

REGULAR MEETING AGENDA SUMMER VILLAGE OF BIRCHCLIFF

**TO FOLLOW THE ORGANIZATIONAL MEETING
PUBLIC HEARING @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
- adoption

C. ADOPTION OF MINUTES

- Regular Meeting Minutes, June 15, 2023
- Special Meeting Minutes, June 23, 2023
- Subdivision and Development Appeal Board, June 26, 2023
- Municipal Planning Commission, July 13, 2023

D. DELEGATION

- 1) Katherine and Bo Rasmussen – pathway relocation
- 2) Thom Jewell – stormwater drainage

E. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Quarterly Financial Report
- 3) Development Update
- 4) CAO Report
- 5) West End Encroachment Agreements

F. REQUESTS FOR DECISION

1) Finance

- ### a) Reserves Policy

2) Council & Legislation

- a) Alberta Municipalities Convention
- b) Bentley Parade

3) Planning & Development

- a) Road Closure

G. COUNCIL REPORT

1) Council Reports

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

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Next Council Meeting – September 21, 2023

H. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
June 15, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held June 15, 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
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau

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

AGENDA

BCC-23-078 MOVED by Councillor Tirpak that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-23-079 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on May 18, 2023, be approved as presented.
CARRIED

BCC-23-080 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on May 18, 2023, be approved as presented.
CARRIED

BCC-23-081 MOVED by Mayor Dufresne that the minutes of the Subdivision and Development Appeal Board meeting on May 24, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

BCC-23-082 MOVED by Deputy Mayor Zacharias the Council schedule a public hearing for the sale of the RA5 reserve for Thursday, July 20th, 2023, at 9:00 a.m.
CARRIED

BCC-23-083 MOVED by Councillor Tirpak the Council approve Administration spending up to \$13,964 for the purchase of a new vehicle.
CARRIED

BCC-23-084 MOVED by Mayor Dufresne the Council hold a special meeting on June 23rd, 2023, at 5:00 p.m.
CARRIED

BCC-23-085 MOVED by Deputy Mayor Zacharias the Council accept the information items as presented.
CARRIED

Council break at 10:13 a.m.

Council reconvened at 10:22 a.m.

TABLED ITEMS

FINANCE

- BCC-23-086

Reserves Policy
Moved by Deputy Mayor Zacharias that Council table the Reserves Policy for amendments and Administration to bring back to the next meeting.
CARRIED
- Bylaw #247-23
BCC-23-087

Burning & Fire Pit Bylaw
Moved by Councillor Tirpak that Council give 2nd reading to the Burning & Fire Pit Bylaw #247-23.
CARRIED
- BCC-23-088

Moved by Deputy Mayor Zacharias that Council give 3rd and final reading to the Burning & Fire Pit Bylaw #247-23.

REQUEST FOR DECISION

COUNCIL & LEGISLATION

- BCC-23-089

Committee Member Remuneration Policy
MOVED by Councillor Tirpak that Council adopt the Committee Member Remuneration Policy as presented.
CARRIED
- BCC-23-090

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

PLANNING & DEVELOPMENT

- Bylaw #248-23
BCC-23-091

Land Use Bylaw Amendments
MOVED by Councillor Tirpak that Council table Land Use Bylaw Amendment Bylaw #248-23 for future amendments.
CARRIED

COUNCIL REPORTS

- Deputy Mayor Zacharias
 - Summer Villages Wastewater Meeting

Councillor Tirpak
 - No reports

Mayor Dufresne
 - Subdivision and Development Appeal Board
 - Climate Plan
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COMMITTEE REPORTS

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

BCC-23-092 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.

CARRIED

NEXT MEETING

BCC-23-093 MOVED by Mayor Dufresne that the next meeting of Council be held July 20, 2023, at 8:00 a.m.

CARRIED

ADJOURNMENT

BCC-23-094 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:01 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
Special Meeting Minutes
June 23, 2023

Minutes of a Special Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held June 23, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

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

CALL TO ORDER The Meeting was called to order at 5:00 p.m. by Mayor Dufresne.

AGENDA

BCC-23-095 MOVED by Mayor Dufresne that the agenda be adopted as presented.
CARRIED

CLOSED SESSION

BCC-23-096 MOVED by Deputy Mayor Zacharias that Council move to a closed session as per FOIP Section 27: Privileged Information at 5:02 p.m.
CARRIED

BCC-23-097 MOVED by Mayor Dufresne that Council return to an open meeting at 6:13 p.m.
CARRIED

BCC-23-098 MOVED by Mayor Dufresne that Council Direct Administration to provide background on the 21 West End access agreements at the next Council meeting. Further, Administration is to move forward with:

- a) discharging caveats registered on title.
- b) Administration to amend the reserves and encroachment policies to allow encroachment in the form of stairs for lake access on the reserves in front of the 21 properties on the west end.
- c) Administration to draft a letter to engage homeowners on this topic as new encroachment agreements will need to be signed and properly registered, as Council wishes to continue shoreline restoration in that area by January of 2025.

CARRIED

ADJOURNMENT

BCC-23-099 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 6:20 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF BIRCHCLIFF
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
JUNE 26, 2023
RECORD OF HEARING AND DECISION

PRESENT	Chair: Roger Dufresne via Zoom Member-at-Large: Karen McCaffery Member-at-Large: Thom Jewell Development Officer: Kara Hubbard CAO: Tanner Evans Recording Secretary: Teri Musseau SV Counsel: Alifeyah Gulamhusein Appellant(s): Jesse Bjornson Joanne Bjornson Legal Counsel: Roberto Noce, K.C. Contractor: Bill Robinson Gallery: Jodi Neish
CALL TO ORDER	Chair Dufresne called the hearing to order at 10:00 a.m.
PURPOSE OF HEARING	The purpose of the hearing is to hear an appeal received from Roberto Noce, K.C., on behalf of Jesse & Joanne Bjornson on April 28, 2023, appealing the denial of a Development Permit by the Municipal Planning Commission on April 6, 2023, for a u-shaped structure and stairs on the escarpment for the property located at 83 Birchcliff Road, Lots 4 & 5, Block 3 , Plan 4486AX, in the Summer Village of Birchcliff.
APPEAL FILED AND NOTICE GIVEN	Pursuant to Section 686(1) of the Municipal Government Act, the appeal was filed within the 21-day appeal period and notice was given by letter to the appellant and owners of property located within a 200' radius of the proposed development. The hearing was called to order 27 days after receipt of the letter of appeal and within 30 days as outlined in Section 686(2) of the Municipal Government Act. At the request of the Summer Village of Birchcliff's legal counsel, an adjournment was granted until June 26, 2023.
DEADLINE FOR DECISION	Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.
OBJECTIONS TO MEMBERS OF THE APPEAL BOARD	<p>The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #237-22.</p> <p>Members of the Subdivision and Development Appeal Board were asked if they felt they should disqualify themselves from hearing the appeal before them and no one felt they needed to disqualify themselves.</p> <p>Mr. & Mrs. Bjornson were asked if they had any objection to any of the members of the Subdivision and Development Appeal Board present from hearing the case. They had no objection to any of the members hearing the case.</p>

**DISCLOSURE
 OF EVIDENCE
 FINDING OF
 FACTS**

The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.

Other than the agenda package that was sent to members a few days prior to the hearing, none of the members had sought, been given or reviewed any evidence prior to the hearing.

**APPEAL LETTER
 READ**

Teri Musseau, Secretary, read the appeal letter received from Mr. Noce, on April 28, 2023, into record.

The Appellants, Jesse and Joanne Bjornson ("Appellants"), respectfully appeal the decision of the Municipal Planning Commission ("MPC") dated April 13, 2023, relating to a development at 83 Birchcliff Road, Summer Village of Birchcliff (Lots 4 and 5, Block 3, Plan 4486AX) on the following grounds:

- (a) The proposed development represents a permitted use on the subject lands.
- (b) The MPC failed to properly apply the *Land Use Bylaw*.
- (c) The provisions of the *Land Use Bylaw* do not limit this Board's authority to approve the proposed development.
- (d) The proposed development will not unduly interfere with the amenities of the neighbourhood nor materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land.
- (e) The proposed development conforms with the use prescribed for that land and building in the *Land Use Bylaw*.
- (f) Such further and other reasons as may be presented at the hearing of this matter.

**DUTIES AND
 JURISDICTION**

Kara Hubbard, Development Officer, provided a report to the Board on duties and jurisdiction.

The MGA provides the following guidelines for an appeal to the SDAB. An appeal may be heard by the SDAB:

- where a permit is not issued within the 40 days
- if a permit was issued with or without conditions
- if a permit was refused
- if a stop order was issued

This appeal is against a decision made by the Municipal Planning Commission (MPC) to refuse a permit. No preliminary issues or questions of jurisdiction have been presented by either the appellant or the development authority.

**HEARING
 PROCEDURES**

Chair Dufresne reviewed the procedures to be followed for the hearing.

**BACKGROUND
OF APPEAL**

Alifeyah Gulamhusein, Legal Counsel, provided the Subdivision and Development Appeal Board with the background of the appeal.

The history of this matter is as follows:

August 3, 2021 – The SDAB upheld the decision of the MPC refusing to issue a development permit for escarpment work and old boathouse repairs on the lands.

October 21, 2021 – The Development Authority issued Development Permit #211294 (the “2021 DP”) for the construction of lakeside stairs on the lands. The 2021 development permit included the following condition: condition #10: There shall be no structural alteration to the existing boathouse. The 2021 development permit was not appealed.

September 2022 – Dan Daneault, the Construction Manager of Sorento Homes attended the Municipality office to seek clarification as to what was allowed under the 2021 development permit. He was advised the old boathouse could not be altered as outlined in condition #10. He confirmed he would send photographs of intended repairs to the old boathouse, but none were sent.

October 25, 2022 – The Development Authority conducted a site inspection on an adjacent property to the lands and found that the old boathouse had been disassembled, removed and was being re-constructed with a new foundation, the concrete structure.

October 28, 2022 – The Chief Administrative Officer for the Municipality spoke to Mark Macleod, the director of Sorento Homes by email and phone to advise the work done to the old boathouse was in contravention of the 2021 development permit and the Land Use Bylaw and a stop order would be issued. On the same day, the Development Authority observed the concrete structure had been constructed.

October 31, 2022 – A Stop Order was issued for breach of the 2021 development permit and the Land Use Bylaw. The Stop Order required, among other things, that the Appellants obtain a geotechnical report outlining the steps necessary to stabilize the bank and lands given the unauthorized alterations to the old boathouse and the ordered removal of the concrete structure and that the Appellants apply for a development permit to undertake the work outlined in the geotechnical report. The Stop Order was not appealed and remains valid.

November 9, 2022 – The Appellants obtained a geotechnical report from SmithDow. The purpose of the report was to verify the stability of the slope on the lands.

December 6, 2022 – The Appellants obtained a letter from SmithDow which addressed “the suggested site work required to prevent erosion and to maintain stability of the vertical bank near the toe of the slope if the u-shaped concrete structure and screw pile foundation are removed”. The letter indicated that the “existing house foundation and

proposed residential structure currently built is deemed stable with or without the u-shaped detached concrete structure.” The letter went on to outline steps to be taken after the removal of the concrete structure to maintain stability.

February 7, 2023 – Sorento Homes made an application for a development permit for the lakeside stairs and to keep the already constructed concrete structure. A letter attached says the Appellants “believe the removal of the existing concrete structure will be damaging to the waterfront area and do not want to disturb the bank any further.” The plans submitted include a landscaping plan and a sectional of the stairs which shows the grade at the location of the stairs to be over 43%.

April 13, 2023 – The MPC issued a decision denying an application for a development permit for the concrete structure and stairs on the lands.

April 28, 2023 – The Appellants’ legal counsel filed a Notice of Appeal.

Ms. Gulamhusein proceeded to reference legislative background to support the development authority’s position.

The Municipal Government Act, Section 3 (a)(1) states the purposes of a municipality include fostering the well-being of the environment. Even permitted uses require a development permit and the development authority must give a development permit only if the use conforms to the development regulations and standards.

Ms. Gulamhusein reviewed the variance powers of the Subdivision and Development appeal board and reminded the members that even though they have the power to vary or revoke a decision that doesn’t comply if it doesn’t affect the use and enjoyment of neighbouring parcels, the development still has to conform with the use.

The Land Use Bylaw #170-13 states accessory buildings are to be located in the back yard and the development has occurred in the front yard as the front yard is the lake on waterfront parcels. Where a development is within 30 m of the top of the bank or high-water mark of Sylvan Lake, a development design plan shall be submitted as part of the development permit application and enforced as a condition of approval. The development authority has the discretion to determine the top of bank or high-water mark. The development design plan must be in accordance with the Sylvan Lake Intermunicipal Development Plan.

The Municipal Development Plan (MDP) is a high-level planning document that every municipality must adopt. The plan addresses the future planning for the municipality and provides general guidance. The Summer Village of Birchcliff’s MDP speaks to the desire to conserve the environment and limit shoreline contact. While remedial action may be required from time to time, the general desire is to keep the shoreline as natural as possible.

The Respect our Lakes document published by Alberta Environment and Sustainable Resource Development notes more natural area on

the lakeside is better for the lake. Anything that happens on the shoreline affects the lake and these changes will have an impact on the lake.

The concrete structure requires a development permit. The old boathouse may have been a legal non-conforming use but once it was demolished and replaced at greater than 75% it was no longer protected as a non-conforming building. The work done exceeded repairs or maintenance and structural alterations were made which is in contravention of the development permit issued in 2021 which specified there shall be no structural alterations to the old boathouse. This resulted in a stop order being issued.

The SDAB has the authority to grant variances, but they must comply with statutory plans such as the Municipal Development Plan and the Land Use Bylaw. In order to approve the development, variances would have to be given allowing the structure to remain in the front yard of the parcel as opposed to the rear yard and a variance would need to be granted to relax the front yard setbacks. Landscaping would need to be added whether the structure remains or is removed.

The u-shaped structure is not required to stabilize the bank and it does not comply with the statutory documents. The goal of the MDP and LUB is to keep the shoreline natural when new development occurs. The boathouse was removed and replaced with something new which does not comply with the LUB. While the neighbouring property may not be negatively impacted by the development, there is undo material interference with the lake and the protection of the lake for everyone to enjoy.

Mrs. Hubbard went through photos provided by the appellant addressing existing lakeside developments. Some of the photos did not identify the address, which made it difficult to refer to each of them and it was noted that not all were within the Summer Village of Birchcliff. Some of the developments were found to be nonconforming, added for stability, or constructed without approval.

While the Administration office services the Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold, and Sunbreaker Cove, each is a separate municipality, and each has their own set of statutory documents and bylaws.

Ms. Gulamhusein reminded the board that there is an active development permit in place for stairs. If the u-shaped structure is permitted to remain, conditions such as backfilling, addition of vegetation around the structure for aesthetics, and no further changes to the concrete structure without a development permit were requested.

APPELLANT PRESENTATION

Mr. Noce presented his case to the board members.

He acknowledged the structure had been removed and was in the process of being reconstructed when a stop order was issued. During repairs, the structure collapsed which is why the boathouse was removed entirely. The new construction is taking place where the old boat house was located and is identical in size. There was no evidence the old structure reduced lake water quality, degraded aquatic habitat or adversely impacted the area's visual or natural

quality through inappropriate or excessive removal of vegetation.

Mr. Noce believes there is no dispute whether the development is a permitted use. The location of the structure is located in the front of the parcel which requires a variance as it should be in the rear yard. Mr. Noce also stated there were no issues relating to the MDP with this development and that it complies with every aspect of the MDP.

The SDAB has the authority to allow the development permit and grant the variance. The Respect Our Lakes documents are not statutory documents and do not have to be considered by the Board when making their decision. The Board does have to refer to the test when making their decision. If the development would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land and the proposed development conforms with the use prescribed for that land or building in the land use bylaw, a development permit should be issued. Court cases were referenced that supported the variance power of the SDAB.

Letters of support were received from several neighbours who are supportive of the proposed development and should be considered by the Board when making their decision. The Board needs to consider the application based on the evidence presented at the hearing today as this is a brand-new application.

Mrs. Bjornson reviewed the photos she submitted with the board showing current structures located on the escarpment some of which had been approved, some with variances, and some that are non-conforming. She was surprised that the Summer Village would consider the protection of the lake and environment for the whole community and not just Birchcliff. She stated the landscaping plan was mentioned a little early as they are still under construction but that they would be landscaping to the fullest.

Mr. Robinson addressed the Board. He is the lead on the structure and part owner of Sorento Custom Homes. The intention was to clean up the existing structure and put in a decent set of stairs while redoing the boat house to use as storage. When the roof was removed the structure came down. It was their intent to rebuild the structure to the same size and height as what was there previously. They needed something to secure the stairs to which is why they applied for the development permit for the u-shaped structure as it would act as a foundation for a new boathouse and add stability to the bank. If the u-shaped structure was removed, they would need a retaining wall to retain dirt closed to the house.

Mr. Noce referenced the letters of support from the adjacent landowners who have no issues or concerns with the development. The proposed development would not interfere with the neighbouring parcels. The intention was to refurbish the old structure and it was beyond their control when it collapsed. There is no evidence that supports the structure will stand out from other developments in the community and is similar to the structure that existed previously since 1979. No complaints were ever received about the old structure and no letters of opposition have been received. There is no evidence that allowing this structure would set precedence.

