

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

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 21, 2023

D. DELEGATION

- 1) Leanne Whiteley-Lagace – Stantec

E. INFORMATION ITEMS

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

F. TABLED ITEMS

- 1) Use of Reserves, Parks & Pathways Bylaw
- 2) Land Use Bylaw Lakeside Amendments

G. REQUESTS FOR DECISION

1) Council & Legislation

- a) Sylvan Lake IDPC Terms of Reference

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

3) Correspondence

- a) Minister of Environment & Protected Areas

4) Upcoming Meetings

- a) Next Council Meeting – February 15, 2024

I. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
December 21, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held December 21, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak
	CAO:	Tanner Evans
	Finance Manager:	Tina Leer
	Public Works Manager:	Justin Caslor
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau

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

AGENDA

BCC-23-172 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

E.2. Use of Reserves, Parks, & Pathways Bylaw #249-23
CARRIED

CONFIRMATION OF MINUTES

BCC-23-173 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on November 9, 2023, be approved as presented.
CARRIED

BCC-23-174 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on November 16, 2023, be approved as presented.
CARRIED

BCC-23-175 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on December 14, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

BCC-23-176 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.
CARRIED

TABLED ITEMS

2024 Budget

Council Recess at 10:45 a.m.

Council reconvened at 11:05 a.m.

BCC-23-177 MOVED by Councillor Tirpak that Council approve the 2024 budget as amended.

CARRIED

BCC-23-178 Use of Reserves, Parks, & Pathways Bylaw #249-23
MOVED by Mayor Dufresne that Council table the Use and Reserves, Parks & Pathways Bylaw #249-23, and Council direct Administration to ask Wildrose Assessment to clarify if the assessed property values would be negatively impacted by using the provinces definition of waterfront, semi-waterfront, or back-lot.

CARRIED

REQUEST FOR DECISION

FINANCE

BCC-23-179 Property Tax Penalty Relief Policy
MOVED by Deputy Mayor Zacharias that Council adopt the Property Tax Penalty Relief Policy as presented.

CARRIED

BCC-23-180 Auditor Engagement
MOVED by Councillor Tirpak that Council agree to the auditor engagement from Metrix Group and direct the Mayor to sign the engagement letter.

CARRIED

COUNCIL & LEGISLATION

BCC-23-181 Fire Pits on Sylvan Lake
MOVED by Deputy Mayor Zacharias that Council support the endeavors of Mayor Hanson from the Town of Sylvan Lake on her proposal for the use of firepits on the ice.

CARRIED

BCC-23-182 Alberta Invasive Species
MOVED by Deputy Mayor Zacharias that Council accept the Alberta Invasive Species Conference as information and Administration to bring forward to the Joint Services Committee meeting in January for discussion.

CARRIED

BCC-23-183 Fire Services Agreement Renewal
MOVED by Councillor Tirpak that Council direct the Mayor and CAO to sign the Fire Services Agreement Renewal as presented.

CARRIED

PLANNING & DEVELOPMENT

- BCC-23-184

Superior Safety Codes Contract Renewal

MOVED by Deputy Mayor Zacharias that Council renew their contract with Superior Safety Codes for another 3-year term.

CARRIED
- BCC-23-185

Lakeside Land Use Bylaw Amendments

MOVED by Councillor Tirpak that Council table the Lakeside Land Use Bylaw Amendments until their next meeting for further consideration.

CARRIED
- BCC-23-186

Land Use Bylaw Re-Write Quotes

MOVED by Councillor Tirpak that Council accept the quote of \$33,054.00 from Municipal Planning Services and proceed with the Land Use Bylaw Rewrite.

CARRIED

COUNCIL REPORTS

- Councillor Tirpak
 - No reports
- Deputy Mayor Zacharias
 - Sylvan Lake Regional Water & Wastewater Commission
- Mayor Dufresne
 - Central Alberta Mayors and Reeves
 - Town of Sylvan Lake Subdivision and Development Appeal Board

COMMITTEE REPORTS

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

CORRESPONDENCE

- Association of Summer Villages of Alberta
 - Red Deer River Watershed Alliance
 - Sylvan Lake Regional Water/Wastewater Commission
- BCC-23-187

MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.

