOTAL TEN YEAR COSTS (2024-2033)</b>	<b>\$1,252,233</b>											

BIRCHCLIFF - 10 Year Road Capital Plan Costs to achieve PQI - 55												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Birchcliff Road - 0.280 km road ID # 191653	\$167,995										34	reconstruction
Birchcliff Road - 1.897 km road ID # 191692	\$447,647										45	mill & overlay
Birchcliff Road - 0.914 km road ID # 191698		\$146,709									46	mill & overlay
Birchcliff Road - 0.280 km road ID # 191653				\$200							34	crack filling
Birchcliff Road - 1.897 km road ID # 191692				\$1,885							45	crack filling
Birchcliff Road - 0.210 km road ID # 191807				\$46,687							48	mill & overlay
Birchcliff Road - 0.914 km road ID # 191698					\$620						46	crack filling
Birchcliff Road - 1.422 km road ID # 191722					\$322,956						49	mill & overlay
Birchcliff Road - 0.280 km road ID # 191653									\$7,156		34	surface treatment
Birchcliff Road - 1.897 km road ID # 191692									\$2,081		45	crack filling

**BIRCHCLIFF - 10 Year Road Capital Plan**  
**Costs to achieve PQI - 55 (cont'd)**

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Birchcliff Road - 0.914 km road ID # 191698									\$23,406		46	surface treatment
Birchcliff Road - 1.422 km road ID # 191722									\$1,387		49	crack filling
Birchcliff Road - 0.210 km road ID # 191807									\$205		48	crack filling
Birch Way - 1.725 km road ID # 191655										\$432,333	52	mill & overlay
Birchcliff Road - 0.022 km road ID # 191806										\$5,640	54	mill & overlay
<b>TOTAL COSTS</b>	<b>\$615,642</b>	<b>\$146,709</b>	<b>\$0</b>	<b>\$48,772</b>	<b>\$323,576</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,235</b>	<b>\$437,973</b>		
<b>TOTAL TEN YEAR COSTS (2024-2033)</b>	<b>\$1,606,907</b>											

### BIRCHCLIFF Road Map overview with Road ID



PQI Score	Condition Category
PQI > 80	Very Good
60 < PQI ≤ 80	Good
40 < PQI ≤ 60	Fair
20 < PQI ≤ 40	Poor
PQI ≤ 20	Very Poor

## Summer Village of Birchcliff

February 22, 2024

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 79 development permits issued in the Summer Villages (20 in Birchcliff, 5 in Half Moon Bay, 19 in Jarvis Bay, 16 in Norglenwold, and 19 in Sunbreaker Cove).

##### Current Developments:

1. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
2. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
3. 83 Birchcliff Road	Dwelling	Issued in 2021
4. 94 Birchcliff Lane	Dwelling	Issued in 2021
5. 59 Birchcliff Road	Driveway	Issued in 2021
6. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
7. 363 Birchcliff Road	Dwelling	Issued in 2021
8. 71 Birchcliff Road	Dwelling	Issued in 2021
9. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
10. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
11. 409 Birchcliff Road	Lakeside Stairs	Issued in 2022
12. 280 Birchcliff Road	Dwelling	Issued in 2022
13. 159 Birchcliff Road	Dwelling	Issued in 2022
14. 202 Birchcliff Road	Dwelling Addition	Issued in 2023
15. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2023
16. 83 Birchcliff Road	Demolition	Issued in 2023
17. 101 Birchcliff Road	Lakeside Stabilization	Issued in 2023
18. 381 Birchcliff Road	Manufactured Dwelling	Issued in 2023
19. 173 Birchcliff Road	Dwelling	Issued in 2023
20. 317 Birchcliff Road	Two Sheds	Issued in 2023

##### Open Administrative Files:

1. 71 Birchcliff Road
2. 145 Birchcliff Road
3. 14 Sunnyside Cabin
4. 79 Birchcliff Road
5. 375 Birchcliff Road

**Permit Summary:**

2024 Jan. – to date:

2023 Jan.- Dec.:

6 development permits. Estimated project cost \$1,247,000.00.

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #170/13.

## **Summer Village of Birchcliff**

**February 22, 2024**

### **Information**

#### **Agenda Item: *CAO Report***

#### **Background:**

- Administration is meeting with Alberta Emergency Management on February 20 to complete our annual Community Emergency Management Program (CEMP) review.
- CAO attended the Emerging Trends in Municipal Law conference hosted by Brownlee Law in Calgary. Sessions included topics such as teamwork between CAOs and Councils discussing the decreasing tenure of CAOs, Municipal Utility Bylaws, Just Cause and harassment free workplaces, MGA section 530 and 532 municipal defenses under the MGA dealing with systems of maintenance, and an informative bear pit session where lawyers answered questions from attendees. Overall it was a very informative conference.
- Administration met with CAREERS, a not-for-profit foundation to discuss and apply for potential additional funding for summer students.
- Administration is pursuing a potential strategy to obtain grant funding for the Land Use Bylaw rewrite.
- Administration is pursuing an in-person meeting with Gerry Heckel from Alberta Environment and Parks regarding the Boat and Mooring Disturbance Standards and potential upcoming changes to that document that will likely be coming prior to the next boating season.

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

Council to discuss and accept as information.

#### **Administrative Recommendations:**

Council accept as information.

#### **Authorities:**

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

## Summer Village of Birchcliff

February 22, 2024

### Council and Legislation

### Request for Decision

#### **Agenda Item:** *Use of Reserves, Parks, and Pathways Bylaw #249-23 and Encroachment Policy*

#### **Background:**

Over the past number of months administration has been tasked with answering a number of questions regarding the access agreements on the municipal reserves on the west end of Birchcliff that were brought up during the public hearing for the Use of Reserves, Parks, and Pathways Bylaw.

- What are the access agreements, what do they say, are they all the same?

The access agreements allow certain rights for the semi-waterfront owners adjacent to the municipal reserves on the west end of Birchcliff. In short, these agreements allow for structures that have been constructed on the reserves to exist as constructed and be maintained. Any expansion or structural alterations would require approval from the municipality. The agreements state that the rights are for lake access and temporary storage only. The semi-waterfront owners are not given exclusive rights to the lands and must keep a minimum of \$1 million liability insurance over the encroachment area. The agreements can be amended in writing upon mutual agreement and are designed to run with the lands. The agreements are all the same in format and content except for the subsection that describes the current encroachments and the “schedule A” which includes a photo of the existing encroachments.

- R, ER, ERE, and EOS designations: what are they and how should they be applied?

R stands for Reserve. This is what the municipal lands between the lake and the semi-waterfront properties were originally registered as at the time of subdivision. This designation is no longer used.

ER stands for Environmental Reserve. ERs are lands dedicated to the municipality that are not suitable for development and contain features such as swamps, gullies, ravines, coulees, floodplains, or land adjacent to

a body of water. As the “R” designation is no longer considered in the MGA, the lands in question would be treated as ER.

An ERE (Environmental Reserve Easement) is another form of ER that gives an interest in the land to the municipality while permitting ownership to stay with the landowner. It does not apply here.

EOS is a “zoning” or “district” in Birchcliff’s Land Use Bylaw (LUB). It stands for Environmental Open Space. The LUB has a number of different districts which outline what uses may or may not be considered in a given district.

To summarize, the lands in question have a registration on title of “R”. Due to the fact that the “R” designation no longer exists in the MGA, they are treated as “ER”. They are also classified as EOS under Birchcliff’s Land Use Bylaw.

- What are the definitions of waterfront, semi-waterfront, and back lot properties?

Alberta’s disturbance standards defines the following:

“waterfront holder” means:

- (i) the person who is registered under the Land Titles Act as the owner of the fee simple estate in the land directly adjoining the bank of a water body; or
- (ii) the holder of a disposition according to the records of the Department for land directly adjoining the bank of a water body;
- (iii) the holder of a legal interest in the land directly adjoining the bank of a water body.

(s) “semi-waterfront holder” means:

- (i) the person who is registered under the Land Titles Act as the owner of the fee simple estate in the land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body; or
- (ii) the holder of a disposition according to the records of the Department for land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body;
- or
- (iii) the holder of a legal interest in the land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body.

Back lot properties are not defined in the disturbance standard as they are essentially given no consideration when it comes to docks or water access approvals. A back lot would be any property that does not fall into the previous two categories.

The properties in question would be considered semi-waterfront properties under the disturbance standards.

- Would the passing of the Use of Reserves, Parks, and Pathways Bylaw, and the amendment to the Encroachment Policy or referring to these lands as semi-waterfront properties negatively effect the assessment of the lands in question?

This question was posed to our assessors, and they have assured us that they have their own rates for what they refer to as “back lot”, “partial waterfront”, or “view” properties, and that the view of the lake and characteristics of the lot is what impacts the assessment. Our assessor has read the draft of the Bylaw and Policy and they have assured me that passing them would not have an impact on assessed values.

- Why are we considering these amendments?  
Council is interested in ensuring that the requirements of the MGA have been met. Firstly, the Policy currently does not currently allow for encroachments on ER lands. The amendment to the Policy would allow for the existing encroachments to exist. Second, our lawyers have advised us that section 676 of the MGA was not satisfied when the original agreements were considered. The MGA states that an ER must be left in its natural state or be used as a public park. Section 676 states that a council may, by bylaw, and after a public hearing, use an ER for a purpose other than that, and may include terms and conditions. The proposed amendments to the Bylaw would allow for agreements permitting the personal use of the ER for stairs accessing the lake and the temporary storage or dock pieces.

### **Options for Consideration:**

- 1) That Council table for Use and Reserves, Park and Pathways Bylaw for further consideration.
- 2) That Council adopt the encroachment policy.
- 3) That Council accept as information.

### **Administrative Recommendations:**

- 1) That Council Council consider and provide direction to Administration.

**Authorities:***Municipal Government Act*

Section 153 Councillors have the following duties:

(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

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

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

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

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

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

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

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

**TITLE**

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

**PURPOSE**

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

**DEFINITIONS**

3. In this Bylaw, words have the meanings set out in the Act, except that:
  - (a) “**Act**” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.
  - (b) “**All-Terrain Vehicle**” includes a motorized recreational vehicle commonly known as a quad or side by side and is included in the term “off highway

vehicle”.

- (c) **“Chief Administrative Officer”** or **“CAO”** means the Chief Administrative Officer of the Summer Village or the Chief Administrative Officer’s delegate;
- (d) **“Council”** means the Council of the Summer Village of Birchcliff.
- (e) **“Environmental Reserve”** or **“ER”** means:
  - i. a parcel of land designated as an environmental reserve under the Act;
  - ii. or an environmental reserve easement as defined under the Act; or
  - iii. any Summer Village owned land which has a reserve designation on the certificate of title for the land pursuant to a former enactment (for example, R- Reserve) and which bears the traits of an environmental reserve as defined in the Act.
- “Firearms”** means any weapon from which any shot, bullet or other projectile capable of causing bodily injury or death can be discharged and includes air guns, air rifles, air pistols, B.B. guns, sling shots, all types of archery equipment, and gas-powered guns.
- (f) **“Highway”** means a highway as defined in the Alberta Traffic Safety Act, and amendments thereto and excludes pathways defined in h) below. In this Bylaw the term “road” is synonymous with the term “highway”.
- (g) **“Off-highway Vehicle”** means an off-highway vehicle as defined in the Alberta Traffic Safety Act.
- (h) **“Operator”** means a person who drives or is in actual physical control of any vehicle.
- (i) **“Owner”** includes a person renting any vehicle or having exclusive use of that vehicle for a period of more than thirty days.
- (j) **“Pathway”** means any paved, graveled, or natural walkway used by pedestrians and people using mobility aids, such as wheelchairs, and people using bicycles within the Summer Village.
- (k) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer, or a Bylaw Enforcement Officer.
- (l) **“Person”** means any person, individual, owner, public body, society, firm, or partnership.

- (m) **“Reserve”** means any area designated as a public reserve, environmental reserve, community reserve, or park, title to which is vested in the Summer Village of Birchcliff.
- (n) **“Snow Vehicle”** includes a recreational vehicle with motor, skis and tracks commonly known as a snowmobile or skidoo and is included in the term “off-highway vehicle”.
- (o) **“Structure”** means buildings, sheds, fences, tree houses, swings, and similar installations.
- (p) **“Summer Village”** means the Summer Village of Birchcliff.
- (q) **“Trailer”** means a vehicle so designated that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed, and equipped as a dwelling, sleeping, or living place.
- (r) **“Vehicle”** means a motor vehicle as defined in the Alberta Traffic Safety Act.

## **RESERVES, PARKS, AND PATHWAYS – GOALS**

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

- (h) To provide amenities which promote and serve healthy leisure time activities

### **RESERVES, PARKS, AND PATHWAYS - RESTRICTIONS**

5. On Village Reserves no person or persons shall:

- (a) Light a fire;
- (b) Abandon any garbage or refuse of any kind including animal droppings;
- (c) Cause or permit any noise that annoys or disturbs the peace of any other person, or cause any nuisance, as listed in Birchcliff's Community Standards Bylaw;
- (d) Be in possession of a firearm or other weapon;
- (e) Use a Reserve to launch trailered watercraft;
- (f) Use motorized vehicles or ATV's except for specific authorized tasks. Off-highway vehicle use is permitted along the RA15 right-of-way;
- (g) Cut or remove vegetation without Village approval;
- (h) Store any private property of any kind on Reserve land. Any private property found on Reserve land will result in the removal of the property at the owner's expense.

6. Notwithstanding Section 5(h), an Environmental Reserve may be used for the following purposes if authorized by Council:

- (a) construction of stairways to directly connect private property to the shores of Sylvan Lake; PROVIDED THAT:
  - (i) the owner of the private property has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:
    - A. that the owner must, at its sole cost, construct and maintain stairways in accordance with Summer Village policies, as established by the Summer Village from time; and
    - ~~B. that the owner must pay all applicable fees imposed by the Summer Village; and~~
- (b) the temporary storage of dock pieces only (no boat lifts or hoists); PROVIDED THAT:

**Summer Village of Birchcliff  
Use of Reserves, Parks, and Pathways  
By-law 249-23**

- (i) the owner of the private property has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:
    - A. that the owner must, at its sole cost, store and maintain the dock pieces in accordance with Summer Village policies, as established by the Summer Village from time; and
    - ~~B. that the owner must pay all applicable fees imposed by the Summer Village.~~
- 7. No Encroachment Agreement shall grant the exclusive right to use or occupy any portion of Environmental Reserve.
- 8. Except where permitted by this Bylaw, all encroachments on Environmental Reserve are prohibited, regardless of whether or not such encroachment predates this Bylaw coming into force. All existing encroachments shall be brought into compliance in accordance with this Bylaw.
- 9. Landowners with existing encroachments on Environmental Reserve shall, within one year of this Bylaw coming into force, either remove unauthorized encroachments and restore the Environmental Reserve or request a new authorization from the Summer Village.
- 10. All authorizations and agreements required under this Bylaw with respect to encroachments on Environmental Reserve shall be approved by Council, or its delegate, ~~upon payment of applicable fees, if any~~
- 11. All expenses, cost, liabilities, or other risks associated with bringing an unauthorized encroachment into compliance with this Bylaw shall be the responsibility of the landowner.
- 12. All expenses, cost, liabilities, or other risk associated with an encroachment over Reserves shall be the responsibility of the landowner;
- 13. The provisions of this Bylaw do not apply to actions and operations of the Summer Village or persons acting upon the instructions of the Summer Village in respect to any activities within Environmental Reserve.
- 15. No vehicles, off-highway vehicles or trailers are allowed in any reserve or park at any time except for the following:
  - (a) Vehicles, off-highway vehicles, or trailers owned by utility companies who require access to their installations for construction, repair, or maintenance

purposes,

- (b) Any vehicle, off-highway vehicle or trailer authorized by Council, or the Administrator of the Summer Village, may enter any of the parks or reserves for the construction, repair, or maintenance of any structures or for any community event approved by Council,
- (c) Any emergency vehicle such as those used by Police, fire departments or ambulance services,
- (d) Snow vehicles and all-terrain vehicles used for winter recreational purposes as per Bylaw 230-21 - Off Highway Vehicles.

In addition:

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

## **LIABILITIES**

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

## **SEVERABILITY**

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

## **CONTRAVENTIONS**

18. A Designated Officer authorized to enforce this Bylaw under Part 13, Division 4 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and who has reasonable and probable grounds to believe that a person has contravened any section of this Bylaw, may under the authority of this Bylaw issue a written order, and where this written order is not paid by the offender, a Part 2 violation ticket may be issued under the Provincial Offences Procedures Act R.S.A 2000, Chapter P-34, to that person.
19. Any person who contravenes this section can be charged as well as assessed the cost of restoration. Any person who contravenes the provisions of this Bylaw shall be guilty of an offense and liable on summary conviction to the penalty as set out in Schedule "A".