IN FAVOUR OF THE APPEAL	<p>Written submissions received in favour of the appeal were read into the record from the following:</p> <p>David Elder, 87 Birchcliff Road Trevor Federkiewicz, 79 Birchcliff Road Colin and Nita Watts, 93 Birchcliff Road Brad and Shauna Glover, 99 Birchcliff Road Wade and Kelly Becker, 335 Birchcliff Road</p> <p>No one spoke in favour of the appeal.</p>
AGAINST THE APPEAL	<p>There were no written submissions received in opposition to the appeal.</p> <p>No one spoke in opposition to the appeal.</p>
DEVELOPMENT OFFICER SUMMARY	<p>Ms. Gulamhusein summarized her case. An engineering report from SmithDow supports removing the u-shaped structure will not have an impact on the stability of the bank. The existing house will remain stable even if the structure is removed. No development permit has been issued, and the structure is currently not compliant with the Land Use Bylaw which requires a development permit.</p> <p>Questions were asked by the Board to the appellants regarding the slope stability report.</p>
SUMMARY FROM APPELLANTS	<p>Mr. Bjornson spoke about the engineering report which was only done so they could proceed with the building of the house.</p> <p>Mr. Noce had nothing further to add except to remind the board to apply the test before making their decision. As the development does not affect neighbouring properties, a development permit should be issued, and a variance should be granted.</p>
OPPORTUNITY FOR A FAIR HEARING	<p>Chair Dufresne asked Mr. & Mrs. Bjornson if they felt they had an opportunity to state his case. They acknowledged they had.</p>
HEARING CLOSED	<p>Chair Dufresne thanked everyone for their attendance and presentations. A written decision of the Board will be made within 15 days. The hearing was declared closed at 11:59 a.m. No further submissions will be entertained by the board.</p>
FINDINGS OF THE BOARD	<p>Upon hearing and considering the representations and the evidence of the parties concerned the Board finds the facts in the matter to be as follows:</p> <ol style="list-style-type: none">1. This property is located in the R1 District (Lakeshore Residential).2. The proposed development occurred in contravention of the development permit and the Land Use Bylaw #170-13.3. The original structure is considered a legal non-conforming development.

4. The Municipal Government Act states a non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered except to make it a conforming building, and for routine maintenance.
5. The U-shaped structure is not required as a retaining structure for the stability of the bank.

Issues:

1. Constructed in Contravention of Development Permit

A Development Permit #211294 was issued to the appellants in October 2021. Condition #10 of the Development Permit stated, *"there shall be no structural alteration to the existing boathouse"*.

The appellant stated that during renovations the boathouse collapsed. The appellants did not address why they commenced with rebuilding the boathouse in contravention of their Development Permit #211294 and against the direction of the Development Officer who reiterated the boathouse could not be altered as per their Development Permit.

The Municipal Development Plan 172-13, Section 6.3.4 states: *"While recognizing that remedial actions may be necessary from time to time, the Summer Village still strongly desire that banks abutting the shoreline remains as natural as possible to retain natural ecosystems. All development, including but not limited to the clearing of vegetation and the building of staircases and platforms shall require a development permit from the Summer Village."*

The Sylvan Lake Intermunicipal Development Plan section 6.2.13 states: *"As a requirement of a development permit submission for a vacant parcel or on redevelopment lands, where the development is within 30 meters of the Top of Bank or High-Water Mark of any naturally occurring tributary to Sylvan Lake, a Development Design Plan shall be submitted as part of the permit application and enforced as a condition of approval. Determining which feature (Top of Bank or the High-Water Mark of Sylvan Lake) is appropriate will be at the discretion of the Approving Authority. Approval of the Development Design Plan shall be to the Approving Authority's satisfaction that the design will satisfy the goal of mitigating negative impacts on watershed health."*

It is the decision of the Subdivision and Development Appeal Board that the appellants were aware that they were not permitted to remove the existing boathouse and rebuild it. The work done was not approved and in contravention of the existing Development Permit #211294. The U-shaped structure needs to be removed and the soil compacted to ensure stability in accordance with the provided engineer report.

2. Non-Conforming Building

The *Municipal Government Act*, Section 643, Non-Conforming

Building states: *“A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered except:*

- (a) to make it a conforming building,*
- (b) for routine maintenance of the building, if the development authority considers it necessary, or*
- (c) in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section.*

If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.”

It is the decision of the Subdivision and Development Appeal Board that since the boathouse was completely demolished the boathouse must not be rebuilt and the u-shaped structure should be removed.

3. Precedent

The definition of precedent is *“an earlier event or action that is regarded as an example or guide to be considered in subsequent similar circumstances.”*

The appellant submitted and reviewed several photos of lakeside structures on the escarpment around the Summer Village suggesting precedent had been set allowing structures to be built on the escarpment. The Development Officer was unable to confirm if all the photos were of structures within the Summer Village of Birchcliff nor if approval had been given for the construction of these structures. Some developments shown were confirmed as legal non-conforming, unauthorized, or required for stability.

In the submission it says *“There are five Summer Villages on Sylvan Lake: Birchcliff (1972), Half Moon Bay (1978), Jarvis Bay (1986), Norglenwold (1965) and Sunbreaker Cove (1991) – all sharing an administration office since 1991. Here are some examples of approvals (by the same officials) in the Summer Village of Norglenwold:”* These are 5 separate Councils each providing separate directions under separate MDP's and LUB's.

It is the decision of the Subdivision and Development Appeal Board that if the proposed development was approved it would set a precedent for all future developments.

4. Vegetation/Environmental Considerations

The concern exists regarding vegetative and environmental considerations such as erosion and bank stability. It is the objective of the Summer Village of Birchcliff to protect the environment and control erosion. The “Respect Our Lakes” document issued by the Government of Alberta was referenced by the Development Authority. The Bank and Shoreline Stability sections states *“Appropriate setbacks should be used to keep development back from areas that may be susceptible to slope movement and erosion. A geotechnical assessment should be carried out using accepted engineering principles with regard to slope stability, toe erosion and*

shoreline migration.”

A geotechnical report was submitted by the appellant to the Development Authority. This report outlined suggested site work required to prevent erosion and to maintain stability of the vertical bank near the toe of the slope. It was determined by the engineer that the existing house foundation and proposed residential structure are deemed safe with or without the u-shaped structure. The u-shaped structure and screw pile foundation can be removed and the ground re-compacted.

Revegetation of the escarpment with native deep-rooted vegetation would increase the slope stability assisting in the prevention of erosion and run off into the lake.

It is the decision of the Subdivision and Development Appeal Board based on the above, the u-shaped structure should be removed, and the escarpment backfilled and compacted as per the direction of Smith Dow including the planting of native deep-rooted vegetation to ensure slope stability.

5. Accessory Buildings/Front Yard Setback

The u-shaped structure is not closer to the front parcel boundary or top of the escarpment areas or high-water mark than the front wall of the main building or 15m, whichever is less.

The Land Use Bylaw #170-13, Part Three, 1(1)(b) states: *“An accessory building on a parcel abutting Sylvan Lake or a reserve parcel abutting Sylvan Lake shall be situated so that (ii) it is not closer to the front parcel boundary and the top of any escarpment area or high water mark, as determined by the Development Authority, than the front wall of the main building or 15M (49.21 ft.) whichever is less.”*

It is the decision of the Subdivision and Development Appeal Board not to grant a variance as it does not meet the setback requirement.

DECISION

The Board intends to balance the interests of the landowner and those of the Municipality's. Development standards in the R1 District are in place to protect the Lake, reduce future harm, and consider the cumulative effect of allowing such developments on the shoreline in the face of the Municipality's policy. The Board found no compelling argument to support the variance.

The Concrete Structure is contrary to the goals of the Intermunicipal Development Plan (IDP), Municipal Development Plan (MDP) and Alberta Environment. It was constructed without approval, and contrary to the siting and setback requirements of the LUB, which were adopted to protect the Lake for the use and enjoyment of all.

Damage to the Sylvan Lake ecosystem will materially interfere with the value of the neighbouring parcels of land and may interfere with water quality, cause erosion and sedimentation into the lake and result in the loss of natural shoreline and habitat.

Based on the evidence presented at the hearing and with consideration for the presentations made by both the Appellant and the Development Officer, it is the decision of the Subdivision and Development Appeal Board to uphold the decision of the Municipal

Planning Commission and deny a development permit for a U-shaped structure and stairs on the escarpment at 83 Birchcliff Road.

DATED AT THE TOWN OF SYLVAN LAKE THIS 26TH DAY OF JULY 2023.

**THE SUMMER VILLAGE OF
BIRCHCLIFF SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

**Roger Dufresne
SDAB Chair**

Summer Village of Birchcliff
July 13, 2023
Municipal Planning Commission Minutes

C-4

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held July 13, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias
Councillor: Frank Tirpak via Zoom
Member at Large: Michael Wells
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant(s): David Harink

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

AGENDA:

MPC-23- 007 Moved by Councillor Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 202 Birchcliff Road, Sunnyside Camp

Application for an addition to an existing dwelling at 202 Birchcliff Road, Sunnyside Camp, (Lot 1, Plan 9422486) in the Summer Village of Birchcliff.

Kara Hubbard and applicant left the meeting at 9:05 a.m.

MPC-23-006 Moved by Chair Zacharias that the Municipal Planning Commission approve the application for an addition to an existing dwelling at 202 Birchcliff Road, Sunnyside Camp, subject to the following conditions being met to the satisfaction of the Development Officer:

- Addition to match or compliment the exterior finish of the existing building.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Completions deposit of \$500
- Site survey completed by an Alberta Land Surveyor showing the setbacks.

CARRIED

ADJOURNMENT:

MPC-23-007 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:06 a.m.
CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Birchcliff

Council & Legislation

Information Item

Agenda Item: *Delegation – Birchcliff Path Location*

Background:

Katherine and Bo Rasmussen are joining Council to request Council consider relocating the proposed walking trail that will be built in the environmental reserve adjacent their home at 193 Birchcliff Road further into the reserve and away from the property line.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 153 (a)

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.

June 8, 2023

Summer Villages of Sylvan Lake (Birchcliff)
#2 Erickson Drive
Sylvan Lake, AB. T4S 1P5

Attention: Mr. Tanner Evans, CAO

Re: Letter Pertaining to Planned Walking Path (adjacent to 193 Birchcliff)

Dear Mr. Evans and Respected Council Members,

Thank you for sending notice of the proposed walking trail scheduled to be built in the environmental reserve adjacent to our home at 193 Birchcliff Road. We fully support the creation of the proposed walking trail, which will provide residents with access to this beautiful reserve and the lake, but we are concerned with the close proximity to our property line.

Mayor Dufresne was very kind to meet us at our property to explain the plans for this path. Roger mentioned that Katherine and I should write this letter to further discuss the plan for the walking trail. Although we fully support the new walking trail, we are writing this letter in opposition to the location of the walking trail which is planned only 2 m from our property line. We ask that the Summer Village and Council please consider relocating this walking trail further into the environmental reserve to provide privacy for both the community members using the walking trail and for our family living on 193 Birchcliff.

We provide the following reasons as to why this walking trail should be relocated away from our property line:

1. The environmental reserve is very large with over 300 feet of width allowing plenty of space to create a beautiful walking trail further away from our property line through the environmental reserve. This will offer privacy to both us and the residents walking through the reserve versus walking alongside our property line. With so much environmental reserve allowing for the design of a wonderful nature walking trail, it seems an interesting decision, in our opinion, to place the trail alongside our property line causing users of the trail to basically walk directly alongside our yard to access the outlook rather than walking through this amazing forest.
2. We purchased this property with a plan to build our retirement home in this beautiful community. Our intended design is to orient our new home right next to the environmental reserve to afford us privacy as well as a beautiful nature view out of our master bedroom windows. If the proposed walking trail goes ahead, our intended view from our new home will be looking directly into the walking trail which will compromise our privacy and view having pedestrians walk directly past our windows, just three meters away. This is neither beneficial for the pedestrians using the path

nor for our privacy while in our bedroom. It would be a shame if we were required to keep the blinds closed obscuring our forest view. Our purpose for buying this property was to eventually move out of Calgary to enjoy living in the spaciousness of nature.

3. It is our belief that environmental reserves should remain as untouched as possible. We honor this principle on our property by leaving all native trees intact so we can enjoy our property as nature intended. If the walking trail were to be built just 2 meters from our property line, we would probably be forced to construct a fence along our property to preserve our privacy and safety. A fence would be a last resort for us as this would involve cutting us off from the environmental reserve and we would incur costs to build an unnatural fence. This fence would also detract from both the view and privacy of residents walking down the walking trail (residents would be looking at a fence as they walked down the walking trail instead of enjoying the splendor of the forest and wildlife). A fence would also negatively affect habitat as it would prohibit the free flow movement of wildlife between the environmental reserve and our property. This would be a shame as we could no longer enjoy the deer, foxes and skunks that frequent our property.
4. After purchasing our property, our new neighbours who recently purchased the property next to our home erected a very large house 5 feet from our property line which towers over our cabin. By having a new walking trail on the other side of our property this will accentuate the feeling of being “hemmed in” akin to living in a suburb.
5. While meeting with Mayor Dufresne, we mentioned that we would be happy to contribute capital to help move the walking trail further into the environmental reserve. Roger stated that the Summer Village would not entertain donations for moving the trail. He did, however, mention that we could purchase the bench to be situated at the lookout. Please advise the process and cost to contribute to purchase the bench.

Katherine and I spent last weekend further exploring the environmental reserve to see how other options for the location of the walking trail could be considered. Mayor Dufresne stated that the rationale for locating the path directly alongside our property line is to allow residents the ability to get to the lake via a straight line to enjoy the lakeview from the trail. However, when we walked the proposed trail last weekend (red arrows on below map) we noticed that the lake is actually not visible from the horizontal path along the lake due to trees and foliage obscuring the view. We trust that trees will not be removed from along the bank, potentially risking bank erosion, to provide a view on this stretch of path. We have provided the attached drawings proposing an alternative route for the walking trail for Council and Administration to consider. We propose moving the entrance at the head of the walking trail 20 m from our property line. This route would still allow pedestrians to access the environmental reserve to get to the lookout while still using the crosswalk leading to the environmental reserve. Pedestrians would enjoy a forest walk through the trees rather than walking past our storage shed, wood chopping block,

raspberry patch and our outdoor eating area. These are all areas what we frequently use on our property as this is our side yard, not an unfrequented back yard. All areas are just two short meters from the proposed path. Please refer to Figure 1.0 below.

Also, we provide pictures that we took last weekend showing just how close pedestrians will be next to our property when using the walking trail. As previously mentioned, it seems to be an interesting decision to direct pedestrians so close to a property when there is over 300 feet of environmental reserve to enjoy. You will note that the pictures clearly indicate just how close the pedestrians will be to our property while walking on the trail. Please see below pictures and legend showing the location of the pictures taken from our property looking onto the proposed walking trail and from the walking trail looking into our property. Please refer to Figure 2.0 below.

As per Mayor Dufresne's suggestion, we request an opportunity to present our opposition and potential solutions at the next council meeting. We ask to be added to the next agenda and advised when the next council meeting is scheduled.

In summary, we fully support the creation of the proposed walking trail which will provide residents with access to this beautiful reserve and the lake, but we are extremely concerned with the close proximity to our property line. We are in opposition to the location of the walking trail being only two meters from our property line. We ask that the Summer Village and Council to please consider relocating this walking trail 20 m further into the environmental reserve to provide privacy for both the community members using the waking trail and for our family living on 193 Birchcliff. Thank you kindly for your assistance in this matter. We trust that we may come to a successful resolution which will benefit all.

Respectfully,



Katherine and Bo Rasmussen
Cell: 403-561-4062

Figure 1.0 - Proposed Alternate Route for Walking Trail

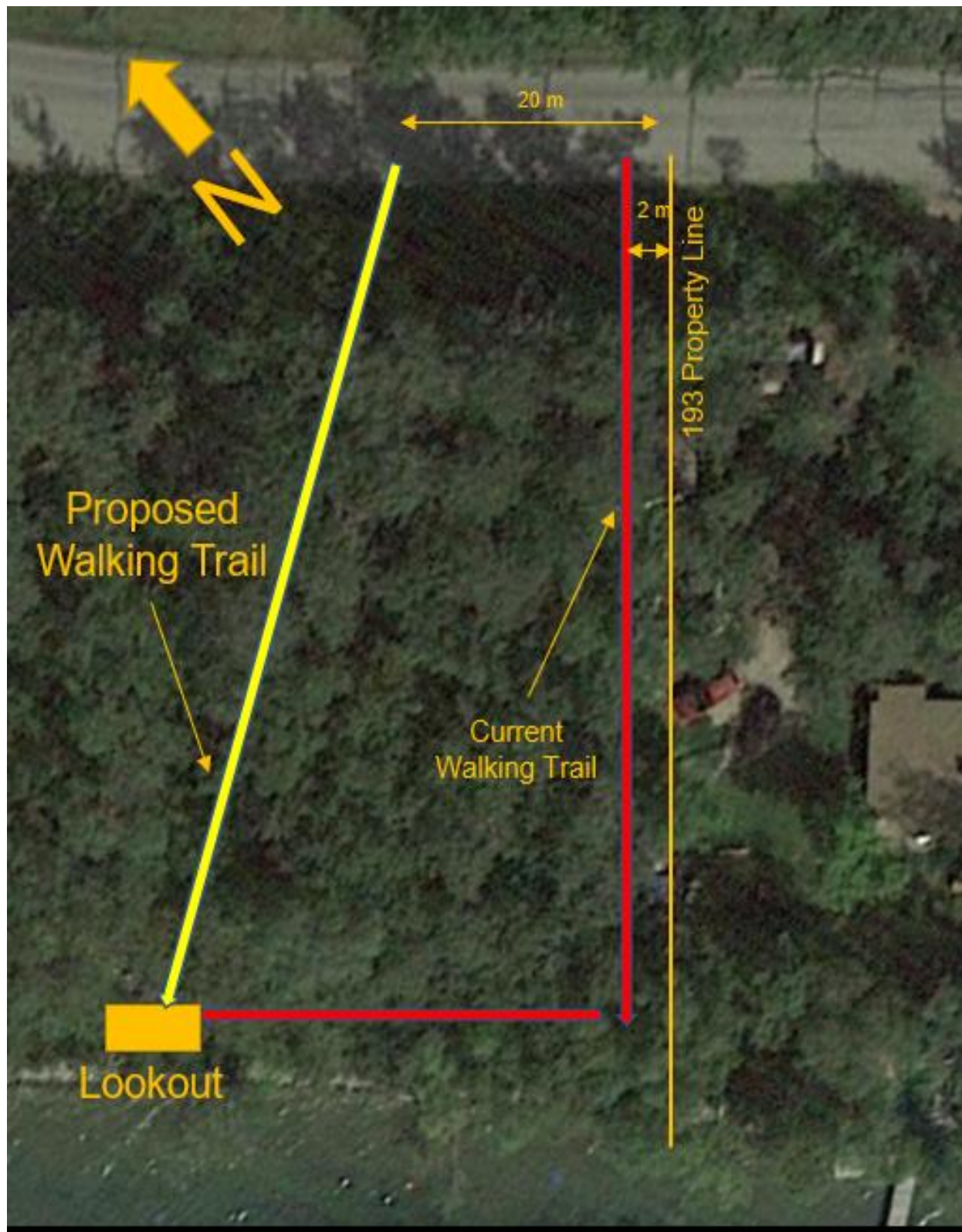


Figure 2.0 - Pictures Showing Proximity of Walking Path Next to 193 Birchcliff Property Line

Legend of Pictures Taken



Pic 1 – Path Location - Looking into Reserve from 193 BC



Pic 2 – Path Location - Looking into Reserve from 193 BC



Pic 3 – Path Location - Looking into Reserve from 193 BC



Pic 4 – Path Location - Looking into Reserve from 193 BC



Pic 5 - Path Location - Looking into 193 BC from Reserve (our eating area)



Pic 6 - Path Location - Looking into BC 193 from Reserve (our raspberry patch)



Pic 7 - Path Location - Looking into 193 BC from Reserve (our chopping block)



Pic 8 - Path Location - Looking into 193 BC from Reserve (our storage shed)



Summer Village of Birchcliff

Council & Legislation

Information Item

Agenda Item: *Delegation – 385 Birchcliff Road Storm Water Drainage*

Background:

Earlier this year administration was approached by Mr. Jewell regarding water that drains through his property. Mr. Jewell requested that the municipality undertake some improvements on his property to allow the water to flow more freely through without potentially flooding the area.