CARRIED

NEXT MEETING

- BCC-23-188

MOVED by Mayor Dufresne that the next meeting of Council be held January 18, 2024, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-23-189 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:47 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff

January 18, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Leanne Whiteley-Lagace - Stantec*

Background:

Leanne Whiteley-Lagace from Stantec is joining Council to provide an overview of the road analysis report for the Summer Village.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 3 Municipal Purposes

(c) to develop and maintain safe and viable communities.

Summer Village of Birchcliff**Administration and Finance****January 18, 2024****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 39,336.57

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

- | | |
|--------------------------------------|--------------|
| 1. Pidherney's | \$ 12,139.35 |
| a. 2023 Valve Replacement | |
| 2. Al's Bobcat & Trucking | \$ 3,654.00 |
| a. Dec 1 – 15 th Sanding | |
| b. Dec 18 – 31 st Sanding | |
| 3. Summer Village of Norglenwold | \$ 18,713.41 |
| a. Dec 19 2023 Muni Specific Costs | |
| b. Dec 19 2023 Shared Costs | |

Council Expense Claims Report:**December 2023**

- | | |
|------------------|-----------|
| ▪ Roger Dufresne | \$ 334.12 |
| ▪ Ann Zacharais | \$ 270.20 |
| ▪ Frank Tirpak | \$ 269.52 |

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
2024-01-09 11:17 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2023-00084 to 2024-00004

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1261	2023-12-18	Pidherney's			
144492		232-000-530 - Ditch & Culvert Pi	2023 Valve Replacement	7,815.00	
		242-000-255 - Maintenance Proq	2023 Valve Replacement	3,746.29	
		312-000-260 - GST Paid Refund	GST Tax Code	578.06	12,139.35
1262	2023-12-18	Xandal Backhoe Ltd.			
23-1212		242-000-255 - Maintenance Proq	Turn off 3 Valves	255.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	266.25
1263	2024-01-08	Al's Bobcat & Trucking			
19842	Accrual	232-000-255 - Plowing Program	Dec 1 - 15th Sanding	1,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	90.00	1,890.00
19849	Accrual	232-000-255 - Plowing Program	Dec 18 - 31st Sanding	1,680.00	
		312-000-260 - GST Paid Refund	GST Tax Code	84.00	1,764.00
			Payment Total:		3,654.00
1264	2024-01-08	Empringham Disposal Corp			
57202	Accrual	243-000-200 - Contracted Servic	150 Bi Weekly Collection Bi	465.00	
		243-000-200 - Contracted Servic	150 Bi Weekly Recycle in B	585.00	
		243-000-200 - Contracted Servic	96 Bi Weekly Collection in C	297.60	
		312-000-260 - GST Paid Refund	GST Tax Code	67.38	1,414.98
1265	2024-01-08	Parkland Regional Library			
240145		275-000-850 - Parkland Regiona	First Requisition for 2024	332.78	
		312-000-260 - GST Paid Refund	GST Tax Code	16.64	349.42
1266	2024-01-08	Triangle Construction Inc			
1813	Accrual	232-000-200 - Green Space Pro	Removal of Low Lying Brush	300.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.00	315.00
1267	2024-01-08	Utility Safety Partner			
IN176894		242-000-255 - Maintenance Proq	Annual Member Fee 2024	193.06	
		312-000-260 - GST Paid Refund	GST Tax Code	9.85	202.91
1268	2024-01-08	Wild Rose Assessment Service			
9241		212-400-232 - Assessment Fees	Assessment Fees-Jan 1/24	1,925.00	
		312-000-260 - GST Paid Refund	GST Tax Code	96.25	2,021.25
			Total Computer Cheque:		20,363.16