20. In some situations, both the Summer Village and the Provincial Government may be involved and occasionally the Federal Government. As a result, penalties can be severe.
21. The Summer Village may use physical barriers to control abuse or encroachment rather than involve penalties.

Upon third reading, Bylaw #229-21 is hereby rescinded.

READ a first time this 21<sup>st</sup> day of September 2023.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Public Hearing held October 12<sup>th</sup>, 2023.

READ a second time this 12<sup>th</sup> day of October 2023.

READ a third and final time this X.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

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

## SUMMER VILLAGE OF BIRCHCLIFF

## Encroachment Policy

Passed: August 20, 2015  
Amended: February 2024

**Purpose:**

The Summer Village of Birchcliff has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

**Statement:**

The Summer Village of Birchcliff asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove **encroachments** for all lands owned, leased and managed by the municipality.

**Definitions:**

**“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.

**“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**.

**“encroachment(s)”** means a **building** or **development** that illegally extends onto an adjacent property.

**General:**

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the

- encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.
  3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Birchcliff shall have a fee review every 5<sup>th</sup> year.

### **Encroachment on Environmental Reserve Lands**

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land **unless specifically for the purposes and within the restrictions outlined in Birchcliff's Use of Reserves, Parks, and Pathways Bylaw.**

### **Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties**

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
  - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
  - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
  - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
  - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
  - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
  - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
  - g. Pays the annual **encroachment** fee assessed at time of agreement and reassessed every five years. Fee is calculated on actual square foot assessment of adjacent property (i.e. 1200 sq. ft. lot assessed at 16,000 land value – **encroachment** is 10 sq. ft.  $(16,000 / 1200 = 13.33)$

assess value per square foot) ( $10 \times 13.33 = 133.30$  **encroachment** value) times the mill rate for the current year.

## **Summer Village of Birchcliff**

**February 22, 2024**

### **Planning and Development**

#### **Request for Decision**

#### **Agenda Item: *Bylaw #246-23 Road Closure***

##### **Background:**

February 2023, administration was tasked to begin the process of closing the lane of RA5 for sale of the lands. RA5 (between 103 & 109 Birchcliff Road) was marked for potential sale in Birchcliff's Open Space Master Plan which was adopted in March 2014.

July 2023, public consultation requirements were complete, and a Public Hearing was held during the Council meeting of July 22, 2023, regarding the Road Closure Bylaw #246-23.

Following the public hearing, Mayor Dufresne prepared a letter to all residents providing further information on the background and purpose of the road closure. Additionally, administration put together the requirements and submitted the road closure package and bylaw with first reading to the Minister of Transportation and Economic Corridors, for approval and signature.

January 2024, administration received approval on the road closure submission and a returned signed bylaw. This bylaw has been brought forward today for Council's second and third readings.

Following second and third reading from Council, the road closure documents are then to be submitted to Alberta Land Titles for finalization.

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

1. Council to give second and third readings to Bylaw #246-23.
2. Council to give second reading, and table third reading for further consideration.
3. Council to accept as information, and rescind first reading of Bylaw #246-23.

**Administrative Recommendations:**

Council to give second and third readings to Bylaw #246-23 and administration to proceed with the road closure process.

**Authorities:**

Section 216(4) of the MGA - Before giving first reading to a bylaw that would close a road, a council must hold a public hearing with respect to the proposed bylaw.

Section 216 (4) of the MGA - After considering the representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

- (a) pass the bylaw or resolution,
- (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- (c) defeat the bylaw or resolution.

**SUMMER VILLAGE OF BIRCHCLIFF  
ROAD CLOSURE BYLAW  
BY-LAW #246-23**

A Bylaw of the Summer Village of Birchcliff, in the Province of Alberta, to authorize Council to close to public travel and dispose of All that portion of Road on Plan 4486 AX lying within Plan 232 \_\_\_\_\_ excepting thereout all mines and minerals containing 0.215 HA. (0.53 Acres) more or less, in the Village of Birchcliff

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may pass bylaws relating to the right to govern the Municipality in the matter that Council considers appropriate, and;

WHEREAS the Council of the Village of Birchcliff has decided to issue a bylaw pursuant to Section 22 of the Municipal Government Act to authorize the closing of the lane to public travel and disposing of All that portion of Road on Plan 4486 AX lying within Plan 232 \_\_\_\_\_ excepting thereout all mines and minerals containing 0.215 HA. (0.53 Acres) more or less, as shown on the attached Schedule "A"; and

WHEREAS the lands herein described are no longer required for public travel; and

WHEREAS the Council of the Village of Birchcliff deems it expedient to provide for a bylaw for the purpose of closing to public travel the road, or portions thereof situated in the Municipality, and thereafter disposing of same, and

WHEREAS notice of the intention of the Council of the Village of Birchcliff to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act and was advertised in the municipality on July 6<sup>th</sup>, 2023 and July 13<sup>th</sup>, 2023; and

WHEREAS the Council of the Village of Birchcliff was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

NOW THEREFORE the Council of the Village of Birchcliff, duly assembled, does hereby close to public travel and disposing of the following described roadways, subject to the rights of access granted by other legislation:

- 1) All that portion of Road on Plan 4486 AX lying within Plan 232 \_\_\_\_\_ excepting thereout all mines and minerals containing 0.215 HA. (0.53 Acres) more or less

Excepting thereout all mines and minerals

**PUBLIC HEARING** held this 20<sup>th</sup> day of July 2023.

**READ** a first time, this 20 day of July 2023.



Roger Dufresne, Mayor



Tanner Evans, CAO

APPROVED, this 18 day of January <sup>✓2024✓</sup>~~2023~~.



Minister of Transportation  
and Economic Corridors ✓

READ a second time, this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

READ a third and final time, this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Roger Dufresne, Mayor

\_\_\_\_\_  
Tanner Evans, Administrator

## **Summer Village of Birchcliff**

**February 22, 2024**

### **Request for Decision**

#### **Agenda Item: *Ambulatory Care***

##### **Background:**

Administration has received a request from Susan Samson, Chair of the Sylvan Lake and Area Urgent Care Committee, looking for the Summer Villages to support the forming of the Sylvan Lake and Area Health Foundation.

The purpose of the foundation would replace functions performed by the Stettler Health Foundation on behalf of the Urgent Care Committee and allow the foundation to solicit and receive gifts for the benefit of the Sylvan Lake Advanced Ambulatory Care Service.

Please see attached letter from Chair Samson along with the 2023 Year in Review for the Sylvan Lake and Area Urgent Care Committee.

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

- 1) Council support the forming of the Sylvan Lake and Area Health Foundation.
- 2) Council accept as information.

##### **Administrative Recommendations:**

- 1) Council support the forming of the Sylvan Lake and Area Health Foundation.

##### **Authorities:**

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

Good Morning Mayors of the Sylvan Lake Summer Villages,

We would like to provide you with a brief update on the Sylvan Lake Advanced Ambulatory Care Service (AACS) and outline our plan to form a Health Foundation.

The AACS has been operational since 2018 and sees between 13,000 - 18,000 patients annually for the treatment of non-life threatening injuries. AACS is open 7 days a week, from 7:30am-10:00pm and is staffed by nurses and a medical doctor. Patients at the AACS come from the surrounding rural area but also visitors to our area and residents from Red Deer. Our most pressing concern is the shortage of doctors to cover the shifts at AACS and we have formed a separate committee, Sylvan Lake Health Professional Healthcare Attraction and Retention Committee (SLhPARC) to address this problem. In 2023, working closely with Alberta Health Services (AHS) this committee (SLhPARC) has attracted 5 international doctors and their families to relocate to Sylvan Lake and join family medicine clinics including working at AACS.

The Sylvan Lake and Area Urgent Care Committee (UCC) has been functioning since 2010. Our current main role is fundraising to support the needs of the AACS. These needs include purchasing medical equipment, additional training for doctors working at AACS and funding the SLhPARC committee. The UCC is a well recognized and respected fundraiser and we have been able to cover the above mentioned needs while still maintaining a healthy bank balance.

The immediate goal of the UCC is to form Sylvan Lake and Area Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

We are in the process of working with AHS to attract a board of qualified directors and to develop bylaws. We would like to include in the foundation bylaws identification of the communities and areas that have supported AACS over this past 13 year journey. Being identified as a health foundation would allow us to recognize the large area that AACS serves and provide rural residents the opportunity to donate to their local healthcare facilities that do not currently have their own health foundation. When a donation is made, the Foundation and Alberta Health Services will work closely together to direct those funds toward healthcare needs in the facility the donor wishes to support. The Foundation will manage tax receipting for any donations that are received.

The question we are asking is whether there is interest for the Sylvan Lake Summer Villages to be identified in the Sylvan Lake and Area Health Foundation? I can answer

further questions by email or if you would prefer me to answer any questions in person, I am available to do that as well. We look forward to your response.

Sincerely,  
Susan Samson  
Chair  
Urgent Care Committee  
Sylvan Lake and Area

## 2023 Year in Review Sylvan Lake and Area Urgent Care Committee

Since opening in June 2018, the Sylvan Lake Advanced Ambulatory Care Service (AACS) has been providing diagnosis and treatment for non-life-threatening injuries and illnesses for residents and visitors of Sylvan Lake. AACS continues to see high volumes of patients with 18,386 patients using this service in 2023. The Urgent Care Committee is a group of 11 volunteers who raise money to support the operations of the AACS. The following is an overview of the activities of the committee in 2023.

### Medical Equipment Purchases

In 2023, an Oxygen Concentrator valued at \$2,467.00 and a Broselow Cart valued at \$3,500.00 were purchased and are in place at the AACS. Equipment or services are purchased as required to support the AACS and its staff in delivering healthcare.

### Fundraising

#### Tim Hortons Smile Cookie

A major fundraising effort is the Tim Horton's Smile Cookie Campaign that took place in May 2023. During this week-long campaign, cookies were sold to Tim Horton's patrons and local business. The success of this campaign is credited to over 100 volunteers from the community, local businesses, fire, RCMP, Town Bylaw, local youth, service clubs and elected officials who spent a total of 48 hours in the drive-thru promoting the sale of cookies. The cookie sale raised \$18,146.66 for the future purchase of medical equipment for AACS.

Smile Cookie will continue in May 2024 and we are currently seeking volunteers for both cookie sales on site at Tim Hortons, cookie decorators during the campaign. Or if you have a flair for details, we would love to have you join us for the organization of the volunteers and hands on management during the week of cookie sales. Email Susan Samson [susamson56@gmail.com](mailto:susamson56@gmail.com)

### Golf Tournament

The Sylvan Lake and District Lion's Club Golf Tournament held in July 2023 was another resounding success. Started in 2015, the tournament continues to attract golfers to Meadowlands Golf Course to enjoy the game, camaraderie, food and support local community causes. In 2023 the tournament donated to the Urgent Care Committee and to the newly formed Lions Seniors Independent Affordable Housing Project. In 2024 the tournament will be held on July 5<sup>th</sup>. For further information contact: Klaas Van Veller [kandmvanveller@yahoo.com](mailto:kandmvanveller@yahoo.com)

### AHS 50/50

AHS employees have a 50/50 payroll raffle where employees choose a facility they would like the 50/50 proceeds to be directed to. In 2023 \$21,688.01 was directed to be sent to the Urgent Care Committee for the future purchase of equipment at the AACS. Another great reason to thank a healthcare employee!

### Donations

Urgent Care regularly receives donations directed to the operations and equipment purchases to enhance and support AACS. Each donation received receives a CRA tax receipt that can be used as a deduction on your income tax. Donations can be made out to and mailed to:

Urgent Care Committee, Box 8985, Sylvan Lake, AB, T4S 1S6

### Nurse practitioners added to Sylvan Lake ambulatory care service

Two nurse practitioners have been added to the care team at the Sylvan Lake Advanced Ambulatory Care Service, as part of ongoing efforts to support the health and wellness of community residents.

The nurse practitioners are working alongside nursing staff to provide care and support to residents in much the same way as physicians now do. Nurse practitioners are registered nurses with advanced

knowledge and skills who can provide health promotion and primary care through the diagnosis and treatment of acute illnesses and chronic conditions.

In a community-based setting, such as this advanced ambulatory care service, they will perform comprehensive assessment and diagnosis (including the ordering and interpretation of tests), prescribe medications, and provide specialist referrals for patients of all ages.

### **Sylvan Lake and Area Health Foundation**

The UCC is taking steps to form a Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

If you are interested in applying to be a director on the Sylvan Lake and Area Health Foundation, please contact Susan Samson. [Susamson56@gmail.com](mailto:Susamson56@gmail.com)

### **Sylvan Lake Health Professional Attraction and Retention Committee or SLhPARC**

SLhPARC was formed in 2023 and the committee's purpose is to recruit and retain healthcare professionals in our community. SLhPARC was funded by a generous anonymous donation and one-time matching funds from the Urgent Care Committee. New family doctors relocating to Sylvan Lake will help insure that AACS is open 7 days a week from 7:30am-10:00pm. To date, SLhPARC, working closely with AHS has attracted 5 International Medical Graduates to Sylvan Lake. Of the 5 doctors, 3 are currently practising in Sylvan Lake medical clinics and all the new doctors are contracted to work at AACS. This will help reduce the staffing pressures experienced at AACS.

On behalf of the volunteer Urgent Care Committee, we would like to thank Sylvan Lake and Area for your continued support. If you would like further information or would like to get involved, please reach out to us.

Susan Samson  
Chair  
Urgent Care Committee  
Sylvan Lake and Area

## **Summer Village of Birchcliff**

**February 22, 2024**

### **Planning and Development**

#### **Request for Decision**

#### **Agenda Item: *Open Space Master Plan Amendments***

##### **Background:**

Along with Bylaw 246-23, administration has provided an amended version of the Birchcliff Open Space Master Plan, reflecting changes that are required to remove RA5 as a classified Open Space.

While the Open Space Master Plan is a non-statutory plan and a public hearing is not required, administration has notified adjacent municipalities as required in accordance with the Intermunicipal Development Plan.

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

1. Council to approve amendments and administration to update the plan.
2. Council to accept as information.

##### **Administrative Recommendations:**

Council to approve the amendments and administration to update the plan.

##### **Authorities:**

Municipal Development Plan – March 2014

IDP Section 10.2.18 Referrals shall occur for intermunicipal review of all statutory plans, non-statutory plans (i.e. concept plan, outline plan or master plan), land use bylaws, and amendments to each. Disposal of reserves shall be referred to all Partner Municipalities. Any other application the municipality deems appropriate may be referred.

# **SUMMER VILLAGE OF BIRCHCLIFF**

## **OPEN SPACE PLAN**



**Adopted - March 2014**

Prepared by: Bill Shaw, FCIP, RPP  
BPS Consulting Ltd.

## SUMMER VILLAGE OF BIRCHCLIFF OPEN SPACE PLAN

### TABLE OF CONTENTS

#### PART ONE: BACKGROUND

	Page
<b>1.0 Introduction.....</b>	<b>1</b>
1.1 Purpose	
1.2 Plan Area and Application	
1.3 Authority	
1.4 Process	
<b>2.0 Community Aspirations .....</b>	<b>2</b>
2.1 Community Planning Strategy	
2.2 Community Vision and Core Values	
<b>3.0 Landscapes Features .....</b>	<b>2</b>
3.1 Sylvan Lake Watershed	
3.2 Birchcliff's Immediate Watershed	
<b>4.0 Water Quality .....</b>	<b>3</b>
4.1 Water Quality	
<b>5.0 Planning Framework .....</b>	<b>3</b>
5.1 Intermunicipal	
5.2 Summer Village of Birchcliff Municipal Development Plan 2013	
5.3 Lacombe County	
<b>6.0 Birchcliff Community Open Space Inventory .....</b>	<b>7</b>
6.1 Open Space Inventory	
6.2. Ownership	

#### PART TWO: OPEN SPACE SYSTEM

<b>7.0 Vision, Goals and Key Elements .....</b>	<b>9</b>
7.1 Open Space Vision	
7.2 Goals	
7.3 Key Elements	
<b>8.0 Open Space Classification.....</b>	<b>10</b>
8.1 Classification	
8.2 Primary Purposes	
8.3 Assignment of Classification	

#### PART THREE: ACTIONS

<b>9.0 Natural Aspects and Conservation .....</b>	<b>12</b>
9.1 Background	
9.2 Actions	

<b>10.0</b>	<b>Healthy Community .....</b>	<b>13</b>
10.1	Background	
10.2	Actions	
<b>11.0</b>	<b>Open Space Sites Uses and Amenities .....</b>	<b>13</b>
11.1	Background	
11.2	Actions	
<b>12.0</b>	<b>Trail and Path System .....</b>	<b>15</b>
12.1	Background	
12.2	Actions	
<b>13.0</b>	<b>Open Space Management.....</b>	<b>16</b>
13.1	Background	
13.2	Actions	
<b>14.0</b>	<b>Open Space Plan Implementation.....</b>	<b>17</b>
14.1	Background	
14.2	Actions	

## APPENDIX

- A Inventory of Open Spaces

## FIGURES

- 1-1 Sylvan Lake Watershed
- 2-1 Sylvan Lake Watershed Land Cover
- 3-1 Birchcliff Aerial Image
- 4-1 Community Open Space Lands
- 5-1 Open Space Classification
- 6-1 Potential Trail/Path System

## TABLES

- 1. Community Open Space Inventory
- 2. Community Open Spaces by Category
- 3. Summer Village of Birchcliff Open Space System: Appropriate Uses and Amenities

## REFERENCES

**Note:** Credits for figures (maps)

- Figure 1-1 AXIS Environmental Consulting Ltd.
- Figure 2-1 AXIS Environmental Consulting Ltd.

