

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

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, February 18, 2021
 - Municipal Planning Commission, March 1, 2021

D. DELEGATION

- 1) Phil Dirks – Metrix Group
 - Audited Financial Statements

E. REQUESTS FOR DECISION

- 1) **Council & Legislation**
 - a) Minister's Awards for Municipal Excellence
- 2) **Public Works**
 - a) Memorial Bench Policy
 - b) Mowing Contract

F. COUNCIL REPORTS

- 1) Council Reports
 - a) Roger Dufresne
 - b) Ann Zacharias
 - c) Frank Tirpak
- 2) **Upcoming Meetings**
 - a) Next Council Meeting – April 15, 2021

G. CLOSED SESSION

- 1) FOIP Section 16

H. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
February 18, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held February 18, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne via Zoom
	Deputy Mayor:	Ann Zacharias via Zoom
	Councillor:	Frank Tirpak via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Junior Development Officer:	Kara Kashuba via Zoom
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Teri Musseau
	Delegates:	Wade Kerner
	Gallery:	Rita Johnson Steven Johnson

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

AGENDA APPROVAL

BCC-21-020 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

G.1.A.	Add AIM under Council report
G.1.D.	Tanner IT update
E.3.	Community Piers

CARRIED

CONFIRMATION OF MINUTES

BCC-21-021 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on January 21, 2021, be approved as presented.

CARRIED

DELEGATION

Wade Kerner joined Council to discuss tree trimming/removal along Birchcliff Road to facilitate the moving of a house from 83 Birchcliff Road.

BCC-21-022 MOVED by Councillor Tirpak that Council approve the request to move the house from 83 Birchcliff Road allowing for the trimming/removal 3-4 trees along with a \$10,000 bond for unforeseen damages/repairs.

CARRIED

Wade Kerner and Amanda Robinson left the meeting at 9:29 a.m.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Report
- 3) Community Piers

BCC-21-023 MOVED by Deputy Mayor Zacharias that the information items be accepted as information.

CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

- BCC-21-024

4th Quarter Yearend

MOVED by Deputy Mayor Zacharias that Council transfer money from Road Reserves to the Drainage Project to cover the \$48,613.93 drainage shortfall.

CARRIED
- BCC-21-025

MOVED by Councillor Tirpak that Council transfer money from the Environment and Open Spaces Reserves to use from the \$3,022.50 Pier Pilot Program costs.

CARRIED
- BCC-21-026

MOVED by Councillor Tirpak that Council not charge the \$5,514.67 ASFF shortfall on taxes.

CARRIED

Council break at 10:20 a.m.

Council reconvened at 10:28 a.m. with the exception of Wade Kerner.

- BCC-21-027

2021 Capital Budget

MOVED by Councillor Tirpak that Council explore the idea of extending the pathway from 63 Birchcliff Road to RR 14 and work with WSP for options and cost.

CARRIED
- BCC-21-028

MOVED by Deputy Mayor Zacharias that Council approve the 2021 Capital Budget as amended.

CARRIED

Tina Leer left the meeting at 11: 17 a.m.

COUNCIL & LEGISLATION

- BCC-21-029

Wastewater Consultant

MOVED by Councillor Tirpak that Council support the proposal received from Racin Management Consulting as presented.

CARRIED
- BCC-21-030

2021 Census

MOVED by Deputy Mayor Zacharias that Council supports the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca.

CARRIED
- BCC-21-031

Minister's Awards for Municipal Excellence

MOVED by Councillor Tirpak that Council accept as information.

CARRIED
- Bylaw #229-21
BCC-21-032

Reserves, Parks & Pathways Bylaw

MOVED by Councillor Tirpak that Council give second reading to the Reserves, Parks & Pathways Bylaw #229-21 as amended.

CARRIED
- BCC-21-033

MOVED by Deputy Mayor Zacharias that Council give third and final reading to the Reserves, Parks & Pathways Bylaw #229-21 as amended.

CARRIED

Bylaw #230-21
BCC-21-034 Off-Highway Vehicle Bylaw
MOVED by Councillor Tirpak that Council give second reading to the Off-Highway Vehicle Bylaw #230-21.
CARRIED

BCC-21-035 MOVED by Deputy Mayor Zacharias that Council give third and final reading to the Off-Highway Vehicle Bylaw #230-21.
CARRIED

BCC-21-036 Community Pier Policy
MOVED by Deputy Mayor Zacharias that Council adopts the Community Pier Policy as amended.
CARRIED

COUNCIL REPORTS
BCC-21-037

MOVED by Councillor Tirpak to accept the following reports as information:

- Deputy Mayor Zacharias
- Work on plaques for memorial benches
 - Parkland Regional Library Board

- Councillor Tirpak
- No reports

- Mayor Dufresne
- Newsletter
 - Joint Services Committee
 - Minister's Meeting
 - Sylvan Lake Regional Water/Wastewater
 - Sylvan Lake Management Committee
 - Annual Information Meeting

- CAO Evans
- IT Update

Committee Reports

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

- Joint Services Committee
- January 2021 Minutes

Correspondence

- Advanced Ambulatory Care
- CARRIED

NEXT MEETING
BCC-21-038

MOVED by Mayor Dufresne that the next meeting of Council be held March 18, 2021, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-21-039 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:49 p.m.