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
265	2023-12-19	Summer Villages of Norglenwold			
2023-00170		226-000-200 - Enforcement	Nov Intercon Messaging	8.42	
		226-000-200 - Enforcement	911 Supply Notebook	4.57	12.99
2023-00175		212-100-110 - Salaries	Salaries	15,438.16	
		212-100-130 - Training	Training	128.03	
		212-100-140 - Benefits	Shared Benefits	528.18	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	404.26	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	569.20	
		212-200-500 - Printing Costs	Printing Costs	0.00	

Date Printed
2024-01-09 11:17 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2023-00084 to 2024-00004

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-200-510 - Office Supplies	Office Supplies	200.82	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	0.00	
		212-300-540 - Utilities	Utilities	340.41	
		212-300-250 - Facility Improvem	Facility Improvements	432.90	
		212-300-255 - Facility Maintena	Facility Maint.	253.66	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	128.58	
		212-300-242 - IT Equipment	IT Equipment	35.86	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	0.00	
		212-300-510 - Other Contingenc	Contingency	240.36	
		212-300-530 - Building Insuranc	Building Insurance	0.00	18,700.42
			Payment Total:		18,713.41
			Total Other:		18,713.41

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3706	2024-01-08	Jonathan Paulgaard			
MPC12292023	Accrual	261-000-210 - MPC Costs	Accrued May 8/2023 MPC M	130.00	
		261-000-210 - MPC Costs	Accrued Oct 24/2023 MPC I	130.00	260.00
			Total Other:		260.00
			Total MAIN:		39,336.57

Certified Correct This January 9, 2024

Mayor

Administrator

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 Projects:

- Road Pavement Report: Stantec to present road report information.
- Birchcliff had an average Pavement Quality Index (PQI) of 47. Highest priority areas are:
 - 2 sections of Birch Close (PQI of 34 & 39) – Poor condition
 - North end of Birchcliff Road. (PQI of 38) – Poor condition
 - These specific areas pavement conditions are approaching the end of its service life and the condition is below standard and shows signs of significant deterioration.

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.

Operating Activities & follow up items:

- Snow Plowing & Ice Control - Sanding began on January 5th, 2023, during the third snow event of the year. No public complaints or concerns were received.
- Follow up to the valve repair near lot 55 in south ditch of Birchcliff Road – It was a plug valve along the sewer main, that was seized. Pidherneys believes that somehow it was not opened properly (in the past) and damaged the valve. These types of valves are very sensitive to forceful movement and must only be operated with care. It is not a manufacturing issue.
- PW will be installing “DOGS ON LEASH” signs in spring 2024. These will be installed near the pathway entrances.

- PW is inquiring about the 2024 watershed stewardship grants to see if the OS 19 slope remediation work may qualify.

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”.

Summer Village of Birchcliff

January 18, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (20 in Birchcliff, 5 in Half Moon Bay, 20 in Jarvis Bay, 16 in Norglenwold, and 25 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 (NEW)

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**January 18, 2024****Information****Agenda Item: *CAO Report*****Background:**

- Administration reached out to Alberta Transportation regarding the road closure and potential sale of municipal lands. It was explained that the purpose for the road closure and land sale is to raise funds that will be used for environmental work such as shoreline restoration and the planting of native species along municipally owned shoreline properties to help stabilize the bank. We have since received word from Alberta Transportation that they have received our application, that there are no deficiencies in the application, and we should receive an answer to our request by the end of January.
- The Lacombe Regional Emergency Management Partnership has suggested a 2024 tabletop exercise of a large scale wildfire that would cause the evacuation of all Summer Villages. Administration will be participating in the required tabletop exercise sometime in 2024.
- The SV preliminary audit will take place January 17 – 18 with the full audit taking place on February 8-9.
- CAO will be attending the Emerging Trends in Municipal Law conference put on by Brownlee Law in Calgary on February 7-8.
- Attached are the 2024 CAO goals for Birchcliff.

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”.