**PART ONE: BACKGROUND****1.0 INTRODUCTION****1.1 Purpose**

The purpose of the Open Space Plan is to guide the management and use of lands considered as community open spaces within the Summer Village of Birchcliff. The Open Space Plan also serves to implement the open space goals and policies contained the Summer Village of Birchcliff Municipal Development Plan 2013.

**1.2 Plan Area and Application**

This plan primarily addresses public (community) land within the Summer Village of Birchcliff. Through the land use planning provisions in the *Municipal Government Act*, the Summer Village has direct authority over their management and use of open spaces within the community. Management of these open spaces is far less complicated as the Summer Village is 'owner' or 'assigned steward' of these lands.

Where small portions of private lands are addressed, these are in relation to potential use as connecting trail corridors and the conservation of 'natural' attractiveness. As well, land within Lacombe County is also addressed. These relate to common needs for the integration of a pathway system and stormwater impacts on lands within the Summer Village.

**1.3 Authority**

The Open Space Plan was prepared and adopted in accordance with provisions of the *Municipal Government Act*. Section 180 of the Act permits a municipal council to adopt, by resolution, a plan in accordance with the procedures required by Section 606 of the Act.

**1.4 Process**

A draft of the Open Space Plan was prepared concurrently with the various drafts of the updated Municipal Development Plan. This took place between October 2012 and May 2013.

With Council input, the draft Open Space Plan was completed in May 2013. Council approved the release of the draft Open Space Plan to the community ratepayers and referred the plan to municipalities, interested government departments and other agencies around Sylvan Lake for their review and input.

A public open house was held in June, with approximately 35 people attending. As well, community ratepayers were able to view the draft plan on the Summer Village website and submit comments. Input on the draft Open Space Plan expressed at the open house, on comment sheets, letters and emails, and the response from Lacombe County were considered by Council in August. Discussions by Council led to a number of potential changes to the draft Open Space Plan, which were provided to Council.

In February 2014, Council approved a number of changes to the plan. The Open Space Plan was adopted by Council by resolution in March 2014.

## 2.0 OPEN SPACE PLAN FRAMEWORK

### 2.1 Community Planning Strategy

In 2012 Council prepared a Draft Planning Strategy for the Summer of Village Birchcliff to lead into the preparation of a new Municipal Development Plan for the Summer Village. A fundamental purpose of the Draft Planning Strategy report is to outline strategic planning directions for the future of the Summer Village, including the community vision and core values. These provide key elements upon which the Open Space Plan is based.

### 2.2 Community Vision and Core Values

A Community Vision expresses what residents desire the community to be like in 25 to 30 years. The community vision statement for Birchcliff is:

*The Summer Village of Birchcliff remains a quiet, safe and secure community in serving to meet the lifestyle needs of permanent and seasonal residents. The community character will be personified by passive, family-oriented uses and activities and exemplified by the country lane atmosphere of Birchcliff Road. The natural attractiveness of the community continues to be conserved by the residents' attitudes of respect and stewardship of the landscapes, views, wildlife, vegetation, shoreline and water quality of the provincially significant Sylvan Lake.*

Intertwined within the Birchcliff community vision are the following core values.

1. This is HOME.
2. A traditional small village atmosphere, in which safety and security are mainstays.
3. The quiet, peaceful enjoyment of private property and public areas.
4. Retaining the quality of life of its residents.
5. Being champions of stewardship to conserve the natural setting of the village and the health of Sylvan Lake and its watershed.
6. Community autonomy, while still collaborating responsibly in planning, guiding and managing growth and land use change around Sylvan Lake.

## 3.0 LANDSCAPE FEATURES

### 3.1 Sylvan Lake Watershed

The Sylvan Lake watershed contains 106 km<sup>2</sup>, including the lake which covers 42 km<sup>2</sup>. The watershed is shown on Figure 1-1 with Birchcliff located along the southeastern shoreline of Sylvan Lake.

Figure 2-1 shows the land use cover within the watershed in 2005. As reported by AXYS Environmental Consulting Ltd. in the July 2005 *Sylvan Lake Water Quality Assessment report and Watershed Management Considerations*, 75% of the land within the watershed was in agricultural use and only 9% developed for residential uses. From Figure 2-1 it is assumed that the remaining 19% was wooded and shrub vegetation. Since 2005, there has been a reduction in agricultural land and woodland and an expansion in developed land.

### 3.2 Birchcliff's Immediate Watershed

While the Summer Village is mostly located on a gently rolling 'lowland' adjacent to Sylvan Lake, the lands immediately to the north rise, sometimes gently and in places steeply, to form a line of hills which crest 1,200 m (0.75 miles) to 1,600 m (1.25 miles) from the shoreline. From these highlands a number of small streams flow, ultimately making their way to Sylvan Lake through Birchcliff via both natural and altered channels. Most of the streams are intermittent, but from time to time their flow can be significant.

A recent aerial image of Birchcliff is shown on Figure 3-1. This shows the hillcrest north of Birchcliff, the series of small ephemeral stream courses to and through the Summer Village and the extent of woodlands adjacent to and within the Summer Village. Cleared lands are used for a variety of agricultural purposes. Along most of Birchcliff's shoreline the banks are steep and for extensive lengths quite high, especially at the west end of the community. Where the slope of the banks allow, the banks are mostly heavily treed. The most frequent disturbances along these banks are staircases leading to docks and landings.

The Sylvan Lake Management Plan 2000 Update identifies environmentally sensitive areas around Sylvan Lake. One of these is a key ungulate habitat wooded area located between Range Roads 1-4 and 1-5 mostly on adjacent lands in Lacombe County but also extending into lands around the Pentecostal Camp. A second is the key fisheries habitat along the shoreline in front of Birchcliff, extending from Range Road 1-4 to almost Range Road 1-5.

## 4.0 WATER QUALITY

### 4.1 Water Quality

As reported by Alberta Environment, the water quality of Sylvan Lake has remained relatively constant over the past two decades and is certainly better than the water quality in Pigeon Lake, Gull Lake and Pine Lake. Sylvan Lake is considered 'mesotrophic' which means it has moderately productive weed and algae growth. This growth enables effective fish spawning habitat, but the water quality remains highly suitable for water contact recreation.

Most of Sylvan Lake's inflow is from ephemeral streams that are short and drain small agricultural areas, which are the primary source of phosphorus and nitrogen entering the lake. Run-off from urban and resort residential areas and leaching from septic systems also impact lake water quality. In spite of impacts from human activities within the watershed, one of the most attractive features of Sylvan Lake is its 'good' water quality.

## 5.0 PLANNING FRAMEWORK

### 5.1 Intermunicipal

Most of this subsection will report on planning directions applicable to the immediate Birchcliff watershed. However, it is appropriate to provide the broader planning context for the entire watershed.

Around the lake there are eight municipalities: the Summer Villages of Birchcliff, Jarvis Bay, Norglenwold, Half Moon Bay and Sunbreaker Cove, the Town of Sylvan Lake, Lacombe County

*Summer Village of Birchcliff Open Space Plan**March 2014*

and Red Deer County. The municipalities cooperate in a number of matters involving and affecting Sylvan Lake and its watershed, including land use planning and wastewater management.

#### Sylvan Lake Management Plan: 2000 Update

The Sylvan Lake Management Plan: 2000 Update, generally approved by the eight municipalities, still acts a guide to land use planning around the lake. This plan provides general land use areas and related policy directions, while recognizing each municipality may adopt detailed plans for lands within their jurisdiction. The 2000 Update is based on a series of principles, a number of which are directly applicable to this Open Space Plan. The statutory plans of each municipality, including Birchcliff, adhere to these principles. These principles are:

- Land bordering Sylvan Lake should be used to support and take advantage of the residential and recreational potential of the lake (note: each municipality manages residential and recreational uses in accordance with its own policies)
- While significant opportunities for public access and use of the lake must be maintained, it is recognized that new access areas will need to be carefully planned so as to minimize conflicts with surrounding land uses and not be to the detriment of the lake
- In order to protect the water quality of the lake, appropriate measures will be needed to minimize nutrient input from agriculture and other development.

The Birchcliff Open Space Plan reflects these principles.

#### Sylvan Lake Public Access Study Findings and Recommendations (ISL, 2005)

Consistently identified throughout the Sylvan Lake management planning processes is the need for improved public access to Sylvan Lake. Even though there are numerous public access sites around the lake, the majority of these sites perform at near or above capacity. As a result, because of the insufficient supply of facilities or amenities to meet demands, numerous informal access sites are used, these often being unregulated. These lead to conflicts between recreators and nearby landowners, as well as landscape degradation on public land, and in places on adjacent private land.

The study concluded the challenges to provide improved public access relate to:

- use conflicts on existing sites
- a shortage of management resources, and
- a lack of public land suitable for expanded recreation access and use.

The report identified four objectives to improve public access to Sylvan Lake:

- Address issues related to the management of existing public access lands and facilities prior to the development of new public access
- Provide a balance of public access in the form of day use areas around the lake
- Provide additional boat launch capacity, including facilities and amenities
- Ensure all future subdivision development around the lake, both shoreline and backland, contribute public access through the dedication of land and direct capital contributions.

Regarding potential public access provisions and improvements within Birchcliff, the study identified the large reserve parcel adjacent to the lake and Range Road 1-5 has having potential to facilitate improved public access. The report indicated the reserve could be developed as a family oriented day use site utilizing existing wooded and open space areas. Facilities could include picnic sites, washroom, parking area, loop path and boardwalk leading to a lake viewing platform.

## 5.2 Summer Village of Birchcliff Municipal Development Plan 2013

To provide direction to achieve the Community Vision and Core Values outlined in Section 2.2, the Birchcliff Municipal Development Plan 2013 (MDP) provides a series of goals and policies highly relevant to the Open Space Plan.

The Municipal Development Plan open spaces goals are:

- To establish and implement policies for the dedication and use municipal reserves, environmental reserves and other open spaces.
- To conserve, wherever possible, areas having natural attributes so they remain an integral part of the community fabric.
- To encourage the provision of areas for passive recreation opportunities and pathway linkages.

The following are the most salient policies in the Community Essence – Quality of Life and Community Form and Land Use sections of the Municipal Development Plan that serve to implement these goals.

Policy 4.3.2 states: “In guiding growth and managing land use change, a fundamental goal shall be to sustain the community essence of Birchcliff. The community essence of Birchcliff is a traditional small village atmosphere, in which:

- (a) safety and security are mainstays;
- (b) quiet and peaceful enjoyment of private property continues;
- (c) public areas remain accessible; and
- (d) residents are champions of environmental stewardship.

The Open Space Plan sets out that community open spaces will remain accessible and that sensitive landscape features will be conserved.

Policy 5.3.2 and Map 2 (General Land Use) supports a compatible pattern of land uses, including open spaces. The Open Space Plan guides open spaces to remain accessible to the public and their use be compatible with adjacent land uses. Policy 5.3.17 supports appropriate recreation uses in open space areas. Thus, more active play and related facilities, such as ball diamonds, soccer fields and winter open-air ice rinks are not supported.

Section 6 of the Municipal Development Plan addresses the conservation of the environment. Within this section policies encourage an attitude of stewardship (policies 6.3.1 and 6.3.3), shoreline protection (policies 6.3.4 through 6.3.7), the conservation of fish and wildlife habitat (policy 6.3.9) and the protection of water courses (policy 6.3.11). These are integral to retaining the natural attributes of the community fabric.

Policy 7.3.1 outlines the lands that are considered to be open spaces, these being:

- (a) Environmental Reserve (ER) parcels;
- (b) Municipal Reserve (MR) parcels;
- (c) Reserve (R) and Park (P) parcels;
- (d) Subdivision roads and lanes not used as roads or lanes;
- (e) the portion of Range Road 1-4 and Range Road 1-5 between Birchcliff Road and Sylvan Lake; and
- (f) any other land shown on Map 3 Open Spaces not included in the above, which may in the future include Environmental Reserve Easement (ERE) parcels.

*Summer Village of Birchcliff Open Space Plan**March 2014*

Policy 7.3.10 assigns each open space to one or more of the following classes:

- (a) Natural Area;
- (b) Conservation Area Park;
- (c) Viewpoint Park;
- (d) Greenway Park;
- (e) Community Green;
- (f) Allowance Park.

Policy 7.3.10 further requires the Summer Village to manage each open space in accordance with the provisions of the Municipal Development Plan. This Open Space Plan is to assist in the implementation of open space goals and policies contained the Summer Village of Birchcliff Municipal Development Plan 2013.

### **5.3 Lacombe County**

The Birchcliff Open Space Plan needs to consider Lacombe County's land use planning directions for lands adjacent to the Summer Village for two reasons. The first is the development of adjacent lands will impact:

- the use of open space lands in the Summer Village
- 'natural' areas which are important to stormwater management and wildlife habitat
- Sylvan Lake water quality.

The second is that particular County open space policy directions require meaningful responses within the Birchcliff Open Space Plan to amplify the value of the collective open space system within and adjacent to the Summer Village.

#### Sylvan Lake Area Structure Plan

The Sylvan Lake Area Structure Plan provides for residential development on all land adjacent to the Summer Village. Generally, each development is to provide 10 percent of the land as municipal reserve and 40% as remnant open space. Thus 50% of the parcel is to provided as open space (municipal reserve and remnant open space). Some of the open spaces may be developed for active recreation uses. For back lot residential subdivisions, a full dedication of municipal reserve is required to ensure there are adequate recreation amenities within each subdivision for both residents and the general public, and to provide interconnected green space to accommodate the development of a linked trail system. Developments are to provide trail corridors for use by the residents of the development and the general public. The objective is to ultimately provide an interconnected trail system around the lake which would link to lake a regional trail system. Trail nodes or rest stops should be no further than 1,000 m apart and possibly include a bench, water receptacle and where appropriate an observation platform.

#### Sylvan Lake Parks, Recreation and Open Space Plan

The Sylvan Lake Parks, Recreation and Open Space Plan builds upon policies in the Sylvan Lake Area Structure Plan to provide guidance for the provision of recreation amenities, including an interconnected trail system while conserving natural landscapes. This plan lists amenities that are both passive and active in nature that may be required within a residential development, the basic seemingly being a local park and playground or a day use area.

Lacombe County may require a developer to provide more than one amenity within their development, in addition to an internal trail system that connects to the long-term lake wide trail.

## Summer Village of Birchcliff Open Space Plan

March 2014

### Approved Development Plans

Two developments have recently been approved adjacent and near to the Summer Village.

The Slopes, located at the northwest corner of the intersection of Range Road 1-4 and Birchcliff Road, provides for develop 49 residential parcels, including 16 parcels for semi-detached homes. Approved following the adoption of the Sylvan Lake Area Structure Plan, this development has 50% open space. The concept includes a constructed wetland for stormwater management, in internal pathway system and corridors for a segment of the lake-wide trail. Also included is a multi-purpose sports court with a public washroom, rest area and parking area.

Immediately north of The Slopes is the approved Highland Park Development also for 49 residential parcels. Approved prior to the adoption of the Sylvan Lake Area Structure Plan, this development has 26% open space. The concept includes an internal pathway system, rest areas including benches and viewing platforms, a corridor for the lake-wide trail link, children's playground an outdoor gym and parking lot.

The principle open space implication for Birchcliff from these two development plans is the interconnected trail systems, including the provision in The Slopes for a corridor along the north side of Birchcliff Road for a pathway link to the west.