MAYOR DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
March 1, 2021
Municipal Planning Commission Minutes

C-2

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 1, 2021 at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias via Zoom
Councillor:	Frank Tirpak via Zoom
Member-at-Large:	Michael Wells via Zoom
CAO:	Tanner Evans via Zoom
Junior Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau
Applicant:	Jodi Neish via Zoom
	Brian Engel via Zoom
	Jason McDonald via Zoom
	Jonathan Paulgaard via Zoom
	Helene Paulgaard via Zoom

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

AGENDA:

MPC-21-001 Moved by Frank Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 71 Birchcliff Road – Landscaping/Mechanized Excavation

Application for landscaping/mechanized excavation (Lot 2, Block 4, Plan 4486AX).

2. 363 Birchcliff Road – Landscaping/Mechanized Excavation

Application for landscaping/mechanized excavation (Lot 12pt, Plan 6333KS).

3. 553 Birch Close – Accessory Building

Application for recently constructed accessory building (Lot 15, Block 1, Plan 0224592).

Kara Kashuba, Jodi Neish, Brian Engel, Jonathon Paulgaard, Helene Paulgaard, and Jason McDonald left the meeting at 9:32 a.m.

DECISIONS

MPC-20-002 Moved by Michael Wells to approve the application for landscaping/mechanized excavation at 71 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$3,000.00
- At minimum, the same number of trees removed from the escarpment to be replaced anywhere on the lot
- Entire lowest tier adjacent to the lake to be a no mow zone of native grasses and shrubbery, no beach or sandy area permitted
- Tiered areas between retaining walls to be grass which could include a rock/stone perimeter around the firepit

Initials

Summer Village of Birchcliff
March 1, 2021
Municipal Planning Commission Minutes

C-2

- Obtain a recommendation from AEP regarding the use of the existing piles, if they should be removed or remain in place, and follow that recommendation

CARRIED

MPC-20-003

Moved by Michael Wells to approve the application for landscaping/mechanized excavation at 363 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$5,000.00
- Vegetation to be planted according to the landscaping plan, including the minimum replacement of 8 native trees, with a minimum 1m no mow zone adjacent the lake
- Future dwelling plans are to comply with the geotechnical report recommendations to ensure the bank is protected and the development is safe
- Removal of unsafe structure on Summer Village property to be removed and the bank stabilized at the expense of the homeowner

CARRIED

Ann Zacharias recused her from the discussion due to conflict of interest.

MPC-20-004

Moved by Michael Wells to approve the application for recently constructed accessory building at 553 Birch Close with the rear yard setback relaxation of 47 ft. subject to the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground
- Maximum of 2 accessory buildings as per the Land Use Bylaw, Supplementary Regulations, Section 1.5
- Completions deposit of \$500.00

CARRIED

ADJOURNMENT:

MPC-20-005

Moved by Chair Zacharias that the Municipal Planning Commission meeting of July 28, 2020, be adjourned at 10:47 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

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

The 2020 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2020 audited financial statements and answer any questions you may have.

****Please be advised that the Draft Financial Statements will be sent separately for your review once they have been completed.****

Options for Consideration:

Council accept the 2020 audited financial statements as presented and authorize the Mayor to sign the financial return.

Administrative Recommendations:

Council accept the 2020 audited financial statements as presented and authorize the Mayor to sign the financial return.

Authorities:

MGA Section 281(1)

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

SUMMER VILLAGE OF BIRCHCLIFF
Financial Statements
For The Year Ended December 31, 2020

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Summer Village of Birchcliff

Opinion

We have audited the financial statements of Summer Village of Birchcliff (the Summer Village), which comprise the statement of financial position as at December 31, 2020, and the statements of annual surplus and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2020, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

(continues)

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

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

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

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

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
March 18, 2021

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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

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

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

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

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

Mr. Tanner Evans
Chief Administrative Officer

Statement of Financial Position

As At December 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 566,972	\$ 745,086
Receivables (Note 2)	66,039	43,214
	<u>633,011</u>	<u>788,300</u>
LIABILITIES		
Accounts payable and accrued liabilities	68,790	53,560
Deposit liabilities	49,000	46,475
Deferred revenue (Note 3)	81,963	144,716
Due to Summer Village of Norglenwold (Note 4)	70,812	70,812
	<u>270,565</u>	<u>315,563</u>
NET FINANCIAL ASSETS	<u>362,446</u>	<u>472,737</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	2,851,165	2,517,506
Prepaid expenses	20,857	15,227
	<u>2,872,022</u>	<u>2,532,733</u>
ACCUMULATED SURPLUS (Note 6)	<u>\$ 3,234,468</u>	<u>\$ 3,005,470</u>
Contingent liabilities (Note 8)		