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Birchcliff	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

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

Section 208

The chief administrative officer must ensure that:

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

Primary Responsibility Assessment

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

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

Strengths:

Opportunities:

Part 2 – Goal Setting:

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

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. BC Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either complete by year end or significant progress has been made	
2. Public Works / Sewer compliance with AEP requirements	Continue work with JSC to address AEP deficiencies	Solution decided on and implemented, goal to be fully compliant by 2024	
3. Land Use Bylaw Rewrite	Administration to work with consultants on LUB rewrite, including public consultation	LUB written and adopted	
4. Climate Plan	Continue working with Climate Caucus on an Environmental Plan for BC, JB, and NGW, and template for other small communities which can eventually be shared with ASVA	Completion of BC plan in 2024, with final presentation of template to ASVA	

Goals Assessment

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

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

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

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

Part 4 – Overall Performance Rating:

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

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. NACLAA level 2 complete by year end	Online courses	Courses complete	
2. CLGM designation (Certified Local Government Managers)	Application to SLGM (Society of Local Government Managers) after NACLAA lever 2 completed	Obtain CLGM designation	

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Birchcliff

January 18, 2024

Council and Legislation

Request for Decision

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

Background:

At the October 2023 Council meeting, second reading was given to the Use of Reserves, Parks, and Pathways Bylaw #249-23. Administration was asked to contact our assessor to provide information on assessed property values, and if property values would be affected or impacted by referring to them in our bylaws with the definitions included in the provincial disturbance standards of “waterfront”, “semi-waterfront”, or “back-lot”.

Our assessor informed us that they have rates for what they call “back-lot”, “partial waterfront” or “view” properties. There are also market land influences that apply. Some lots have lakefront, some back-lots have good views, and some are poor, some lots have a cliff, and some are flat. Lots surrounding the lake are analyzed based on the individual characteristics of the lot. Using the definitions provided by the province in our bylaws would have no effect on the assessed value of the land.

Options for Consideration:

- 1) That Council give 3rd reading to the Reserves, Parks, and Pathways Bylaw #249-23.
- 2) That Council table for further consideration.
- 3) That Council rescind 1st and 2nd reading and defeat the bylaw.

Administrative Recommendations:

- 1) That Council table for further consideration.

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 21st day of September 2023.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Public Hearing held October 12th, 2023.

READ a second time this 12th 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 trailerred 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

January 18, 2024

Planning and Development

Request for Decision

Agenda Item: *Lakeside LUB Amendments*

Background:

Administration has been preparing amendments to add regulations on lakeside development to ensure the Land Use Bylaw is correctly regulating to the desire of the village and to ensure the health of the lake is being considered. The following are topics and ideas proposed for amendments for Council comment and consideration.

Topic: Lakeside Front Yard Accessory Buildings:

What we know: The language of the Land Use Bylaw regarding the location of accessory buildings is written in a way that is difficult to understand. Administration would like to re-word this section for clarity not only for administration but for developers as well.

Questions:

- Does Council want to see accessory buildings at all allowed in the lakeside front yard of a parcel?
- Is it acceptable to have accessory buildings on the lakeside of a property if it is not within the escarpment, has a maximum size, height and number of buildings?

Recommendation:

- If the desire is to have no accessory buildings at all, administration recommends rewording this section of the Land Use Bylaw to ensure the intent is clear that no accessory buildings are permitted in the lakeside front yard.
- If Council does want Accessory buildings in the lakeside front yard, there should be a minimum setback from the top of escarpment or beginning of the slope. Additionally, accessory building(s) in the lakeside front yard to not exceed a floor area of 11.15 m² (120.02 ft²) and a height of 2.50m (8.20 ft.). This is the size when a DP is not required if within all regulations. Controlling the size and height of allowable accessory buildings will reduce the size of buildings on the lakeside.

Topic: Lakeside Front Yard Buildings:

What we know: “Building” is defined as *“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”*. A building can be considered a structure including free standing decks, outdoor patio areas, pergolas, woodsheds and other similar structures not considered an accessory building.