## **6.0 BIRCHCLIFF OPEN SPACE INVENTORY**

### **6.1 Open Space Inventory**

The Birchcliff Open Space Plan directly involves only public land. Current community open spaces in Birchcliff are shown on Figure 4-1. These include, as designated on survey plans:

- Environmental Reserve parcels
- Municipal Reserve parcels
- Park and Reserve parcels
- Subdivision roads and lanes (open spaces are the portions not used as roads)
- Range Road 1-4 and Range Road 1-5 between Birchcliff Road and Sylvan Lake.

A total of 33 parcels and road allowances, or portions thereof, are considered to be open space. Table 1 summarizes these.

**Table 1  
Community Open Space Inventory**

<b>Type</b>	<b>Number</b>	<b>Owner</b>
Environmental Reserve	2	Summer Village of Birchcliff
Municipal Reserve	13	Summer Village of Birchcliff
Park/Reserve	9	Summer Village of Birchcliff
Subdivision road /lane	7	Summer Village of Birchcliff
Range Road	2	Province of Alberta
Total	33	

Appendix A is a preliminary inventory of each of the open spaces in Birchcliff. This inventory for each open space indicates: designation, size, general location (lakefront or backland),

adjacent land uses, access and sight lines, present land use, vegetation, bank height (if applicable), path - present or not, and potential use ratings. The inventory for each open space is subject to change based on subsequent reviews and more detailed site examinations.

## **6.2 Ownership**

As indicated in Table 1, all of the open spaces are municipal land with the exception of the portions of two range roads which are provincial land.

**PART TWO: OPEN SPACE SYSTEM****7.0 VISION, GOALS AND KEY ELEMENTS****7.1 Open Space Vision**

The Open Space Vision for Birchcliff is:

***An enduring system of interconnected places which conserve and anchor the natural character of the community while encouraging healthy living through the enjoyment of passive recreation facilities.***

**7.2 Goals**

The open space goals in the Municipal Development Plan also serve as goals for this Open Space Plan. The open space goals are:

1. To establish and implement policies for the dedication and use municipal reserves, environmental reserves and other open spaces.
2. To conserve, wherever possible, areas having natural attributes so they remain an integral part of the community fabric.
3. To encourage the provision of areas for passive recreation opportunities and pathway linkages.

Since this Open Space Plan is an action plan to carry out the above three goals, some more specific goals also are pertinent. These are:

4. To provide a network of open spaces which contribute to the character of the community.
5. To connect open spaces by a series of trails and pathways.
6. To provide access into open space appropriate to the intended use of the open space.
7. To conserve areas which are fragile or more susceptible to impairment from inappropriate use or magnitude of use.
8. To provide amenities which promote and serve healthy leisure time activities.

**7.3 Key Elements**

From the above community vision, open space goals and the core values reported in Section 2.2, the Open Space Plan needs to address planning, environmental, social and management aspects. Each of these aspects will serve to contribute to retain the quality of life of residents far into the future.

Planning aspects for the open space system include:

- Classification system, including purposes
- Connectivity
- Appropriate accessibility
- Appropriate uses and intensity of uses.

Environmental aspects include:

- Identifying sensitive environments (land and aquatic features)
- Shoreline protection
- Lake water quality protection
- Conserving natural attractiveness.

Social aspects include:

- Promote a healthy community
- Enjoyment of public areas (open spaces)
- Personal and family safety and security
- Sociability
- Building a stewardship ethic.

Management aspects include:

- Open Space Plan approval
- Provision of amenities
- Guardianship and maintenance.

## **8.0 OPEN SPACE CLASSIFICATION**

### **8.1 Classification**

Birchcliff's open space sites and their features lead to the following classification of open spaces. The categories of open spaces are:

1. Natural Area
2. Conservation Area Park
3. Viewpoint Park
4. Greenway Park
5. Community Green
6. Allowance Park.

### **8.2 Primary Purposes**

The primary purpose of each category of open space is as follows:

- Natural Area: landscape preservation and nature appreciation
- Conservation Area Park: landscape conservation and nature appreciation
- Viewpoint Park: path to a lake viewing rest area within a conserved landscape
- Greenway Park: connector trails and paths through woodlands and landscaped areas
- Community Green: combination of woodland conservation and open play areas, with trails/paths
- Allowance Park: lake access - walk only for RA1-4, lake access motor vehicles only in winter for RA1-5 and landscape enhancement.

### **8.3 Assignment of Classes**

Figure 5-1 Open Space Classification allocates each open space to one or more of the six categories of open space. Each open space is to be managed by the Summer Village in accordance with policies of the Municipal Development Plan and the goals and actions of the Open Space Plan.

Table 2 indicates there are nine Natural Areas, five Conservation Area Parks, six Viewpoint Parks, thirteen Greenway Parks, two Community Greens and Allowance Parks.

## Summer Village of Birchcliff Open Space Plan

March 2014

**Table 2**  
**Community Open Spaces by Category**

Type	Quantity	Reference Number (see Figure 5-1)
Natural Area	9	OS1S, OS4, OS6, OS8E, OS10, OS15S, OS17, OS18, OS20
Conservation Area Park	5	RA2, RA3, RA5, OS7, RA7
Viewpoint Park	5	RA4, OS8W, RA6, OS16, OS19
Greenway Park	13	OS1N, OS2, OS3, OS9, OS11, OS12, OS13, OS14, OS21, OS22, OS23, OS24, RA8
Community Green	2	OS5, OS15N
Allowance Park	2	RA1-4, RA1-5
Total	36	

Note: compared to Table 1, Table 3 has three more open spaces since OS1, OS8 and OS15 have been divided into two parts for categorization purposes.

## PART THREE: ACTIONS

### 9.0 NATURAL ATTRIBUTES AND CONSERVATION

#### 9.1 Background

A fundamental part of the community character of Birchcliff is the conservation of the Summer Village's natural attributes. While also reported in Section 5.2 of this Open Space Plan, some of the highly relevant statements in the Birchcliff Municipal Development Plan 2013 also bear reporting here.

Vision statement (portion thereof): The natural attractiveness of the community continues to be conserved by the residents' attitudes of respect and stewardship of the landscapes, views, wildlife, vegetation, shoreline and water quality of the provincially significant Sylvan Lake (Section 3.1 of the MDP).

Core value: To conserve the natural setting of the village and the health of Sylvan Lake and its watershed (Section 3.2 of the MDP)

Goal statements:

- To sustain the ambiance of existing shoreline and backland residential areas (Section 5.2 of the MDP)
- To conserve, wherever possible, areas having natural attributes so they remain an integral part of the community fabric (Section 7.2 of the MDP).

A part of the community character, or essence, of Birchcliff as expressed in Policy 4.3.2 is that public areas remain accessible.

#### 9.2 Actions

In the pursuit of retaining the small community character and the natural attractiveness of Birchcliff, the following are recommended actions:

1. Support and implement the policies of the Birchcliff Municipal Development Plan 2013, especially those in Sections 4, 6 and 7.
2. Commit to the conservation of natural attributes as a key element of managing community open spaces.
3. Avoid, wherever possible, the disturbance or removal of natural vegetation on shoreline banks located within community open spaces.
4. Encourage the owners of private land which border Sylvan Lake to avoid, wherever possible, the disturbance or removal of natural vegetation on the banks lining the shoreline of Sylvan Lake.
5. In community open spaces or portions thereof that are not banks abutting the shoreline of Sylvan Lake, only allow the alteration or removal of natural vegetation as may be necessary to reduce wildfire hazards, to improve public safety and to accommodate trails or paths and appropriate passive recreation activities.
6. Encourage uses on community open spaces that are appropriate (activity, intensity) to the environmental values and attributes of each open space.
7. Develop and disseminate educational brochures on the merits of natural open space and actions to sustain these open spaces.

## 10.0 HEALTHY COMMUNITY

### 10.1 Background

As stated in the community Vision Statement, Birchcliff “remains a quiet, safe and secure community in serving to meet the lifestyle needs of permanent and seasonal residents. The community character will be personified by passive, family-oriented uses and activities .....

Entwined within this vision are two core values, being:

- The quiet, peaceful enjoyment of private property and public areas; and
- Retaining the quality of life of its residents.

Residents desire Birchcliff to be a place of quiet, relaxing living. Organized sports, requiring large fields and indoor facilities, are not desired. But the Summer Village need not be a sedentary enclave where the only outdoor activities are barbequing and lounging while viewing the lake or woodlands. More people are walking, jogging, riding bikes, exploring 'hidden places' and other activities that are neither noisy nor require special sports facilities. Birchcliff is blessed with community spaces and features that are suited to outdoor passive recreation and awareness of the Summer Village's natural attributes.

### 10.2 Actions

The following are recommended actions to promote healthy living:

1. Plan and develop an integrated system of trails and paths throughout Birchcliff to accommodate walking, jogging and cycling to assist in promoting healthy lifestyles.
2. Plan to connect the community trail and path system to a future regional trail system.
3. Consider the provision of an outdoor exercise 'park', possibly associated with a children's playground.
4. Provide interpretative signs along paths and in more natural open spaces to educate people about natural systems, habitat and their importance to the community fabric (an informed mind is part of healthy living).

## 11.0 OPEN SPACE SITE USES AND AMENITIES

### 11.1 Background

As identified in Section 2, Birchcliff has 33 community open space properties. Each open space is allocated to one of six categories of open space, each having an identified principle purpose. Categorization is a planning tool. Key is how the sites are managed, including their appropriate use, means of access, suitable amenities and level of conservation provisions.

### 11.2 Actions

The following are recommended action to manage open spaces.

1. Use Table 3 - Summer Village of Birchcliff Open Space System: Appropriate Uses and Amenities as a guide in the management of appropriate uses and provision of amenities for each class of open space.

## Summer Village of Birchcliff Open Space Plan

March 2014

**Table 3**  
**SUMMER VILLAGE OF BIRCHCLIFF OPEN SPACE SYSTEM:**  
**APPROPRIATE USES AND AMENITIES**

	Natural Area	Conservation Area Park	Viewpoint Park	Greenway Park	Community Green	Allowance Park
<b>Appropriate Amenity</b>						
Paved trail		Δ		Δ	Δ	
Compacted path	□	Δ	Δ	Δ	Δ	Δ
Boardwalk/bridge	□	□		□	□	
Staircase	□		□	□		
Picnic table			□	□	□	
Bench		□	Δ	Δ	Δ	□
Waste can		□	Δ	Δ	Δ	Δ
<b>Appropriate Use</b>						
Walking	Δ	Δ	Δ	Δ	Δ	Δ
Biking (trail only)		Δ		Δ	Δ	Δ (note 3)
Picnicking			□		Δ	
Path/trail rest site		□	Δ	Δ	Δ	
Lake viewing	□		Δ			Δ
Nature appreciation	Δ	Δ	Δ	Δ	Δ	Δ
Pier (note 1)	□		□			
Public utility building				□ (note 2)		
Open play area					Δ	
Play equipment					Δ	
Lake access -walking	□		□			Δ
Lake access - motorized						Δ (note 4)

Δ Appropriate use, subject to an Open Space site concept plan approved by the Summer Village

□ May be an appropriate use, subject to an Open Space site concept plan approved by the Summer Village.

Notes:

1. No pier from OS4, OS8, OS15S, RA6

2. OS1N only

3. RA1-5 only

4. RA1-5 only but only in winter

5. While each amenity or use is worded in the singular, more than one may also be appropriate.

2. Do not permit a motorized use of open spaces, except:
  - (a) wheelchairs or other similar transport for the physically impaired;
  - (b) vehicle access, including snowmobiles, to Sylvan Lake on Range Road 1-5 but only in the winter months;
  - (c) vehicles into designated parking places.
3. Do not formally accommodate athletic activities through the provision of sports fields, courts or indoor facilities. However, informal activities (e.g. Frisbee tossing) may be undertaken if the open space is suited to safe play and the play does not disturb the enjoyment of the open space by others.
4. Do not support the following activities on open spaces: vegetation removal (unless undertaken with the approval of the Summer Village), dumping of yard and other wastes, overnight camping, fires (including in designed containers), unruly and disruptive activities, hunting and commercial services. From time to time the Summer Village may add to this list.
5. Consider phasing the development of the two Community Green parks to include a series of trails and paths, benches, casual play areas (e.g. Frisbee, ball tossing), children playground apparatus and nature interpretation signage.
6. The Greenway Park in OS5 should be developed jointly with open space development on adjacent land to the east in Lacombe County.
7. Piers may require an annual license of occupation from the Summer Village.
8. Any staircase developed on and pier developed from community open space may be required to be removed or may be removed by the Summer Village if the Summer Village deems the staircase or pier to be a hazard to public safety.

## **12.0 TRAIL AND PATH SYSTEM**

### **12.1 Background**

There is a distinct trend in community planning to accommodate pedestrian and cycling pathways. Some of this is to alleviate the dependence on the automobile, but the push is also to promote exercise and healthier living. As presented in Section 10, the latter would be the reason for a pathway system within Birchcliff.

In Birchcliff there are people who walk and cycle. Where? On roads that are generally narrow, often have restricted sight lines and a multiplicity of driveways and lanes, most of which have restricted sight lines. As traffic increases and more people seek linear outdoor activities, the on-road use of pedestrians and cyclists likely will become a larger safety issue.

There are plans for a regional trail system to and around Sylvan Lake. When the trail or portions thereof are a reality, this likely will further increase pressure of pathways within Birchcliff that provide access to the regional trails.

### **12.2 Actions**

The following are recommended actions for an integrated system of trails (being a paved facility) and paths (being a compacted facility):

1. Plan and develop a system of multi-purpose trails and paths that provide interconnected opportunities for low impact recreation opportunities. Wherever possible, the system should not include the use of roads and lanes that are developed for vehicle traffic.

2. Plan and develop, when applicable, trail connections to the future regional trail around Sylvan Lake.
3. Establish a capital plan for the sequential development of an integrated trail and path system.
4. Plan the form of trail or path through or into an open space area to be consistent with the purpose and environmental characteristics of that open space.
5. Design trails to accommodate activities such as walking, jogging, cycling, roller-blading and skateboarding, therefore being hard surfaced and of sufficient width for two-way traffic. Trail design shall promote the safety of users where possible, including passive policing.
6. Design and develop paths for only walking or jogging, thus being narrower and not hard-surfaced. Paths often are better suited for lower impact access into or through more sensitive open spaces.
7. Provide paths into or through natural areas only in accordance with other provisions in this plan for open spaces OS6 and OS15S; in other natural areas, a path should remain an 'unplanned' corridor, created either by wildlife or human activity, including children exploring.
8. Avoid locating trails and paths through highly sensitive features; where located in or adjacent to a sensitive feature their design (e.g. wetland boardwalk, steep bank staircase) should mitigate detrimental impacts that would otherwise occur.
9. Appropriately locate along trails and some paths direction signs, interpretation signs and rest stops (bench and waste receptacle).
10. Facilitate the ease of maintenance of trails, paths and associated amenities through design standards, which should also accommodate access by maintenance personnel, equipment and vehicles.
11. Do not permit motorized use of trails and pathways unless allowed by the Summer Village in special circumstances (note: this does not include motorized mobility aids for the physically handicapped).
12. Locate road crossings where sight distances provide for safe crossing (i.e. vehicle stopping distance); these should be clearly marked as crosswalks.
13. Where necessary, seek to secure land (e.g. purchase, easement, etc.) that would enhance the connectivity of an integrated trail and pathway system.
14. Use signage to clearly distinguish where access is not desired or permitted.
15. Liaise with other municipalities to coordinate the planning and development of trails and paths, and also with trail (or similar) associations for the patrolling and maintaining trails.

A potential trail and path system for Birchcliff is shown on Figure 6-1 Potential Trail/Path System.

## **13.0 OPEN SPACE MANAGEMENT**

### **13.1 Background**

To maximize the benefits of open space to the community, the Summer Village needs to undertake actions to promote manage open spaces as outlined in the actions below. The implementation actions in Section 14.0, may also be considered as open space management.

### **13.2 Actions**

The following are recommended open space management actions:

1. Commit finances annually to develop and maintain the open space system.

2. Prepare an open space brochure that shows community open spaces, the classification of open spaces and where and how public access and use is acceptable; this brochure should include the proposed trail system.
3. Encourage an "adopt-a-park" program whereby community residents would serve as 'neighbourhood park watchers' to increase safety and security awareness, as well monitor site use and abuses to features and amenities.
4. Review periodically the use and condition of each open space, including possible changes to the use, amenities and management of the site.
5. Prepare and adopt bylaws that may be necessary to empower the Summer Village (i.e. municipal staff and contract personnel) to manage community open space, including prohibited activities and tree/vegetation removal, and the enforcement thereof.