Administration notified Mr. Jewell that in order to do work on private property, we would require a right of way or an easement to be registered on the property. This does not mean the summer village would own any of the property, but that they would have the right to work on private property and maintain any works completed on the there. It is a form of protection for the municipality as it is not advisable for a municipality to do works on any private lands without an agreement in place. A registered easement or right of way shows that the municipality has a reason for doing any works on the property rather than spending tax dollars to solely benefit the private landowner. Mr. Jewel was not interested in granting the municipality an easement or right of way agreement.

Administration did contact a contractor to have a look at the area. A quote for ditching work with a mini excavator to clean up overgrowth and flow obstructions was obtained. The cost would be roughly \$2,000. However, the contractor did raise concerns about the work, noting that it would be difficult to perform the work effectively without potentially destroying the trees that are located within the drainage area.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 153 (a)

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

Administration and Finance

July 20, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 206,963.44

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

1. Archer Contracting	\$	3,517.50
a. Dock Installations		
2. Bowood Homes	\$	5,000.00
a. Completions Deposit Refund		
3. Brownlee LLP	\$	4,790.20
a. Access Easement		
b. Boathouse Escarpment		
4. Empringham Disposal Corp	\$	5,019.21
a. May Weekly Collection & Sunnyside Camp		
b. May 5 th to June 2 nd Bin Service		
5. Insta Dock	\$	11,550.00
a. Purchase of Docks		
6. Sylvan Lake Regional Water/Wastewater	\$	8,060.19
a. May 2023 Wastewater Services		
b. Governance & Admin Costs		
7. Summer Village of Norglenwold	\$	13,871.54
a. May 2023 Muni Specific Costs		
b. May 2023 Shared Costs		
8. Summer Village of Norglenwold	\$	25,792.64
a. June 2023 Muni Specific Costs		
b. June 2023 Shared Costs		
9. Alberta School Foundation Fund	\$	115,942.74
a. School Funding		

Council Expense Claims Report:**June 2023**

▪ Roger Dufresne	\$	531.56
▪ Ann Zacharais	\$	530.20
▪ 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
2023-07-12 12:50 PM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
 Batch: 2023-00034 to 2023-00040

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1178 1476	2023-06-30	Sargent, Amanda 461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1179 19529	2023-06-30	Al's Bobcat & Trucking 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund	Move Barriers to Block Lake GST Tax Code	125.00 6.25	131.25
1180 000357	2023-06-30	Archer Contracting 461-000-531 - OS16 461-000-532 - OS19 461-000-533 - RA4 461-000-530 - OS8W 312-000-260 - GST Paid Refund	OS16 Installation Labor OS18/19 Installation Labor Dock RA4 Installation Labor Dock OS8W Installation Lak GST Tax Code	662.50 662.50 862.50 1,162.50 167.50	3,517.50
1181 52317	2023-06-30	Barricades and Signs Ltd. 232-000-265 - Sign Program 312-000-260 - GST Paid Refund	May Purchase of Signs and GST Tax Code	2,407.54 120.38	2,527.92
1182 1548	2023-06-30	Bowood Homes 461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1183 549086 549931	2023-06-30	Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refund 212-400-230 - Legal Fees 312-000-260 - GST Paid Refund	Access Easements-Legal Fi GST Tax Code Boathouse Escarpment Dev GST Tax Code	2,835.00 141.75 1,727.10 86.35	2,976.75 1,813.45
			Payment Total:		4,790.20
1184 48379 48373	2023-06-30	Empringham Disposal Corp 243-000-200 - Contracted Servic 312-000-260 - GST Paid Refund 243-000-200 - Contracted Servic 312-000-260 - GST Paid Refund	May Weekly Collection & Su GST Tax Code May 5th to June 2nd/ 7 days GST Tax Code	1,525.20 76.26 3,255.00 162.75	1,601.46 3,417.75
			Payment Total:		5,019.21
1185 INV-33960-C5Z'	2023-06-30	Federation of Canadian 211-303-220 - Mem FCM 312-000-260 - GST Paid Refund	2023/2024 Membership Rer GST Tax Code	134.56 6.73	141.29
1186 00556	2023-06-30	Dock Heros Inc. 461-000-533 - RA4 312-000-260 - GST Paid Refund	Dock Installations GST Tax Code	1,040.00 52.00	1,092.00
1187 2912	2023-06-30	Insta Dock 461-000-533 - RA4 312-000-260 - GST Paid Refund	Purchase of Docks GST Tax Code	11,000.00 550.00	11,550.00
1188 2023-2	2023-06-30	Red Deer Catholic Regional 201-100-130 - ASFF-Residential	Supplementary Tax Requisi	589.99	589.99
1189 1815 1823	2023-06-30	Sylvan Lake Regional 242-000-260 - Useage Fees 242-000-250 - SLR WasteWater	May 2023 WW Services Governance & Admin Costs	3,818.48 4,241.71	3,818.48 4,241.71
			Payment Total:		8,060.19
1190 1717	2023-06-30	Triangle Construction Inc 232-000-200 - Green Space Pro	June 14 & 15 Tree Remova	950.00	

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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
			312-000-260 - GST Paid Refund	GST Tax Code	47.50	997.50
1191	2023-07-12	Ace Line Locating Ltd.				
5744			242-000-255 - Maintenance Pro	Line Locating	1,200.00	
			312-000-260 - GST Paid Refund	GST Tax Code	60.00	1,260.00
1192	2023-07-12	Barricades and Signs Ltd.				
54126			232-000-265 - Sign Program	Fire Danger Rating Sign	503.44	
			312-000-260 - GST Paid Refund	GST Tax Code	25.17	528.61
1193	2023-07-12	Brownlee LLP				
552043			212-400-230 - Legal Fees	Termination of Licenses to C	895.70	
			312-000-260 - GST Paid Refund	GST Tax Code	44.79	940.49
552042			212-400-230 - Legal Fees	Access Easements-Legal Fi	1,074.61	
			312-000-260 - GST Paid Refund	GST Tax Code	53.73	1,128.34
				Payment Total:		2,068.83
1194	2023-07-12	Parkland Regional Library				
230239			275-000-850 - Parkland Region	3rd Quarter Requisition 202	334.69	
			312-000-260 - GST Paid Refund	GST Tax Code	16.73	351.42
1195	2023-07-12	Rugged West Maintenance Inc.				
1339			232-000-200 - Green Space Pro	June 9 & 21 Mowing and Tr	1,100.00	
			312-000-260 - GST Paid Refund	GST Tax Code	55.00	1,155.00
1196	2023-07-12	Wild Rose Assessment Service				
9047			212-400-232 - Assessment Fees	Assessment Fees-Jul 1 - Se	1,925.00	
			312-000-260 - GST Paid Refund	GST Tax Code	96.25	2,021.25
				Total Computer Cheque:		51,302.16

EFT

Payment # Invoice #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
257	2023-05-31	Summer Villages of Norglenwold				
2023-00071			226-000-200 - Enforcement	ATB MC-CND Tire-Wiper Bl	11.00	
			261-000-110 - Development Ser	2023 Esri Canada Arc GIS I	166.50	
			226-000-200 - Enforcement	ATB MC-Intercon Messagin	7.00	
			226-000-200 - Enforcement	ATB MC-CND Tire-Velcro-B	5.40	
			226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.60	
			226-000-200 - Enforcement	ATB MC-Mobil 1-Oil Change	20.73	
			261-000-110 - Development Ser	ATB MC-Land Titles	10.00	
			226-000-200 - Enforcement	ATB MC-Best Buy-Data Tra	4.00	
			226-000-200 - Enforcement	ATB MC-CND Tire-140 W Ir	12.00	239.23
202300075			212-100-110 - Salaries	Salaries	10,652.78	
			212-100-130 - Training	Training	0.02	
			212-100-140 - Benefits	Shared Benefits	394.85	
			212-100-210 - Travel & Subsis	Travel & Subsistence	583.69	
			212-100-211 - WCB	WCB	202.13	
			212-100-266 - PW Fleet	PW Fleet	50.53	
			212-200-215 - Postage/Freight/C	Postage/Freight	44.61	
			212-200-500 - Printing Costs	Printing Costs	142.82	
			212-200-510 - Office Supplies	Office Supplies	214.32	
			212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	127.19	
			212-300-540 - Utilities	Utilities	237.24	
			212-300-250 - Facility Improvem	Facility Improvements	33.33	

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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00034 to 2023-00040

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		EFT			
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-300-255 - Facility Maintenar	Facility Maint.	392.25	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	229.89	
		212-300-242 - IT Equipment	IT Equipment	114.32	
		212-300-265 - Equipment Mainte	Equip Maintenance	73.74	
		212-300-270 - Equipment Renta	Equip Rental	51.67	
		212-300-510 - Other Contingenc	Contingency	86.92	
		212-300-530 - Building Insuranc	Building Insurance	0.01	13,632.31
			Payment Total:		13,871.54
258	2023-06-30	Summer Villages of Norglenwold			
2023-00083		226-000-200 - Enforcement	UFA-May Bylaw Fuel	140.79	
		226-000-200 - Enforcement	ATB MC-Tactical Shirt For E	15.00	
		297-205-840 - Project CCBF-Ro	Stantec -Pavement Conditic	2,163.62	
		226-000-200 - Enforcement	RD Toyota-Deposit for New	100.00	
		261-000-110 - Development Ser	AB Land Title-47431829	20.00	
		261-000-110 - Development Ser	AB Land Title-47431227	10.00	
		226-000-200 - Enforcement	Walmart-Rachet Strap for B	6.39	
		226-000-200 - Enforcement	CND Tire-Dog Spray	10.40	
		226-000-200 - Enforcement	Intercon Messaging	7.00	
		261-000-215 - SDAB Costs	SDAB Agenda Pkg Printed	604.50	
		226-000-200 - Enforcement	Showdown-Patch for Bylaw	10.40	
		226-000-200 - Enforcement	CND Tire-Battery Cable-Byl	4.00	
		226-000-200 - Enforcement	CND Tire-Inverter-Bylaw Tr	32.00	
		261-000-215 - SDAB Costs	Dollarama-Binders for SDAI	21.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Was	2.60	
		226-000-200 - Enforcement	CND Tire-Large Battery Cal	4.00	
		226-000-200 - Enforcement	Amazon-Bylaw Shirt	13.80	3,165.50
2023-00087		212-100-110 - Salaries	Salaries	17,652.19	
		212-100-130 - Training	Training	1,323.43	
		212-100-140 - Benefits	Shared Benefits	394.85	
		212-100-210 - Travel & Subsis	Travel & Subsistence	324.73	
		212-100-211 - WCB	WCB	202.13	
		212-100-266 - PW Fleet	PW Fleet	60.61	
		212-200-215 - Postage/Freight/C	Postage/Freight	486.51	
		212-200-500 - Printing Costs	Printing Costs	185.85	
		212-200-510 - Office Supplies	Office Supplies	-16.73	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	148.36	
		212-300-540 - Utilities	Utilities	0.00	
		212-300-250 - Facility Improvem	Facilitiy Improvements	677.87	
		212-300-255 - Facility Maintenar	Facility Maint.	259.61	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	385.33	
		212-300-242 - IT Equipment	IT Equipment	204.55	
		212-300-265 - Equipment Mainte	Equip Maintenance	216.75	
		212-300-270 - Equipment Renta	Equip Rental	51.67	
		212-300-510 - Other Contingenc	Contingency	69.43	
		212-300-530 - Building Insuranc	Building Insurance	0.00	22,627.14
			Payment Total:		25,792.64
			Total EFT:		39,664.18

OTHER

Date Printed
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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
 Batch: 2023-00034 to 2023-00040

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3493	2023-06-30	Alberta School Foundation Fund			
14050		201-100-130 - ASFF-Residential	School Funding	115,942.74	115,942.74
3518	2023-07-11	Receiver General/ OTH			
CP6-23		312-000-262 - CRA Remunerati	CPP for June's Remunerati	54.36	54.36
			Total Other:		115,997.10
			Total MAIN:		206,963.44



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: June-2023

RECEIVED

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

JUN 30 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/15/23	Regular Council	3	Mayor	\$ 130.00
6/15/23	Climate Meeting	1.5	Mayor	\$ 130.00
6/23/23	Special Council Meeting	1.5	Mayor	\$ 130.00
6/26/23	Subdivision & Development Appeal Board	2.5	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
				\$ 520.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/15/23	Regular Council	17.00	\$0.68	\$ 11.56
6/15/23	Climate Meeting	0.00	\$0.68	\$ 0.00
6/23/23	Special Council Meeting		\$0.68	\$ 0.00
6/26/23	Subdivision & Development Appeal Board		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 11.56

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 531.56



Council Expense Claim Form

NAME: Ann Zacharias

POSITION: Deputy Mayor

MONTH ENDING: June-2023

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/13/23	SLRWWC - 5 Villages meeting	1.5	Deputy Mayor	\$130.00
6/15/23	Regular Council	3	Deputy Mayor	\$130.00
6/15/23	Climate presentation	1.5	Deputy Mayor	\$130.00
6/23/23	Council Specoal Meeting	1.5	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
If event is other please type it in				\$520.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/13/23	SLRWWC - 5 Villages meeting		\$0.68	\$0.00
6/15/23	Regular Council	15.00	\$0.68	\$10.20
6/15/23	Climate presentation		\$0.68	\$0.00
6/23/23	Council Specoal Meeting		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$10.20

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 530.20

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Summer Village of Birchcliff

Finance

Information Item

Agenda Item: *2nd Quarter Financial Report*

Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

Options for Consideration:

Detailed 2nd 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

Second Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council July 20, 2023

2023 Operating Budget to June 30, 2023

The 2023 Operating Budget reflects the required operating costs of the Council approved 2023 Municipal Budget that represents no change over last year's Mill Rate of 1.9205. An increase in assessment growth was greater than budgeted for and will generate an additional \$11,400 in revenue to help offset the substantial decrease in Municipal Sustainability Initiative (MSI) funding from the province.

Revenue:

Our Return on Investments has recently been collecting 4.5% on the bank balance of \$483,089.25 as of June 30, 2023. This has created a significant increase in year to date revenue. Also, due to the recent Bank of Canada Interest Rate increase, this rate has been increased to 5.05% and may possibly see another increase by .25% over prime rate.

The MSI Operational of \$10,419.00 has not yet been received from the Province.

The CCBF Grant Revenue expected of \$11,500 has also not been received.

The taxation revenue is short by \$401.85 due to a property being reassessed by Wildrose Assessment Services recently.

Expenditures

Council and Legislation:

Council remunerations, travel, subsistence and conference budgeted expenditures are all under budget for mid year reporting.

Council Education Opportunities has \$489.75 remaining to be used on training and education for Council members.

Overall, only 40% of Council and Legislation budget has been used as of June 30, 2023.

Administration:

Administrative overall costs are at 69.6% mid-year. Legal Fees, Computer Software, and IT Equipment (Shared Costs) are over budget.

Protective Services:

2023 Policing costs have only been invoiced for the January to March portion of the year. The remaining \$22,045 will be invoiced in April of 2024 as the RCMP do not have the same yearend as we do.

Public Works:

Public Works is currently operating at 30% of their allocated budget and summertime municipal services also means many expenses to pay for contract grass cutting and

maintenance around the Summer Village. Wastewater usage fees have only been invoiced up to May from SLRWW.

Annual Landfill costs to the Lacombe Regional Waste are over budget by \$4,028.86 due to a formula change based on census data. It is expected by the PW Manager that landfill costs will increase substantially in the next few years based on his conversations with LRW.

Planning and Development:

Planning and Development is currently operating at 72% percent of it's budget. Expenses are mainly for Municipal Planning Commission and Subdivision and Development Appeal Board expenses.

Recreation:

Parks and Recreation is operating at 67% of their allocated budget, with the fall buoy removal still expected.

Environment:

Red Deer River Watershed has been paid and their allocation is now 100% utilized.

In Conclusion:

Overall, the Summer Village of Birchcliff is operating at approximately 51% of their 2023 Operational Budget on June 30, 2023 and is on track to be within budget for yearend.

2023 Capital Budget to June 30, 2023

An MSI grant has been applied for the Administrative Building Improvements for \$18,480 of \$77,000 in a shared application with the other 4 Municipalities. \$1,790.47 has been spent to date. Project has not been approved by Municipal Affairs yet.