Statement of Annual Surplus and Accumulated Surplus
For the Year Ended December 31, 2020

	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 322,793	\$ 317,247	\$ 324,496
Sales and user charges (Schedule 4)	80,504	86,058	77,726
Government transfers for operating (Schedule 3)	10,848	17,628	21,472
Penalties and costs on taxes	4,800	8,091	5,069
Licenses and permits	6,492	7,888	8,214
Interest	13,500	6,092	15,521
Other	-	945	1,051
Fines	1,664	335	-
	<u>440,601</u>	<u>444,284</u>	<u>453,549</u>
EXPENSES			
Administration	174,064	191,456	204,441
Wastewater treatment and disposal	108,133	160,739	169,511
Roads, streets, walks and lighting	71,094	72,061	78,915
Protective services	48,105	41,268	38,446
Waste management	27,183	22,642	28,446
Parks and recreation	8,500	19,101	1,566
Legislative	17,500	12,853	19,101
Environment	11,987	3,992	39,638
Disaster and emergency services	3,060	2,500	2,566
Culture: Libraries, halls, museums	1,000	1,000	965
	<u>470,626</u>	<u>527,612</u>	<u>583,595</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	<u>(30,025)</u>	<u>(83,328)</u>	<u>(130,046)</u>
OTHER REVENUE			
Government transfers for capital (Schedule 3)	241,000	267,256	75,906
Other revenue for capital	-	45,070	-
	<u>241,000</u>	<u>312,326</u>	<u>75,906</u>
ANNUAL SURPLUS (DEFICIT)	<u>210,975</u>	<u>228,998</u>	<u>(54,140)</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>3,005,470</u>	<u>3,005,470</u>	<u>3,059,610</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 6)	<u>\$ 3,216,445</u>	<u>\$ 3,234,468</u>	<u>\$ 3,005,470</u>

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

SUMMER VILLAGE OF BIRCHCLIFF
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2020

D-1

	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
ANNUAL SURPLUS (DEFICIT)	\$ 210,975	\$ 228,998	\$ (54,140)
Acquisition of tangible capital assets	(406,000)	(392,366)	(129,512)
Amortization of tangible capital assets	-	58,707	50,650
	(195,025)	(104,661)	(133,002)
Use (acquisition) of prepaid expenses	-	(5,630)	5,194
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(195,025)	(110,291)	(127,808)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	472,737	472,737	600,545
NET FINANCIAL ASSETS, END OF YEAR	\$ 277,712	\$ 362,446	\$ 472,737

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

SUMMER VILLAGE OF BIRCHCLIFF
Statement of Cash Flows
For The Year Ended December 31, 2020

D-1

	2020	2019
OPERATING ACTIVITIES		
Annual surplus (deficit)	\$ 228,998	\$ (54,140)
Non-cash item not included in excess of revenue over expenses:		
Amortization of tangible capital assets	<u>58,707</u>	<u>50,650</u>
	<u>287,705</u>	<u>(3,490)</u>
Changes in non-cash working capital balances related to operations:		
Receivables	(22,825)	(18,174)
Accounts payable and accrued liabilities	15,230	4,707
Deferred revenue	(62,753)	111,083
Deposit liabilities	2,525	(2,300)
Prepaid expenses	<u>(5,630)</u>	<u>5,194</u>
	<u>(73,453)</u>	<u>100,510</u>
Cash flow from operating activities	<u>214,252</u>	<u>97,020</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	<u>(392,366)</u>	<u>(129,512)</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	<u>(178,114)</u>	<u>(32,492)</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>745,086</u>	<u>777,578</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 566,972</u>	<u>\$ 745,086</u>

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

SUMMER VILLAGE OF BIRCHCLIFF
Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2020

D-1
(Schedule 1)

	2020	2019
BALANCE, BEGINNING OF YEAR	\$ 2,446,694	\$ 2,367,832
Acquisition of tangible capital assets	392,366	129,512
Amortization of tangible capital assets	(58,707)	(50,650)
BALANCE, END OF YEAR	\$ 2,780,353	\$ 2,446,694
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value) <i>(Note 5)</i>	\$ 2,851,165	\$ 2,517,506
Due to Summer Village of Norglenwold <i>(Note 4)</i>	(70,812)	(70,812)
	\$ 2,780,353	\$ 2,446,694

DRAFT

SUMMER VILLAGE OF BIRCHCLIFF
Schedule of Property Taxes
For the Year Ended December 31, 2020

D-1
(Schedule 2)

	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
TAXATION			
Real property taxes	\$ 322,793	\$ 773,037	\$ 774,745
REQUISITIONS			
Alberta School Foundation Fund	-	455,790	450,249
NET MUNICIPAL PROPERTY TAXES	\$ 322,793	\$ 317,247	\$ 324,496