#### **14.0 OPEN SPACE PLAN IMPLEMENTATION**

##### **14.1 Background**

A plan is only effective when implemented. The following series of actions would serve to protect and promote the open spaces in Birchcliff as an integrated system for the healthy enjoyment of the residents of, and visitors to, Birchcliff far into the future.

##### **14.2 Actions**

The following are recommended actions to implement the Open Space Plan:

1. Commit to maintain all environmental reserves, municipal reserves and park reserves as community open space.
2. Identify and undertake action to secure lands needed to meaningfully augment the desired open space system and to conserve features on lands having sensitive resources. Such actions may include, among others, purchase and access agreements.
3. Treat any community open space located along the shoreline of Sylvan Lake, regardless of its designation, as Environmental Reserve. Acceptable public access, or restriction thereof, to the shoreline should be identified in a concept plan for each open space.
4. Prepare concept plans for the open space lands where amenities are intended to be provided; these site plans should serve to facilitate the desired uses of the site and the location of amenities in ways that are appropriate to the features of the site.
5. Prepare a trail and path development plan, including standards and amenity locations.
6. Undertake a capital development program for the development of the trail and path system and open space site amenities, as well as the addition of any land to augment the system.
7. Commit to community (public) consultation regarding open space planning, amenity development, natural features conservation and park management.
8. Undertake communication with the community to promote the conservation of the 'natural' features in open spaces, the use of open space that respects the environment and the enjoyment of others, and awareness that all open space is public open space not open space for the private enjoyment of those nearby.
9. Implement a trail and path development and maintenance program.
10. Seek a sponsor or sponsors for trail/path maintenance (e.g. local energy company).
11. Collaborate with municipalities and stakeholders to develop an integrated trail around Sylvan Lake that connects to other regional and national trails.
12. Develop a signage plan that includes directional and educational components. Signs should conform to standards and designs established by Birchcliff. Important will be

- signage that signifies no access or restricted access, for vehicles or other means to or through certain open spaces.
13. Monitor the use of the open space system to evaluate the success of the system; indicators may include: amount of use (including inappropriate use and access) and amount of maintenance required.
  14. Encourage private land owners to conserve the attributes of their land, both natural and designed, especially where adjacent to the lake, main roads and community open space.
  15. Review the Open Space Plan every four years.
  16. Envision the future by considering land use and recreation activities changes, especially outdoor recreation, in and around Birchcliff, which may require additions to the open space system or changes to the appropriate uses and amenities within certain open spaces. Future influences for change include backland development approved over time by Lacombe County.
  17. Should Birchcliff annex lands in the future, statutory or outline plans for those lands should require the allocation of land for one or more classes of open spaces to complement the open spaces currently within the community. These open space lands shall be appropriately designated as municipal reserve or environmental reserve.

**APPENDIX A  
INVENTORY OF OPEN SPACE**

BIRCHCLIFF OPEN SPACE INVENTORY				
	RA 1 - 4		RA 1 - 5	
Designation	Government road allowance (range road)		Government road allowance (range road)	
Area				
Lakefront/Backland	Lakefront		Lakefront	
Adjacent land uses	E – residential (much natural woodland) W - residential		E –church camp residential W - residential	
Access from	Range Road 1-4 Birchcliff Road (Twp Rd 39-2)		Ra nge Road 1-5 Birchcliff Road	
Access view lines	N - excellent E – good W - poor/fair		N – excellent E – poor/fair	
Site land use	Pathway to lakeshore Concrete barriers (stop vehicles)		Lane (gravel) access to lakeshore Drainage rip-rap on east side Lake edge – soil, muddy, rutted Dock (5 cribs) partially blocks lake access	
Vegetation (upland)	Poplar Some planted conifers		Some poplar along edges	
Vegetation (shore approach)	Poplar, some slumping at shoreline		Some poplar, grass at water edge	
Bank height	Not applicable (approach to lake altered)		Not applicable (approach to lake altered)	
Distinguishing features	Lake access Flat then good grade to lake Sloped portion – crushed rock Cannot see lake from start		Lake access Lake view from start	
Internal Path	North portion flat – bare soil Sloped south portion – crushed rock		Is a graveled (crushed rock) lane	
Use Potential	Road/lane	None	Road/lane	Winter
	Natural	Low	Natural	None
	Stormwater channel	Low	Stormwater channel	High
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	Low	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Allowance Park		Allowance Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS1N		OS1S	
Designation	Municipal Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Backland		Lakefront	
Adjacent land uses	S – Natural are open space W – residential E – road allowance		N – Greenway Park open space W – residential E – road allowance	
Access from	Range Road 1-4 (Twp Rd 39-2) Birchcliff Road		Range Road 1-4 (Twp Rd 39-2)	
Access view lines	N – good (from Birchcliff Rd) E – poor (from RR 1-4)		E – poor (from RR 1-4)	
Site land use	Wooded area Wastewater pump station site		Natural woodlands	
Vegetation (upland)	Poplar		Mixed (poplar, spruce)	
Vegetation (shore approach)	n/a		Mixed (poplar, spruce)	
Bank height	n/a		Estimated 15 – 20 ft	
Distinguishing features	Cleared area contains pump station		Access to lakeside bank Heavily wooded	
Internal Path	Cleared access lane		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	None	Natural	High
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	High	Pathway (local)	None
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Natural Area	

BIRCHCLIFF OPEN SPACE INVENTORY				
	RA2		RA3	
Designation	Subdivision road allowance		Subdivision road allowance	
Area				
Lakefront/Backland	Lakefront		Lakefront	
Adjacent land uses	E – residential W – residential		E – residential W – residential	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	E – poor W – poor		E – poor W – good	
Site land use	Lane for parcel access (north portion) Natural (south portion)		Natural woodland	
Vegetation (upland)	Poplar and spruce		Poplar	
Vegetation (shore approach)	Poplar		Poplar, some conifers	
Bank height	Estimated 15 ft			
Distinguishing features	Access to lakeside bank Heavily wooded		Access to lakeside bank Natural woodland	
Internal Path	A graveled lane (north half)		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	High	Natural	High
	Stormwater channel	Moderate	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell) – south portion	Option	Dispose (sell)	Option
Open Space Class	Conservation Area Park		Conservation Area Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS2		OS3	
Designation	Municipal Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	N – residential S - Birchcliff Road		N – residential S - Birchcliff Road	
Access from	Birchcliff Lane Birchcliff Road		Birchcliff Road Birchcliff Lane	
Access view lines	E – excellent (across from #73) W - excellent (across from #73)		E – good W – good	
Site land use	Natural woodland		Natural woodland	
Vegetation (upland)	Poplar		Poplar woodland	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Woodland Long and narrow, roadside buffer		Wooded Long, narrow roadside buffer	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	Moderate	Natural	Moderate
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	High	Pathway(connector)	High
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Greenway Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	RA4		RA5	
Designation	Subdivision road allowance		Subdivision road allowance	
Area				
Lakefront/Backland	Lakefront		Lakefront	
Adjacent land uses	E – residential W – residential		E – residential W – residential	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	E – excellent W – good		E – excellent W – good	
Site land use	Natural woodland Path and stairway to shore Dock – 2 cribs		Natural Linear clearance (for cottage access?) Iron posts and cord across clearance	
Vegetation (upland)	Poplar woodland		Poplar woodland	
Vegetation (bank)	Poplar, slumping at shoreline		Poplar, some slumping	
Bank height	Estimate 10 – 15 ft		Estimate 15 – 20 ft	
Distinguishing features	Access to lakeside bank Woodland		Access to lakeside bank Between houses #103 – 109 is natural Linear clearance (unauthorized?)	
Internal Path	Yes – rough – bare soil to stairs on bank		Linear clearance for private purposes(?)	
Use Potential	Road/lane	None	Road/lane	None
	Natural	Moderate	Natural	Moderate
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	Moderate	Viewpoint/bench	Low
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	Option
Open Space Class	Viewpoint Park		Conservation Area Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS4		OS5	
Designation	Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Lakefront		Backland	
Adjacent land uses	E – residential W – residential		E – natural wooded farmland W – environmental reserve (natural)	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	E – very poor W – fair		E – good W – good	
Site land use	Natural woodland Drainage channel		Natural woodland	
Vegetation (upland)	Poplar woodland		Poplar woodland	
Vegetation (bank)	? ?		n/a	
Bank height	? ?		n/a	
Distinguishing features	Access to lakeside bank Wooded		Woodland Rolling to flat Steep bank to drainage course	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	High	Natural	Moderate
	Stormwater channel	High	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	High
	Pathway (local)	Moderate	Pathway (local)	High
	Viewpoint/bench	Moderate	Viewpoint/bench	None
	Local rest area	None	Local rest area	High
	Community Green	None	Community Green	High
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Natural Area		Community Green	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS6		OS7	
Designation	Environmental Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	E – Municipal Reserve (natural) W – Municipal Reserve (natural) N – residential		E – Environmental Reserve (natural) W and N – well site	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	E – good W – fair		E – poor W – poor	
Site land use	Natural woodland Drainage course		Natural woodland	
Vegetation (upland)	Poplar woodland		Poplar woodland	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Varied topography Drainage course		Wooded Hill escarpment south and east side Undulating west side with a hollow	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	High	Natural	Moderate
	Stormwater channel	High	Stormwater channel	None
	Pathway(connector)	High	Pathway(connector)	High
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	Low
	Community Green	None	Community Green	None
	Parking	None	Parking	Low
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Natural Area		Conservation Area Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS8E		OS8W	
Designation	Park (Reserve)		Park (Reserve)	
Area				
Lakefront/Backland	Lakefront		Lakefront	
Adjacent land uses	E – residential W – Viewpoint park open space		E – Natural area open space W – residential (church camp)	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines			N – excellent E – good W – good	
Site land use	Natural woodland with path Drainage channel (storm)		Natural woodland with path Boat dock (2 cribs)	
Vegetation (upland)	Poplar woodland		Poplar woodland	
Vegetation (bank)	Poplar		Poplar	
Bank height	Estimate 20 – 30 ft		Estimate 20 – 30 ft	
Distinguishing features	Woodland Drainage channel (near west boundary) and incised near shore		Access to lakeside bank Woodland	
Internal Path	Very rough path,		Rough path, divides into 2 to shore Steep open path to shore	
Use Potential	Road/lane	None	Road/lane	None
	Natural	High	Natural	High
	Stormwater channel	High	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	Low	Viewpoint/bench	High
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Natural Area		Viewpoint Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS9		OS10	
Designation	Municipal Reserve		Environmental Reserve	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	E – Environmental Reserve N – residential W – Birch Way		S – residential W – residential E – Birch Close	
Access from	Birch Way		Birch Close Birchcliff Road	
Access view lines	N – good S – good		Very poor from Birchcliff Rd Excellent from Birch Close	
Site land use	Grassland		Natural woodland Drainage course	
Vegetation (upland)	Grassland		Poplar woodland Mowed grass – north near Birch Close	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Very small Grass (natural)		Long, narrow, winding Wooded	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	None	Natural	High
	Stormwater channel	None	Stormwater channel	High
	Pathway(connector)	Low	Pathway(connector)	Moderate
	Pathway (local)	Low	Pathway (local)	Low
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Natural Area	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS11		OS12	
Designation	Municipal Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	E – road and Municipal Reserve W - residential		E – road and residential W – Municipal Reserve	
Access from	Birch Close		Birch Close	
Access view lines	Excellent		Excellent	
Site land use	Mowed grass drainage swale		Mowed grass open space	
Vegetation (upland)	Grass		Grass	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Long, narrow drainage swale		Undulating grassland	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	None	Natural	None
	Stormwater channel	High	Stormwater channel	None
	Pathway(connector)	Low	Pathway(connector)	None
	Pathway (local)	Moderate	Pathway (local)	Moderate
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	Moderate
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Greenway Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS13		OS14	
Designation	Municipal Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	E – Environmental Reserve N – residential S – residential		N – wooded farmland S – Birch Way road	
Access from	Birch Way		Birch Way	
Access view lines	S – excellent N – fair/good		Generally excellent but not applicable	
Site land use	Grassland Path connector/legal access		Natural woodland – buffer	
Vegetation (upland)	Grassland		Poplar woodland (if north of fence) Grass if south of fence	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Sloping grassed area		Roadside buffer strip	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	None	Natural	Low
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	Low	Pathway(connector)	Moderate
	Pathway (local)	High	Pathway (local)	Moderate
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	Moderate	Local rest area (east end)	Moderate
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Greenway Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS15S		OS15N	
Designation	Reserve		Reserve	
Area				
Lakefront/Backland	Lakefront		Backland	
Adjacent land uses	N – natural woodland S – residential and lake W – residential		S – natural woodland W and E – residential	
Access from	RR 15		Birchcliff Road and RR 15	
Access view lines	n/a		From east side: S – excellent N – excellent From north side: E - fair/poor W – excellent	
Site land use	Natural woodland Path east-west (control entrance east) Path - southerly loop Observation water wells		Natural woodland Path Drainage channel	
Vegetation (upland)	Poplar woodland Some spruce near lake bank		Poplar woodland	
Vegetation (bank)	Poplar trees; some spruce Marsh along shore		n/a	
Bank height	Estimate 8 – 10 ft		n/a	
Distinguishing features	Wooded Marsh along shore/bottomlands Lakefront		Wooded Open areas west side	
Internal Path	South Loop – informal Path to lakefront on west side		Main: East-west – informal – partly North Loop - informal	
Use Potential	Road/lane	None	Road/lane	None
	Natural – Marsh area	High	Natural – upland	Moderate
	Stormwater channel	Yes	Stormwater channel	Yes
	Pathway(connector)	See OS15N	Pathway(connector)	High
	Pathway (local)	High	Pathway (local)	High
	Viewpoint/bench	High	Viewpoint/bench	None
	Local rest area	Low	Local rest area	High
	Community Green	High	Community Green	Low
	Parking	None	Parking	High
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Natural Area		Community Green	

BIRCHCLIFF OPEN SPACE INVENTORY				
	RA6		RA7	
Designation/Purpose	Subdivision road allowance		Subdivision road allowance	
Area				
Lakefront/Backland	Lakefront		Lakefront	
Adjacent land uses	E – residential W residential		E - residential W – residential	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	E – excellent W - excellent		E – fair/good W – good	
Site land use	Natural woodland		Road – northern two-thirds Natural woodland remainder to lake	
Vegetation (upland)	Poplar		Poplar	
Vegetation (bank)			Poplar and Spruce	
Bank height			Estimate 40 – 50 ft	
Distinguishing features	Woodland Drainage swale on west side		Has lakefront Paved road access	
Internal Path	None evident		None evident	
Use Potential	Road/lane – north part	None	None	
	Natural	Moderate	High	
	Stormwater channel	None	None	
	Pathway(connector)	None	None	
	Pathway (local)	Moderate	Low	
	Viewpoint/bench	Moderate	None	
	Local rest area	None	None	
	Community Green	None	None	
	Parking	None	None	
	Dispose (sell)	None	None	
Open Space Class	Viewpoint Park		Conservation Area Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS16		OS17	
Designation	Reserve (upland open space)		Reserve	
Area				
Lakefront/Backland	Backland adjacent to bank		Lakefront	
Adjacent land uses	W, N and E – residences S – lakeside bank		Cottages	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	E – fair W – fair		E – excellent W – excellent	
Site land use	Natural woodland		Steep bank	
Vegetation (upland)	Poplar woodland		n/a	
Vegetation (bank)	n/a		Poplar and Spruce	
Bank height	n/a		Estimate 40 – 50 ft	
Distinguishing features	Woodland		Steep bank	
Internal Path	None evident		n/a	
Use Potential	Road/lane	None	None	
	Natural	Moderate	High	
	Stormwater channel	None	None	
	Pathway(connector)	None	None	
	Pathway (local)	Moderate	None	
	Viewpoint/bench	High	None	
	Local rest area	None	None	
	Community Green	None	None	
	Parking	None	None	
	Dispose (sell)	None	None	
Open Space Class	Viewpoint Park		Natural Area	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS18		OS19	
Designation	Reserve		Reserve	
Area				
Lakefront/Backland	Lakefront		Backland adjacent to bank	
Adjacent land uses	Cottages		E, N and W - Residential S – lakeside bank	
Access from	Birchcliff Road/Westview Close		Birchcliff Road/Westview Close	
Access view lines	E – excellent W - excellent		E – excellent W - excellent	
Site land use	Steep bank Staircase to lake Boat dock – 1 crib		Natural woodland Paths Picnic table in open space	
Vegetation (upland)	n/a		Poplar	
Vegetation (bank)	Poplar and Spruce		Poplar and Spruce	
Bank height	Estimate 40 – 50 ft		n/a	
Distinguishing features	Steep bank		Woodland, grassed open area	
Internal Path	Staircase		Yes – from west – well used Two from residences- join 'main' path	
Use Potential	Road/lane	None	Road/lane	None
	Natural	High	Natural	Moderate
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	None	Pathway (local)	High
	Viewpoint/bench	None	Viewpoint/bench	High
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	
Open Space Class	Natural Area		Viewpoint Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS20		OS21	
Designation	Reserve		Reserve	
Area				
Lakefront/Backland	Lakefront		Backland	
Adjacent land uses	N – cottages		Residential	
Access from	Birchcliff Road/Westview Close		Westview Close/Munnemaker Close	
Access view lines	n/a		Fair	
Site land use	Steep bank		Woodland	
Vegetation (upland)	n/a		Poplar	
Vegetation (bank)	Poplar/Spruce		n/a	
Bank height	50 feet ??		n/a	
Distinguishing features	Steep bank		Long, very narrow strip	
Internal Path	n/a		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	High	Natural	Moderate
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	None	Pathway(connector)	None
	Pathway (local)	None	Pathway (local)	High
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Natural Area		Greenway Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS22		OS23	
Designation	Municipal Reserve		Municipal Reserve	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	W – Church Camp E – Birch Way		W – Church Camp E – Birch Way	
Access from	Birch Way		Birch Way	
Access view lines	Good		Good	
Site land use	Woodland		Woodland	
Vegetation (upland)	Poplar		Poplar	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Long, very narrow roadside buffer strip		Long, very narrow roadside buffer strip	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	None
	Natural	Low	Natural	Low
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	Moderate	Pathway(connector)	Moderate
	Pathway (local)	Low	Pathway (local)	Low
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Greenway Park	