An MSI grant has been applied for the 2023 Shoreline Topographical Survey for \$18,500 in which \$10,709.10 has been spent. Project has not been approved yet.

The existing Shoreline Restoration MSI grant for \$48,000 is being used to complete this 2022 Project. \$4,000 was spent in 2022 and currently \$40,000 has been spent in 2023. This is an approved project.

A CCBF grant was applied for the Road Analysis in the amount of \$11,184, also in a shared application with the other 4 Municipalities. \$2,163.62 has been spent to date. This grant application has currently been denied however, due to insufficient Asset Management software. Public Works Asset software and training has been ordered and should be functioning within the next few weeks.

OS8 Viewpoint Bridge/Path is in tendering stage by PW and MSI funding has not yet been applied for.

Overall, \$54,663.19 has been spent in the 2023 Capital Budget as of June 30, 2023.

Alberta School Foundation Budget to June 30, 2023

Currently, the 2023 mill rates and requisitioned amounts have not been finalized through the required legislative process yet. In accordance with section 162(4) of the Education Act, if a municipality has not received the requisition by this date, the requisition will be based on the prior year amounts. As such the June 2023 invoices are still based on the 2022 requisitions.

A Provincial Education property tax comparison report is attached for further information.

ATB Bank Balance to June 30, 2023 - \$483,089.25

Surplus and Reserve Balances to June 30, 2023

• Accumulated Surplus	25,000.00
• Completions Deposits	86,000.00
• Deferred Revenue (Grants)	121,866.53
• JSC IT Reserve	1,500.00
• JSC Fleet Replacement Reserve	1,000.00
• Reserves Operating Sewer	25,000.00
• Reserves General Operating	59,121.77
• Mill Rate Stabilization	10,000.00
• Reserves Enviro/Open Spaces	68,500.50
• Reserves Roads	351,965.06
• Reserve Infrastructure	56,400.00

2023 Assessment Growth and Summary Reports

The Summer Village of Birchcliff had a 3.4% Assessment increase from last year (reports from Wild Rose Assessment Services are attached).

MSI Report

2022 and 2023 MSI allocations of \$67,798 each have not yet been received. MSI funding (Report attached).

Reminder: MSI ends in 2023 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024. Birchcliff will still be able to access their 2022 & 2023 allocation under the LGFF if necessary however, municipalities will not be able to submit any MSI capital project amendments after December 31, 2023.

CCBF Report

CCBF Funding for 2022 and 2023 have not been received to date. In 2022 we spent \$6,230, so this amounts to \$18,105 being available to the Summer Village of Birchcliff for the Road Analysis of \$11,184.

Historical Bank Balance Information

Historical bank balance spreadsheet is attached.

Property Taxes

The 2023 Property Tax and Assessment notices were mailed out on May 22nd and are due and payable on or before July 31st. Birchcliff currently has no properties registered with Alberta Land Titles for tax arrears.

Utility Notices

The 2023 Utility Notices were also mailed out on May 22nd and are due and payable on or before July 31st.

Report Date
7/11/2023 1:00 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain	%
Revenue				
101-100-110 - Taxes Residential	370,712.29	370,310.44	(401.85)	0.11-
101-000-510 - Taxes Penalties Costs	5,224.03	20.63	(5,203.40)	99.61-
101-103-130 - DI - Designated Industrial	41.89	40.80	(1.09)	2.60-
112-000-410 - Sale of Service and S	535.60	195.00	(340.60)	63.59-
112-000-540 - Interest Charges		14.52	14.52	
112-000-550 - Return on Investments	9,640.80	11,927.96	2,287.16	23.72
112-000-570 - Other Revenue	1,071.20	866.24	(204.96)	19.13-
112-000-740 - MSI-Operational	10,419.00		(10,419.00)	100.00-
112-000-755 - CCBF Grant Revenue Expected	11,500.00		(11,500.00)	100.00-
121-000-530 - Fines Provincial Coll	739.45	97.00	(642.45)	86.88-
142-000-410 - Wastewater Useage Levy	83,319.00	85,593.59	2,274.59	2.73
143-000-200 - Garbage/Recycling	35,747.00	34,507.86	(1,239.14)	3.47-
161-000-410 - Certificates Complian	60.35	200.00	139.65	231.40
161-000-510 - Inspection Fees	1,207.10	697.14	(509.96)	42.25-
161-000-520 - Development Permits	5,684.53	1,700.00	(3,984.53)	70.09-
161-000-590 - Encroachment Fees	108.64		(108.64)	100.00-
Total Revenue:	536,010.88	506,171.18	(29,839.70)	5.57-
Expenditures				
Council and Legislation				
211-101-150 - Mayors Remuneration	7,000.00	2,990.00	4,010.00	57.29
211-101-210 - M&S Mayor	2,000.00	938.75	1,061.25	53.06
211-102-150 - Deputy Mayor Remunera	4,000.00	1,430.00	2,570.00	64.25
211-102-210 - M&S Deputy	696.28	131.92	564.36	81.05
211-103-150 - Councilor Remuneratio	3,400.00	1,040.00	2,360.00	69.41
211-103-210 - M&S Councillor	567.74	39.44	528.30	93.05
211-201-212 - R&C ASVA	444.04		444.04	100.00
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-
Total Council and Legislation:	20,678.00	8,688.18	11,989.82	57.98
Administration				
212-100-110 - Salaries	128,494.00	70,230.73	58,263.27	45.34
212-100-130 - Training	2,407.00	3,035.60	(628.60)	26.12-
212-100-140 - Benefits	4,452.00	2,199.02	2,252.98	50.61
212-100-210 - Travel & Subsistence	2,888.00	986.07	1,901.93	65.86
212-100-211 - WCB	1,839.00	488.48	1,350.52	73.44
212-100-266 - PW Fleet	963.00	535.68	427.32	44.37
212-200-215 - Postage/Freight/Couri	1,450.00	769.42	680.58	46.94
212-200-500 - Printing Costs	1,321.00	928.85	392.15	29.69
212-200-510 - Office Supplies	2,407.00	819.40	1,587.60	65.96
212-300-217 - Phone/Fax/Internet	1,200.00	675.83	524.17	43.68
212-300-240 - Computer Software/Mtn	3,610.00	4,747.87	(1,137.87)	31.52-
212-300-242 - IT Equipment	602.00	975.25	(373.25)	62.00-
212-300-250 - Facility Improvements	2,407.00	711.20	1,695.80	70.45
212-300-255 - Facility Maintenance	5,117.00	1,884.07	3,232.93	63.18
212-300-265 - Equipment Maintenance	361.00	331.63	29.37	8.14
212-300-270 - Equipment Rental	963.00	310.02	652.98	67.81
212-300-510 - Other Contingency	120.00	211.98	(91.98)	76.65-

Report Date
7/11/2023 1:00 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending June 30, 2023

Page 2

	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	1,798.18	367.82	16.98
212-400-220 - Election Expenses/Mee	500.00	242.82	257.18	51.44
212-400-221 - Bank Charges	1,030.00	294.98	735.02	71.36
212-400-222 - Advertising	100.00		100.00	100.00
212-400-230 - Legal Fees	5,000.00	7,427.56	(2,427.56)	48.55-
212-400-231 - Audit Fees	7,471.87	4,698.91	2,772.96	37.11
212-400-232 - Assessment Fees	8,137.00	6,175.00	1,962.00	24.11
212-400-275 - Municipal Insurance	4,425.21	4,254.00	171.21	3.87
212-400-910 - Tax Changes	560.71		560.71	100.00
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		
Total Administration:	248,613.79	173,078.00	75,535.79	30.38
Protective Services				
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		2,330.24	(2,330.24)	
Total Protective Services:	40,517.80	20,467.96	20,049.84	49.48
Public Works				
232-000-200 - Green Space Program	22,200.00	3,550.00	18,650.00	84.01
232-000-250 - Road Maintenance	22,000.00	2,502.00	19,498.00	88.63
232-000-255 - Plowing Program	24,927.57	9,596.00	15,331.57	61.50
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	450.00	7,815.00	94.56
242-000-250 - SLR WasteWater Commis	6,605.00	4,241.71	2,363.29	35.78
242-000-255 - Maintenance Program	20,400.00	3,258.52	17,141.48	84.03
242-000-260 - Useage Fees	73,371.00	13,185.32	60,185.68	82.03
243-000-200 - Contracted Services - Solid Waste	22,140.00	6,640.20	15,499.80	70.01
243-000-255 - Landfill Costs	13,607.66	17,636.52	(4,028.86)	29.61-
Total Public Works:	216,189.19	63,971.25	152,217.94	70.41
Planning and Development				
261-000-110 - Development Services	500.00	206.50	293.50	58.70
261-000-210 - MPC Costs	500.00	620.00	(120.00)	24.00-
261-000-215 - SDAB Costs	700.00	755.50	(55.50)	7.93-
261-000-250 - IDP (RDC & TSL, LC)	500.00		500.00	100.00
Total Planning and Development:	2,200.00	1,582.00	618.00	28.09
Recreation				
274-000-150 - FCSS Matching Funding	2,167.94	2,167.94		
274-000-200 - Buoy Program	4,284.80	1,888.60	2,396.20	55.92
275-000-850 - Parkland Regional Lib	1,081.83	1,004.07	77.76	7.19
Total Recreation:	7,534.57	5,060.61	2,473.96	32.83
Environment				
243-102-150 - Red Deer River Waters	277.53	277.53		

Report Date
7/11/2023 1:00 PM

Summer Village of Birchcliff
Operating Budget
For the Period Ending June 30, 2023

Page 3

	Budget	Year to Date	Budget Remain	%
Total Environment:	277.53	277.53	0.00	0.00
Total Expenditures:	536,010.88	273,125.53	262,885.35	49.04
Surplus / Deficit	0.00	233,045.65	233,045.65	0.00

Report Date
7/11/2023 1:00 PM

Summer Village of Birchcliff
Capital Projects Budget
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-205-840 - Project CCBF-Road Analysis	11,184.00		(11,184.00)
197-206-840 - Project MSI-OS8 Viewpoint/Bridge/Path	63,347.81		(63,347.81)
197-207-840 - Project WW RSV-West WW Valve Repair	18,000.00		(18,000.00)
197-209-840 - Project MSI-Shoreline Restoration	42,000.00		(42,000.00)
197-210-840 - Project MSI-Shorline Survey	18,500.00		(18,500.00)
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		(2,400.00)
197-213-840 - Project MSI-Admin Building Improvements	18,498.00		(18,498.00)
Total Revenue:	198,929.81	0.00	(198,929.81)
Expenditures			
297-205-840 - Project CCBF-Road Analysis	11,184.00	2,163.62	9,020.38
297-206-840 - Project MSI-OS8 Veiwpoint/Bridge/Path	63,347.81		63,347.81
297-207-840 - Project WW RSV-West WW Valve Repair	18,000.00		18,000.00
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	10,709.10	7,790.90
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		2,400.00
297-213-840 - Project MSI-Admin Building Improvement	18,498.00	1,790.47	16,707.53
Total Expenditures:	198,929.81	54,663.19	144,266.62
Surplus / Deficit	0.00	(54,663.19)	(54,663.19)

Report Date
7/11/2023 1:00 PM

Summer Village of Birchcliff
ASFF Budget Report
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF-Residential	466,651.33	473,180.99	6,529.66
101-100-130 - ASFF-Non-Residential	7,049.29		(7,049.29)
101-103-130 - DI - Designated Industrial	41.89	40.80	(1.09)
Total Revenue:	473,742.51	473,221.79	(520.72)
Expenditures			
201-100-130 - ASFF-Residential	466,651.33	233,065.46	233,585.87
201-101-130 - ASFF-Non-Residential	7,049.29		7,049.29
201-300-130 - DI - Designated Industrial	41.89		41.89
Total Expenditures:	473,742.51	233,065.46	240,677.05
Surplus / Deficit	0.00	240,156.33	240,156.33

2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Village of Morrin	\$35,549	\$34,032	-4%	\$3,856	\$3,901	1%	\$39,405	\$37,934	-4%
Village of Munson	\$44,078	\$44,158	0%	\$5,056	\$4,871	-4%	\$49,134	\$49,029	0%
Village of Myrnam	\$38,841	\$37,112	-4%	\$5,217	\$5,079	-3%	\$44,057	\$42,191	-4%
Village of Nampa	\$62,777	\$60,803	-3%	\$70,735	\$68,113	-4%	\$133,511	\$128,916	-3%
Village of Paradise Valley	\$21,154	\$20,531	-3%	\$5,061	\$4,906	-3%	\$26,215	\$25,437	-3%
Village of Rockyford	\$63,229	\$62,185	-2%	\$22,886	\$23,008	1%	\$86,115	\$85,193	-1%
Village of Rosalind	\$29,609	\$30,101	2%	\$9,844	\$8,983	-9%	\$39,453	\$39,085	-1%
Village of Rosemary	\$69,233	\$67,990	-2%	\$8,229	\$8,093	-2%	\$77,463	\$76,083	-2%
Village of Rycroft	\$93,736	\$90,563	-3%	\$93,629	\$92,181	-2%	\$187,365	\$182,744	-2%
Village of Ryley	\$64,771	\$63,793	-2%	\$42,702	\$42,379	-1%	\$107,473	\$106,173	-1%
Village of Spring Lake	\$323,259	\$347,801	8%	\$10,613	\$11,290	6%	\$333,871	\$359,091	8%
Village of Standard	\$77,333	\$72,653	-6%	\$56,519	\$51,829	-8%	\$133,851	\$124,482	-7%
Village of Stirling	\$261,559	\$256,691	-2%	\$9,605	\$11,494	20%	\$271,165	\$268,185	-1%
Village of Veteran	\$23,395	\$23,192	-1%	\$9,100	\$9,070	0%	\$32,495	\$32,261	-1%
Village of Vilna	\$27,970	\$27,753	-1%	\$7,947	\$7,296	-8%	\$35,917	\$35,049	-2%
Village of Warburg	\$128,228	\$122,725	-4%	\$35,643	\$35,596	0%	\$163,872	\$158,321	-3%
Village of Warner	\$58,945	\$58,862	0%	\$15,832	\$15,810	0%	\$74,777	\$74,671	0%
Village of Waskatenau	\$40,257	\$38,462	-4%	\$6,794	\$6,453	-5%	\$47,051	\$44,915	-5%
Village of Youngstown	\$22,608	\$22,084	-2%	\$6,768	\$7,082	5%	\$29,376	\$29,165	-1%
Summer Village									
Summer Village of Argenta Beach	\$211,812	\$207,923	-2%	\$1,140	\$1,123	-1%	\$212,952	\$209,046	-2%
Summer Village of Betula Beach	\$61,459	\$61,013	-1%	\$202	\$197	-3%	\$61,661	\$61,210	-1%
Summer Village of Birch Cove	\$34,894	\$36,363	4%	\$192	\$187	-3%	\$35,086	\$36,550	4%
Summer Village of Birchcliff	\$459,049	\$466,572	2%	\$7,082	\$7,049	0%	\$466,131	\$473,621	2%
Summer Village of Bondiss	\$161,898	\$168,167	4%	\$2,710	\$2,693	-1%	\$164,608	\$170,860	4%
Summer Village of Bonnyville Beach	\$68,899	\$65,826	-4%	\$649	\$636	-2%	\$69,547	\$66,463	-4%
Summer Village of Burnstick Lake	\$54,461	\$53,213	-2%	\$125	\$122	-2%	\$54,587	\$53,335	-2%
Summer Village of Castle Island	\$33,567	\$35,386	5%	\$59	\$58	-2%	\$33,626	\$35,444	5%
Summer Village of Crystal Springs	\$208,076	\$221,198	6%	\$1,186	\$1,156	-2%	\$209,262	\$222,354	6%
Summer Village of Ghost Lake	\$120,527	\$123,412	2%	\$249	\$244	-2%	\$120,777	\$123,655	2%
Summer Village of Golden Days	\$311,689	\$342,293	10%	\$3,037	\$2,979	-2%	\$314,726	\$345,271	10%
Summer Village of Grandview	\$218,796	\$258,067	18%	\$1,048	\$1,028	-2%	\$219,844	\$259,095	18%
Summer Village of Gull Lake	\$249,454	\$250,392	0%	\$4,428	\$4,384	-1%	\$253,882	\$254,776	0%
Summer Village of Half Moon Bay	\$112,582	\$106,841	-5%	\$150	\$147	-2%	\$112,732	\$106,988	-5%
Summer Village of Horseshoe Bay	\$43,545	\$39,794	-9%	\$667	\$667	0%	\$44,212	\$40,460	-8%
Summer Village of Island Lake	\$290,343	\$295,487	2%	\$2,485	\$2,466	-1%	\$292,828	\$297,953	2%
Summer Village of Island Lake South	\$66,708	\$72,031	8%	\$404	\$396	-2%	\$67,112	\$72,427	8%
Summer Village of Itaska Beach	\$97,823	\$109,828	12%	\$568	\$552	-3%	\$98,392	\$110,380	12%
Summer Village of Jarvis Bay	\$452,547	\$452,831	0%	\$1,361	\$1,331	-2%	\$453,908	\$454,161	0%
Summer Village of Kapasiwin	\$79,097	\$77,548	-2%	\$311	\$307	-1%	\$79,408	\$77,855	-2%
Summer Village of Lakeview	\$45,696	\$43,845	-4%	\$245	\$249	2%	\$45,941	\$44,094	-4%
Summer Village of Larkspur	\$81,404	\$78,940	-3%	\$215	\$213	-1%	\$81,619	\$79,153	-3%
Summer Village of Ma-Me-O Beach	\$259,982	\$263,469	1%	\$7,534	\$7,493	-1%	\$267,516	\$270,961	1%