DRAFT

SUMMER VILLAGE OF BIRCHCLIFF
Schedule of Government Transfers
For the Year Ended December 31, 2020

D-1
(Schedule 3)

	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
TRANSFERS FOR OPERATING			
Provincial government conditional transfers	\$ 10,848	\$ 17,628	\$ 21,472
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	241,000	267,256	75,906
TOTAL GOVERNMENT TRANSFERS	\$ 251,848	\$ 284,884	\$ 97,378

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SUMMER VILLAGE OF BIRCHCLIFF
Schedule of Segmented Information
Year Ended December 31, 2020

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 160,776	\$ 14,959	\$ 43,768	\$ 64,827	\$ 32,917	\$ -	\$ 317,247
Sales and user charges	850	-	-	-	85,208	-	86,058
Government transfers	17,628	-	-	-	-	-	17,628
All other	-	-	-	-	-	17,259	17,259
Interest	6,092	-	-	-	-	-	6,092
	185,346	14,959	43,768	64,827	118,125	17,259	444,284
EXPENSES							
Contracted and general services	60,083	10,913	43,768	64,827	143,152	6,002	328,745
Salaries, wages and benefits	114,880	-	-	-	-	10,851	125,731
Materials, goods, and supplies	10,383	4,046	-	-	-	-	14,429
	185,346	14,959	43,768	64,827	143,152	16,853	468,905
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	(25,027)	406	(24,621)
Amortization	(6,110)	(5,142)	-	(7,234)	(40,221)	-	(58,707)
NET REVENUE (DEFICIT)	\$ 6,110	\$ 5,142	\$ -	\$ 7,234	\$ 15,194	\$ 406	\$ (83,328)

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

SUMMER VILLAGE OF BIRCHCLIFF
Schedule of Segmented Information
For the Year Ended December 31, 2018

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Roadways	Wastewater & Garbage	All Other	Total
REVENUE							
Taxation	\$ 163,970	\$ -	\$ 41,012	\$ 72,095	\$ 83,100	\$ (35,681)	\$ 324,496
Sales and user charges	589	-	-	-	77,137	-	77,726
Government transfers	18,251	3,221	-	-	-	-	21,472
Interest	15,521	-	-	-	-	-	15,521
All other	-	-	-	-	-	14,334	14,334
	198,331	3,221	41,012	72,095	160,237	(21,347)	453,549
EXPENSES							
Contracted and general services	69,821	2,531	41,012	72,095	160,237	42,428	388,124
Salaries, wages and benefits	120,924	-	-	-	-	16,311	137,235
Materials, goods, and supplies	7,586	-	-	-	-	-	7,586
	198,331	2,531	41,012	72,095	160,237	58,739	532,945
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	(80,086)	(79,396)
Amortization	(6,110)	-	-	(6,820)	(37,720)	-	(50,650)
NET REVENUE (DEFICIT)	\$ 6,110	\$ 690	\$ -	\$ 6,820	\$ 37,720	\$ (80,086)	\$ (130,046)

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

1. ACCOUNTING POLICIES

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

(a) Reporting Entity

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

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

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

(b) Basis of Accounting

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

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

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

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

(c) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition. Cash consists of an operating account at a financial institution.

(d) Use of Estimates

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

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

(continues)

1. ACCOUNTING POLICIES (continued)*(e) Tax Revenue*

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

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

(f) Tangible Capital Assets

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

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

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

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

(g) Contaminated Sites

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

(h) Over-levy and Under-levy

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

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

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

(continues)

1. ACCOUNTING POLICIES (continued)*(i) Non-Financial Assets*

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

(j) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

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

Notes to Financial Statements

December 31, 2020

2. RECEIVABLES

	2020	2019
Taxes and grants in place of taxes	\$ 42,223	\$ 6,303
Goods and Services Tax	19,768	6,214
Trade and other	4,048	30,697
	\$ 66,039	\$ 43,214

3. DEFERRED REVENUE

	2019	Funds Received	Funds Used	2020
Municipal Sustainability Initiative	\$ 144,716	\$ 139,990	\$ (213,435)	\$ 71,271
Municipal Operating Support	-	16,847	(6,694)	10,153
Transfer	-	539	-	539
Other	-	34,914	(34,914)	-
Federal Gas Tax	-	18,908	(18,908)	-
Municipal Sustainability Program	-	-	-	-
	\$ 144,716	\$ 211,198	\$ (273,951)	\$ 81,963

4. DUE TO SUMMER VILLAGE OF NORGLNWOLD

The Summer Village and the Summer Villages of Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") dated July 12, 2013. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the Administration Building. As required by the Agreement the Summer Villages of Halfmoon Bay, Jarvis Bay, Sunbreaker Cove, and Birchcliff each made initial contributions of \$25,000 with the Summer Village of Norglenwold contributing the balance. The Village's share of the building costs less its \$25,000 initial contribution represents the balance owing to the Summer Village of Norglenwold. If the five Summer Villages elect to sell the building, each of the Summer Villages will proportionately receive their initial contribution and the remaining proceeds will be divided equally. Under the terms of the Agreement the five Summer Villages share regular maintenance, utilities, and insurance equally.