BIRCHCLIFF OPEN SPACE INVENTORY				
	OS24		RA8	
Designation	Municipal Reserve		Subdivision road allowance	
Area				
Lakefront/Backland	Backland		Backland	
Adjacent land uses	N – residential S – Birchcliff Road		W and S – residential lots N and E – farmland and natural woodland	
Access from	Birchcliff Road		Birchcliff Road	
Access view lines	Good		East access – poor in both directions West access – fair in both directions	
Site land use	Woodland		Woodland	
Vegetation (upland)	Poplar		Poplar	
Vegetation (bank)	n/a		n/a	
Bank height	n/a		n/a	
Distinguishing features	Long, very narrow roadside buffer strip		Very narrow and long	
Internal Path	None evident		None evident	
Use Potential	Road/lane	None	Road/lane	Moderate
	Natural	Low	Natural	Low
	Stormwater channel	None	Stormwater channel	None
	Pathway(connector)	Moderate	Pathway(connector)	High
	Pathway (local)	Moderate	Pathway (local)	Low
	Viewpoint/bench	None	Viewpoint/bench	None
	Local rest area	None	Local rest area	None
	Community Green	None	Community Green	None
	Parking	None	Parking	None
	Dispose (sell)	None	Dispose (sell)	None
Open Space Class	Greenway Park		Greenway Park	

## REFERENCES

2013 Municipal Development Plan (Summer Village of Birchcliff, 2013)

Highland Park (Lovatt Planning Consultants Inc./ISL 2009; updated Cu-Consulting Ltd. 2012) Lakewatch 2010 Sylvan Lake Report (Alberta Government, 2010)

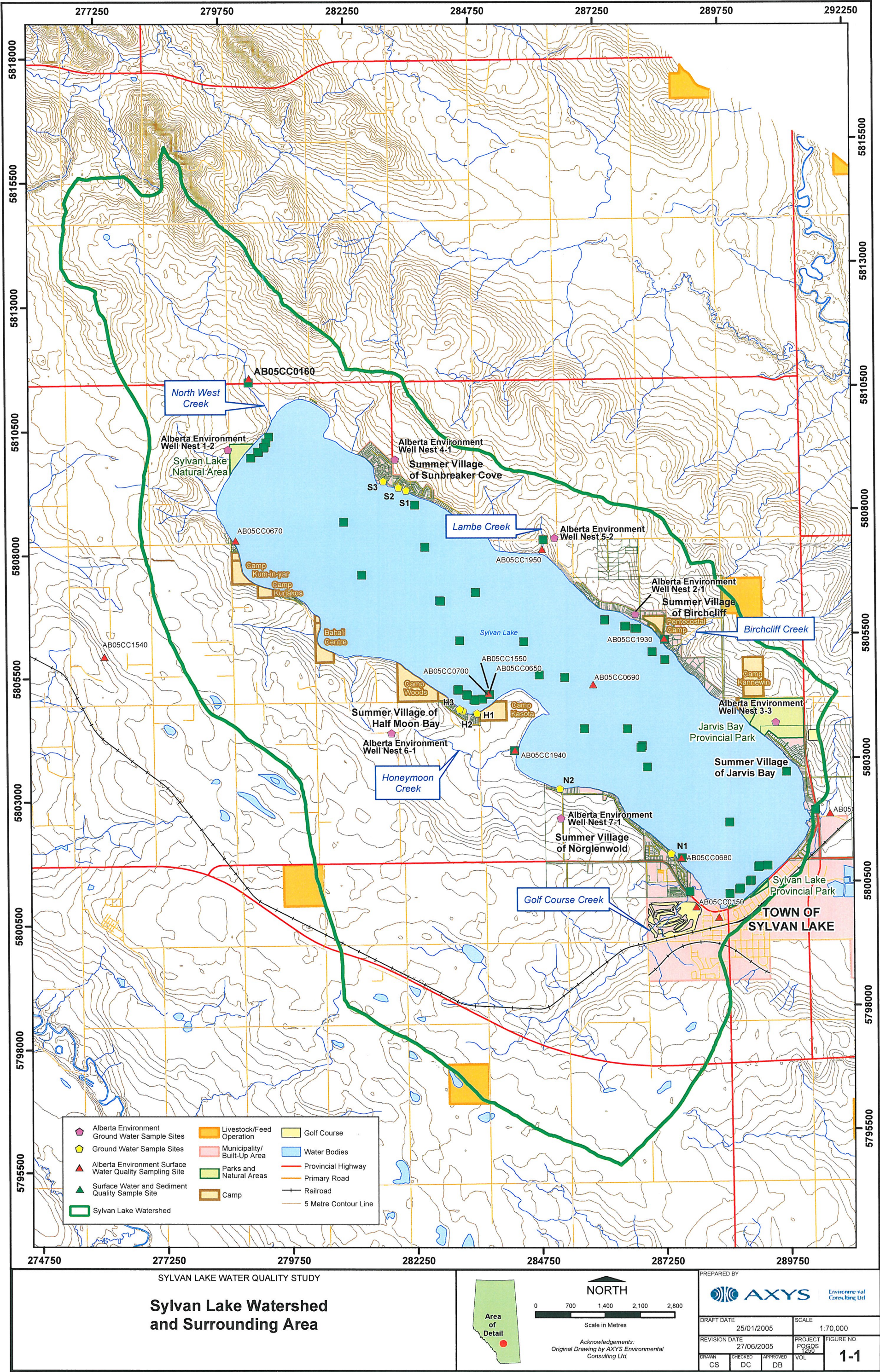
Sylvan Lake Public Access Study Background Report (ISL, 2002) Sylvan Lake Area Structure Plan) Lacombe County, 2010)

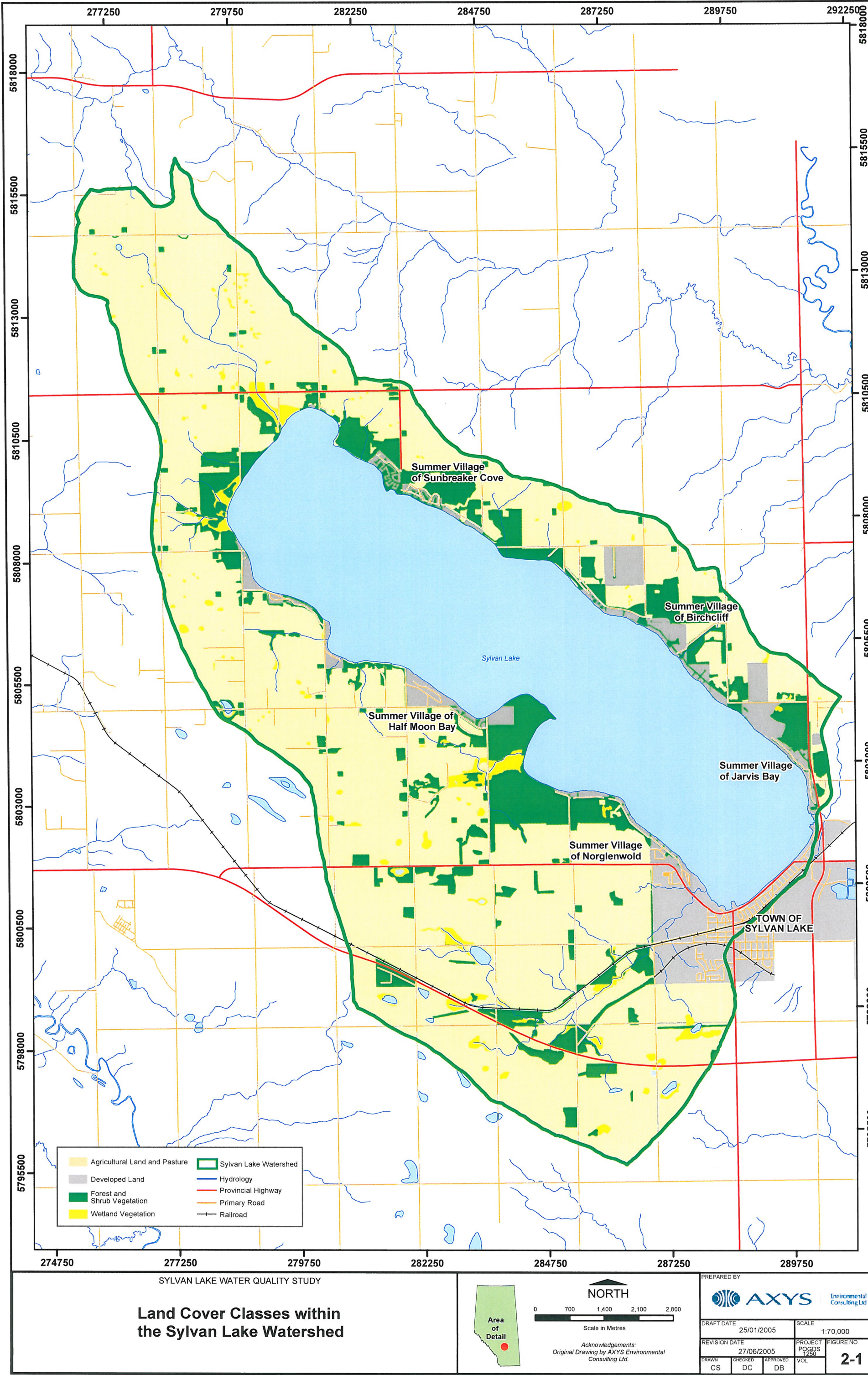
Sylvan Lake Management Plan: 2000 Update (all municipalities around Sylvan Lake, 2000) Sylvan Lake Parks, Recreation and Open Space Plan (Lacombe County, 2012)

Sylvan Lake Public Access Study Findings and Recommendations (ISL, 2005)

Sylvan Lake Water Quality Assessment and Watershed Management Considerations (AXVS Environmental Consulting Ltd. 2005)

The Slopes (Longview Planning and Design/MPE Engineering, 2011)