Questions:

- Does Council want buildings of any kind (such as the ones listed above) allowed on the lakeside front yard of a parcel?
- Is it acceptable to have these types of structures on the lakeside of a property if it is not within the escarpment, has a maximum size, and height.

Recommendation:

- Any buildings shall have a setback from the top of escarpment or high-water mark.
- Any decks (not considered a projection) shall be ground level only and with a floor area. Any pergolas, woodsheds or other similar structures shall be a maximum height of 2.50m (8.20ft.). In administration’s opinion this would be a less impactful option to regulate the size and height of what is allowed on the lakeside.
- No buildings on the escarpment or projecting over the escarpment.

Topic: Escarpment & Landscaping:

What we know:

- Conservation of the Environment is introduced in Birchcliff’s Municipal Development Plan. Specifically, 6.3.5. states that Birchcliff shall not allow development on adjacent to or near the shores of the lake, unless the proponent can demonstrate to the satisfaction of the village the development will not reduce lake water quality, degrade aquatic habitat, and adversely impact the area’s visual or natural quality through inappropriate or excessive removal of vegetation. Additionally, that while remedial actions may be necessary from time to time, the village strongly desires that banks abutting the shoreline remain as natural as possible.
- The Land Use Bylaw is not clear on what specifically is required when escarpment alterations are to be made and what they should look like. Applications for escarpment alterations are only considered when mandated by a geotechnical report, but the aesthetics are not considered.

Questions:

- What does Council want to see when escarpments are required to be altered to ensure stability of the bank? Should there be maximum heights of retaining walls, a specific style or material of walls, vegetation requirements?

- Does Council want to include specific aesthetic requirements on stairs and access to the lake?

Recommendation:

- Administration recommends a no mow zone definition to be added to the Land Use Bylaw definitions. The no mow zone is a term used when any lakefront development permit is issued. The no mow zone is often confused for unnatural (non mowable) materials, when the definition obtained in documents from Alberta Environment and Parks is: *“A no mow zone is a buffer strip of vegetation that includes native plantings that let aquatic vegetation grow to maintain a stable natural state, a no mow zone allows native plants to seed and reestablish and is to not be maintained”*. As this has been a standard in decision making on applications for escarpment development the definition should be included in the LUB.
- Clarification on the definition of escarpment including previously altered or retained escarpment.
- Clear regulations should be added for when an engineered report is required to provide administration with the information that the bank work is necessary. The report shall propose the least impactful way to improve bank stability.
- Administration recommends a minimum percentage of vegetative native planting coverage on the escarpment area.
- Should a railing be required on a tiered escarpment, it shall be a vegetative railing within safety codes regulations.
- Stair access, to the lake shall be constructed with a material that fits within the character of the village. Natural rocks or a stamped design shall be used.
- If required, retaining wall heights shall not exceed 2m (6.5') in height unless specifically required in the geotechnical report and no other option is available. This maximum height is desirable for the more natural look of retaining wall structures and shall be constructed with a rock style wall or a stamped design.

Options For Consideration:

1. Council to discuss, and direct administration on any changes and to provide the proposed Land Use Bylaw amendments at an upcoming Council meeting.
2. Council accept as information.

Administrative Recommendations:

Council to accept as information and administration to provide further proposed Land Use Bylaw amendments at an upcoming Council meeting.

Authorities:

Land Use Bylaw #170/13

Municipal Development Plan 2013

Intermunicipal Development Plan February 2021

Summer Village of Birchcliff

January 18, 2024

Request for Decision

Agenda Item: *IDPC Terms of Reference*

Background:

On October 23, 2023, the Sylvan Lake Intermunicipal Development Plan Committee (SLIDPC) met for the first time. At their meeting the SLIDPC discussed their terms of reference (attached), and it was supported by all 8 municipalities.

Administration is bringing the terms of reference forward today and asking for a resolution by Council to adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.

Options for Consideration:

- 1) Council to review and adopt the SLIDPC Terms of Reference.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and adopt the SLIDPC Terms of Reference.

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.