Notes to Financial Statements

December 31, 2020

5. TANGIBLE CAPITAL ASSETS

	2020 Net Book Value	2019 Net Book Value
Engineered structures		
Roadways	\$ 5,236	\$ 12,056
Wastewater systems	2,334,296	2,256,382
	2,339,532	2,268,438
Land	100	100
Buildings	65,350	69,182
Land improvements	376,450	161,916
Machinery and equipment	69,733	17,870
	<u>\$ 2,851,165</u>	<u>\$ 2,517,506</u>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 413,036	\$ -	\$ -	\$ -	\$ 413,036
Wastewater systems	2,386,340	118,136	-	-	2,504,476
	2,799,376	118,136	-	-	2,917,512
Buildings	95,812	-	-	-	95,812
Machinery and equipment	35,020	59,696	-	-	94,716
Land	100	-	-	-	100
Land improvements	161,916	214,534	-	-	376,450
	<u>\$ 3,092,224</u>	<u>\$ 392,366</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,484,590</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 400,980	\$ 6,820	\$ -	\$ -	\$ 407,800
Wastewater systems	129,958	40,222	-	-	170,180
	530,938	47,042	-	-	577,980
Buildings	26,630	3,832	-	-	30,462
Machinery and equipment	17,150	7,833	-	-	24,983
	<u>\$ 574,718</u>	<u>\$ 58,707</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 633,425</u>

Notes to Financial Statements

December 31, 2020

6. ACCUMULATED SURPLUS

	2020	2019
Unrestricted surplus (deficit)	\$ (26,969)	\$ -
Restricted surplus		
Operating reserves (Note 7)	23,863	14,863
Capital reserves (Note 7)	457,221	543,913
Equity in tangible capital assets (Schedule 1)	2,780,353	2,446,694
	\$ 3,234,468	\$ 3,005,470

7. RESERVES

	2020	2019
Operating Reserves		
Sewer	\$ 19,361	\$ 10,361
General contingencies	4,502	4,502
	\$ 23,863	\$ 14,863
Capital Reserves		
Roads	\$ 190,356	\$ 100,000
Pathways	159,000	159,000
Wastewater	93,913	263,913
Environmental	7,978	16,000
Information and technology	5,000	5,000
Fleet	974	-
	\$ 457,221	\$ 543,913

8. CONTINGENT LIABILITIES

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

9. CONTRACTUAL OBLIGATIONS

- a) The Summer Village has entered into an agreement for basic assessment services for a five year term commencing April 2015 expiring March 2020. The cost of assessment services will be \$7,000, \$7,500, \$7,500, \$7,600, and \$7,700 over the five years respectively.
- b) The Summer Village has entered into an agreement for fire emergency response services with the Town of Sylvan Lake for a four year term commencing January 2020 expiring December 2023. The cost of services will be \$12,975 annually.

Notes to Financial Statements

December 31, 2020

10. DEBT LIMITS

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

	2020	2019
Total debt limit	\$ 666,426	\$ 680,324
Total debt	-	-
Total debt limit remaining	\$ 666,426	\$ 680,324
Service on debt limit	\$ 111,071	\$ 113,387
Service on debt	-	-
Total service on debt limit remaining	\$ 111,071	\$ 113,387

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

11. FINANCIAL INSTRUMENTS

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

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

Notes to Financial Statements

December 31, 2020

12. SALARIES AND BENEFITS DISCLOSURE

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

	Salary (1)	Benefits (2)	2020	2019
Mayor Dufresne	\$ 5,980	\$ -	\$ 5,980	\$ 8,628
Councillors				
Zacharias	2,700	-	2,700	3,400
Tirpak	1,500	-	1,500	400
Hood	-	-	-	1,800
	\$ 10,180	\$ -	\$ 10,180	\$ 14,228
Chief Administrative Officer				
Evans	\$ 23,046	\$ 1,888	\$ 24,934	\$ 3,304
Forsyth	-	-	-	42,632
Newman	-	-	-	13,386
	\$ 23,046	\$ 1,888	\$ 24,934	\$ 59,322
Designated officer				
Assessor	\$ 8,100	\$ -	\$ 8,100	\$ 8,075

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

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

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

13. SEGMENTED INFORMATION

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

Notes to Financial Statements

December 31, 2020

14. BUDGET FIGURES

The 2020 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on January 16, 2020. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2020 Budget	2020 Actual
Annual surplus	\$ 210,975	\$ 228,998
Purchase of tangible capital assets	(406,000)	(392,366)
Transfer (to) from reserves	195,025	77,692
	\$ -	\$ (85,676)

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

15. SUBSEQUENT EVENTS

On March 11, 2020, the World Health Organization declared a global pandemic which has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures have caused significant disruptions to businesses, governments, and other organizations resulting in an economic slow-down and increased volatility. Governments have responded with significant monetary and fiscal interventions designed to stabilize economic conditions.

While COVID-19 has not significantly impacted the Village's operations or financial condition to date, the rapidly evolving event, including health and safety conditions, economic environment and resulting government measures, creates a high level of uncertainty and risk that may have a financial impact on the Village's activities, operations and financial condition in the future.

16. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *Minister's Awards for Excellence*

Background:

Nominations are now being accepted for the 2021 Minister's Awards for Municipal Excellence which recognizes municipal government excellence and promotes the sharing of knowledge among municipalities. This item was accepted as information at the February Council meeting. Administration has brought this item back for consideration in supporting Lacombe County's nomination for the Sylvan Lake Intermunicipal Development Plan for the partnership award.

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

The deadline for submissions is March 31, 2021.

Options for Consideration:

- 1) Council accept as information.
- 2) Council to write a letter of support for Lacombe County's nomination of the Sylvan Lake Intermunicipal Development Plan.

Administrative Recommendations:

That Council write a letter of support for Lacombe County's nomination of the Sylvan Lake Intermunicipal Development Plan.



ALBERTA

MUNICIPAL AFFAIRS

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

AR104150

Dear Chief Elected Official:

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

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

Partnership (open to all municipalities)

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

Building Economic Strength (open to all municipalities)

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

Service Delivery Innovation (open to all municipalities)

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

Enhancing Community Safety (open to all municipalities)

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

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

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

.../2

-2-

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver". The signature is stylized with a large, sweeping "R" and a cursive "McIver".

Ric McIver
Minister

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *Commissionaires for Sunbreaker Cove Boat Launch*

Background:

Administration has received a joint request from Lacombe County and the Summer Village of Sunbreaker Cove asking the municipalities around Sylvan Lake to consider funding the costs of Commissionaires for traffic and pedestrian control at the Sunbreaker Cove boat launch.

2 Commissionaires would be utilized 8 hours per day on Saturdays and Sundays every weekend between May and September long weekends with an extra day on long weekends. Costs shared equally between the 8 municipalities around the lake would be approximately \$2,300 per municipality.

Options for Consideration:

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

Administrative Recommendations:

Thank Council discuss and provide direction to Administration.

Authorities:

n/a



E-1-B

March 8, 2021

Mayor Roger Dufresne
Summer Village of Birchcliff
Bay 8 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Dear Mayor Dufresne:

During a recent meeting between the Mayor and CAO of the Summer Village of Sunbreaker Cove and the Lacombe County Reeve and County Manager a number of problems experienced at the Sunbreaker Cove boat launch during the 2020 boating season were discussed. These problems include traffic congestion, parking, garbage, impacts on local residents, pedestrian safety, lack of enforcement, etc.

It has been determined that even though Lacombe County and the Summer Village of Sunbreaker Cove Community Peace Officers conduct random patrols of the area additional support is required. As this is the only public boat launch on Sylvan Lake capacity issues are being experienced, particularly due to COVID-19.

At this time the Summer Village of Sunbreaker Cove and Lacombe County respectfully request the municipalities surrounding Sylvan Lake give consideration to funding the costs of using Commissionaires for traffic and pedestrian control at Sunbreaker Cove boat launch.

Total project costs of \$18,286.40 are based on the maximum utilization of the Commissionaires on Saturday and Sunday of every weekend between the May and September long weekends and one extra day on long weekends. This would provide two Commissionaires working 8 hours each per day. The regular hourly rate is \$24.95 and the statutory holiday rate is \$49.50. Additionally there is a flat mileage rate of \$40 per day (two Commissionaires travel together).

It is proposed that the cost be shared equally between the eight municipalities around the Lake (approximately \$2,300 per municipality). Lacombe County will pay the Commissionaire's invoice and then invoice the municipalities at the end of the season based on actual costs.

We thank you for your consideration of this request and look forward to your response. If further clarification is required please contact Tim Timmons, County Manager, 403-782-6601 or ttimons@lacombecounty.com.

Yours truly,

A handwritten signature in blue ink, appearing to read "Beets".

TERESA BEETS
MAYOR
Summer Village of Sunbreaker Cove

A handwritten signature in blue ink, appearing to read "Law".

PAULA LAW
REEVE
Lacombe County

www.lacombecounty.com
www.sylvansummervillages.ca

Summer Village of Birchcliff

March 18, 2021

Public Works

Request for Decision

Agenda Item: *Memorial Bench Policy*

Background:

Administration has drafted a policy for the purchase of memorial plaques and corporate sponsorships on benches in the Summer Village greenspaces. Administration would like feedback from Council specifically on the highlighted sections.

Options for Consideration:

1. Accept the Policy
2. Amend the Policy
3. Accept as information

Administrative Recommendations:

That Council move to adopt the Memorial Bench Policy as presented.

Authorities:

MGA 201 (c) "A council is responsible for
a) developing and evaluating the policies and programs of the municipality;"



Policy Title MEMORIAL BENCH POLICY	Date: March 18, 2021	Resolution No.
--	--------------------------------	----------------

Introduction:

The Memorial Bench Donation Program provides an opportunity to remember loved ones who have passed and to beautify our open spaces with donations made from the public.

Goal:

To provide guidelines for the addition of memorial benches in the Summer Village for the use and enjoyment of the public.

Policy:

Memorial Plaques:

A 4x6 inch memorial plaque may be added to a bench in dedication to a deceased person. The cost of the memorial plaque is \$1,000 and is for a ten year term, proceeds will go toward maintaining the plaque and our open spaces.

Sponsor Plaques:

An 8x12 inch sponsor plaque may be added at the base of a bench at a rate of \$5,000 a bench for a 10-year term, proceeds will go toward maintaining the plaque and our open spaces.

Sponsors can be but may not be limited to; Individuals, groups of individuals, families, businesses and other organizations. Sponsors will be required to supply a copy of the image they wish to appear on the plaque in the form of a vector file.

Receipt to sponsor:

As donations to Canadian Municipalities are tax deductible, each donation will be receipted.

Location:

Placement of benches will be determined on an individual basis, with the consultation occurring between the sponsor and the Summer Village. Although staff will endeavor to place benches in requested areas, the Summer Village reserves the right to determine bench placement. The Summer Village reserves the right to relocate any bench for operational reasons which may include enhancing the life of the bench by reducing the risk of vandalism.

Plaque:

Plaque inscriptions will be provided to the Summer Village by the sponsor at the time of the application for memorial bench dedication and payment of donation. Standard plaques allow space for five lines of copy, 30 spaces per line (spaces between words are included in this figure). Letters will be 1/4" in height and width. The Summer Village reserves the right to edit inscriptions for appropriateness.

Maintenance:

The Summer Village will maintain each donated bench and its immediate surroundings for the life of the bench.

SUMMER VILLAGE OF BIRCHCLIFF
MEMORIAL BENCH PLAQUE DONATION PROGRAM
APPLICATION PROCEDURE

PROGRAM OUTLINE:

- Memorial bench plaques may only be purchased to commemorate a deceased individual or family.
- Plaques are limited to a standard size and shall not contain wording that is obscene or offensive in nature. A maximum of one plaque may be purchased per memorial. Each bench will have a maximum of 5 memorial plaques and one larger sponsorship plaque at the base of the bench.
- All plaques must be purchased through the Summer Village of Birchcliff to ensure uniformity in design and appearance.
- Once purchased and installed, the Summer Village will assume ownership of the Memorial Bench. Repair, maintenance and replacement of the bench will be completed as resources allow.
- The Summer Village reserves the right to refuse any application.

REPONSIBILITIES:

The Summer Village of Birchcliff is responsible for:

- Administering the Memorial Bench Donation Program in accordance with the procedures outlined;
- Working to select appropriate sites for the installation of benches;
- Care and maintenance of Memorial Benches.

Memorial Bench applicants are responsible for:

- Completing and submitting the required application form to the Summer Village Administration Office;
- Paying the costs as outlined.

SUMMER VILLAGE OF BIRCHCLIFF

MEMORIAL PLAQUE APPLICATION

Date: _____

APPLICANT INFORMATION

Name:	
Address:	
City/Town:	
Postal Code:	
Phone Number:	
Email Address:	
In Memory of:	

Specific Wording for Plaque:

Standard plaques allow space for five lines of copy, 30 spaces per line (spaces between words are included in this figure). Please fill out the form on page 5 of this application with specific wording for your plaque. The summer village may require that a typed copy of the wording be submitted to guarantee accurate spelling. All wording will be centered on the plaque. Example plaque templates are shown below.



Birchcliff Memorial Plates Request Form

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Line 5 _____





30 letters/characters per line only

Please circle the Font: 1. Times New Roman

2. *Bible Script*

3. **Cheltenham BT**

Please circle the Florish you would like:

1. 
2. 
3. 
4. 

Please circle the Design and Position you would like:

- | | | | | | |
|--|--|--|---|---|---|
| 1.  | 2.  | 3.  | 4.  | 5.  | 6.  |
| 7.  | 8.  | 9.  | 10.  | 11.  | 12.  |

Position - Top Centre Top Right Corner Top Left Corner

INVOICING**Address (If different than listed above)****Address:** _____**City/Town:** _____**Province:** _____**Postal Code:** _____**Cost: \$1,000 for memorial plaque, \$5,000 for a corporate plaque.**

this is not an invoice. An invoice will be forwarded later.

The Summer Village reserves the right to relocate any Memorial Bench.**Applicant Signature:** _____**Date:** _____**Application Approved:** _____
*Summer Village Authority***Date:** _____

Summer Village of Birchcliff**March 18, 2021****Public Works****Request for Decision****Agenda Item: *Mowing Contract*****Background:**

Public Works has received 3 quotes for the mowing contract in Birchcliff. In 2020 Council decided to go with a one-year contract with Outback Lawn Maintenance to assess the contractor's performance before committing to a longer term. The quotes are for a three-year contract and based on a cost per mowing. All quotes include both mowing and trimming services. Quotes are as follows:

Outback Lawn Maintenance (current contractor)
2021-2023 \$1,100.00

Rugged West Maintenance
2021-2023 \$650.00

DS Yard Care
2021-2023 \$1,000.00

Attached is a template of the contract that will be filled in and signed based on the awarded contract.

Options for Consideration

1. Council move to accept the quoted price from one of the listed contractors and sign onto a three-year agreement.
2. Council move to accept the quoted price from one of the listed contractors for a term shorter than 3-years.
3. Council accepts as information.

Administrative Recommendations:

Council move to accept the quoted price from Rugged West Maintenance and sign on to a 3-year agreement.

Authorities:

MGA

201 c)

“A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;”

SUMMER VILLAGE OF BIRCHCLIFF
ROADSIDE MOWING AND MAINTENANCE AGREEMENT

THIS agreement made this _____ day of _____, 2021.

BETWEEN:

The Summer Village of Birchcliff
of Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5
(hereinafter called the 'Village')

OF THE FIRST PART

- AND -

Contractor
Mailing Address
Mailing Address

(hereinafter called the 'Contractor')

OF THE SECOND PART

WHEREAS

- A. The Village wants to be assured that the Summer Village of Birchcliff is pleasing to the eye of all residents and visitors by arranging for maintenance of the parks and green area within the boundaries of the Village;
- B. The Contractor has the necessary resources and expertise to undertake the maintenance of the parks and green area within the municipal boundaries of the Village.

NOW THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the covenants contained herein the parties agree as follows:

1. SERVICE TO BE PERFORMED

Subject to the other terms and conditions of this agreement the Contractor shall undertake the roadside mowing and maintenance as well as the duties of trimming around posts, culverts and other objects as required. The Contractor shall be responsible to dispose, at his own expense, any refuse generated by the required maintenance work.

Summer Village of Birchcliff
Roadside Maintenance Agreement
Page 2

2. SCHEDULING AND TIME

The contractor shall undertake to do the work every twenty-one (21) days on weekdays, being Mondays through Fridays. The work shall be undertaken in close consultation with the assigned Village representative. No work shall be undertaken on statutory holidays.

3. INSURANCE

3.1 The Contractor shall indemnify and save harmless the Summer Village from any claims which may arise from the maintenance work provided by the Contractor. For this purpose the Contractor shall maintain insurance in the amount of One Million Dollars (\$2,000,000.00).

3.2 The Contractor shall, during the term of this agreement, maintain Workers Compensation coverage in order to protect his employees and the Village, as required by law.

4. NOTICES

4.1 All notices required or permitted hereunder shall be sufficiently given if in writing, hand delivered or mailed by registered, prepaid post as follows:

Contractor:

Contractor

Mailing Address

Mailing Address

The Summer Village of Birchcliff:

The Administration Office

Bay 8, 14 Thevenaz Industrial Trail

Sylvan Lake AB T4S 2J5

Mailed notices shall be deemed to be given four (4) working days after the date of the postmark.

5. TERM

This agreement shall run for a period commencing May 1, 2021 through to September 15, 2023 inclusive.

Summer Village of Birchcliff
Roadside Maintenance Agreement
Page 3

6. REMUNERATION

6.1 The remuneration for the service performed hereunder by the Contractor shall be, **Dollars (\$000.00), excluding GST**, per cut, in coordination with the Public Works Coordinator, during the term of the contract.

6.2 The Village shall pay the Contractor monthly following receipt of an invoice from the Contractor for the serviced month.

7. SUCCESSOR AND ASSIGNS

This agreement shall tenure to the benefit or and be binding upon the parties hereto and shall not be assigned or transferred without the written consent of the Village.

8. TERMINATION

Not withstanding Clause 5, the Village shall have the right to terminate this agreement on two (2) weeks written notice to the Contractor.

IN WITNESS WHEREOF the parties have signed this agreement on the day and year first written above.

SUMMER VILLAGE OF BIRCHCLIFF

Administrator

CONTRACTOR

Witness

Contractor

Summer Village of Birchcliff

March 18, 2021

Council Reports

Information Item

Council Reports:

Roger Dufresne

Ann Zacharias

Frank Tirpak

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting: April 15, 2021