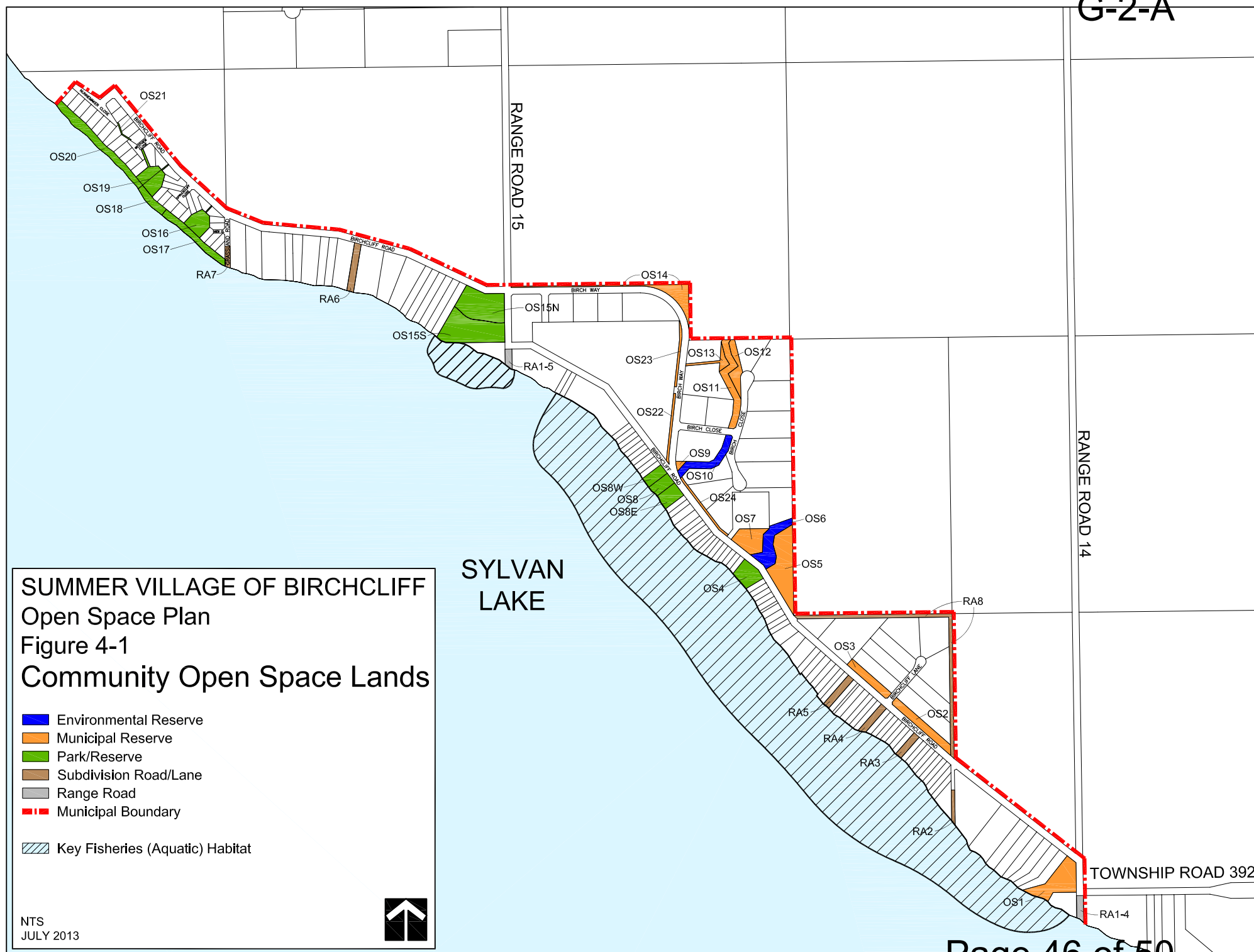


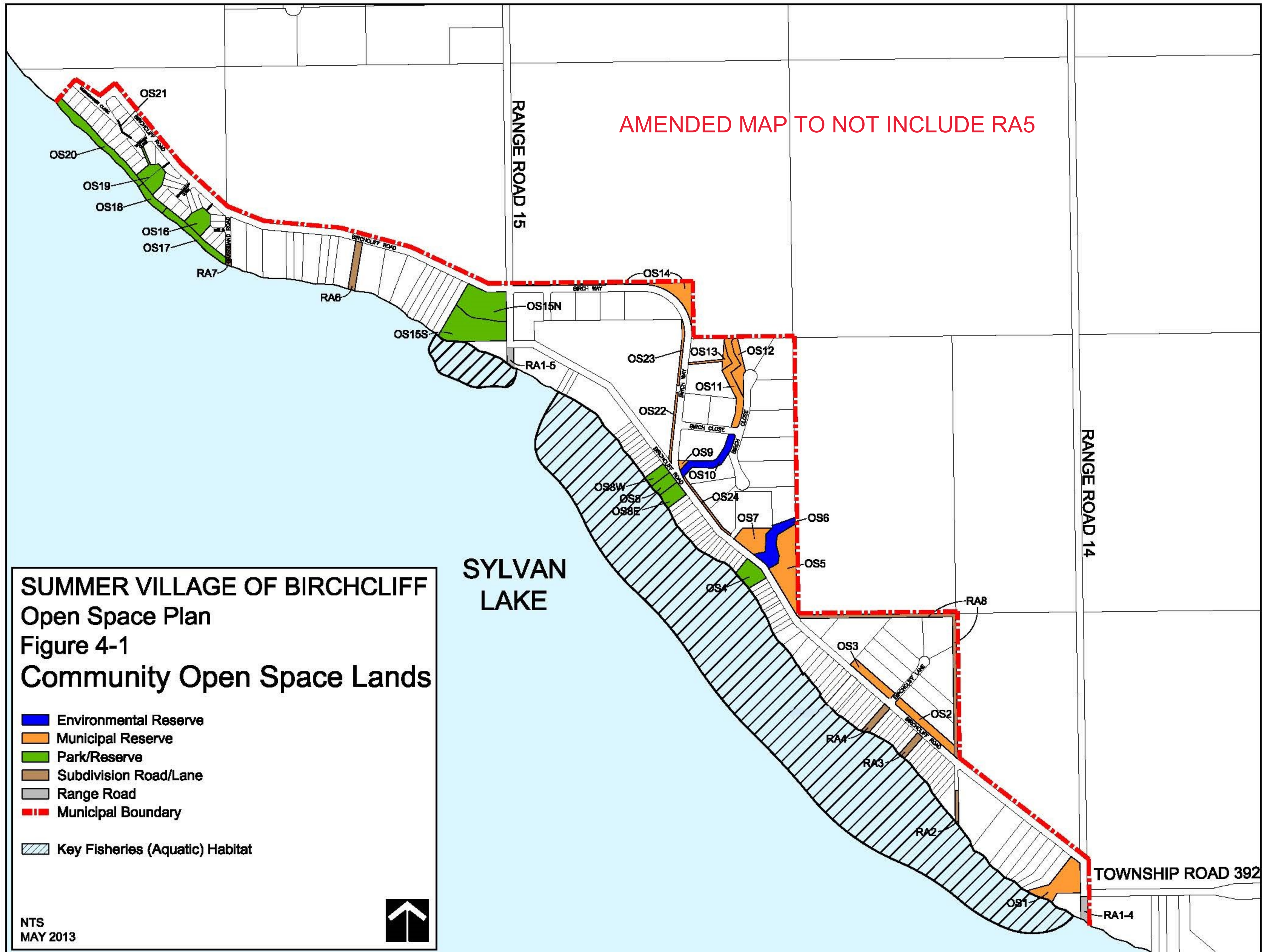
SUMMER VILLAGE OF BIRCHCLIFF  
Open Space Plan  
Figure 3-1  
Aerial Photograph

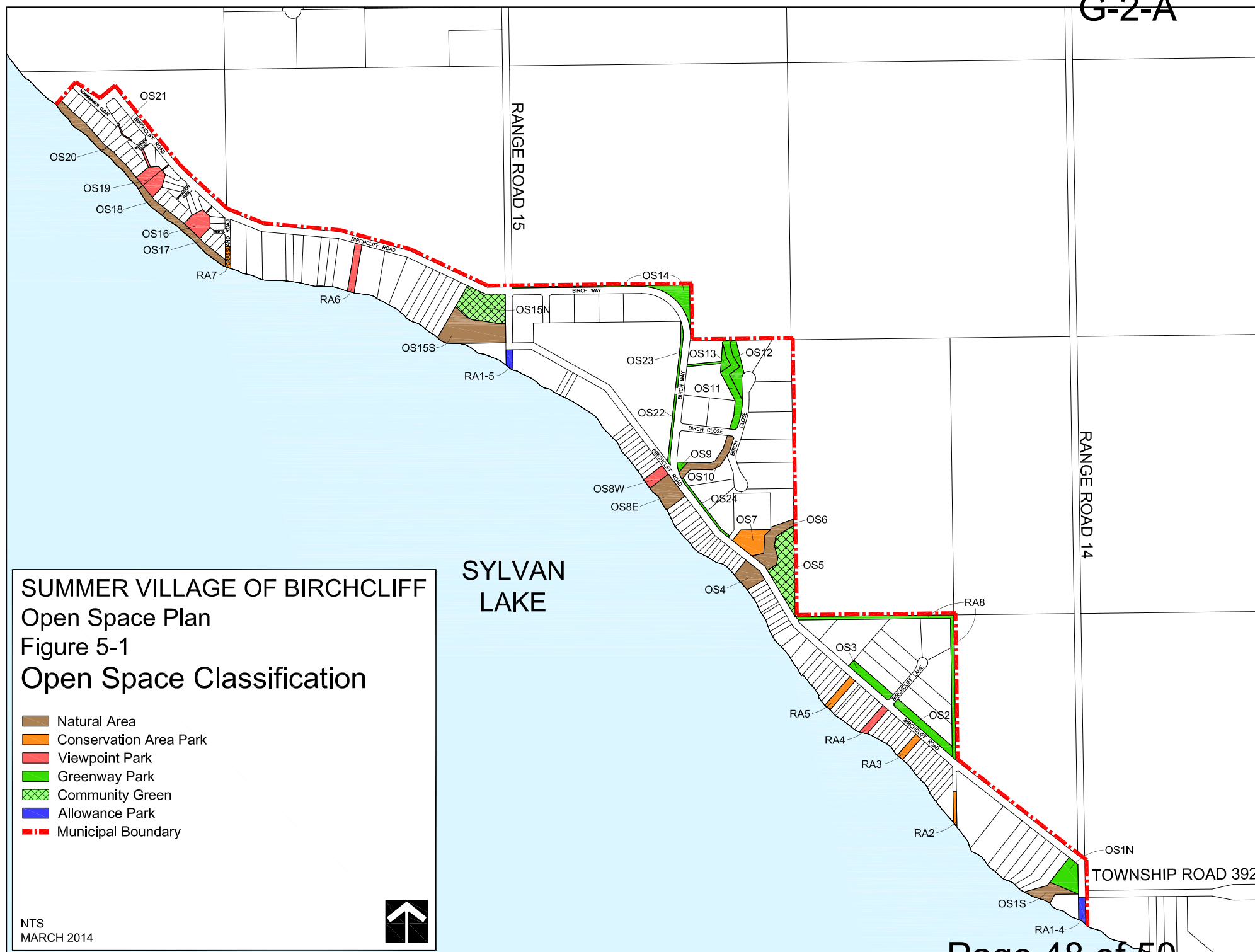
NTS  
MAY 2013

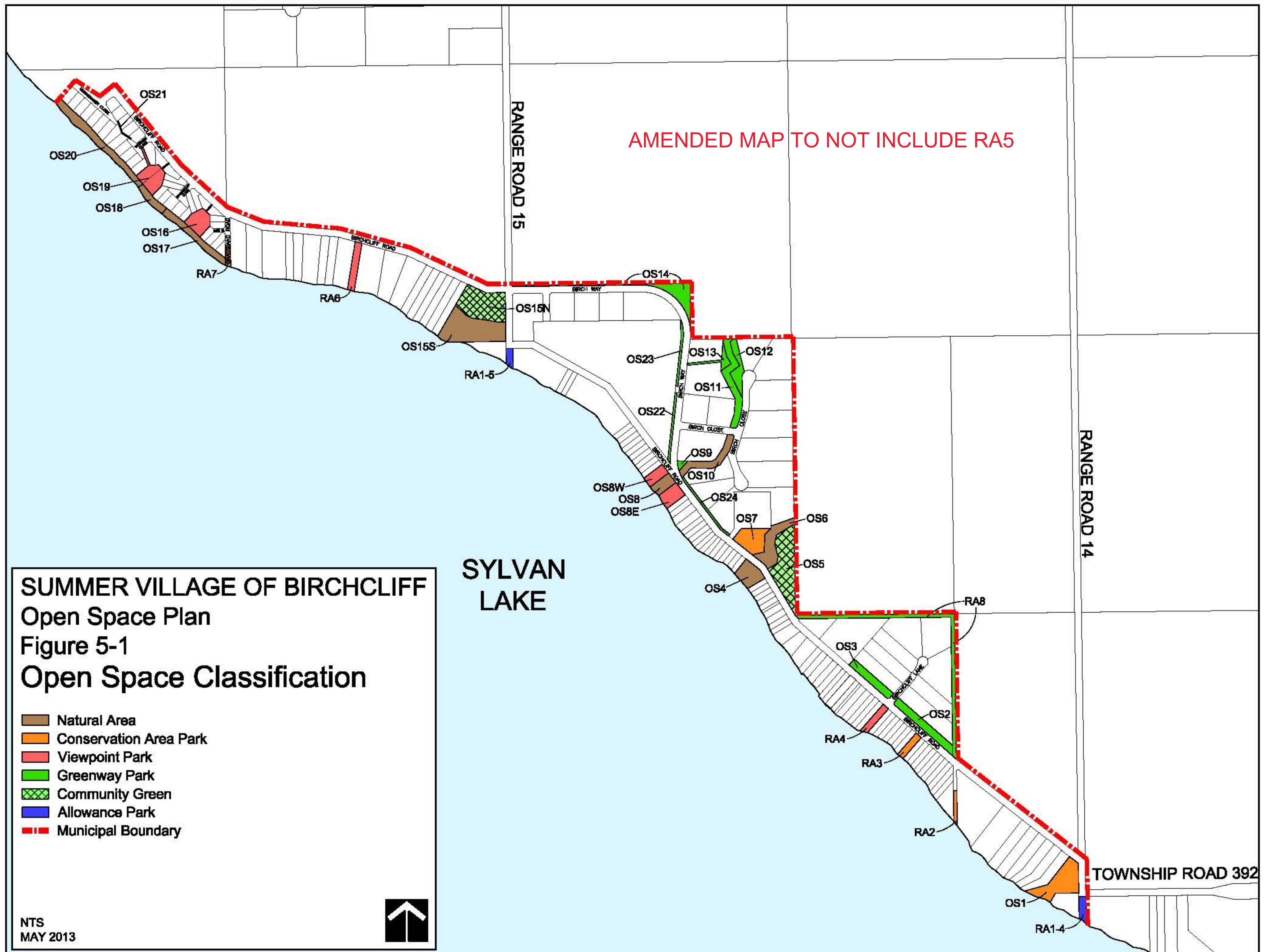


SYLVAN  
LAKE









## Page 50 of 50

## **Summer Village of Birchcliff**

**February 22, 2024**

### **Council Reports**

### **Information Item**

#### **Council Reports:**

Roger Dufresne  
Ann Zacharias  
Frank Tirpak

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Joint Services Committee Meeting Minutes

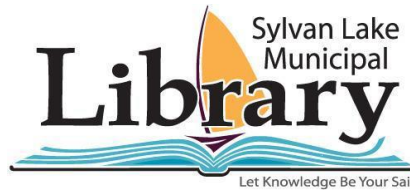
- August 17, 2023
- October 13, 2023
- October 18, 2023

#### **Correspondence:**

- Alberta Lakes Management Society (ALMS)
- Association of Summer Villages of Alberta (ASVA) LGFF Briefing

#### **Upcoming Meetings:**

Next Council Meeting: March 21, 2024



## THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

**WEDNESDAY – FEBRUARY 14, 2024 – 6:30PM**

### **1. Appointment and Dismissal of Board Members**

Appointment of Board Members is made by the Town of Sylvan Lake. The Town of Sylvan Lake bylaws do not allow a non-resident to serve on a Board as voting member, however, if a member is appointed to a board, they would be a non-voting member in a consulting role. The updated Policy and Bylaw manual for the Sylvan Lake Municipal Library states that the Board may appoint up to two non-voting board member representatives from the Councils of the five Summer Villages and / or the County of Red Deer for a one-year term from the date of appointment. This representative will not contribute to the overall count of Board members.

### **2. Treasurer's Report**

The Treasurer's report was approved as presented.

### **3. Director's Report**

The Director's Report was approved as presented.

The Director is preparing to apply for the Canada Post Community Foundation Grant. This grant focuses on projects that should increase an organization's capacity and create or expand services rather than maintaining existing ones. The focus will continue to work on creating a teen and junior game space.

### **4. Programming Report**

Programming to suit a variety of interests continues at the library. Some highlights of last month's programs include Pub Trivia with 63 participants at Snake Lake Brewery, Vision Board making and a polymer clay workshop. Family Literacy Day was celebrated with a puppet show, life-sized games, a guest reading by Mayor Megan Hanson and prize draws. Library staff hosted a Girl Guides tour full of young readers excited to learn all about the library; they brought in enough donations to fill the shelves of the Little Free Pantry! All events, including the Film Society screenings can be found on the events page:

<https://prl.ab.ca/events?startDate=11%2F13%2F2023>

### **5. Policy**

The Collection Development Policy and Programming Policy were discussed at this meeting and will be brought for decision at the March meeting. The Personnel Policy was passed at this meeting.

Meeting adjourned at 8:29pm.

**Next Regular Meeting – March 5, 2024, at 6:30pm.**

# Parkland Update

Thursday, January 25, 2024

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

Stay up to date by visiting our [support site](#).

## Welcome Back, Olya!

Olya has returned from her maternity leave and we are excited to welcome her back to Parkland! Library staff can view the Consulting Cohorts document in the Q drive to find out who their Consultant Librarian is.

## New Book Clubs Kits Available



New book club kits are ready!

- *The First Rule of Punk* by Celia C. Pérez (8+ yrs)
- *Shine!* by J.J. & Chris Grabenstein (8+ yrs)

- *The Unicorn Rescue Society* by Adam Gidwitz (8+ yrs)
- *Grown* by Tiffany D. Jackson (Teen)
- *Tilly and the Crazy Eights* by Monique Gray Smith (Teen)

Reserve a kit for your book club program via the [booking form on the support site](#).

## Parkland's Annual Report Workshop In Action



Parkland's 2023 Annual Report Workshop was held on January 22nd and it was a success. Attendees were able to work on the Annual Report for their library with PRLS staff handy to answer questions. Thank you to everyone who attended!

## Professional Development Magazines Available to Borrow

Parkland receives several magazine subscriptions related to libraries. These magazines have been catalogued and are now available for library staff to borrow. Pick your next coffee break read from the list below!

[American](#)

[Libraries](#)

<a href="#">Booklist</a> (also	available	through	Libby!)
<a href="#">Library</a>			<a href="#">Journal</a>
<a href="#">Public</a>			<a href="#">Libraries</a>
<a href="#">School</a>	<a href="#">Library</a>		<a href="#">Journal</a>

## LIBRARY NEWS

---

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

### Southern Alberta Library Conference - Registration Open

The 15th annual [Southern Alberta Library Conference](#) will be held on Friday, April 26th in Lethbridge and is now open for [registration](#). The conference is themed "Navigating the Currents of Change," and explores how changes in today's fast-paced society affect libraries.

### Public Library Grant for Skill Development in Rural Alberta

Public library boards serving populations of 20,000 or less could be eligible for one-time project funding to build capacity and skills for work, learning, digital literacy, and support for new Canadians. [Applications](#) are accepted until Friday, February 2nd, 2024.

### 2024 Alberta Book Publishing Awards

The [2024 Alberta Book Publishing Awards](#) are now open for submissions! The submission period will close on February 28, 2024. The winners of the 2024 Alberta Book Publishing Awards will be announced at an awards gala, scheduled for September 24, 2024 at the Varscona Theatre in Edmonton.

### Libby Book Awards

OverDrive has announced the finalists for the 1st annual Libby Book Awards! [Vote for your favorite Book](#) of the Year in a variety of categories. Published in the past 12 months, finalists were nominated by OverDrive's Digital Content librarians—and will be voted on only by librarians and library staff.

## TRAINING & EVENTS

---

Dates and registration information for upcoming library training and events.

## Upcoming Webinars

- **Graphic Novels 101** February 5 at 10am - Virtual meeting
- **Friends of the Library Training** February 8 at 1pm - Virtual meeting

If you would like to RSVP or find out more information about these training opportunities, please contact [libraryservices@prlab.ca](mailto:libraryservices@prlab.ca). To watch past training sessions, visit [Niche Academy](#).

## Building Authentic Relationships with Underserved Communities Webinar

**January 30**

**12pm**

[This webinar](#) will help you develop a plan for identifying, reaching, and building relationships with communities experiencing oppression.

## Alberta Law Libraries Information Webinar

**February 15**

**12pm**

[Alberta Law Libraries](#) connects Albertans with reliable sources of legal information. [This webinar](#) introduces you to their system, highlights the most useful internal and open-access legal resources and websites, and explores ways of collaboration.