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**Terms of Reference – March 2023**

BACKGROUND

- 1) The Sylvan Lake IDP (SLIDP) is a collaborative effort of the eight municipalities surrounding Sylvan Lake. Sylvan Lake continues to attract considerable interest from people wishing to pursue a variety of residential and recreational developments. The SLIDP confirms the shared vision for the Plan Area to protect the environmental assets, ensure development supports the region and honors the diversity and uniqueness of the five summer villages, two counties, and one town.
- 2) The SLIDP has been developed based on the following shared values, which were used to create the SLIDP priorities and policies in the areas of land use, environment, recreation, infrastructure, and shared municipal services:
 - Collaboration and strengthening of relationships towards shared goals;
 - Maintaining a high quality of life for residents;
 - Protecting the environmental and watershed features, and recognizing interdependency in these efforts;
 - Respecting the autonomy of each municipality's decision making;
 - Sustainability – for some municipalities it is about sustainable growth, for others sustainability of the current form;
 - Efficiency through shared services;
 - Agricultural viability; and
 - Respective economic development for each partner.
- 3) These terms of reference describe the role of the Committee and its operation in detail.

PURPOSE

- 4) The purpose of the SLIDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the Plan Area. A number of objectives and policies were created in the SLIDP.
- 5) The purpose of the Intermunicipal Development Plan Committee (IDPC) is to meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise (Policy 10.2.7).
- 6) According to Policy 10.2.8 of the SLIDP, the mandate of the IDPC shall include the following:
 - Oversight for the implementation of the SLIDP's policies and required follow-up studies/plans/initiatives;
 - Monitoring the SLIDP's progress;
 - Reviewing any proposed amendments to the SLIDP;
 - Reviewing any proposed annexations;
 - Discussing any other joint SLIDP opportunities that may arise; and
 - Assisting with the resolution of disputes.
- 7) Table 4 of the SLIDP is the Implementation Matrix. This is an assessment of the priorities within the SLIDP for follow-up action. Each of these actions will require funding and resources that will need to be determined and confirmed through the municipal budget approval process. For collaborative projects to proceed, the IDPC will confirm which projects will be pursued in any given year. All prioritized projects (collaborative and individual municipal) will be subject to municipal budget approvals and development standards in the year of implementation.

COMMITTEE COMPOSITION AND QUORUM

- 8) The Sylvan Lake IDPC shall be comprised of one Elected Official and one non-voting administrative staff member from each of the Partner Municipalities (Policy 10.2.6).
- 9) Quorum shall be five (5) voting members of the Committee.
- 10) The Partner Municipalities may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.
- 11) Representatives from each municipality will be selected by their Council at their organizational meeting.

CHAIR OF COMMITTEE

- 12) The Chair and Vice Chair will be determined by vote at the first meeting following the municipal elections.
- 13) The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for a term of four years with the position rotating between the Partner Municipalities.
- 14) If the position of Chair is held by a representative from the Town or Counties, the Vice Chair must be held by a representative of a Summer Village; and vice versa.
- 15) Meetings can be called by the Chair or Vice Chair.

DECISION MAKING AUTHORITY

- 16) The Committee is a recommendation making committee that advises each Council.
- 17) The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by all Partner Municipalities Councils.

COMMITTEE DECISION MAKING PROTOCOL

- 18) The Committee shall make decisions and recommendations on a majority consensus basis. Decisions and recommendations will be made by a vote of the represented municipalities. The Chair will endeavor to ensure that all interests and needs have been heard and understood prior to a vote.
- 19) Each municipality has an equal contribution to the decision-making system.
- 20) Collaborative discussions are the intent – focus is on the SLIDP as mutually beneficial overall and understanding that it is okay to recognize that key issues for some partners may not be important or applicable to other partners. The general question will be whether the partners can live with the decisions and support the implementation even if they aren't fully in support of some elements.
- 21) It is recognized that individual municipal representatives may have to confer with their respective Councils and Administration from time to time before a decision can be reached. Opportunities for such consultations will be provided when requested by a Committee member with the understanding that they will be prepared to return for a discussion within 30 days. In the event that part or all of a recommendation is not supported by all members of the Committee, the rationale for the minority view will be communicated along with the recommendation.
- 22) Dispute resolution will take place as outlined in the SLIDP (Policies 10.2.32 – 10.2.34, Table 3 and Figure 5).