Requisitions are actuals, subject to revision

Classification: Public

2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Summer Village of Mewatha Beach	\$148,589	\$146,696	-1%	\$831	\$855	3%	\$149,420	\$147,551	-1%
Summer Village of Nakamun Park	\$86,544	\$92,315	7%	\$541	\$526	-3%	\$87,085	\$92,841	7%
Summer Village of Norglenwold	\$543,582	\$569,217	5%	\$2,047	\$2,021	-1%	\$545,630	\$571,238	5%
Summer Village of Norris Beach	\$87,877	\$94,726	8%	\$653	\$649	-1%	\$88,531	\$95,375	8%
Summer Village of Parkland Beach	\$197,279	\$193,165	-2%	\$9,100	\$9,225	1%	\$206,379	\$202,389	-2%
Summer Village of Pelican Narrows	\$148,632	\$151,805	2%	\$1,136	\$1,113	-2%	\$149,768	\$152,918	2%
Summer Village of Point Alison	\$60,725	\$63,262	4%	\$275	\$266	-3%	\$61,000	\$63,528	4%
Summer Village of Poplar Bay	\$231,416	\$246,847	7%	\$1,460	\$1,420	-3%	\$232,876	\$248,266	7%
Summer Village of Rochon Sands	\$161,168	\$156,066	-3%	\$1,574	\$1,536	-2%	\$162,742	\$157,602	-3%
Summer Village of Ross Haven	\$157,865	\$155,676	-1%	\$813	\$793	-2%	\$158,678	\$156,469	-1%
Summer Village of Sandy Beach	\$114,472	\$119,453	4%	\$2,208	\$2,112	-4%	\$116,680	\$121,565	4%
Summer Village of Seba Beach	\$477,518	\$455,495	-5%	\$14,737	\$14,223	-3%	\$492,255	\$469,718	-5%
Summer Village of Silver Beach	\$213,370	\$235,535	10%	\$749	\$723	-4%	\$214,120	\$236,257	10%
Summer Village of Silver Sands	\$139,605	\$144,599	4%	\$3,950	\$3,898	-1%	\$143,555	\$148,497	3%
Summer Village of South Baptiste	\$50,600	\$50,705	0%	\$2,704	\$2,823	4%	\$53,304	\$53,528	0%
Summer Village of South View	\$49,675	\$50,387	1%	\$477	\$466	-2%	\$50,152	\$50,853	1%
Summer Village of Sunbreaker Cove	\$363,366	\$357,659	-2%	\$586	\$571	-2%	\$363,952	\$358,230	-2%
Summer Village of Sundance Beach	\$146,055	\$153,005	5%	\$297	\$295	-1%	\$146,352	\$153,300	5%
Summer Village of Sunrise Beach	\$69,763	\$73,345	5%	\$500	\$499	0%	\$70,263	\$73,843	5%
Summer Village of Sunset Beach	\$89,211	\$88,307	-1%	\$560	\$547	-2%	\$89,771	\$88,855	-1%
Summer Village of Sunset Point	\$178,437	\$196,126	10%	\$670	\$662	-1%	\$179,106	\$196,788	10%
Summer Village of Val Quentin	\$117,650	\$114,209	-3%	\$851	\$838	-2%	\$118,502	\$115,047	-3%
Summer Village of Waiparous	\$87,562	\$91,622	5%	\$162	\$160	-1%	\$87,725	\$91,782	5%
Summer Village of West Baptiste	\$96,596	\$98,589	2%	\$486	\$475	-2%	\$97,082	\$99,065	2%
Summer Village of West Cove	\$148,143	\$144,650	-2%	\$748	\$728	-3%	\$148,891	\$145,378	-2%
Summer Village of Whispering Hills	\$121,739	\$126,493	4%	\$1,046	\$1,033	-1%	\$122,786	\$127,526	4%
Summer Village of White Sands	\$297,887	\$293,946	-1%	\$1,824	\$2,151	18%	\$299,711	\$296,097	-1%
Summer Village of Yellowstone	\$90,483	\$95,352	5%	\$600	\$584	-3%	\$91,083	\$95,936	5%
Improvement District									
Improvement District No. 04 (Waterton)	\$410,378	\$444,591	8%	\$242,641	\$233,312	-4%	\$653,019	\$677,903	4%
Improvement District No. 09 (Banff)	\$319,681	\$279,775	-12%	\$2,673,345	\$2,157,390	-19%	\$2,993,026	\$2,437,166	-19%
Improvement District No. 12 (Jasper National Park)	\$14,956	\$14,940	0%	\$198,501	\$199,178	0%	\$213,457	\$214,118	0%
Improvement District No. 13 (Elk Island)	\$990	\$943	-5%	\$23,910	\$23,343	-2%	\$24,900	\$24,286	-2%
Improvement District No. 24 (Wood Buffalo)	\$6,534	\$6,290	-4%	\$3,918	\$3,832	-2%	\$10,452	\$10,122	-3%
Kananaskis Improvement District	\$167,207	\$161,029	-4%	\$423,830	\$398,650	-6%	\$591,037	\$559,678	-5%
Special Area									
Special Areas Board	\$1,633,021	\$1,600,593	-2%	\$9,687,466	\$8,948,803	-8%	\$11,320,487	\$10,549,396	-7%
Townsite									
Townsite of Redwood Meadows Administration Society	\$457,165	\$480,553	5%	\$0	\$0	0%	\$457,165	\$480,553	5%

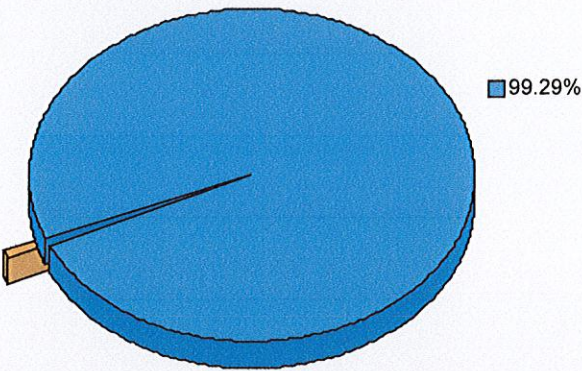
Requisitions are actuals, subject to revision
Classification: Public

Assessment Code	Tax Status	Grand Totals				
		Previous (2021)	New (2022)	Growth	Inflation	
300 Vacant	T	5,300,100	3,737,000	-1,831,100	268,000	5.1%
310 Single Family	T	174,767,580	187,376,600	6,240,920	6,368,100	3.6%
510 Improved Commercial	T	1,377,100	1,368,250	-150	-8,700	-0.6%
903 Municipal Owned - Public Use	E	14,251,290	14,346,000	710	94,000	0.7%
960 Church	E	1,592,500	1,583,150	50	-9,400	-0.6%
Total:		197,288,570	208,411,000	4,410,430	6,712,000	3.4%

Municipal Assessment

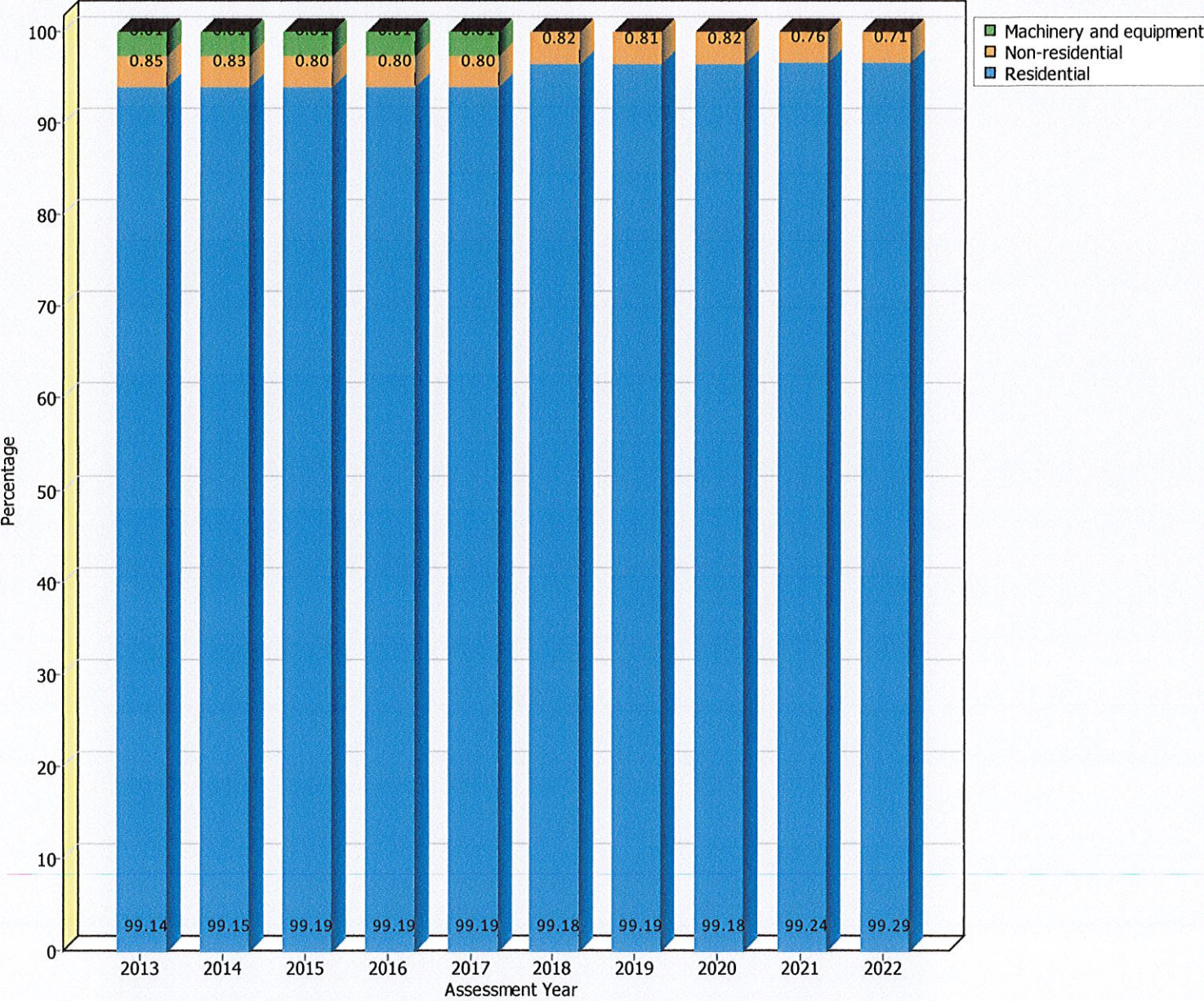
<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
300 Vacant	8	T	3,737,000	0	0	3,737,000
310 Single Family	144	T	124,973,500	62,403,100	0	187,376,600
510 Improved Commercial	1	T	662,500	705,750	0	1,368,250
Taxable Total:	153		129,373,000	63,108,850	0	192,481,850
Sub Total:	153		129,373,000	63,108,850	0	192,481,850
<u>Code</u> <u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
903 Municipal Owned - Public Use	21	E	14,346,000	0	0	14,346,000
960 Church	1	E	795,000	788,150	0	1,583,150
Exempt Total:	22		15,141,000	788,150	0	15,929,150
For Municipal Assessment:	175		144,514,000	63,897,000	0	208,411,000
Grand Totals						
Taxable Total:	153		129,373,000	63,108,850	0	192,481,850
Exempt Total:	22		15,141,000	788,150	0	15,929,150
Parcels: 173	175		144,514,000	63,897,000	0	208,411,000

Assessment Breakdown by Property Description
Total: 192,481,850

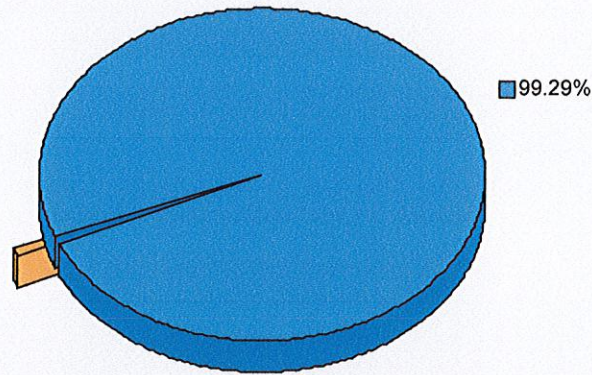


Taxable		
0.00% Machinery and equipment		0
0.71% Non-residential		1,368,250
99.29% Residential		191,113,600

Total Breakdown of percentage by year for Property Description

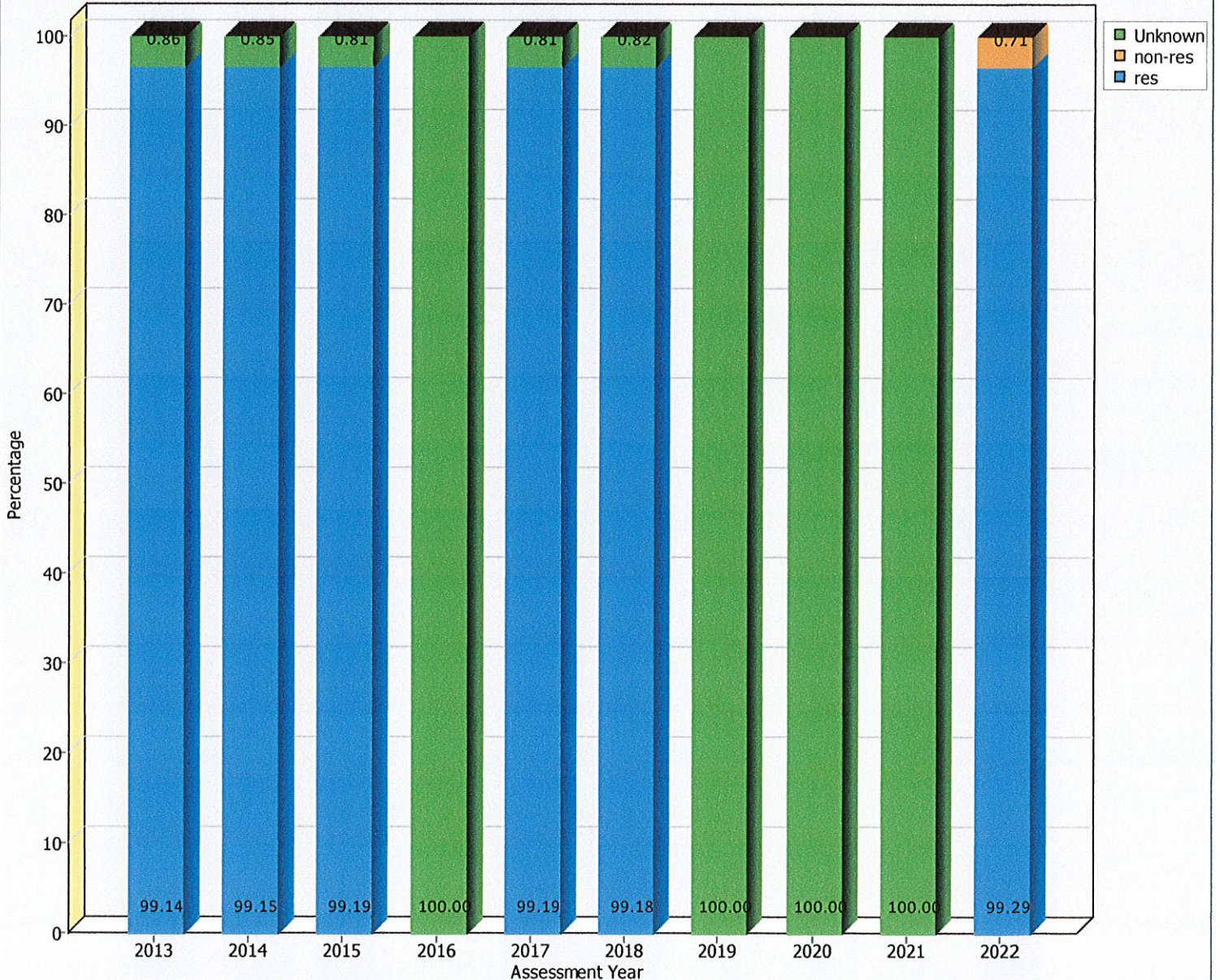


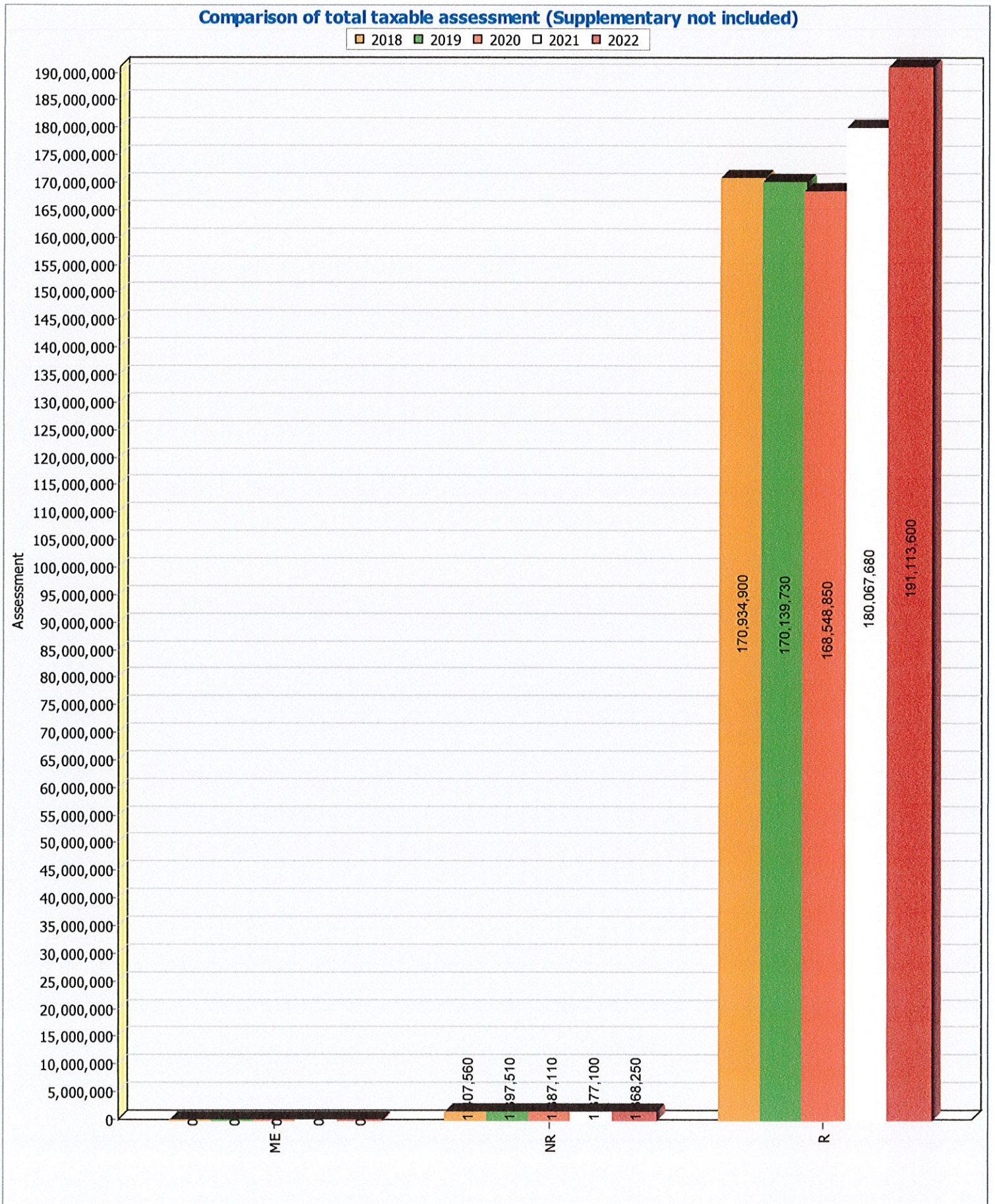
Assessment Breakdown by Mill Codes
Total: 192,481,850



Taxable	
0.00% Unknown	0
0.71% non-res	1,368,250
99.29% res	191,113,600

Total Breakdown of percentage by year for Mill Codes





SUMMER VILLAGE OF BIRCHCLIFF

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$47,742	\$47,742	\$0	100	Certified	\$175	\$0
2008	\$57,935	\$57,935	\$0	100	Certified	\$1,854	\$0
2009	\$45,912	\$45,912	\$0	100	Certified	\$538	\$0
2010	\$139,350	\$139,350	\$0	100	Certified	\$993	\$22,882
2011	\$143,341	\$143,341	\$0	100	Certified	\$3,964	\$28,623
2012	\$149,994	\$149,994	\$0	100	Certified	\$5,273	\$12,808
2013	\$150,162	\$150,162	\$0	100	Certified	\$5,327	\$3,204
2014	\$163,443	\$163,443	\$0	100	Certified	\$1,634	\$300
2015	\$155,556	\$155,556	\$0	100	Certified	\$6,934	\$23,526
2016	\$144,965	\$144,965	\$0	100	Certified	\$0	\$1,133,749
2017	\$143,485	\$143,485	\$0	100	Certified	\$780	\$105,697
2018	\$178,147	\$178,147	\$0	100	Certified	\$0	\$94,008
2019	\$101,857	\$101,857	\$0	100	Certified	\$1,768	\$81,614
2020	\$138,914	\$138,914	\$0	100	Certified	\$1,076	\$213,434
2021	\$167,189	\$167,189	\$0	100	Certified	\$603	\$189,029
2022	\$67,798	n/a	n/a	0	Certified	\$1,201	\$4,000
2023	\$67,798	n/a	n/a	0	n/a	n/a	n/a
Total	\$2,063,588	\$1,927,992	\$0			\$32,120	\$1,912,874

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	2	\$95,500	\$36,980
Sub-total	2	\$95,500	\$36,980
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$95,500	\$36,980

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

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	1	6	7
Total Project Costs	\$48,000	\$2,908,349	\$2,956,349
Total MSI Funding to be Applied	\$48,000	\$2,027,760	\$2,075,760
Total MSI Funding Applied	\$4,000	\$1,908,874	\$1,912,874

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

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

Canada Community-Building Fund - Summer Village of Birchcliff

Click on the tab to expand and view information about

- Application/Projects - Create, save, submit, view and print CCBF project information. View submitted application status
- Allocations and Payments - view annual allocations and payment status
- Statement of Funding and Expenditure reporting(SFE) - Create, save, submit, view and print CCBF SFEs. View submitted SFE status.
- Agreement Summary - View CCBF Memorandum of Agreement information

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$199,575	\$187,564	\$2,043	\$189,094

Applications/Projects

Allocations and Payments

Year	Allocation	Payments	Status	Search: Payment Criteria Status
FY2005	\$2,855	\$2,855	Paid (Reconciled)	Payment criteria has been met
FY2006	\$2,855	\$2,855	Paid (Reconciled)	Payment criteria has been met
FY2007	\$3,808	\$3,808	Paid (Reconciled)	Payment criteria has been met
FY2008	\$5,356	\$5,356	Paid (Reconciled)	Payment criteria has been met
FY2009	\$10,705	\$10,705	Paid (Reconciled)	Payment criteria has been met
FY2010	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2011	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2012	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2013	\$11,966	\$11,966	Paid (Reconciled)	Payment criteria has been met
FY2014	\$11,087	\$11,087	Paid (Reconciled)	Payment criteria has been met
FY2015	\$10,871	\$10,871	Paid (Reconciled)	Payment criteria has been met
FY2016	\$11,038	\$11,038	Paid (Reconciled)	Payment criteria has been met
FY2017	\$11,058	\$11,058	Paid (Reconciled)	Payment criteria has been met
FY2018	\$11,453	\$11,453	Paid (Reconciled)	Payment criteria has been met
FY2019	\$23,221	\$23,221	Paid (Reconciled)	Payment criteria has been met
FY2020	\$11,693	\$11,693	Paid (Reconciled)	Payment criteria has been met
FY2021	\$23,700	\$23,700	Paid (Reconciled)	Payment criteria has been met
FY2022	\$12,011	\$0	Processing	Payment criteria not met

Showing 1 to 18 of 18 entries

Statement of Funding and Expenditure Reporting

Agreement Summary

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		

Summer Village of Birchcliff

July 20, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 84 development permits issued in the Summer Villages (21 in Birchcliff, 2 in Half Moon Bay, 17 in Jarvis Bay, 19 in Norglenwold, and 25 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road (<i>landscaping incomplete</i>)	Demo & Dwelling	Issued in 2018
2. 355 Birchcliff Road (<i>final site inspection complete, require final RPR</i>)	Addition & Det. Garage	Issued in 2020
3. 87 Birchcliff Road (<i>final inspection complete, require RPR</i>)	Dwelling	Issued in 2020
4. 363 Birchcliff Road (<i>final site inspection complete</i>)	Escarpment Ret. Walls	Issued in 2021
5. 71 Birchcliff Road (<i>site inspection complete, conditions outstanding</i>)	Escarpment Ret. Walls	Issued in 2021
6. 14 Sunnyside Cabin (<i>outstanding conditions</i>)	Demo & Dwelling	Issued in 2021
7. 83 Birchcliff Road	Dwelling	Issued in 2021
8. 94 Birchcliff Lane (<i>to be complete late spring/early summer</i>)	Dwelling	Issued in 2021
9. 59 Birchcliff Road (<i>completion of landscaping taking place</i>)	Driveway	Issued in 2021
10. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
11. 363 Birchcliff Road (<i>final site inspection complete, require RPR</i>)	Dwelling	Issued in 2021
12. 71 Birchcliff Road	Dwelling	Issued in 2021
13. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
14. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
15. 37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022
16. 409 Birchcliff Road (<i>final inspection complete</i>)	Lakeside Stairs	Issued in 2022
17. 529 Birch Close	Dwelling	Issued in 2022
18. 425 Birchcliff Road	Dwelling	Issued in 2022

19.280 Birchcliff Road	Dwelling	Issued in 2022
20.533 Birch Close	Dwelling Addition	Issued in 2022
21.159 Birchcliff Road	Dwelling	Issued in 2022

Closed since last Council meeting:

1. Western RV#16	Deck	Issued in 2022
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Open Administrative Files:

1. 71 Birchcliff Road
2. 315 Birchcliff Road
3. 317 Birchcliff Road
4. 145 Birchcliff Road
5. 83 Birchcliff Road
6. 14 Sunnyside Cabin
7. 367 Birchcliff Road
8. Sunnyside Cabin 95 & 97
9. 79 Birchcliff Road

Permit Summary:

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

July 20, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has hired a new Public Works Manager named Justin Caslor. Justin comes to us from the Town of Sundre where he was the Director of Infrastructure and was previously the Utility Supervisor and Engineering Technologist in the Town of Stony Plain and was the Manager of Engineering for the Town of Ponoka before that. He also has a Diploma of Civil Engineering Technology. We are confident that he will make an excellent addition to the team.
- Speeding data has been pulled from both speed signs. The data from December 2022 to June 2023 shows 4,357 cars speeding at least 15kmph over the limit at the speed sign located on the hill adjacent to the Church Camp. The maximum speed recorded was 126kmph. 56.52% of vehicles are speeding past that sign.
- Speeding data has been pulled from the same dates for the sign at the entrance to Birchcliff near RR14. 954 vehicles traveled over 75kmph past the sign. The top speed recorded was 125kmph and the speeding percentage was 24.44% of all vehicles.
- Administration changed the signs to show a “slow down” when vehicles are travelling above the limit to hopefully prevent drivers from trying to clock high speeds on the signs.
- RCMP Sgt. Brian Herrick of the Alberta RCMP Traffic division toured through the summer village and wrote administration with his observations and recommendations. Because Birchcliff Road is a narrow, winding road with limited visibility and several cottages along it's length, his recommendation was that “speeds above 40kmph has a very strong potential for collision or a serious pedestrian impact”. He reviewed the engineering report that was done for Birchcliff by Stantec and agreed with it, recommended reducing the speed limit to 40kmph everywhere except for Birch Way which is correctly posted at 50kmph. He also noted that the Town of Blackfalds and most other surrounding areas have a max speed limit of 40kmph.
- It is the recommendation of administration that the speed limit be reduced to 40kmph throughout the village backed not only by the Stantec report but by the RCMP. Other speed reducing strategies such as speed bumps could also be considered.

- Bylaw Enforcement Officer Zac Longstaff reports that 11 tickets have been written during the last quarter. 11 formal complaints have been received and there are a total of 13 active enforcement action files ongoing. RCMP only noted one call in the Birchcliff area which was a party involving minors.

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”.

June 22, 2023

Mr. Tanner Evans
Chief Administrative Officer
Summer Villages on Sylvan Lake
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Dear Mr. Evans:

Subject: Highway 20 Functional Planning Study (from Highway 11 to Highway 12)

I am pleased to advise you that Alberta Transportation and Economic Corridors (TEC) has retained AECOM Canada Ltd. to complete a functional planning study for Highway 20 from Highway 11 to Highway 12, which is within your area of interest.

This assessment is anticipated to be completed by October 2024 and will include the following main objectives:

- Update the previous twinning plan of Highway 20 between Highway 11 and Highway 11A, and investigate the feasibility of roundabout upgrades at the major intersections.
- Recommend a Highway 20 twinning plan between Highway 11A and Highway 12.
- Provide a comprehensive access management plan within the study area. Assess the operational characteristics of the highway and its intersections and provide recommendations for interim and long-term improvements.
- Protect the land required and develop cost estimates for the highway improvements.

The study will include a formal public consultation component. Public input maybe gathered through in-person public open houses and/or online virtual open houses, as deemed appropriate by TEC. Stakeholder consultation will also be conducted at the administration level for each of the affected municipalities. An electronic copy of the final report will be provided to each municipality upon completion of the study. If requested, a municipal council presentation of the final study recommendations can be provided.

AECOM Canada Ltd. will be contacting your administration soon to obtain any information that may be relevant to the study, including land use plans and traffic assessments. It would be much appreciated if you could provide the contact information for an administration official who can represent your municipality for this study.

If you have any questions regarding this functional planning study, please do not hesitate to call me at 403-348-1385 or through e-mail chris.lo@gov.ab.ca.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Chris Lo', is positioned above a thin horizontal line.

Chris Lo, P.Eng., PTP
Infrastructure Engineer (Central Region)

Summer Village of Birchcliff

July 20, 2023

Planning and Development

Information Item

Agenda Item: *West End Encroachment Agreements*

Background:

The Summer Village of Birchcliff is currently working on armouring and restoring the shoreline of its reserves. This will mostly be done through the installation of riprap and vegetation except in certain areas where the slope is steep and prone to failure. We are currently researching what needs to be done in those areas. The goal is to have much of the work completed by March of 2025.

Sometime in the last 5 years access agreements with the Summer Village of Birchcliff were put into place for the use of the municipal reserve adjacent to the lake in front of 21 houses on the west end (Open Spaces OS20, OS18, and OS17). Unfortunately, these agreements were done under a previous administration without public consultation and direction from council and as a result were not written or registered properly.

1. The municipal reserve adjacent to the lands is considered to be an “Environmental Reserve” by the province, even though Summer Village calls them “Reserves” or “Open Spaces”
2. Encroachments are not permitted on “Environmental Reserves”
3. The agreements were only registered on private property, but they should have been registered on both the private property and the reserve
4. The agreements will not run with the lands should the property be registered under another owner’s name
5. The agreements were registered as “access agreements” but legally are considered “encroachment agreements”, and as currently written are arguably (and likely) void under the Municipal Government Act

With this in mind, the Summer Village is willing to enter into property worded and registered encroachments with the 21 properties in question. These agreements would allow those residents to continue to access the lake through the reserve while also allowing the Summer Village to fix any failing shoreline areas and maintain its reserves. The agreements would not include buildings or general storage but would allow access via stairs or existing vernaculars. It would also provide for a properly designed area on the reserve in front of the properties to

allow the storage of docks during the winter, preventing further damage to the shore or escarpment areas. Such improvements would be user funded.

The Summer Village is working to create one Pier Policy for Semi Waterfront and Backlot residents. The policy will include provincial requirements and those of the village. The semi-waterfront holder may only construct a temporary seasonal dock in accordance with the following: (a) The width of the walkway for a temporary seasonal dock shall not exceed 1.5m; (b) The total size of the temporary seasonal dock, including the terminal platform and walkway, in any configuration, shall not exceed 50% of the semi-waterfront holder's lot width, as measured from the holder's projected property lines closest to the current water line.

The semi-waterfront holder shall only construct a temporary seasonal dock using biologically inert and non-reactive materials, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.

1 slip per residence: a. Slips are for the sole use of the property owner and cannot be leased. Each residence shall only be permitted to have one slip accommodating one boat or two personal watercrafts (sea-doo).

Drawings including dock and walkway configuration along with surveyed boundary projections will be required by the property owners wishing to participate in the pier program at their expense and submitted to administration prior to installation of docks and walkways.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

Municipal Government Act, Section 153

Councillors have the following duties:

- (b) to participate generally in developing and evaluating the policies and programs of the municipality.

Summer Village of Birchcliff

July 20, 2022

Finance

Request for Decision

Agenda Item: *Reserves Policy*

Background:

At the June 2023 Council meeting, Administration brought forward a Reserves Policy for Council's consideration. Council reviewed the policy and provided suggested amendments. Administration has amended the policy and is bringing it back for Council's review and approval.

Options for Consideration:

- 1) Council discuss and adopt the Reserves Policy.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council discuss and adopt the Reserves Policy.

Authorities:

Municipal Government Act, Section 153

Councillors have the following duties:

- (b) to participate generally in developing and evaluating the policies and programs of the municipality.



Policy Title Reserve Policy	Date: July 20, 2023	Resolution No.
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POLICY STATEMENT:

1. Birchcliff is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Summer Village of Birchcliff to establish reserve funds to ensure the long-term financial stability and flexibility of the Summer Village of Birchcliff, to position it to respond to varying economic conditions and changes affecting the Village's financial position, and to ensure the organization has the ability to continuously carry out its responsibilities.

PURPOSE:

2. The purpose of this policy is to establish guidelines, limits, and conditions applicable to the segregation of the Summer Village of Birchcliff's accumulated surplus, referred to as restricted surpluses in its audited financial statements, into reserves funds. The reserves practices will ensure a favourable and sustainable financial position while supporting the ability to meet current and future operating and infrastructure requirements by maintaining reserves funds sufficient to achieve the following:
 - a) The organization has sufficient working capital so that it is able to sustain operations through delays in receipt of payments of committed funding and to accept reimbursable contracts and grants without jeopardizing ongoing operations;
 - b) The organization has sufficient resources to fund the acquisition or construction of new capital assets and the replacement and rehabilitation of major capital infrastructure assets, as required and as identified in the Summer Village of Birchcliff's Strategic, Capital, and Long-Term Financial Strategy Plans;
 - c) Public confidence in the long-term sustainability of the organization is promoted by preventing cash flow crises that can diminish its reputation and force its leaders to make expensive short term, crisis-based decisions;
 - d) The organization has sufficient resources to fund budgeted contingency amounts for unpredictable revenues, volatile expenditures, and unanticipated opportunities and/ or challenges;

- e) To contribute favourably to the liquidity position of the organization;
- f) The organization meets the objectives of the Summer Village of Birchcliff's 5 Year Capital Plan and the Summer Village's Strategic Plan.

DEFINITIONS

- 3. "Capital reserves" means the portion of unrestricted net assets that the Village maintains, or that Council has designated (or "restricted") for use in maintaining an adequate reserve to acquire or construct new capital assets and replace and rehabilitate major capital infrastructure assets as required, and as identified in the Summer Village of Birchcliff's Strategic, Capital, and Long-Term Financial Strategy Plans.
- 4. "Dedicated reserves" means the portion of unrestricted net assets that the Summer Village has collected from developers to fund specific initiatives and/ or projects. These funds may not be used for any other purpose than what they were collected for.
- 5. "Depreciation" means the amortization amount of fixed assets, such as buildings and equipment, in order to allocate the cost over its useful life. It is a process of cost allocation and not valuation. Depreciation increases expenses but does not reduce cash.
- 6. "General Operating reserve" means the portion of unrestricted net assets that the Summer Village maintains, or that Council has designated to ensure cash flow is not interrupted due to seasonal fluctuation of the bank balance.
- 7. "Operating expenses" means the annual expenditures to fund regular operations and for greater certainty, do not include transfers from operating to fund capital expenditures, transfers to reserves, internal transfers between departments, and funds expended on non-tangible capital asset.
- 8. "Operating reserves" means the portion of unrestricted net assets that the Summer Village maintains, or that Council has designated (or "restricted") for use in:
 - a) emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases in operating expenses and/or losses in operating revenues, and/ or

- b) funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures, and unanticipated opportunities and/or challenges, and/ or
 - c) funding for the mitigation of tax rate increases.
- 9. "Program specific reserves" means the portion of unrestricted net assets that the Summer Village maintains, or that Council has designated (or "restricted") for use in specific initiatives or programs for which the funds are collected.
- 10. "Restricted Surplus" means funds set aside by a municipality for a specific future project, or as a contingency for excess costs in a specific area. Restricted Reserves funds are the savings accounts for specific future needs and reflect the financial strength and resiliency of the municipality.
- 11. "Unrestricted Surplus" means an emergency savings account held by a municipality to use for unexpected expenses incurred at a later date. Funds from an unrestricted reserve could be used to repair or replace an asset that fails unexpectedly, or simply to give council flexibility to allocate funds to future projects as needs arise, per Council approval.

GENERAL GUIDELINES

- 12. All reserve transfers, re-designations, revisions, and new account requests must be approved by Council. Approvals may be in the form of:
 - a) The annual operating or capital budget approval;
 - b) A carryover project that was contained in an approved operating or capital budget; or
 - c) A Council resolution.
- 13. Draws from reserves must not exceed the fund balance unless it can be demonstrated to Council that future sources of revenue will provide adequate funding to return the fund to a positive balance.
- 14. All operating and capital reserve funds must be fully described and include a purpose, source of funding, minimum level, optimum or target level, and the rationale used to establish the levels.
- 15. Before creating a new reserve fund, the option of adding an incremental contribution to an existing fund of a like nature will be considered.
- 16. The prescribed fund limits will be reviewed by Council at least once each term of office.

17. The Village will maintain reserve funds in accordance with Schedule A.
18. Program specific reserve funds are intended to accumulate the money collected for specific initiatives or programs stipulated at the time of collection.

MANAGEMENT OF THE RESERVE POLICY

19. Reserve funds will be drawn down only under circumstances specific to the individual reserve fund.
20. For reporting purposes, the reserve funds will be listed separately in the “notes” section of the Village’s financial statements.

RESPONSIBILITIES

21. Only Council can approve the drawing down of a fund for operating or capital purposes.
22. The Finance Committee will review the reserves policies at least every term of Council, or sooner if conditions warrant, and provide recommendations for Council approval.
20. Administration will provide Council with:
 - a) Actual year end reserve fund balances after Audited Financial Statements are complete.

VISION ALIGNMENT

21. The Summer Village of Birchcliff’s services and programs respond to the aspirations of its residents ~~and visitors~~ and are delivered in an effective, innovative, and fiscally responsible manner.

POLICY REVIEW

22. This policy will be reviewed by Council on or before July 31, 2025.

RELATED DOCUMENTS

23. Municipal Government Act
24. Strategic Plan
25. Summer Village of Birchcliff’s 5 Year Capital Plan

ATTACHMENT

26. Reserves Policy – Schedule A

AUTHORIZATION_____
Signature of CAO_____
Date_____
Signature of Mayor_____
Date**Repeal/Revision History**

Action	Date	Council Motion	Notes

Reserve	Purpose	Funding Source (s)	Minimum \$ Level	Target/Optimum \$ Level	Rationale Use to Establish Levels
General Operating Reserve (unrestricted)	To fund unexpected or emergent operating demands that arise as a natural consequence of multi-year budgeting and or interim budgets and to ensure cash flow is not interrupted due to seasonal fluctuation of bank balance.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	1/3 of previous year's operating budget	\$200,000	Historical and current years budgets, 5 year capital plans, budgets, project delays. There are ebbs and flows to operating demands that require a minimum level of capital to ensure cash flow is not interrupted. MCA Section 242(1) Each council must adopt an operating budget for each calendar year by January 1 of that calendar year. (2) A Council may adopt an interim operating budget for part of a calendar year.
Road Reserve Capital (restricted)	To fund Municipal Road rehabilitation and replacement.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	Adequate to fund rehabilitation and replacement of Municipal Roads identified as Infrastructure Reserve funded in the capital planning summary and unanticipated capital expenditures within the next 5 years. Current Council Target: \$250,000 Minimum	Adequate to fund rehabilitation and replacement of Municipal Roads identified as Infrastructure Reserve funded in the capital planning summary and unanticipated capital expenditures within the next 10 years. \$500,000?	Fund balances based upon an analysis of the needs of the Municipality, taking into consideration long term financial strategies, asset management plans, and annual depreciation amounts.
Municipal Infrastructure Reserve (restricted)	To fund new capital projects or for capital expenditures necessary.	Transfers from annual operating surpluses, property tax revenue, unspent annual contributions to capital from operations, and	Adequate to fund new capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital expenditures within the next 5 years.	Adequate to fund rehabilitation and replacement capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital expenditures within the	Fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, asset management plans, and annual depreciation amounts.

		one time transfers to boost reserve levels.		next 10 years.	
Sewer Reserve (restricted)	To fund capital projects and emergency repairs related to the wastewater system	1- net surplus from annual operations of the Utility department. 2- transfers from annual operating budgeted from municipal property tax revenue and any one-time transfers to boost reserve levels.	\$50,000	\$300,000	Wastewater Infrastructure is new, so it will be many years before replacement is required. However, emergency repairs may be necessary.
Completions Deposit Reserve Dedicated (unrestricted)	Unrestricted net assets that the Summer Village has collected from developers to fund specific initiatives and/ or projects.	Funds are collected as part of the Development Permit process and are refunded upon completion of all permit requirements.	None	None	None – Must be refunded upon completion of requirements.
IT Reserve (restricted)	To fund new IT projects expenditures necessary	Transfers from annual operating budgeted from municipal property tax revenue	As recommended by JSC	\$10,000	Fund balances based upon an analysis of the needs of the municipality. The needs of administration will be established by the joint budget recommended annually by the Joint Services Committee. Costs will be split by all 5 municipalities.

Fleet Replacement Reserve (restricted)	To fund Fleet Replacement purchases necessary.	1- net surplus from annual operations of the Utility department. 2- transfers from annual operating budgeted from municipal property tax revenue and any one-time transfers to boost reserve levels.	As recommended by JSC	\$50,000	Fund balances based upon an analysis of the needs of the municipality via the Fleet Replacement Policy. The needs of administration will be established by the joint budget recommended annually by the Joint Services Committee. Costs will be split by all 5 municipalities.
Open Spaces Environmental Reserve/ Sustainability (restricted)	To fund capital projects to finance and promote open spaces, energy efficiency and climate adaptation.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	3% of annual assessed value	\$100,000	Fund balances based upon an analysis of the needs of the Municipality, taking into consideration long term financial strategies,
Mill Rate Stabilization (restricted)	To minimize assessment and budgeting irregularities that might increase the mill rate by over 4%. Not to be used as a long term property tax subsidy.	Transfers from annual operating surpluses, budgeted transfers from municipal property tax revenue and any other one-time transfers to boost reserve levels.	2% of previous year's budget		Fund balances up on an analysis of the needs of the Municipality.

Summer Village of Birchcliff

July 20, 2023

Council and Legislation

Request for Decision

Agenda Item: *Alberta Municipalities Convention*

Background:

Administration has received information about the upcoming Alberta Municipalities Convention. The 2023 Alberta Municipalities Convention is being held September 27 – 29 at the Edmonton Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education sessions or in-person networking.

The cost to attend in-person is \$620 for early-bird registration and virtual attendance, or \$775 for in-person if registration is after August 18th. Summer Village members who register at least one in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$250. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Options for Consideration:

Council has removed funding for the convention from the 2023 budget. Should a Councillor wish to attend funds could come from Travel and Subsistence.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2023 Budget

Event Summary

Registration is OPEN!

DATES: September 27 - 29, 2023

LOCATION: Edmonton Convention Centre

AGENDA: *Coming soon ...*

TRADE SHOW: Registration for Trade Show is now open, [register today!](#) If you have any questions, please email tradeshow@abmunis.ca for more details.

[Trade Show Brochure](#)

SPONSORSHIP: If you are interested in becoming a 2023 Alberta Municipalities Convention sponsor, email sponsorship@abmunis.ca to receive a package. We are always looking for new and exciting partners, and can work with you to customize a package that best suits your needs.

[Sponsorship Brochure](#)

PRICING

Type	Early-bird & Virtual Pricing	In-Person Regular (After August 18)
Alberta Municipalities Member	\$620	\$775
RMA Member	\$720	\$900
Non-Member	\$1000	\$1200 Municipal
Interns	Complimentary	
Virtual	\$250	

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

PRE-CONVENTION SESSIONS

Cost: \$395 + tax

All sessions run concurrently from 8:30 am to 4:00 pm on Tuesday, September 26

EOEP - Effective Meetings

Join the inaugural offering of EOEP's newest course, Effective Meetings! The course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Understand what makes a great meeting and how you can help make meetings great
- Examine how rules of order and proper procedure enhance your meetings
- Discover ways to set up great decisions
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

****Please note this course is not applicable for associate or affiliate members.**

EOEP - Municipal Corporate Planning and Finance

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

****Please note this course is not applicable for associate or affiliate members.**

RMRF Legal Course

* Please note this course is not applicable for associate or affiliate members.

The Reynold Mirth Richards and Farmer LLP legal pre-convention session will focus on two different subjects through the day:

CAOs: The One and Only

This session will cover a variety of topics related to the lifecycle of a Chief Administrative Officer, including hiring and firing, employment contracts, healthy communications between Council and the CAO and recognizing and cultivating the unique roles of Council and the CAO in a municipality. In addition, we will discuss some of the more mundane aspects of life as a CAO such as signing authority, going in camera and CAO duties and responsibilities.

Back Off: Harassment in the Workplace

As employers, municipalities have an obligation to provide a safe workplace for employees, which includes providing a workplace free from bullying, harassment or intimidation. This session will address the recent increase in difficult ratepayer interactions and what options municipalities have available to them to avoid potential liability under Occupational Health and Safety legislation, Human Rights legislation, Workers Compensation legislation and the common law, including the brand new tort of harassment. But this session will also address internal challenges and the importance of those at the top leading by example.

STUDY TOUR

Edmonton International Airport (YEG) Airport City Sustainability Campus Tour
Tuesday, September 26 from 2:00 pm to 4:30 pm (Complimentary)

Join us for an exciting tour of the Airport City Sustainability Campus, a hub of leading and emerging technologies from all sectors focused on aviation, commercial development and decarbonization. Having attracted \$1.5B in investment over the past nine years, the YEG campus houses many types of businesses in the transportation, cargo logistics, manufacturing, sustainability, technology development, training and tourism sectors. This tour will explore the Airport City Sustainability Campus' integrated ecosystem that spurs collaboration and innovation while fostering the commercialization of clean and emerging technologies.

Attendees will be picked up from the Edmonton Convention Centre, and will be dropped off at the same location at the conclusion of the study tour.

**** Timing for this tour overlaps with Pre-Convention sessions. If you are registered for Pre-Convention, please do not register for the YEG Airport Tour.**

HOTELS

Alberta Municipalities has partnered with the following hotels to do our best to get members the best hotel rates. Please note, as our pre-determined blocks become

full, the below rates may no longer be available. A deposit of first and last night's room rates may be required at the time of booking.

Fairmont Hotel Macdonald - rates starting at \$265 per night + tax

Sandman Signature Downtown Edmonton - rates starting at \$160 per night + tax*

Chateau Lacombe Hotel - rates starting at \$154 per night + tax*

Courtyard Marriott Downtown - Room block full

Westin Edmonton Downtown - Room block full

*Taxi chits will be available for those staying at the Chateau Lacombe and Sandman Signature hotels for transportation to and from the Edmonton Convention Centre, as well as transportation to and from evening events. Please see the front desk of your hotel, or the registration desk at the Edmonton Convention Centre to pick up a chit.

IN MEMORIUM

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to events@abmunis.ca to have them included in the 2023 In Memoriam.

MUNICIPAL FLAGS OR LOGOS

As always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to events@abmunis.ca.

PARTNERS PROGRAM

Cost: \$100

The Alberta Municipalities Partners' Program is available for those members who are bringing a partner along with them to Edmonton. Registration will provide your partner with the following access:

- Entrance to the Opening Trade Show Dessert Reception on Wednesday, September 27 from 3:00 – 5:30 pm
- A ticket to the Host City Reception
- Access to the Royal Alberta Museum and the Art Gallery of Alberta, along with taxi transportation to and from the venues if necessary

Please note, registration DOES NOT grant partners access to any other Convention agenda items or meals, including Opening Ceremonies, breakout sessions, or any other plenary activities. Visits to the museum and the art gallery will be self-directed by the participant.

Summer Village of Birchcliff

July 20, 2023

Council and Legislation

Request for Decision

Agenda Item: *Bentley Fair Days*

Background:

The Town of Bentley has extended an invitation for Council to join them on Thursday, August 10th for their 60th Anniversary of the Bentley Fair and Rodeo parade.

A luncheon will take place at 11:30 am at the Bentley Municipal Office with the parade to follow at 1:00 p.m. Vehicles will be provided for members wishing to participate. They are asking attendees to bring an identification sign that can be placed on the exterior of the vehicle.

The RSVP deadline is July 26th should Council wish to attend.

Options for Consideration:

- 1) That Council members attend should their schedules allow.
- 2) That Council accept as information and Administration send their regrets.

Administrative Recommendations:

- 1) That Council members attend should their schedules allow.

Authorities:



June 12, 2023

Mayor Roger Dufresne
Summer Village of Birchcliff
2 Erickson Drive
Sylvan Lake AB T4S 1P5



Your Invited

Please Join us for our Annual Fair and Rodeo
August 10th to 13th, 2023

Parade Theme:

"Salute to the 60th Anniversary of the Bentley Fair and Rodeo Parade"

Dear Roger

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 10th to August 13th. The event kicks off with a community pancake breakfast on the morning of Thursday August 10th and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 26, 2023, to the Town Office at 403-748-4044, or by email to info@townofbentley.ca

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. Judging of the floats will commence at 11:30 pm, with the parade to follow at 1:00pm.

Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at www.townofbentley.ca

Yours Truly,
Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca



Summer Village of Birchcliff

July 20, 2022

Planning and Development

Request for Decision

Agenda Item: *Bylaw #246-23 Public Hearing*

Background:

Public Hearing will be held at 9:00 a.m. during the Council meeting regarding the Road Closure Bylaw #246/23.

Administration has been tasked with preparing for the potential closing of the lane for the future sale of these lands. RA5 (between 103 & 109 Birchcliff Road) has been marked for potential sale in Birchcliff's Open Space Master Plan which was adopted in March 2014. The proceeds from the potential sale of this property would be used to fund projects identified during the 2022 Annual Information Meeting such as the armoring and protection of the shoreline and the extension of the pathway system.

Administration has enclosed three written submissions received for Council discussion.

Options for Consideration:

1. Council to give first reading to Bylaw #246/23.
2. Council to table Bylaw #246/23 for further consideration.

Administrative Recommendations:

Council to give first reading 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.

**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 6th, 2023 and July 13th, 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 20th day of July 2023.

READ a first time, this _____ day of _____ 2023.

Roger Dufresne, Mayor

Tanner Evans, CAO

APPROVED, this ____ day of _____ 2023.

Minister of Transportation

READ a second time, this _____ day of _____ 2023.

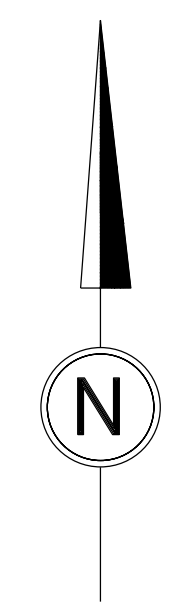
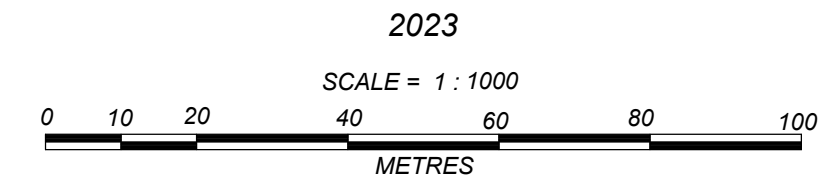
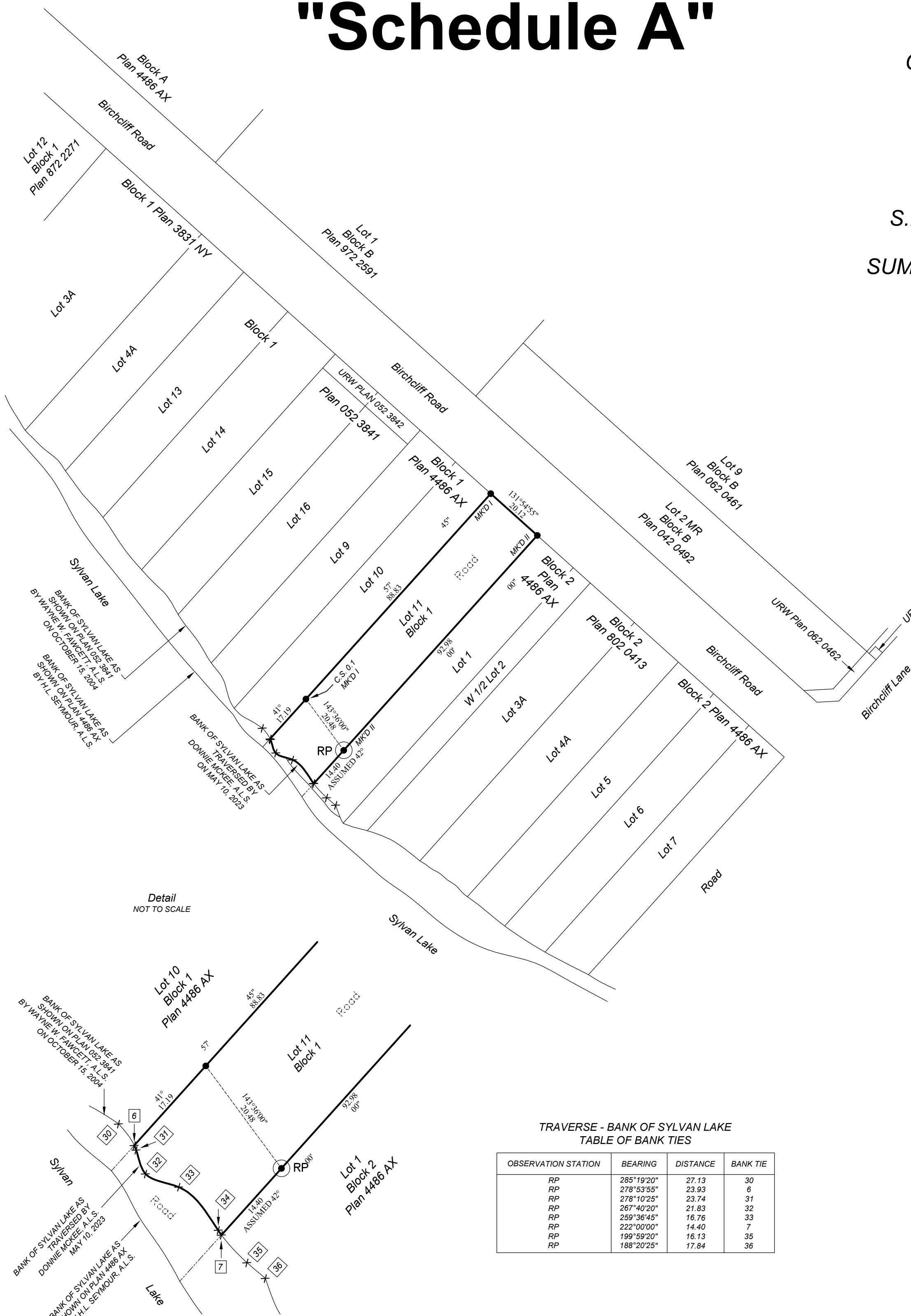
READ a third and final time, this _____ day of _____ 2023.

Roger Dufresne, Mayor

Tanner Evans, Administrator

"Schedule A"

PLAN SHOWING SURVEY OF
CLOSED ROAD WITHIN PLAN 4486 AX
C. OF T. No. _____
WITHIN THE
S.E. 1/4 Sec. 17, Twp. 39, Rge. 1, W. 5 Mer.
SUMMER VILLAGE OF BIRCHCLIFF, ALBERTA



LEGEND

STATUTORY IRON POSTS FOUND SHOWN THUS: ●
STATUTORY IRON POST PLACED SHOWN THUS: ○ AND ARE MARKED P296.
IRON BAR FOUND SHOWN THUS: ◆
CALCULATED POINTS SHOWN THUS: x
ALBERTA SURVEY CONTROL MARKER SHOWN THUS: ●
WITNESS MONUMENT FOUND SHOWN THUS: ●

AREA TO BE REGISTERED SHOWN THUS: — AND CONTAINS 0.215 HA.
DISTANCES ARE IN METRES AND DECIMALS THEREOF.

LINE NOT TO SCALE SHOWN THUS: —

ALL SURVEY EVIDENCE IS WITHIN 0.10 OF THE SURFACE OF THE GROUND UNLESS NOTED OTHERWISE.
DISTANCES ON CURVES ARE ARC DISTANCES.

THE GEO-REFERENCED POINT IS A FOUND STATUTORY IRON POST (LOT 1, BLOCK 2, PLAN 4486 AX NEAR SW CORNER) AND IS SHOWN THUS: ● RP

WITH UTM NAD83 (ORIGINAL) COORDINATES OF: 5,804,314.28 N
696,947.47 E
COMBINED SCALE FACTOR: 0.999926
REFERENCE MERIDIAN: 117° W

PLAN BEARINGS ARE ASSUMED FROM PLAN 4486 AX WHERE THE GRID BEARING OF 39°39'33" IS UTM NAD83,
DERIVED FROM ATS V4.1 COORDINATES FROM CENTER 17-39-1-5 TO E 1/4 17-39-1-5.

A	ARC LENGTH	NAD	NORTH AMERICAN DATUM
A.L.S.	ALBERTA LAND SURVEYOR	P.	STANDARD POST
ASCM	ALBERTA SURVEY CONTROL MARKER	PIT.	4 PITS
ATS	ALBERTA TOWNSHIP SYSTEM	PI.	PLACED
BLK	BLOCK	POS.	POSITION
C. OF T.	CERTIFICATE OF TITLE	PUL	PUBLIC UTILITY LOT
C.S.	COUNTERSUNK	R	RADIUS OF ARC
CH.M.	CHECK MEASURED	(R)	RADIAL BEARING
CALC.	CALCULATED	RE-EST.	RE-ESTABLISHED
D	DELTA (CENTRAL) ANGLE OF ARC	REF.	REFERENCE
E	EAST	RES.	RESTORED
ER	ENVIRONMENTAL RESERVE	Rge.	RANGE
EST.	ESTABLISHED	R/W	RIGHT OF WAY
FCP	FENCE CORNER POST	S	SOUTH
FD	FOUND	SR	SCHOOL RESERVE
FD No MK	FOUND NO MARK	Sec.	SECTION
GNSS	GLOBAL NAVIGATION SATELLITE SYSTEM	T.	TRENCH
HA.	HECTARES	TEMP.	TEMPORARY
I.	STATUTORY IRON POST	Twp.	TOWNSHIP
M.	MOUND	URW	UTILITY RIGHT OF WAY
Mer.	MERIDIAN	UTM	UNIVERSAL TRANSVERSE MERCATOR
MK'D	MARKED	W	WEST
MP	MARKER POST	WIT.	WITNESS
MR	MUNICIPAL RESERVE	Wo.	WOOD POST
N	NORTH	3TM	3 DEGREE TRANSVERSE MERCATOR

LAND TITLES

F-3-A

PLAN No. _____
ENTERED AND REGISTERED
ON _____
INSTRUMENT No.: _____
A.D. REGISTRAR

SURVEYOR

DONNIE MCKEE, A.L.S.
SURVEYED ON THE DATE OF
MAY 10, 2023
IN ACCORDANCE WITH THE
PROVISIONS OF THE SURVEYS ACT.



REGISTERED OWNER(S)

SUMMER VILLAGE OF BIRCHCLIFF

ACCELERATED SURVEYS LTD.
103, 38316 RGE RD 281,
RED DEER COUNTY, AB T4E 1X8
TEL: 403-505-5940
EMAIL: info@acceleratedsurveys.com
WEBSITE: acceleratedsurveys.com

DRAWN BY: NN FILE No. S-010-23-1
CHECKED BY: DM DRAWING FILE No. S-010-23-1 RC

Kara Hubbard
Development Officer
June 23, 2023



We were stunned and shocked to receive your letter, dated June 14/23, stating the possible sale of RA5.

We live at 109 Birchcliff Rd. We were assured by our agent Jim Jardine that this property would always be a public green area.

There were several other properties for sale at the time (Jefferies had 2 lots) but we selected this one because of the setting with our neighbours to the west having a small cabin and quiet life style and the assurance from Jim Jardine that the lot to the east of us would remain a green area.

Possible options for us: sale of our property and leave the lake, law suit against our real estate agent, or/and law suit against Village of Birchcliff.

Looking forward to the meeting when the date is set.

Bill and Rhonda Olafson

A handwritten signature in dark ink that reads "Bill Olafson".





July 7, 2023

Summer Village of Birchcliff
 Kara Hubbard, Development Officer
 #2 Erickson Drive
 Sylvan Lake AB T4S 1P5

*Emailed copy to khubbard@sylvansummervillages.ca
 Original to follow in mail*

Dear Kara,

RE: Road Closure Bylaw #246/23

Thank you for the opportunity to provide comment on the above-noted road closure, which proposes to close the land of current Open Space RA5, and further dispose of the lands with the intent of becoming a residential lot. Lacombe County has assessed the proposed road closure and its compatibility with the area's existing plans and regulations, and offers no objections in principle, but would like to offer comments.

The *Sylvan Lake Intermunicipal Development Plan*, adopted by the eight municipalities surrounding Sylvan Lake in 2021, represents a collaborative regional planning initiative for the Sylvan Lake area. It captures our community's vision for the future of the Plan Area. The *Sylvan Lake Intermunicipal Development Plan* contains a number of policies relating to the development of vacant residential lots, including the following:

Development Setbacks from Sylvan Lake

6.2.10 *As a requirement of a development permit submission for a vacant parcel or on redevelopment lands, where the development is within 30 metres of the Top of Bank or High Water Mark of Sylvan Lake, a Development Design Plan shall be submitted as part of the permit application and enforced as a condition of approval. Determining which feature (Top of Bank or the High Water Mark of Sylvan Lake) is appropriate will be at the discretion of the Approving Authority. Approval of the Development Design Plan shall be to the Approving Authority's*

satisfaction that the design will satisfy the goal of mitigating negative impacts on watershed health.

General Setback Policy

6.2.14 Each municipality shall develop specific Development Design Plan criteria and expectations including minimum requirements to demonstrate how the design will mitigate negative watershed impacts through:

- a. A planting plan including native vegetation;
- b. Sediment control plan;
- c. Drainage plan;
- d. Parcel coverage; and
- e. Any other criteria at the discretion of the Approving Authority.

Each municipality shall update their respective land use bylaw and municipal development standards to reflect this policy, and any other considerations necessary for implementation (i.e., development deposit charges, enforcement).

If you require anything further, please do not hesitate to contact me.

Sincerely,
LACOMBE COUNTY



Cajun Paradis
Senior Planner

Kara Hubbard

From: Lawrence McCallum [REDACTED]
Sent: Wednesday, July 12, 2023 1:03 PM
To: Kara Hubbard
Subject: Strong Opposition to the Proposed Sale of Public Land on the Lake

Follow Up Flag: Follow up
Flag Status: Flagged

Dear members of the Birchcliff Council,

I hope this letter finds you in good health and with a sincere willingness to listen to the concerns of your community. I write to you today with a heavy heart, filled with deep disappointment and dismay upon learning about the proposed sale of a portion of public land on the lake.

It is with a sense of urgency and responsibility that I implore you to reconsider this ill-conceived notion of sacrificing green space and public access for short-sighted financial gain. The very essence of our community lies in the pristine beauty of our surroundings and the collective enjoyment of these invaluable public spaces. Selling off such land would be of an irreparable blow to our shared heritage and the quality of life we hold dear.

The importance of green spaces cannot be overstated. They provide a refuge from the hustle and bustle of urban life, offering tranquillity and solace to residents and visitors alike. They serve as a sanctuary for wildlife, fostering biodiversity and preserving our natural ecosystems. Green spaces also promote physical and mental well-being, acting as catalysts for community engagement and recreational activities. By considering their sale, the council is undermining these vital aspects that make Birchcliff a truly special place to call home.

Furthermore, public access to the lake is a fundamental right that should be protected at all costs. It is a connection to our heritage and a source of pride for our community. By allowing private interests to prevail over public needs, you are affectively eroding the sense of belonging and ownership that binds us together. I cannot emphasize enough how this decision will foster resentment, erode trust, and tarnish the reputation of the council.

It is disheartening to witness the potential disregard for the wishes and concerns of the very individuals you were elected to represent. I implore you to prioritize the long-term well-being of our community over short term financial gains. Explore alternative avenues to address any financial constraints, such as responsible budgeting or seeking other sources of revenue. Engage the community in a transparent and inclusive dialogue, as we are the Stewards of our shared future.

I urge the council to abandon the proposal to sell public land on the lake. Embrace the vision of a vibrant and sustainable community that cherishes its natural surroundings and ensures public access for generations to come. The preservation of our green spaces and public access should be considered non-negotiable and integral to the councils duty to protect the best interests of its constituents.

Please, listen to the collective voice of the community, take into account, the immense value of our green spaces, and reconsider this detrimental proposal. Your decisions today will shape the future of Birchcliff and its residence for years to come.

Sincerely

Lawrence C. McCallum

Summer Village of Birchcliff

July 20, 2023

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting: September 21, 2023



Parkland Update

Thursday, June 15, 2023

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

The Economist Has Moved From Overdrive to PressReader

Due to contract negotiations out of our control, *The Economist* has been removed from OverDrive. However, thanks to the Public Library Services Branch, we are excited to share that *The Economist* is now available on PressReader.

PressReader has a webpage with all of their marketing materials that libraries might find useful: [Tools for Success—Libraries & Institutions](#).

Thank You PLC Meeting and Programming Workshop Attendees!

Thank you to all those who attended the June PLC Meeting and Programming Workshop! If you would like more information or meeting notes from the PLC meeting, please contact libraryservices@prl.ab.ca. A video presentation of the material covered in the afternoon portion of the Programming Workshop is coming soon!

Are You Getting the Most From Canva?

Canva is user-friendly design software where you can create anything in a snap, from presentations and logos to social media posts—no design skills or experience required! Libraries can get [Canva for Non-Profits](#), which allows access to all the premium benefits for free. If you'd like to be added to Parkland's Canva for Non-Profits account, please contact Emma

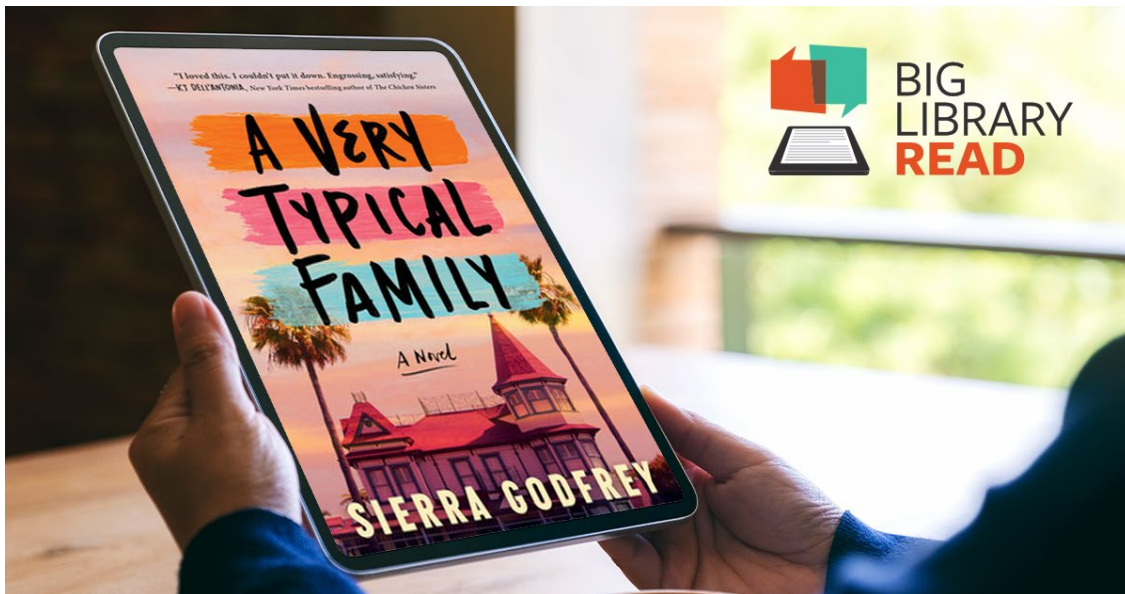
at emchpherson@prl.ab.ca.

Once you have access, watch [this beginner tutorial](#) to learn about all of the features Canva has to offer.

LIBRARY NEWS

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

OverDrive Big Library Read



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Happy Pride Month!

June is Pride Month and celebratory events are happening across the province. The [Central Alberta Pride Society](#) plans the annual [Central Alberta Pride Week](#) held the week of August 6-

12,

2023.

Need ideas for book recommendations? Browse through Autostraddle's [numerous booklists](#) on a wide variety of queer subjects from poetry to haunted house stories.

Check out [this guide](#) for creating a Pride campaign on social media, or get some inspiration from this [Didsbury Municipal Library Instagram post](#).

Venture for Canada Internship Program

[Venture for Canada's internship program](#) provides a 50-70% wage subsidy (capped at \$7,000) per student per term for charities and nonprofits that employ fewer than 500 people. Programs can start in the summer, fall, or winter semesters. The application deadline is **Friday, July 7, 2023**.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Brand Guidelines, Copyright, and Social Media Webinar** - July 12 at 1:30pm. Contact Hailey at hhalberg@prl.ab.ca if you would like to attend.

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

Decolonizing Libraries is for Everyone Webinar

Monday, June 27

10am

Join three three Indigenous librarians from the [Council of Prairie and Pacific University Libraries](#) as they discuss how non-

Indigenous library employees can support Indigenous colleagues and patrons. [In this webinar](#), the panelists will share their experiences in public and academic libraries, talk about who should be engaging in decolonial work within libraries, and why this work is important.

**Beyond the One-Time Gift:
Advanced Techniques for Donor
Retention Webinar**

**Thursday, June 29
11am**

Did you know that retaining donors is 5 times more cost-effective than recruiting new ones? However, despite the nonprofit industry's average donor retention rate of 45%, organizations all over the world are struggling to keep their donors coming back for more. In [this webinar](#), learn new techniques, tips, and insights for engaging supporters of your library.

Low Morale in Libraries Webinar
**Thursday, June 29
1pm**

Low morale is detrimental to the health and well-being of employees, library organizations, and the communities they serve. [Join this webinar](#) to learn about identifying various workplace factors and events that can lead to or trigger low morale, as well as revealing the systems and structures that enable and perpetuate low morale.

Library Management Training
**Thursdays, October 17 -
December 5**

This [8-week virtual course](#) will set you up for success in your future or existing management position by training you on the fundamentals of staff relationships and management, HR policies and processes, budget management, leading a team through change, and more. Built specifically for managers (or those on a future management track), this interactive course provides the opportunity to role-play challenging scenarios and get feedback from experts and peers. Early-bird cost: \$375 USD.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:
[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.