## Trauma-Informed Librarianship: Centering Relationships and Care Course

**April 11-25**

Join Library Journal online and gain the knowledge and tools needed to create a

library environment that fosters healing, resilience, and empowerment. In [this course](#), you'll complete assignments over 3+ weeks in an interactive online classroom environment with personal coaching from an expert in the field. \$262 USD

# Parkland Update

Thursday, February 8, 2024

---

Get the latest Parkland updates, library news, training, events, and more!  
Stay up to date by visiting our [support site](#).

---

## New Teen Kits Available



Parkland has two new teen kits available for libraries to borrow. You can reserve the new Dungeons and Dragons Game Kit (12+) or All Things Anime Kit (14+) via the [booking form on the support site](#).

## Parkland's Turning 65!

SHARE  
YOUR  
STORY



Parkland's 65th Anniversary plans are in the works.

- On May 6-9 – We invite libraries to celebrate this milestone your way! Any excuse to have a party and brag about library service is a good one, right? Parkland will create some promotional templates and send out swag for libraries to use if they wish.
- On May 10, there will be an open house and light refreshments at Parkland HQ— invitations will be sent to library staff and board members closer to the time, but consider this your official save the date. We will be putting away a time capsule to open at the 100-year anniversary! Libraries are encouraged to bring something interesting that embodies what the future of libraries will look like, photos, or something your library has done that you are proud of.

We ask [library staff and board members to please share](#) how Parkland Regional Library System's services have positively impacted your libraries and patrons over the years.

## **LIBRARY NEWS**

---

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

### **Book Publishers Association of Alberta Newsletters**

Stay up to date on news from the [Book Publishers Association of Alberta](#) and [Read Alberta](#) with their newsletters!

- [Book Publishers Association of Alberta Newsletter](#)
- [Read Alberta Newsletter](#)

### **2024 TD Summer Reading Club Staff Website is Live**

The [TD Summer Reading Club staff website](#) is live with fresh content to help guide your 2024 summer planning. This year's recommended reads are inspired by the 2024 theme, "[To the Stars.](#)" Check out new crafts, games, activity suggestions, and more. If you have any questions, contact [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca).

### **Freedom to Read Week 2024**

[Freedom to Read Week](#) is coming up fast and has never been so important! This year, Freedom to Read Week will be held from **Sunday, February 18 to Saturday, February 24**. Freedom to Read Week provides an opportunity for Canadians to focus on issues of intellectual freedom as they affect your community, your province or territory, our country,

and countries around the world.

## TRAINING & EVENTS

### Upcoming Webinars

- **Programming Workshop:** February 12, 1:30pm - PRLS, Registration required

If you would like to RSVP or find out more information about these training opportunities, please contact [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca). To watch past training sessions, visit the [Staff Training Academy](#).

### **Switching it Up! Creating a Video Game Collection for Your Library Webinar February 22 1pm**

[This webinar](#) will walk you through creating, maintaining, and promoting a new video game collection. Learn from those who have created successful collections and leave feeling ready to start creating what's sure to be one of your library's most well-circulating collections.

### **Intro to Governance: Principles of Good Governance for Nonprofits Webinar March 21 1pm**

Understanding the principles of governance is integral to the smooth and effective running of any nonprofit or charitable organization. No matter the size or scope of your organization, taking the time to make sure the board is engaged and aligned is important. [This webinar](#) incorporates three interconnected areas of responsibility, along with the board's role in focusing on the entire organization and working together as a whole.

H-1,2,3,4

Joint Service Committee  
Regular Meeting Minutes  
August 17, 2023

**IN ATTENDANCE** Chair / Birchcliff: Roger Dufresne  
Half Moon Bay: Jon Johnston  
Jarvis Bay: Julie Maplethorpe  
Norglenwold: Jeff Ludwig  
Sunbreaker Cove: Jim Willmon  
CAO: Tanner Evans

**CALL TO ORDER** The Meeting was called to order at 9:04 a.m. by Chair Dufresne.

**AGENDA APPROVAL**

**JSC-23-26** MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

**MINUTES** MOVED by Jon Johnston to accept the April 27, 2023 JSC minutes as presented.

CARRIED

**INFORMATION ITEMS**

- 1) Q2 Financials
- 2) Structure of Joint Services
- 3) Review of JSC Agreement
- 4) Intermunicipal Planning Commission and ISDAB

**REQUESTS FOR DECISION**

- 1) Bylaw Enforcement Officer
- 2) Statutory Holidays
- 3) Procurement and Expenditures Policy

**JSC-23-27** MOVED by Chair Dufresne that the JSC move to a closed session at 10:26 a.m.

CARRIED

JSC returned from a closed session at 1:08 p.m. The following motions were made by the chair:

**JSC-23-28** The JSC agreement will be updated to include a section regarding the HR subcommittee.

CARRIED

H-1,2,3,4

Joint Service Committee  
Regular Meeting Minutes  
August 17, 2023

**JSC-23-29**                      Each individual council will discuss the IMPC and ISDAB and bring comments back to the JSC for discussion.

CARRIED

**JSC-23-30**                      The JSC approves the purchase of an AFRRCS radio for the Bylaw Enforcement Officer. The scope of work discussion regarding the Community Peace Officer designation and potential structure will be discussed at the January JSC meeting.

CARRIED

**JSC-23-31**                      The JSC approves the addition of Truth and Reconciliation Day as a Statutory Holiday in the Personnel Policy.

CARRIED

**JSC-23-32**                      The Procurement and Expenditures Policy is to be amended as recommended by the JSC and brought forward to each individual council for adoption.

CARRIED

**ROUND TABLE**

Each member gave a round table update of the ongoing business in their respective municipalities.

**ADJOURNMENT**

**JSC-23-33**                      Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:01 p.m.

\_\_\_\_\_  
ROGER DUFRESNE, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

H-1,2,3,4

Joint Service Committee  
Regular Meeting Minutes  
October 18, 2023

**IN ATTENDANCE**      Chair / Birchcliff: Roger Dufresne  
Half Moon Bay: Jon Johnston  
Jarvis Bay: Julie Maplethorpe  
Norglenwold: Jeff Ludwig  
Sunbreaker Cove: Jim Willmon  
CAO: Tanner Evans

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

**AGENDA APPROVAL**

**JSC-23-38**              MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

**REQUESTS FOR DECISION**

1) 2024 Budget Discussion

**JSC-23-39**              MOVED by Chair Dufresne that the JSC move to a closed session at 9:43 a.m.

CARRIED

JSC returned from a closed session at 11:03 a.m. The following motions were made by the chair:

**JSC-23-40**              The JSC to adopt the budget as presented. In future years the JSC requests a line item to split out the “payroll burden” of pension payments and benefits, and another line item to separate I.T. software from other I.T. costs. JSC also requests the year over year changes to the budget be shown as a percentage in a separate column.

CARRIED

**JSC-23-41**              At the January JSC, Administration to explain what makes up the \$35k I.T. budget and the travel and training line items.

CARRIED

Joint Service Committee **H-1,2,3,4**  
Regular Meeting Minutes  
October 18, 2023

**ROUND TABLE**

Each member gave a round table update of the ongoing business in their respective municipalities.

**ADJOURNMENT**

**JSC-23-42**

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:04 p.m.

---

ROGER DUFRESNE, CHAIR

---

TANNER EVANS, CAO

H-1,2,3,4

Joint Service Committee  
Regular Meeting Minutes  
October 13, 2023

**IN ATTENDANCE**      Chair / Birchcliff: Roger Dufresne  
Half Moon Bay: Jon Johnston  
Jarvis Bay: Julie Maplethorpe  
Norglenwold: Jeff Ludwig  
Sunbreaker Cove: Jim Willmon  
CAO: Tanner Evans

**CALL TO ORDER**      The Meeting was called to order at 9:05 a.m. by Chair Dufresne.

**AGENDA APPROVAL**

**JSC-23-33**              MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

**REQUESTS FOR DECISION**

- 1) 3rd Quarter Financial Review and 2024 Budget Discussion
- 2) CAO Review

**JSC-23-34**              MOVED by Chair Dufresne that the JSC break at 10:15 a.m.

CARRIED

JSC Resumed at 10:40 a.m.

**JSC-23-35**              MOVED by Chair Dufresne that the JSC go into a closed session at 11:05 a.m.

CARRIED

JSC returned from a closed session at 12:34 p.m. The following motions were made by the chair:

**JSC-23-36**              The 2024 budget discussion will be tabled until amendments can be made and brought forward to a JSC meeting to take place on October 18, 2023.

CARRIED

Joint Service Committee H-1,2,3,4  
Regular Meeting Minutes  
October 13, 2023

**ADJOURNMENT**

**JSC-23-37**

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:38 p.m.

---

ROGER DUFRESNE, CHAIR

---

TANNER EVANS, CAO



---

## Happy New Year from the team at ALMS!

We hope you had a relaxing Christmas season, had a chance to spend time with friends and family, and are heading into the new year feeling refreshed!

We've hit the ground running since being back at the office, with our winter programs finally taking off!



### Our winter season is in full swing!

There has been so much interest in the Winter LakeKeepers Program since our lakes have *(finally)* frozen over late December.

If you would like to learn more about the program and find out how to volunteer, please check out our website below:



## We're Hiring!

Applications are now open for our summer positions!

ALMS is looking for energetic, organized individuals to fill our seasonal LakeWatch and Recreational Water Technician vacancies.

Interested in finding out more and applying?  
You can find the job postings to each position [HERE!](#)

Know someone that would be the perfect fit?  
Please share all the details with them!

Applications will be accepted until **February 16, 2024 at midnight.**



## LakeWatch Volunteer Callout

*Calling all lake stewards!*

Are you interested in volunteering with ALMS this coming summer with our LakeWatch Program? We're looking for volunteers to take us out on their watercraft to sample their lakes!

Please reach out to [programs@alms.ca](mailto:programs@alms.ca) with your lake of interest, or reply to this email.



## Speaking Notes – Summer Village issues with LGFF Base Funding

Given all of the following points, it is hard to understand how Base funding as it is structured under the LGFF or the previous MSI formulas can be seen as fair and equitable for Summer Villages. **Summer Villages have seen a 5 percent reduction in Base funding under LGFF and only receive 40 percent of what other municipalities receive.**

### Background on Summer Villages

- There are 51 Summer Village municipalities in Alberta,
- **Summer Villages have changed.** That change is driving new demands and needs for infrastructure that is similar to all urban municipalities.
- There are approximately **6000 permanent full-time year-round residents living in Summer Villages.** This permanent year-round population is **equal to the total combined population of the 31 smallest Villages.** Those Villages get 2.5 times more LGFF Base funding than Summer Villages.
- Today, 33 percent of the Summer Villages are larger than the average regular Village and 85 percent are larger than the smallest regular Village (based on the number of residences/dwellings). The largest Summer Village is larger than 90 percent of regular Villages.
- **The term “Summer Village” is a misnomer.** Summer Villages are no longer just seasonal communities. **They are now vibrant year-round communities** that have grown as fast and faster than many of the larger municipalities in Alberta. Based on full-time year-round residents living in Summer Villages, **50% of Summer Villages have grown faster than the average mid-sized city and 25% have grown faster than the top three fastest growing cities in Alberta** (Cochrane, Airdrie, Beaumont).
- That **growth has resulted in demands for more year-round urban type infrastructure** such as roads and bridges, water and wastewater systems, recreational facilities, stormwater drainage systems, municipal buildings and Broadband. **Without sufficient LGFF Base funding, Summer Villages will not meet the demands or needs of their residents.**
- 50 percent of SV could become a Village if they had a similar small urban (<5000) population density (2.22 per residence)
- The ASVA advocacy efforts related to MSI funding for Summer Villages began in 2016 when the members passed a resolution urging the Alberta Government to increase base level funding for Summer Villages to \$120K from \$60K.
- Over the last five years the ASVA has met with various Ministers, MLAs, and Municipal Affairs staff to share how Summer Villages have changed and how that change is driving new demands and needs for infrastructure that is similar to all urban municipalities.

## LGFF Base Funding

- On average, **Base funding provides 80% of the total LGFF funding for Summer Villages** and why it is so important that Summer Villages are treated fairly
- **Under the new LGFF program**, all municipalities were given \$150,000 Base funding except **Summer Villages were only given \$60,000** Base funding.
- While all other municipalities received a 36 percent increase in Base funding, the **Summer Villages saw a 5 percent decrease in their Base funding**.
- Under the **MSI / BMTG program** (The previous funding formula), Base funding for Summer Villages was \$63,000 and **57 percent of what all other municipalities received**.
- Under the new **LGFF program**, Summer Villages receive \$60,000 and only **40 percent of what all other municipalities receive. This is a step backwards!**
- **Overall LGFF allocation to Summer Villages** is 3% less compared to the average of the last 6 years. **45% of SV will have a reduction in total funding** compared to that same time period with some seeing a reduction as high as 28 percent.
- The LGFF Capital Funding Allocation Formula Fact Sheet stated that, “The **LGFF allocation formula** for other non-charter local governments **is a fair and equitable distribution of funding**, in recognition of the varying needs of different local governments. The formula is aimed at supporting all types of local governments, ranging from small summer villages to large cities, urban communities with rapidly growing populations...”. **This statement is false for Summer Villages.**
- The LGFF Capital Funding Allocation Formula Fact Sheet stated that, “The base amount was **set at a lower level for summer villages because** they generally tend to provide fewer year-round services and have less infrastructure than similarly-sized villages.” **This sentence fails to recognize how Summer Villages have changed and does not reflect the current situation.**
- When **comparing smaller Villages to larger Summer Villages**, the ASVA found that **the two groups are similar in the factors that drive LGFF allocations**. Each group has similar amounts of TCA, TCA Amortization expense, and length of Roads. What is different is that the larger Summer Villages tend to have double the population of those smaller regular Villages. More importantly, **what is different is that these Summer Villages receive \$90,000 less in Base funding** (2.5 times less) even though they are growing faster, have more people to provide services to, and have similar amounts of assets to manage and maintain.
- Having a Base fund for Summer Villages that is so significantly less than regular Villages is **unfair and may impact the viability of Summer Villages**.
- **The title Summer Village no longer reflects the nature of these municipalities**. While Summer Villages are fiercely proud of their history, independence and title, perhaps a title change would act as a catalyst to shift other people’s perceptions of Summer Villages.

**From:** MIKE PASHAK <[mike.pashak@shaw.ca](mailto:mike.pashak@shaw.ca)>  
**Sent:** Monday, January 15, 2024 11:16 AM  
**To:** Mike Pashak <[mike.pashak@shaw.ca](mailto:mike.pashak@shaw.ca)>  
**Cc:** Kathy Krawchuk ASVA, Executive Director <[execdirector@asva.ca](mailto:execdirector@asva.ca)>  
**Subject:** Follow Up: ASVA Briefing Note - LGFF Base Fund Issues

Good Morning CAOs,  
Hope everyone is staying warm.

As promised in our original email on LGFF Base Funding, the ASVA has put together a briefing note on the issue. Please share with your Councils as it will provide speaking points and additional background on the issue. This could be beneficial if your Councils have an opportunity to interact with their local MLA, Alberta Cabinet Ministers, or other municipal elected officials.

We continue to work with Municipal Affairs to gain better understanding on the LGFF Program guidelines in the following areas:

- Clause 5a - time limits to use allocated funds
- Clause 8g - maximum project commitment limit
- Borrowing Costs
- Section 12 - project eligibility restrictions and, in particular, the two new measures introduced in that section.

Regards,  
Mike Pashak  
President, ASVA  
(403) 620-1543

**From:** ASVA Exec Director <[summervillages@gmail.com](mailto:summervillages@gmail.com)>  
**Sent:** Wednesday, January 3, 2024 3:15 PM  
**To:** Kathy Krawchuk ([execdirector@asva.ca](mailto:execdirector@asva.ca)) <[execdirector@asva.ca](mailto:execdirector@asva.ca)>  
**Cc:** Mike Pashak <[mike.pashak@shaw.ca](mailto:mike.pashak@shaw.ca)>  
**Subject:** ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

**Dear Members,**

**Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.**

**Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.**

**The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:**

- > **Clause 5a.** Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations
- > **Section 6.** Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.
- > **Section 7** discusses Asset Management planning and the need for a municipality to answer whether they have one or not.
- > **Clause 8g, Maximum Project Commitment Limit.** The ASVA is working with Municipal Affairs to understand how this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.
- > **Section 12, Project Eligibility Restrictions.** Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

**Mike Pashak**  
President  
Association of Summer Villages of Alberta  
(403) 620-1543  
[mike.pashak@shaw.ca](mailto:mike.pashak@shaw.ca)

**Kathy Krawchuk**  
Executive Director  
Association of Summer Villages of Alberta  
780-236-5456  
[execdirector@asva.ca](mailto:execdirector@asva.ca)  
[www.asva.ca](http://www.asva.ca)