REPORTING TO COUNCILS

- 23) Committee members may report back to their respective Councils during in-camera meetings on condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
- 24) Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
- a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;
 - c) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
 - d) Advising on moving to the Dispute Resolution process to resolve an issue where the Committee could not reach consensus.
- 25) The Committee's recommendations may be delivered to Councils by:
- a) A joint Council meeting;
 - b) A joint presentation to individual Councils;
 - c) A joint written submission agreed to by the Committee for delivery to individual Councils; or
 - d) A combination of the above.

RESPECTFUL DISCUSSION AND BEHAVIOUR

- 26) To build trust and foster open, honest, and effective discussion, Committee members agree to engage in respectful behavior at all times. As needed, any Committee member may call for a "time out" to address any lapse in decorum.

FREEDOM TO SPEAK, CONFIDENTIALITY, AND WITHOUT PREJUDICE DISCUSSIONS

- 27) Discussions of the Committee are to be kept confidential except:
- a) Where sharing information is necessary to keep Councils and municipal staff informed;
 - b) Information that the Committee has agreed to release to the public and is in the public domain;
 - c) When required to be shared with an outside party or consultant working with the Committee.
- 28) Committee members agree that all discussions are made "without prejudice" and cannot be used as evidence or information in any other process or proceeding without the express written agreement of the Committee.

CAUCUSING

- 29) The partner municipality members of the Committee agree that caucusing may be used as needed during the course of any Committee meeting.
- 30) Caucuses will be time limited, and the outcome will be shared with the entire Committee once the Committee has reconvened.

COMMUNICATION WITH THE PUBLIC AND THE MEDIA

- 31) Officially the Chair of the SLIDP will be responsible for communications on the activities of this committee and will sign any correspondence on behalf of the Committee.
- 32) Any consultation, communication or sharing of information with the public will be done jointly.

- 33) The Partner Municipalities may prepare and distribute joint media releases as deemed necessary by the Committee.
- 34) Any member is able to communicate the decision from the Committee to media and other interested parties if they fairly represent the decision.

ADMINISTRATIVE SUPPORT AND RECORD KEEPING

- 35) The municipality of the Chair will provide administrative support for agenda preparation, distribution of materials, meeting arrangements and record keeping.
- 36) After every Committee meeting confidential meeting notes will be prepared and distributed and these notes will summarize the Committee's discussion.
- 37) The Chair will summarize the consensus achieved, outstanding points of discussion, or agreed upon follow up actions at each meeting.
- 38) The recording secretary will record the meeting notes and the Chair will distribute them within 10 working days of the meeting.
- 39) Meeting notes will be reviewed at the start of each Committee meeting.
- 40) The Chair will create the agenda for each Committee meeting and the agenda and supporting materials will be distributed at least seven days prior to the meeting.

RESOURCES

- 41) The Committee will be given the authority to call upon any municipal resources or subject matter experts to support any decision-making activity and this will be supported by the members subject to sufficient budgetary approval to do so.
- 42) The IDPC shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities. The TAT will meet as needed. In fulfilling their responsibility to advise the IDPC, members of the TAT will first seek to obtain consensus on all recommendations put forth. It is not expected that members of the TAT will resolve all differences of opinion before forwarding a recommendation to the IDPC. In the event that part or all of a recommendation is not supported by all members of the TAT the rationale for the minority view will be communicated along with the recommendation.

REVIEW

- 43) A review of the Terms of Reference will occur every 4 years post-election.

ACCEPTANCE AND AGREEMENT TO ABIDE BY TERMS OF REFERENCE

LACOMBE COUNTY

Per: _____
Reeve

Per: _____
County Manager

Date: _____

RED DEER COUNTY

Per: _____
Mayor

Per: _____
County Manager

Date: _____

SUMMER VILLAGE OF BIRCHCLIFF

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF HALF MOON BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF JARVIS BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF NORGLNWOLD

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF SUNBREAKER COVE

Per: _____
Mayor

Date: _____

Per: _____
Chief Administrative Officer

Date: _____

TOWN OF SYLVAN LAKE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Date: _____

Summer Village of Birchcliff

January 18, 2024

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

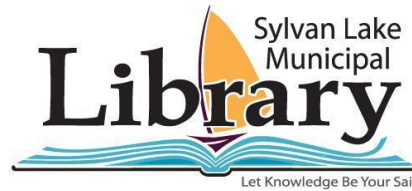
- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Correspondence:

- Minister of Environment and Protected Areas

Upcoming Meetings:

Next Council Meeting: February 15, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 10, 2024 – 6:30PM

1. Audit

The Board reviewed three proposals from companies who perform audits. At this time the library will strive to continue their relationship with BDO for the 2023 library audit.

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 working with the staff to create an action plan for achieving the Plan of Service. Some examples from this action plan would include collaborating with community groups or organizations to offer workshops or programs, establishing space for independent computer use, and ensuring the lending materials remain current with ongoing purchases made for each collection.

4. Programming Report

Prior to the holidays several interesting programs and events were held at the library. Some of these included the Schizophrenia Society of Alberta offering a community education presentation covering the stigmas and misconceptions about Schizophrenia, two "Come Write In" events where the doors were opened to people who wanted a quiet place to work, a wonderful photographic tour of time spent in Svalbard by Myrna Pearman, a drop in "Letters to Santa" event where children could write letters and have them mailed to the North Pole, "Winter Wonderland" celebration of many cultures and the wrap up of the Junior Book Club complete with a pizza party sponsored by JD Law. Continuing this year will be free legal clinics put on by JD Law, to find out dates and times please check out the events page:

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

The Film society will have its first showing of the year on January 29 at Landmark Cinemas featuring "Who's Yer Father?" starting Chris Locke, Susan Kent, and Jess Salgueiro. Films screen the last Monday of the month in January, February, March, April, September, and October with doors opening at 6:00pm and the film starting at 7:00pm. Tickets are \$10 + GST and season passes are \$50 + GST (you get one film free); they

are available at the library for presale or at the theatre on the night of the film. Please note only cash can be accepted at the door for ticket sales.

5. Policy

The Personnel Committee Policy was passed at this meeting.

The Personnel Policy was discussed at this meeting and will be brought back with the suggested amendments for decision at the February meeting.

Meeting adjourned at 8:41pm.

Next Regular Meeting – February 14, 2024, at 6:30pm.



Parkland Update

Thursday, December 14, 2023

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

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



The Last Parkland Update of 2023!

Wishing you all the best for the Holidays and New Year! The Parkland Update Team will be taking a break for the holidays. Update emails will resume on January 25, 2024.

Parkland Headquarters will be closed from December 25 - January 1. We will re-open on January 2nd.

New Kits Coming Soon!



Parkland Staff have been working hard to create new book club kits for member libraries to borrow for programming. They will be available before the New Year and can be booked on the [booking form on the support site](#).

Staff Training Academy

Did you know Parkland has a [staff training academy](#)? We have all sorts of topics and courses catered to help library staff and board members learn and improve skills.

LIBRARY NEWS

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

Home Bookshelves Article

The Globe and Mail readers love their books, and by extension, their bookshelves. They solicited information from their readers about organization, book hierarchy, and the joys of a home filled with books. [Read the full article here!](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Libraries Foster Social Connection Webinar

January 4

1pm

Libraries can play a vital role in building social cohesion and promoting community resilience, especially in challenging times. The epidemic of loneliness and isolation brings even greater urgency to the need for us to connect. [This engaging session](#) will explore ways to intentionally design for social connection in library services and programs, from passive to hosted.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

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ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas