

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
MARCH 17, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**   - Regular Meeting Minutes, February 15, 2022  
                                     - Municipal Planning Commission, March 3, 2022  
                                     - Subdivision and Development Appeal Board,  
                                      February 7, 2022

**D. DELEGATIONS**

- 1) Phil Dirks, Metrix Group @ 9 a.m.
- 2) Lee Ann Beaubien, Collaborative Futures @ 11 a.m.

**DI. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Lacombe Regional Emergency Management Plan Field Exercise

**DII. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) Capital Budget

**2) Council & Legislation**

- a) Election Policy
- b) Emergency Management Bylaw

**3) Planning & Development**

- a) Land Use Bylaw Amendments
- b) Development Completions Deposit

## **G. COUNCIL REPORTS**

### **1) Council Reports**

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

### **2) Committee Reports**

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
  - Town of Sylvan Lake Library Board
- b) Joint Services Committee Meeting Minutes

### **3) Upcoming Meetings**

- a) Next Council Meeting – ~~April 21, 2022~~ – Office Conflict proposing April 28, 2022

## **H. ADJOURNMENT**

Summer Village of Birchcliff  
Regular Meeting Minutes  
February 15, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Birchcliff,  
Province of Alberta, held February 15, 2022, in the Summer Village  
Administration Office at Sylvan Lake, Alberta.*

**IN ATTENDANCE** Mayor: Roger Dufresne  
Deputy Mayor: Ann Zacharias  
Councillor: Frank Tirpak via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Kashuba  
Public Works Coordinator: Chris Loov  
Finance Officer: Tina Leer  
Recording Secretary: Teri Musseau

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

**AGENDA APPROVAL**

**BCC-22-011** MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**BCC-22-012** MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on January 20, 2022, be approved as presented.  
CARRIED

**BCC-22-013** MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission held on January 24, 2022, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- a) Accounts Payable
- b) Year End Report
- c) Shoreline Protection Report
- d) Pathway Project Update
- e) Development Update
- f) CAO Goals

**BCC-22-014** MOVED by Deputy Mayor Zacharias to accept the information items as presented.  
CARRIED

**REQUEST FOR DECISION**

**FINANCE & ADMINISTRATION**

**BCC-22-015** Capital Budget  
MOVED by Councillor Tirpak that Council table the 2022 Capital Budget until March.  
CARRIED

**BCC-22-016**      Municipal Sustainability Initiative (MSI) Memorandum of Agreement  
MOVED by Deputy Mayor Zacharias that Council authorize the Mayor to sign the  
Municipal Sustainability Initiative Memorandum of Agreement extending it by 2  
years.  
CARRIED

**COUNCIL & LEGISLATION**

**BCC-22-017**      Climate Plan  
MOVED by Mayor Dufresne that Council create a Climate Plan in the  
fall/winter and solicit feedback from the residents at the Annual Information  
Meeting.  
CARRIED

**BCC-22-018**      Municipal Planning Commission  
MOVED by Deputy Mayor Zacharias that Council appoint Jonathan Paulgaard  
as a member-at-large to the Municipal Planning Commission, and further, that  
Mr. Paulgaard complete training prior to sitting for a hearing.  
CARRIED

**BCC-22-019**      Municipal Leaders' Caucus  
MOVED by Deputy Mayor Zacharias that Mayor Dufresne attend the  
Municipal Leaders' Caucus on behalf of the Summer Village of Birchcliff.  
CARRIED

**PUBLIC WORKS**

**BCC-22-020**      Snow Removal Policy  
MOVED by Deputy Mayor Zacharias that Council accept the Snow Removal  
Policy as information.  
CARRIED

**PLANNING & DEVELOPMENT**

**BCC-22-021**      Land Use Bylaw Amendments  
MOVED by Deputy Mayor Zacharias that Administration provide a policy that  
articulates the Election Act clarifying who is eligible to vote in an election.  
CARRIED

**BCC-22-022**      MOVED by Councillor Tirpak that Administration move forward with the  
changes to the Land Use Bylaw amendment as discussed, and Administration  
research additional items for the next meeting.  
CARRIED

**COUNCIL REPORTS**

- Mayor Dufresne
- Sylvan Lake Lakeside Recovery Centre Public Meeting
  - Climate Caucus Survey
  - Joint Services Committee HR subcommittee
  - Emergency Management Training
  - Ben Trudeau Covid Protocol
  - Subdivision and Development Appeal Board Hearing

- Climate Planning Meeting

Deputy Mayor Zacharias

- Sylvan Lake Lakeside Recovery Centre Public Meeting
- ICS 100
- Alberta Police Service Study

Councillor Tirpak

- No reports

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

**BCC-22-023**      MOVED by Deputy Mayor Zacharias to accept the reports as information.  
CARRIED

**NEXT MEETING**

**BCC-22-024**      MOVED by Mayor Dufresne that the next meeting of Council be held March  
17, 2022, at 9:00 a.m.  
CARRIED

**ADJOURNMENT**

**BCC-22-025**      MOVED by Mayor Dufresne that being the agenda matters have been  
concluded, the meeting adjourned at 11:43 a.m.

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

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

Summer Village of Birchcliff  
March 3, 2022  
Municipal Planning Commission Minutes

C-2

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 3, 2022, at the Summer Village Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias via Zoom  
Councillor: Frank Tirpak via Zoom  
Member at Large: Don Bell via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Kashuba  
Recording Secretary: Teri Musseau  
Applicant: Mike Touchette

**CALL TO ORDER** Chair Zacharias called the meeting to order at 9:02 a.m.

**AGENDA:**

**MPC-22-004** Moved by Frank Tirpak that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 101 Birchcliff Road – escarpment stabilization with retaining walls and new set of stairs**

Application for escarpment stabilization with retaining walls and new set of stairs.

The members of the Municipal Planning Commission and the Applicant discussed the required approval needed from Alberta Environment and Parks for the work requested on the shoreline. As the Municipal Planning Commission cannot approve work done on the bed and shore of the lake, it was agreed that the Municipal Planning Commission and the Applicant sign an extension agreement that would allow the Applicant to obtain the required approval from Alberta Environment and Parks and giving the Municipal Planning Commission an additional 3 months to make their decision instead of the required 40 days as per Section 684 of the *Municipal Government Act*.

**MPC-22-005** Moved by Frank Tirpak that the Municipal Planning Commission and the Applicant enter into an agreement extending the timeframe the Municipal Planning Commission has to make their decision by 3 months, thus allowing the applicant sufficient time to obtain the required approval from Alberta Environment and Parks for the proposed shoreline work, and the application to come back to the Municipal Planning Commission for decision.  
CARRIED

Initials

ADJOURNMENT:

**MPC-22-006** Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:29 a.m.

CARRIED

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

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

Initials

SUMMER VILLAGE OF BIRCHCLIFF  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD  
FEBRUARY 7, 2022  
RECORD OF HEARING AND DECISION

|                |                      |   |
|----------------|----------------------|---|
| <b>PRESENT</b> | Chair:               | Roger Dufresne                          |
|                | Member-at-large:     | Jim Freake via Zoom                     |
|                | Member at Large:     | Karen McCaffery                         |
|                | CAO:                 | Tanner Evans                            |
|                | Development Officer: | Kara Kashuba                            |
|                | Recording Secretary: | Teri Musseau                            |
|                | Appellant:           | Larry Cameron<br>Terri Cameron via Zoom |

**CALL TO ORDER** Chair Dufresne called the hearing to order at 9:00 a.m.

**PURPOSE OF HEARING** The purpose of this hearing is to hear an appeal received on November 15, 2022, appealing the stop order issued by the Development Officer on November 9, 2021, for unauthorized driveway development for the property located at 383 Birchcliff Road, Lot 10, Block 1, Plan 7089MC, 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 following the November 9, 2021, issuance of the stop order.

Section 686(2) of the Municipal Government Act requires that the appeal hearing be convened within 30 days of the receipt of notice of appeal. The appeal was received on November 15, 2021. An extension was requested by the office and the extension agreed to by all parties.

**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 BOARD** The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #204-18.

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.

Mr. & Mrs. Cameron were asked if they had an objection to any of the members of the Subdivision and Development Appeal Board present hearing the case. Neither had objections to any of the members hearing their case.

**DISCLOSURE OF EVIDENCE** 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.



No members had any prior knowledge regarding the appeal prior to the hearing other than the provided agenda package.

**APPEAL  
LETTER READ**

Tanner Evans, CAO, read the appeal letter received from Mr. & Mrs. Cameron on February 15, 2021, into the record.

**JURISDICTION**

Tanner Evans, CAO, provided his report to the Board on duties and jurisdiction.

**RECESS FOR  
JURISDICTION**

Chair Dufresne called for a short recess while the board discussed jurisdiction at 9:14 a.m.

Chair Dufresne reconvened the hearing at 9:20 a.m.

**DECISION OF  
THE BOARD ON  
JURISDICTION**

The Subdivision and Development Appeal Board determined it had jurisdiction to hear the appeal as a stop order had been issued by the Development Officer.

**HEARING  
PROCEDURES**

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

**BACKGROUND**

Kara Kashuba, Development Officer, provided the Subdivision and Development Appeal Board the background of the appeal.

In June 2021, a development permit was issued and approved by the Municipal Planning Commission for asphalt paving for the property located at 383 Birchcliff Road. The existing driveway on the property is concrete up to the property line and the application was to pave over the existing gravel carriageway.

*“Carriageway means that portion of the road right-of-way available for vehicular movement”.*

*“Driveway means a vehicle access route between the carriageway of a public road and a use on the parcel”.*

The application was presented to the Municipal Planning Commission for the following reason:

1. The maximum width of the driveway shall be 10m (32.80ft.), with the proposed 19.2m (63ft.) width, a variance of 9.2m (30ft.) is required, therefore the decision must come from the Municipal Planning Commission.

The Municipal Planning Commission reviewed the application and decided the following:

Approve the application for asphalt paving of the carriageway at 383 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Completions Deposit of \$500.00
- Driveways shall be constructed in such a manner not to interfere with the natural flow or absorption of water.
- The maximum width of a driveway shall not exceed 10m (32.80ft.).

In October, it was noted that the driveway paving appeared to be much wider than the 10m maximum approved within the carriageway.

A letter was sent to the homeowners advising that the development permit had not met the condition that the maximum width of the driveway shall not exceed 10m (32.80ft.). The driveway had been paved at a width of 19.2m (63ft.). The driveway was to be put into compliance no later than end of October.

A site visit was conducted with the homeowner to discuss the noncompliant asphalt paving. Administration informed the homeowner that the driveway was still required to be put into compliance by the end of October, and if that timeline could not be met, to provide a more reasonable timeline. No such timeline was received.

November 9, 2021, a Stop Order was issued as it was determined that the lands contravene the Land Use Bylaw in the following way:

- (1) The driveway exceeds the driveway maximum width requirements set out in section 3.1 (1)(a) of the Land Use Bylaw.

#### APPLICANTS PRESENTATION

Mr. & Mrs. Cameron were given an opportunity to present their case.

Mr. Cameron noted his written appeal letter states his position. He believes the carriageway interpretation was their mistake as it was not interpreted the same way as the development authority. He believes he met the conditions of the development permit. He explained why he feels it is common sense to pave the carriageway to control water flow.

Mrs. Cameron noted the development permit was for asphalt paving as stated on the development permit, and not a driveway.

#### IN SUPPORT OF STOP ORDER BEING IMPROPERLY ISSUED

Written submissions were received from Horseshoe Paving Ltd. and Thom Jewell. Both letters were in support of the development but did not speak to reasons the stop order was improperly issued.

No one was present to speak to reasons the stop order was improperly issued.

#### IN SUPPORT OF STOP ORDER BEING PROPERLY ISSUED

No written submissions were received supporting the stop order being properly issued.

No one was present to speak to reasons the stop order was properly issued.

#### SUMMARY FROM THE APPELLANTS

Mr. Cameron believes water flow trumps the conditions of the permit. He maintains that the conditions of the development permit were met and suggests that due to Covid, communication with the Summer Village Administration was difficult.

Mrs. Cameron stated they are being boxed into the definition of a driveway.

**DEVELOPMENT  
OFFICER  
SUMMARY**

Kara Kashuba summarized her case stating the facts.

The Municipality's Land Use Bylaw No 170/13 (the "Land Use Bylaw") provides the following:

2.10(1)(a) Where the Development Officer finds that a development or use of land or building is not in accordance with Part 17 of the Municipal Government Act, the Land Use Bylaw, the Subdivision and Development Regulation, a Development Permit or subdivision approval, the Development Officer may, by notice in writing, order the registered owner, person in possession of the land or buildings, or the person responsible for the contravention or all of any of them to:

(ii) Demolish, remove, or replace the development...

3.1 (1)(a) The maximum width of a driveway shall be 10m (32.8ft.). Driveway width shall be measured with the carriageway.

Since the driveway was constructed wider than allowable in the Land Use Bylaw, and a variance was not granted by the Municipal Planning Commission who approved the paving of the driveway with the explicit condition that it be no wider than 10 meters, a stop order was issued, requesting the development be brought into compliance.

The Municipal Government Act provides the following:

645(1) Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with

- (a) this Part or a land use bylaw or regulations under this Part, or
- (b) a development permit or subdivision approval, the development authority may act under subsection (2).

(2) If subsection (1) applies, the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to

- (a) stop the development or use of the land or building in whole or in part as directed by the notice,
- (b) demolish, remove, or replace the development, or
- (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw, or regulations under this Part, a development permit, or a subdivision approval, within the time set out in the notice.

The approved development permit conditions and supporting documents for the asphalt paving were clear that the Municipal Planning Commission had approved the paving for a maximum width of 10m only. This development permit application was

approved and the timeframe to appeal any conditions on the permit expired on July 20, 2021. The appeal today is only against the issuance of a stop order, which, as noted above, is validated by Birchcliff's Land Use Bylaw and the Municipal Government Act.

#### **OPPORTUNITY FOR A FAIR HEARING**

Chair Dufresne asked the appellants if they felt he had an opportunity to state their case. The appellants acknowledged they had.

#### **HEARING CLOSED**

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 9:44 a.m. No further submissions will be entertained by the board.

#### **FINDINGS OF THE BOARD**

Upon hearing and considering the representations and the evidence of the parties concerned, the Commission finds the facts in the matter to be as follows:

1. The development was presented to the Municipal Planning Commission on June 16, 2021, requesting a variance to allow for asphalt paving to a width of 19.2m.
2. The Land Use Bylaw #170-13 states the maximum width of a driveway "shall" be 10m.
3. The June 16, 2021, minutes from the Municipal Planning Commission meeting clearly state, as per the Land Use Bylaw #170-13, *"the maximum width of a driveway shall not exceed 10m."*
4. Condition 8 of the development permit #211608, issued June 29, 2021, by the Development Officer, states *"the maximum width of the driveway shall not exceed 10m"*.
5. The Land Use Bylaw #170-13 states:
  - 2.10(1)(a) Where the Development Officer finds that a development or use of land or building is not in accordance with Part 17 of the Municipal Government Act, the Land Use Bylaw, the Subdivision and Development Regulation, a Development Permit or subdivision approval, the Development Officer may, by notice in writing, order the registered owner, person in possession of the land of buildings, or the person responsible for the contravention or all of any of them to:
    - (ii) Demolish, remove, or replace the development...
6. The Municipal Government Act, Section 645
  - (1) Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with
    - (a) this Part or a land use bylaw or regulations under this Part, or
    - (b) a development permit or subdivision approval, the development authority may act under subsection (2).

- (2) If subsection (1) applies, the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to
- (a) stop the development or use of the land or building in whole or in part as directed by the notice,
  - (b) demolish, remove, or replace the development, or
  - (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw, or regulations under this Part, a development permit, or a subdivision approval, within the time set out in the notice.

**SDAB DECISION** MOVED by Chair Dufresne that after reviewing the statutory documents and all documents submitted by both the Appellant and the Development Officer, the Subdivision and Development Appeal Board has decided to uphold the stop order, and deny the appeal, as the Subdivision and Development Appeal Board is satisfied of the following:

1. That the stop order was properly issued.
2. That the stop order properly reflects the motion provided by the Municipal Planning Commission stating the maximum width of a driveway shall not exceed 10m.
3. That the stop order properly reflects the requirements set out by the development permit stating the maximum width of the driveway shall not exceed 10m.
4. That both the Municipal Planning Commission's decision and development permit are supported by the Land Use Bylaw; specifically, that the maximum width of the driveway "shall" be 10m and that "shall" mean mandatory compliance.

CARRIED

**Dated at the Town of Sylvan Lake this 7th day of February 2022.**

\_\_\_\_\_  
**Roger Dufresne**  
**Chairman**  
**Subdivision and Development Appeal Board**

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

The 2021 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2021 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 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

**Administrative Recommendations:**

Council accept the 2021 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.



March 17, 2022

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

**Attention: Council Members**

Dear Council Members:

**RE: 2021 AUDIT FINDINGS REPORT**

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

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

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

**SIGNIFICANT FINDINGS FROM THE AUDIT**

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

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



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

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

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

*Amortization of Tangible Capital Assets - \$99,967 (2020 - \$58,707)*

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

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

### **Corrected and Uncorrected Misstatements**

#### *Corrected Misstatements*

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

#### *Uncorrected Misstatements*

There were no material uncorrected misstatements aggregated by our Firm for the year ended December 31, 2021.

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

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

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

### **Management Representations**

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



## **OTHER MATTERS**

### **Bank Reconciliations**

We noted three deposits in transit that were also included as outstanding payments on the December 31, 2021 bank reconciliation.

While this has no impact on the cash balance, we recommend these items be cleared from both deposits in transit and outstanding payments.

## **AUDITOR INDEPENDENCE**

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

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

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

We are not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2021 – March 17, 2022.

Summer Village of Birchcliff  
March 17, 2022  
Page 4

---

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

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CA  
Partner

cc: Tanner Evans, Chief Administrative Officer

DRAFT

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Financial Statements**  
**For The Year Ended December 31, 2021**

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, 2021, 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, 2021, 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 17, 2022

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

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

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

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

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

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

---

Mr. Tanner Evans  
Chief Administrative Officer

**SUMMER VILLAGE OF BIRCHCLIFF****D-1****Statement of Financial Position****As At December 31, 2021**

|  | 2021                | 2020                |
|--|---------------------|---------------------|
| <b>FINANCIAL ASSETS</b>                      |                     |                     |
| Cash and cash equivalents                    | \$ 662,726          | \$ 566,972          |
| Receivables (Note 2)                         | 20,703              | 66,039              |
|  | <u>683,429</u>      | <u>633,011</u>      |
| <b>LIABILITIES</b>                           |                     |                     |
| Accounts payable and accrued liabilities     | 78,285              | 68,790              |
| Deposit liabilities                          | 80,229              | 49,000              |
| Deferred revenue (Note 3)                    | 51,087              | 81,963              |
| Due to other Sylvan Summer Villages (Note 4) | 290,524             | 70,812              |
|  | <u>500,125</u>      | <u>270,565</u>      |
| <b>NET FINANCIAL ASSETS</b>                  | <u>183,304</u>      | <u>362,446</u>      |
| <b>NON-FINANCIAL ASSETS</b>                  |                     |                     |
| Tangible capital assets (Note 5)             | 3,194,984           | 2,851,165           |
| Prepaid expenses                             | 114                 | 20,857              |
|  | <u>3,195,098</u>    | <u>2,872,022</u>    |
| <b>ACCUMULATED SURPLUS (Note 6)</b>          | <u>\$ 3,378,402</u> | <u>\$ 3,234,468</u> |
| Contingent liabilities (Note 8)              |                     |                     |

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

## Statement of Annual Surplus and Accumulated Surplus

For the Year Ended December 31, 2021

|  | 2021<br>(Budget)<br>(Note 14) | 2021<br>(Actual)    | 2020<br>(Actual)    |
|--|-------------------------------|---------------------|---------------------|
| <b>REVENUE</b>   |                               |                     |                     |
| Net municipal taxes (Schedule 2)                         | \$ 322,820                    | \$ 322,817          | \$ 317,247          |
| Sales and user charges (Schedule 4)                      | 81,781                        | 82,264              | 86,058              |
| Government transfers for operating (Schedule 3)          | 11,122                        | 20,572              | 17,628              |
| Licenses and permits                                     | 6,595                         | 13,540              | 7,888               |
| Penalties and costs on taxes                             | 4,877                         | 13,232              | 8,091               |
| Other  | 1,001                         | 3,939               | 945                 |
| Interest   | 9,000                         | 3,556               | 6,092               |
| Fines  | 690                           | 693                 | 335                 |
|  | <u>437,886</u>                | <u>460,613</u>      | <u>444,284</u>      |
| <b>EXPENSES</b>  |                               |                     |                     |
| Administration   | 169,340                       | 194,607             | 191,456             |
| Wastewater treatment and disposal                        | 96,803                        | 153,230             | 160,739             |
| Parks and recreation                                     | 14,000                        | 50,435              | 19,101              |
| Protective services                                      | 53,060                        | 46,797              | 41,268              |
| Roads, streets, walks and lighting                       | 63,799                        | 41,665              | 72,061              |
| Waste management   | 23,410                        | 21,943              | 22,642              |
| Legislative  | 15,006                        | 12,167              | 12,853              |
| Environment  | 6,809                         | 4,552               | 3,992               |
| Disaster and emergency services                          | 3,109                         | 2,500               | 2,500               |
| Culture: Libraries, halls, museums                       | 1,050                         | 1,000               | 1,000               |
|  | <u>446,386</u>                | <u>528,896</u>      | <u>527,612</u>      |
| <b>ANNUAL SURPLUS (DEFICIT) BEFORE<br/>OTHER REVENUE</b> | <u>(8,500)</u>                | <u>(68,283)</u>     | <u>(83,328)</u>     |
| <b>OTHER REVENUE</b>                                     |                               |                     |                     |
| Government transfers for capital (Schedule 3)            | 215,000                       | 212,217             | 267,256             |
| Other revenue for capital                                | -                             | -                   | 45,070              |
|  | <u>215,000</u>                | <u>212,217</u>      | <u>312,326</u>      |
| <b>ANNUAL SURPLUS</b>                                    | <u>206,500</u>                | <u>143,934</u>      | <u>228,998</u>      |
| <b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>            | <u>3,234,468</u>              | <u>3,234,468</u>    | <u>3,005,470</u>    |
| <b>ACCUMULATED SURPLUS, END OF YEAR<br/>(Note 6)</b>     | <u>\$ 3,440,968</u>           | <u>\$ 3,378,402</u> | <u>\$ 3,234,468</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, 2021**

**D-1**

|  | 2021<br>(Budget)<br>(Note 14) | 2021<br>(Actual)  | 2020<br>(Actual) |
|--|-------------------------------|-------------------|------------------|
| <b>ANNUAL SURPLUS</b>                              | \$ 206,500                    | \$ <b>143,934</b> | \$ 228,998       |
| Acquisition of tangible capital assets             | (240,000)                     | <b>(444,768)</b>  | (392,366)        |
| Amortization of tangible capital assets            | -                             | <b>100,949</b>    | 58,707           |
|  | (33,500)                      | <b>(199,885)</b>  | (104,661)        |
| Use (acquisition) of prepaid expenses              | -                             | <b>20,743</b>     | (5,630)          |
| <b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b> | (33,500)                      | <b>(179,142)</b>  | (110,291)        |
| <b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>     | 362,446                       | <b>362,446</b>    | 472,737          |
| <b>NET FINANCIAL ASSETS, END OF YEAR</b>           | \$ 328,946                    | \$ <b>183,304</b> | \$ 362,446       |

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, 2021**

**D-1**

|   | 2021              | 2020              |
|---|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>   |                   |                   |
| Annual surplus  | \$ 143,934        | \$ 228,998        |
| Non-cash item not included in excess of revenue over expenses:      |                   |                   |
| Amortization of tangible capital assets                             | <u>100,949</u>    | <u>58,707</u>     |
|   | <u>244,883</u>    | <u>287,705</u>    |
| Changes in non-cash working capital balances related to operations: |                   |                   |
| Receivables   | 45,336            | (22,825)          |
| Accounts payable and accrued liabilities                            | 9,495             | 15,230            |
| Deferred revenue  | (30,876)          | (62,753)          |
| Deposit liabilities   | 31,229            | 2,525             |
| Prepaid expenses  | <u>20,743</u>     | <u>(5,630)</u>    |
|   | <u>75,927</u>     | <u>(73,453)</u>   |
| Cash flow from operating activities                                 | <u>320,810</u>    | <u>214,252</u>    |
| <b>CAPITAL ACTIVITIES</b>   |                   |                   |
| Purchase of tangible capital assets                                 | <u>(444,768)</u>  | <u>(392,366)</u>  |
| <b>FINANCING ACTIVITIES</b>   |                   |                   |
| Advances from other Sylvan Summer Villages                          | <u>219,712</u>    | <u>-</u>          |
| <b>CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR</b>              | <u>95,754</u>     | <u>(178,114)</u>  |
| <b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>                | <u>566,972</u>    | <u>745,086</u>    |
| <b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>                      | <u>\$ 662,726</u> | <u>\$ 566,972</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, 2021**

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

|  | <b>2021</b>         | <b>2020</b>         |
|--|---------------------|---------------------|
| <b>BALANCE, BEGINNING OF YEAR</b>                                | <b>\$ 2,780,353</b> | <b>\$ 2,446,694</b> |
| Acquisition of tangible capital assets                           | <b>444,768</b>      | 392,366             |
| Amortization of tangible capital assets                          | <b>(100,949)</b>    | (58,707)            |
| Advances from other Sylvan Summer Villages                       | <b>(219,712)</b>    | -                   |
| <b>BALANCE, END OF YEAR</b>                                      | <b>\$ 2,904,460</b> | <b>\$ 2,780,353</b> |
| Equity in tangible capital assets is comprised of the following: |                     |                     |
| Tangible capital assets (net book value) (Note 5)                | <b>\$ 3,194,984</b> | <b>\$ 2,851,165</b> |
| Due to other Sylvan Summer Villages                              | <b>(290,524)</b>    | (70,812)            |
|  | <b>\$ 2,904,460</b> | <b>\$ 2,780,353</b> |

DRAFT

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Property Taxes**  
**For the Year Ended December 31, 2021**

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

|                                     | 2021<br>(Budget)<br>(Note 14) | 2021<br>(Actual)  | 2020<br>(Actual)  |
|-------------------------------------|-------------------------------|-------------------|-------------------|
| <b>TAXATION</b>                     |                               |                   |                   |
| Real property taxes                 | \$ 766,133                    | \$ <b>766,130</b> | \$ 773,037        |
| <b>REQUISITIONS</b>                 |                               |                   |                   |
| Alberta School Foundation Fund      | 443,313                       | <b>443,313</b>    | 455,790           |
| <b>NET MUNICIPAL PROPERTY TAXES</b> | <b>\$ 322,820</b>             | <b>\$ 322,817</b> | <b>\$ 317,247</b> |

DRAFT

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2021**

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

|   | 2021<br>(Budget)<br>(Note 14) | 2021<br>(Actual)  | 2020<br>(Actual)  |
|---|-------------------------------|-------------------|-------------------|
| <b>TRANSFERS FOR OPERATING</b>              |                               |                   |                   |
| Provincial government conditional transfers | \$ 11,122                     | \$ 20,572         | \$ 17,628         |
| <b>TRANSFERS FOR CAPITAL</b>                |                               |                   |                   |
| Provincial government conditional transfers | 215,000                       | 212,217           | 267,256           |
| <b>TOTAL GOVERNMENT TRANSFERS</b>           | <u>\$ 226,122</u>             | <u>\$ 232,789</u> | <u>\$ 284,884</u> |

DRAFT

**SUMMER VILLAGE OF BIRCHCLIFF**  
**Schedule of Segmented Information**  
**Year Ended December 31, 2021**

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

|   | General<br>Administration | Recreation &<br>Culture | Protective<br>Services | Transportation<br>Services | Environmental<br>Services | All Other | Total       |
|---|---------------------------|-------------------------|------------------------|----------------------------|---------------------------|-----------|-------------|
| <b>REVENUE</b>                              |                           |                         |                        |                            |                           |           |             |
| Taxation                                    | \$ 153,710                | \$ 8,593                | \$ 49,297              | \$ 40,379                  | \$ 52,857                 | \$ 17,981 | \$ 322,817  |
| Sales and user charges                      | 1,371                     | -                       | -                      | -                          | 80,893                    | -         | 82,264      |
| All other                                   | -                         | -                       | -                      | -                          | -                         | 31,404    | 31,404      |
| Government transfers                        | 20,572                    | -                       | -                      | -                          | -                         | -         | 20,572      |
| Interest                                    | 3,556                     | -                       | -                      | -                          | -                         | -         | 3,556       |
|   | 179,209                   | 8,593                   | 49,297                 | 40,379                     | 133,750                   | 49,385    | 460,613     |
| <b>EXPENSES</b>                             |                           |                         |                        |                            |                           |           |             |
| Contracted and general services             | 48,983                    | 4,614                   | 49,297                 | 40,379                     | 133,750                   | 7,306     | 284,329     |
| Salaries, wages and benefits                | 113,159                   | -                       | -                      | -                          | -                         | 9,413     | 122,572     |
| Materials, goods, and supplies              | 17,067                    | 3,979                   | -                      | -                          | -                         | -         | 21,046      |
|   | 179,209                   | 8,593                   | 49,297                 | 40,379                     | 133,750                   | 16,719    | 427,947     |
| <b>NET REVENUE, BEFORE<br/>AMORTIZATION</b> | -                         | -                       | -                      | -                          | -                         | 32,666    | 32,666      |
| Amortization                                | (15,398)                  | (42,842)                | -                      | (1,286)                    | (41,423)                  | -         | (100,949)   |
| <b>NET REVENUE (DEFICIT)</b>                | \$ 15,398                 | \$ 42,842               | \$ -                   | \$ 1,286                   | \$ 41,423                 | \$ 32,666 | \$ (68,283) |

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, 2020**

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

|   | General<br>Administration | Recreation &<br>Culture | Protective<br>Services | Roadways  | Wastewater &<br>Garbage | All Other | Total       |
|---|---------------------------|-------------------------|------------------------|-----------|-------------------------|-----------|-------------|
| <b>REVENUE</b>                              |                           |                         |                        |           |                         |           |             |
| 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     |
| <b>EXPENSES</b>                             |                           |                         |                        |           |                         |           |             |
| 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     |
| <b>NET REVENUE, BEFORE<br/>AMORTIZATION</b> | -                         | -                       | -                      | -         | (25,027)                | 406       | (24,621)    |
| Amortization                                | (6,110)                   | (5,142)                 | -                      | (7,234)   | (40,221)                | -         | (58,707)    |
| <b>NET REVENUE (DEFICIT)</b>                | \$ 6,110                  | \$ 5,142                | \$ -                   | \$ 7,234  | \$ 15,194               | \$ 406    | \$ (83,328) |

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.

DRAFT

## Notes to Financial Statements

December 31, 2021

**2. RECEIVABLES**

|                                    | <b>2021</b>      | 2020      |
|------------------------------------|------------------|-----------|
| Goods and Services Tax             | <b>\$ 15,027</b> | \$ 19,768 |
| Taxes and grants in place of taxes | <b>4,411</b>     | 42,223    |
| Trade and other                    | <b>1,265</b>     | 4,048     |
|                                    | <b>\$ 20,703</b> | \$ 66,039 |

**3. DEFERRED REVENUE**

|                                      | 2020             | Funds Received    | Funds Used          | <b>2021</b>      |
|--------------------------------------|------------------|-------------------|---------------------|------------------|
| Municipal Sustainability Initiative  | \$ 71,271        | \$ 167,794        | \$ (189,030)        | <b>\$ 50,035</b> |
| Other                                | 539              | -                 | -                   | <b>539</b>       |
| Canada Community-Building Fund       | -                | 23,700            | (23,187)            | <b>513</b>       |
| Municipal Operating Support Transfer | 10,153           | -                 | (10,153)            | -                |
| Municipal Sustainability Program     | -                | -                 | -                   | -                |
|                                      | <b>\$ 81,963</b> | <b>\$ 191,494</b> | <b>\$ (222,370)</b> | <b>\$ 51,087</b> |

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

During 2013, the Summer Villages Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of an Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the Administration Building.

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

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

|                                     | <b>2021</b>       | 2020      |
|-------------------------------------|-------------------|-----------|
| Due to other Sylvan Summer Villages |                   |           |
| Due to Jarvis Bay                   | <b>\$ 150,522</b> | \$ -      |
| Due to Norglenwold                  | <b>140,002</b>    | 70,812    |
|                                     | <b>\$ 290,524</b> | \$ 70,812 |

## Notes to Financial Statements

December 31, 2021

## 5. TANGIBLE CAPITAL ASSETS

|                         | 2021<br>Net Book<br>Value | 2020<br>Net Book<br>Value |
|-------------------------|---------------------------|---------------------------|
| Engineered structures   |                           |                           |
| Roadways                | \$ 4,363                  | \$ 5,236                  |
| Wastewater systems      | 2,316,898                 | 2,334,296                 |
|                         | 2,321,261                 | 2,339,532                 |
| Land                    | 7,100                     | 100                       |
| Buildings               | 272,442                   | 65,350                    |
| Land improvements       | 527,781                   | 376,450                   |
| Machinery and equipment | 66,400                    | 69,733                    |
|                         | <u>\$ 3,194,984</u>       | <u>\$ 2,851,165</u>       |

|                         | Cost<br>Beginning of<br>Year | Additions         | Disposals   | Write-downs | Cost<br>End of<br>Year |
|-------------------------|------------------------------|-------------------|-------------|-------------|------------------------|
| Engineered structures   |                              |                   |             |             |                        |
| Roadways                | \$ 413,036                   | \$ -              | \$ -        | \$ -        | \$ 413,036             |
| Wastewater systems      | 2,504,476                    | 24,025            | -           | -           | 2,528,501              |
|                         | 2,917,512                    | 24,025            | -           | -           | 2,941,537              |
| Buildings               | 95,812                       | 219,713           | -           | -           | 315,525                |
| Machinery and equipment | 94,716                       | 5,000             | -           | -           | 99,716                 |
| Land                    | 100                          | 7,000             | -           | -           | 7,100                  |
| Land improvements       | 376,450                      | 189,030           | -           | -           | 565,480                |
|                         | <u>\$ 3,484,590</u>          | <u>\$ 444,768</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,929,358</u>    |

|                         | Accumulated<br>Amortization<br>Beginning of<br>Year | Current<br>Amortization | Disposals   | Write-downs | Accumulated<br>Amortization<br>End of<br>Year |
|-------------------------|---|-------------------------|-------------|-------------|---|
| Engineered structures   |   |                         |             |             |   |
| Roadways                | \$ 407,800  | \$ 873                  | \$ -        | \$ -        | \$ 408,673                                    |
| Wastewater systems      | 170,180   | 41,423                  | -           | -           | 211,603                                       |
|                         | 577,980   | 42,296                  | -           | -           | 620,276                                       |
| Buildings               | 30,462  | 12,621                  | -           | -           | 43,083  |
| Machinery and equipment | 24,983  | 8,333                   | -           | -           | 33,316  |
| Land improvements       | -   | 37,699                  | -           | -           | 37,699  |
|                         | <u>\$ 633,425</u>                                   | <u>\$ 100,949</u>       | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 734,374</u>                             |

## Notes to Financial Statements

December 31, 2021

**6. ACCUMULATED SURPLUS**

|  | 2021                | 2020                |
|--|---------------------|---------------------|
| Unrestricted surplus                           | \$ 38,317           | \$ -                |
| Restricted surplus                             |                     |                     |
| Operating reserves (Note 7)                    | 23,862              | 23,862              |
| Capital reserves (Note 7)                      | 411,763             | 430,253             |
| Equity in tangible capital assets (Schedule 1) | 2,904,460           | 2,780,353           |
|  | <b>\$ 3,378,402</b> | <b>\$ 3,234,468</b> |

**7. RESERVES**

|                            | 2021              | 2020              |
|----------------------------|-------------------|-------------------|
| <b>Operating Reserves</b>  |                   |                   |
| Sewer                      | \$ 19,360         | \$ 19,360         |
| General contingencies      | 4,502             | 4,502             |
|                            | <b>\$ 23,862</b>  | <b>\$ 23,862</b>  |
| <b>Capital Reserves</b>    |                   |                   |
| Pathways                   | \$ 157,800        | \$ 159,000        |
| Roads                      | 152,014           | 163,389           |
| Wastewater                 | 93,913            | 93,913            |
| Environmental              | 5,562             | 7,977             |
| Fleet                      | 1,974             | 974               |
| Information and technology | 500               | 5,000             |
|                            | <b>\$ 411,763</b> | <b>\$ 430,253</b> |

**8. CONTINGENT LIABILITIES**

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

**9. CONTRACTUAL OBLIGATIONS**

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

## Notes to Financial Statements

December 31, 2021

**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:

|  | <u>2021</u>       | <u>2020</u>       |
|--|-------------------|-------------------|
| Total debt limit                             | \$ 690,920        | \$ 666,426        |
| Total debt                                   | -                 | -                 |
| <b>Total debt limit remaining</b>            | <b>\$ 690,920</b> | <b>\$ 666,426</b> |
| Service on debt limit                        | \$ 115,153        | \$ 111,071        |
| Service on debt                              | -                 | -                 |
| <b>Total service on debt limit remaining</b> | <b>\$ 115,153</b> | <b>\$ 111,071</b> |

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

**11. FINANCIAL INSTRUMENTS**

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

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

## Notes to Financial Statements

December 31, 2021

**12. SALARIES AND BENEFITS DISCLOSURE**

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

|                              | Salary (1) | Benefits (2) | 2021      | 2020      |
|------------------------------|------------|--------------|-----------|-----------|
| Mayor Dufresne               | \$ 4,300   | \$ 50        | \$ 4,350  | \$ 5,980  |
| Councillors                  |            |              |           |           |
| Zacharias                    | 3,700      | 171          | 3,871     | 2,700     |
| Tirpak                       | 2,700      | 23           | 2,723     | 1,500     |
|                              | \$ 10,700  | \$ 244       | \$ 10,944 | \$ 10,180 |
| Chief Administrative Officer |            |              |           |           |
| Evans                        | \$ 22,953  | \$ 1,834     | \$ 24,787 | \$ 24,934 |
| Designated officer           |            |              |           |           |
| Assessor                     | \$ 7,900   | \$ -         | \$ 7,900  | \$ 8,100  |

(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.

**14. BUDGET FIGURES**

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 21, 2020. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

|                                     | 2021 Budget | 2021 Actual  |
|-------------------------------------|-------------|--------------|
| Annual surplus                      | \$ 206,500  | \$ 143,934   |
| Purchase of tangible capital assets | (240,000)   | (444,768)    |
| Transfer (to) from reserves         | 33,500      | 18,490       |
|                                     | \$ -        | \$ (282,344) |

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

**15. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and management.

---

DRAFT



## **Summer Village of Birchcliff**

**March 17, 2022**

### **Delegation**

**Agenda Item:** *Delegation – Lee Ann Beaubien*

*Review and Analysis of Potential Impacts from the Proposed “Sylvan Lake Lakeside Recovery Centre” on the Summer Village of Birchcliff Report*

### **Background:**

Lacombe County (LC) is currently considering an application to amend their Land Use Bylaw (LUB) to allow a recovery centre (defined as a “treatment centre” in LC LUB) as a special discretionary use on the 80 acre parcel located near the RR14 entrance to Birchcliff. The current proposal is to change the use of the existing structure to allow for up to 12 women to be in a recovery program for 90 days at a time which does not include detoxification. The program is staffed 24/7 with a resident couple on site and therapists who would commute to the house daily.

Birchcliff Council directed administration to hire a third party to provide an unbiased report that would include background information, research, comparison to similar facilities, findings and recommendations to Council. The report was to look at the potential impacts on Birchcliff for the current application for a change of use and also look into the potential future full build out of up to 80 residential homes on the site.

Administration hired Lee Ann Beaubien from Collaborative Futures to prepare the report. Lee Ann has over 10 years of community planning experience working at the community, municipal, and provincial levels. She has been involved in numerous community economic development and land use planning projects including residential, commercial, institutional, and parkland developments. With a BA from the University of Winnipeg and a Master’s Degree in city planning from the University of Manitoba, Lee Ann was a planner and principal planner for the City of Edmonton for over 4 years and has been a planning consultant for nearly 8 years.

The report is thorough and attached for consideration. It suggests that the impacts from the proposed recovery centre are minimal to the Summer Village of Birchcliff. Based on the limited number of program participants and staff on site, programming occurring on site and within an existing building, the proposed

recovery center could be considered a low intensity land use with no measurable impact on density. It is not anticipated to generate significant traffic and parking, crime, or negatively impact the property values and aesthetics of the surrounding properties.

The potential full build out of up to 80 residential homes is not currently on the table, but could be at some point in the future. It is important to realize that this density could be considered under the current LUB with no amendments needed, however, more documents such as an Area Structure Plan and Traffic Impact Study would need to be completed for the application to Lacombe County. Without additional details about proposed land uses and site designs, it is more difficult to fully assess the community impacts. However, based on research into affordable housing and community supportive housing, along with similar developments in the area, this potential development would not appear to impact surrounding property values or crime rates.

The report includes recommendations for Council to consider addressing through the formal engagement and referral process.

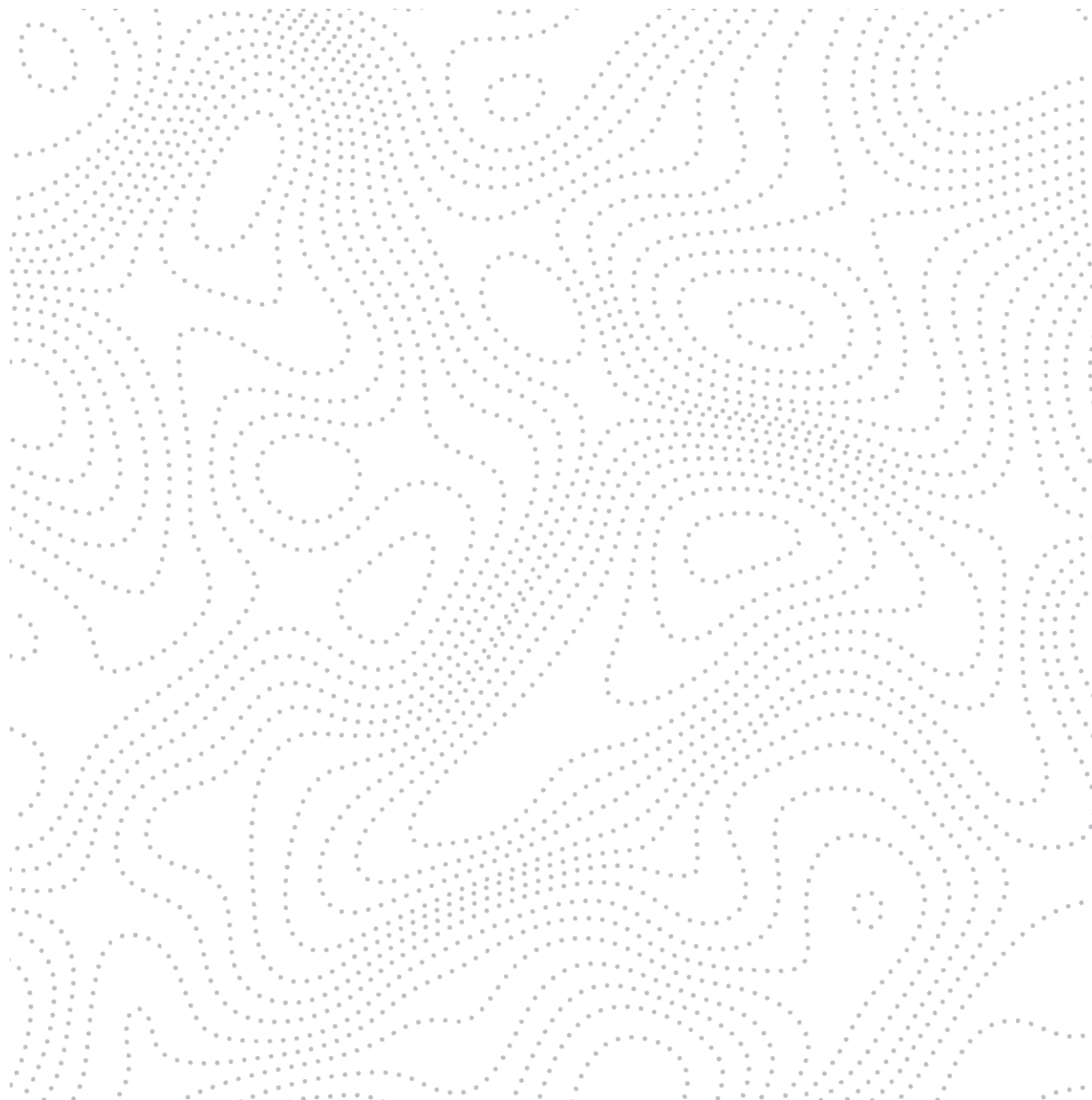
**Options for Consideration:**

1. Council to discuss and provide direction to administration.

**Authorities:**

Review and Analysis of Potential Impacts from the  
Proposed "Sylvan Lake Lakeside Recovery Centre"  
on the Summer Village of Birchcliff Report  
March 2022





Lee Ann Beaubien  
587-340-6786  
leeann@collaborativefutures.ca

**Review and Analysis of Potential Impacts  
from the Proposed "Sylvan Lake Lakeside  
Recovery Centre" on the Summer Village  
of Birchcliff Report**





## Executive Summary

The following report is prepared to provide the Summer Village (SV) of Birchcliff's Council with a third party, unbiased professional opinion on the following items:

- Potential impacts the proposed Sylvan Lake Lakeside Recovery Centre (referred to as the Recovery Centre), could have on the SV of Birchcliff.
- Identification and comparison of potential impacts to the SV of Birchcliff if the full build out of the site (80 residential units) was to occur to provide supportive housing to recovery program graduates and their families versus a typical residential subdivision allowed under the plans and regulations in effect.

The report provides a review of the site, proposed Recovery Centre and potential full build out development options, plans and regulations in effect, and three comparable developments. It explores potential impacts the proposed Recovery Centre and full build out of the site (80 residential units) could have on the SV of Birchcliff, including:

- Density
- Traffic, parking and access
- Property values
- Crime
- Servicing
- Parks and open spaces
- Community services
- Emergency services
- Economy
- Aesthetics
- Annexation

The report suggests that the community impacts from the proposed Recovery Centre are minimal to the SV of Birchcliff. Based on the limited number of program participants and staff on site, programming occurring on site and within an existing building, the proposed Recovery Centre could be considered a low intensity land use with no measurable impact on density. It is not anticipated to generate significant traffic and parking, crime or negatively impact the property values and aesthetics of the surrounding properties. Servicing, and parks and trails will be provided on site.

The development of the site with 80 residential units as a typical residential subdivision with lots for sale would be similar to *The Slopes of Sylvan Lake*, which is an upscale residential development directly to the west of the site. *The Slopes of Sylvan Lake* is not anticipated to have a significant impact on the SV of Birchcliff. Servicing, and parks and trails are provided within the development. A Traffic Impact Assessment was completed to identify and mitigate traffic impacts from the development. Furthermore, the developer has been required to incorporate Architectural Design Guidelines.

To fully assess the community impacts to the SV of Birchcliff from the full build out of the site with 80 residential units to support recovery program graduates and their families is more challenging without additional details about the proposed land uses, site design, tenure model and management. The closest comparator is affordable housing or community supportive housing. Based on the literature, the provision of affordable and supportive housing does not appear to impact surrounding property values or crime rates. The full build out of the site with 80 residential units to support program graduates and their families would have similar impacts to traffic, parks and trails, servicing, and density as a typical residential subdivision where the lots are sold. Key considerations that should be explored further when details of the full build out of the site are known, are employment and transit options for program graduates in the area.

The report provides some recommendations the SV of Birchcliff Council may wish to consider with the proposed Recovery Centre and future site build out. The following recommendations could be addressed through the formal engagement and referral process, and include:

*Proposed Sylvan Lake Lakeside Recovery Centre:*

- Recommend the development permit conditions consider landscaping and screening.
- Recommend the development consider incorporating Crime Prevention through Environmental Design including careful consideration of landscaping, lighting, access control, creating barriers between public, private and semi-private spaces, and maintenance.
- Establish a community committee that meets periodically to discuss the recovery centre, including community concerns.

*Future Site Build Out (80 residential units):*

- Recommend the development is phased to allow for an opportunity to assess and mitigate any negative impacts of the development as it is built out.
- Request the developer provide Architectural Design Guidelines, similar to *The Slopes of Sylvan Lake*.
- Request the development incorporate Crime Prevention through Environmental Design into the development, including consideration of landscaping, lighting, access control, creating barriers between public, private and semi-private spaces, and maintenance.
- If the proposed development requires a site-specific district or new district regulations, they should consider the site and housing design (including relationship to adjacent developments), and provision of parks, open spaces and trails.
- The impact of traffic and parking on the surrounding community should be assessed by a Traffic Impact Assessment.
- Careful consideration of the provision, design and programming of parks, trails and open spaces provided on the site to ensure residences recreational needs are addressed. Municipal Reserve must be taken as lands for parks and open spaces in accordance with the Municipal Government Act, and plans and regulations in effect, and must be accessible to the public. Local trails within the site area should connect to the Regional Trail.

In addition to the recommendations above, if the site is developed to provide housing to program graduates and their families:

- Ensure community services are available on the site, or accessible within the City of Lacombe or City of Red Deer.
- Consider employment opportunities for residents, especially if they are only living at the site for three years.
- Access to transit for the program recovery graduates and their families should be considered.
- Establish a community committee that meets periodically to discuss the supportive housing, including concerns.



## Contents

|   |    |
|---|----|
| Executive Summary.....  | 4  |
| 1.0 Introduction .....  | 9  |
| Purpose and Methodology .....   | 9  |
| 2.0 Context.....  | 11 |
| 2.1 Local and Regional Profile .....  | 11 |
| Summer Village of Birchcliff.....   | 11 |
| Lacombe County.....   | 11 |
| 2.2 Adjacent Land Uses and Developments .....   | 12 |
| 2.3 Existing site and facility.....   | 12 |
| 2.4 Proposed development.....   | 12 |
| 2.5 Future Development .....  | 13 |
| 2.6 Plans and regulations in effect.....  | 14 |
| 3.0 Land Use Analysis .....   | 16 |
| 3.1 Potential Planning Requirements for the Sylvan Lake Lakeside Recovery Centre..... | 16 |
| 3.2 Potential Planning Requirements for Full Build Out .....                          | 18 |
| Typical residential subdivision .....   | 18 |
| Residential development to provide housing for program graduates.....                 | 19 |
| 4.0 Review of Comparable Developments .....   | 21 |
| Lacombe County: iRecover Addiction Treatment Centers Inc.....                         | 21 |
| Edmonton: Adeara Recovery Centre .....  | 23 |
| Edmonton: McDougall House Recovery Home for Women .....                               | 23 |
| 5.0 Identification and Analysis of Potential Community Impacts .....                  | 25 |
| Density.....  | 25 |
| Property Values .....   | 26 |
| Traffic, Parking and Access .....   | 28 |
| Crime.....  | 28 |
| Parks and Recreation .....  | 30 |
| Community Services .....  | 31 |
| Emergency Services .....  | 31 |
| Economy .....   | 31 |
| Servicing .....   | 32 |
| Aesthetics .....  | 32 |
| Annexation.....   | 33 |
| 6.0 Summary and Council Recommendations .....   | 34 |
| 6.1 Summary of Potential Community Impacts .....                                      | 34 |

|                                  |    |
|----------------------------------|----|
| 6.2 Council Recommendations..... | 37 |
| Resources.....                   | 39 |
| Appendix One: Policy Review..... | 40 |



## 1.0 Introduction

### Purpose and Methodology

The purpose of the following report is to provide the Summer Village (SV) of Birchcliff's Council with an outside, unbiased opinion on the following items, drawing on comparable developments in other areas:

- Potential impacts the proposed Sylvan Lake Lakeside Recovery Centre (referred to as the Recovery Centre) could have on the SV of Birchcliff.
- Identification and comparison of potential impacts to the SV of Birchcliff if the full build out of the site (80 residential homes) was to occur to provide supportive housing to recovery program graduates versus a typical residential subdivision allowed under the plans and regulations in effect.

The methodology for preparing the Report include:

- **Context** – Brief overview of the community and region; existing site features and facility; existing and proposed development plans; plans and regulations in effect; and adjacent land uses and development.
- **Land Use Analysis** - Review and analysis of the current district, permitted and discretionary uses, and associated regulations, as well as potential planning requirements if the site was to be fully built out.
- **Review of comparable developments in other communities** – Review of three similar developments, including their scope, scale, and impact on the community.
- **Identification and analysis of potential impacts from the proposed development** - Review and analysis of the potential impacts the proposed Recovery Centre and full build out could have on the SV of Birchcliff, as well as potential mitigation strategies.

- **Council Recommendations** - Review potential options available, planning considerations and recommendations.



## 2.0 Context

### 2.1 Local and Regional Profile

#### Summer Village of Birchcliff

The SV of Birchcliff is located along the southeast shore of Sylvan Lake and has permanent and seasonal residents. Access to the SV is from Highway 20 via Township Road 392, with Birchcliff Road and Birch Way providing access throughout the community. Birchcliff is primarily a residential community with the Pentecostal Church Camp. According to the 2016 Census, the community has a population of 117 people and 98 private dwellings. Maintaining the community's distinct character and preserving natural areas, including the shoreline and water quality of Sylvan Lake, is central to the community's vision and values.

#### Lacombe County

Lacombe County contains 2,964 km<sup>2</sup> and is comprised of 6 municipalities, 6 hamlets, 41 townships, and 4 SVs. Lacombe County is strategically located in central Alberta, along the Queen Elizabeth II Highway corridor between Calgary and Edmonton. Lacombe County contains many beautiful natural areas and popular recreational amenities including Sylvan Lake, Gull Lake and Buffalo Lake.

According to the *Lacombe County 2019 Community Profile*, the County has a population of 10,343. The population of Lacombe County is aging with a median age of 42 in comparison to 37 for Alberta. Overall, Lacombe County shrunk by 1% between 2006 and 2016.

Lacombe County has a diverse economy, with agriculture, construction, manufacturing, health care, tourism, small businesses and oil and gas. Agriculture makes up a significant component of the economy. According to the *Lacombe County Municipal Development Plan Bylaw No. 1238/17* "agricultural land makes up 98% of land use based on zoning statistics. Agriculture has been the primary economic driver of the County, a precedent that has been established and maintained by its agricultural community."

## 2.2 Adjacent Land Uses and Developments

The site is generally surrounded by low density residential, recreational, and agricultural land uses, including:

- On the eastern portion of the quarter section (SW 16-39-01-W5M), the lands are districted *PR-Recreation District* and appear to contain a few structures. There are no immediate plans to develop this site.
- West of the site is *The Slopes of Sylvan Lake*, a multi-lot residential subdivision which is partially developed. The lands are districted *R-RCC Residential Conservation (Cluster) District* and *R-HDR Higher Density Residential District*.
- North of the site is farmland, and the lands are districted *A-Agricultural District*.
- South of the site is the Jarvis Bay Access Road (Township Road 392), and the lands are contained within Red Deer County with residential development.

## 2.3 Existing site and facility

The site is located on the west half of SW 16-39-01-W5M and is bordered by Range Road 1-4 to the west and Township Road 392 to the south. The site is accessed by the Jarvis Bay Access Road (Township Road 392), near the SV of Birchcliff, The Slopes of Sylvan Lake and Jarvis Bay Provincial Park. The site contains approximately 80 acres. The site includes a main house, a cabin which is bordered up, 35 acres of hayfields and 1 oilwell site. The site also contains extensive tree stands.

In 2011, the landowner received a development permit for a single detached dwelling as a second residence for personal use. The main house was built in 2012 and is approximately 10,000 ft<sup>2</sup>. In 2017 the landowner received approval to use the main house as a prayer center for a three-year term, subject to conditions. The main house was used as a church and conference centre; however, this permit has expired. Currently the property has water servicing provided by a well and will be connecting to the regional sewer line as required by the County this summer. Following the passing of the landowner in 2019, the property was acquired by Adeara, in conjunction with The PAR Foundation.



Source: Lacombe County Planning and Development Department

## 2.4 Proposed development

Genics Inc. acquired the site to transform the house into a Recovery Centre for Women for Adeara. Work on That Inc., on behalf of Genics Inc., is seeking permission to add a special discretionary use to the *Agricultural 'A' District* of the *Lacombe County's Land Use Bylaw No. 1237/17* to consider a "treatment centre" on Part of SW 16-39-01-W5M. The proposed development will also require a Development Permit for a Discretionary Use.

The treatment centre would provide a women's recovery program for 90 days and would not include detoxification. The program is voluntary, where clients remain on the site. Clients only leave the site to attend church, appointments, or group activities once or twice a week. The program is staffed 24/7, with a resident couple on site and two therapists who will commute daily to and from the house. Visitors will only be allowed to visit on Sundays between 12:00 PM to 4:00 PM and will be limited to family members. The program is accredited, and would include:

- Group and individual therapy
- Parenting classes
- Fitness programs
- Assisted transition to independent living

The existing main house on the site would be converted to a residence for a maximum of 12 women. The cabin on the site will remain bordered up and unused. The main house contains 6 separate bedrooms.

The proposed development was presented to Lacombe County Council on December 16, 2021, for information, and included a request letter to amend the Land Use Bylaw (LUB). A public meeting was held on February 3, 2022 to provide the public with information. The public meeting was well attended, and a public consultation report will be provided that includes community comments, concerns and how they could be addressed. The developer has also conducted a survey to gather community input.

## 2.5 Future Development

Based on discussions with the developer and County administration, there are no imminent plans to expand the development beyond the proposed recovery centre for 12 women. However, possible future expansion could include:

- Expanding the main house to accommodate more clients, and/or potentially construct a detached garage with a suite above it.
- Develop up to a maximum of 80 residential homes/units to house families after graduation from the recovery program, for up to a few years. The land uses, site design, tenure and management are unclear. It is also unclear if the development would be undertaken as a residential subdivision or a bareland condominium, and if the homes/units would be rented or owned.
- Undertake a freehold residential subdivision on the full site, or a portion of the site, where the lots are sold to the public to fund the facility.

The community impacts of full build out of the site (80 residential units) are explored further below in Section 5.

## 2.6 Plans and regulations in effect

The proposed Land Use Bylaw amendment to add a special discretionary use, the treatment centre, to the Agricultural 'A' District would not generally not conflict with the *Sylvan Lake Intermunicipal Development Plan (IDP)*, *Lacombe County Municipal Development Plan (MDP)*, *Sylvan Lake Area Structure Plan (ASP)* and *Lacombe County Land Use Bylaw (LUB)*. Existing development uses on lands within the Agricultural 'A' District can continue to be considered on lands within the *Sylvan Lake IDP* and *Sylvan Lake ASP* regardless of what future use they are identified for.

The following plans and regulations are in effect for the site:

- *Sylvan Lake Intermunicipal Development Plan* was adopted February 11, 2021 and replaces the *Sylvan Lake Management Plan*. Map 3: *Future Land Use Map* identifies the site and the lands west of the site as Lower Density Residential. The other half of the site's quarter section (SW 16-39-01-W5M) is identified as Recreation.
- *Lacombe County Municipal Development Plan Bylaw No. 1238/17 Figure 1: Land Use Concept Map* identifies the site and area surrounding Sylvan Lake as Residential.
- *Sylvan Lake Area Structure Plan Figure 4, Land Use Concept* identifies the site as Lower Density Residential. A proposed regional trail also borders the southern portion of the site.
- *Lacombe County Land Use Bylaw No. 1237/17* shows the site is currently *districted A-Agricultural District*. The purpose of the Agricultural 'A' District is to provide a land base to support a variety of agricultural operations. Other uses may be considered in this District based upon their compatibility with surrounding agricultural operation.



*Sylvan Lake Area Structure Plan Figure 4, Land Use Concept*

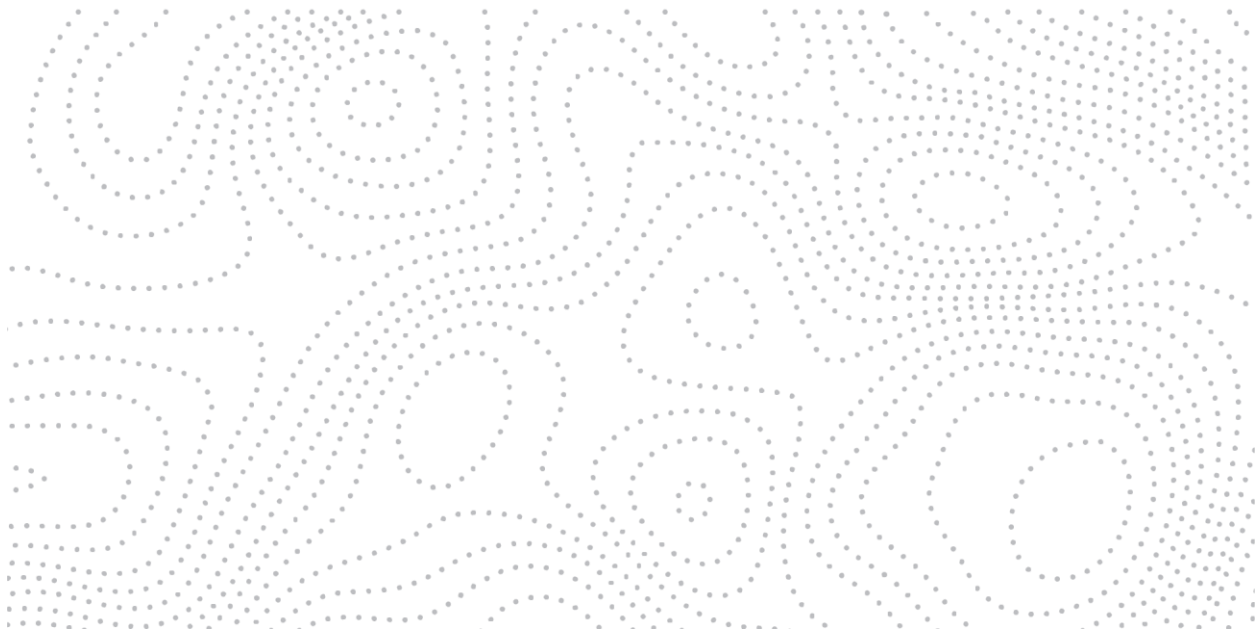
*Subject Site*

We understand that Lacombe County is part of the *Red Deer Regional Plan*, which has not been started yet.

The *Lacombe County Community Standards Bylaw 468* regulates and controls activities to prevent and abate noise, nuisances, and unsightly premises. The proposed Recovery Centre and any future development of the site would be subject to this bylaw.



In Alberta residential addiction treatment service providers are licensed under the *Mental Health Services Protection Act*. The regulations provide provincial oversight and standardization for residential addiction treatment services in Alberta, including licensing requirements, ensuring service providers have appropriate policies and procedures, and providing provincial authority to address complaints and concerns. Adeara is a licensed and certified operator.



### 3.0 Land Use Analysis

#### 3.1 Potential Planning Requirements for the Sylvan Lake Lakeside Recovery Centre

Work on That Inc., on behalf of Genics Inc., is seeking permission to add a special discretionary use to the *Agricultural 'A' District* of the *Lacombe County's Land Use Bylaw No. 1237/17* to consider a "treatment centre" on Part of SW 16-39-01-W5M. The Lacombe County LUB defines a treatment centre as:

*TREATMENT CENTRE means a centre for the treatment of persons with addiction, such as but not limited to drugs or alcohol, which may include the provision of services including psychotherapy, detoxification, and the dispensing of medication. This includes providing overnight or short-term accommodation to residents but does not include a detention or correction centre.*

The proposed Recovery Centre fits within this definition of a "Treatment Centre" with the exception that it will not provide detoxification. Clients will be attending the program by choice for 90 days and will only be admitted after being referred and screened. The proposed Recovery Centre will also not provide overnight drop ins or be a crisis management facility.

##### *Land Use Bylaw Amendment*

The proposed Lacombe County LUB amendment to add "treatment centre" as a special discretionary use to the *Agricultural 'A' District* only on Part of SW 16-39-01-W5M will limit the Recovery Centre to this site and requires Council authority to approve it. The iRecovery Treatment Centre in Lacombe County is also considered a discretionary use on lands designated *Agricultural 'A' District*.

The site is currently designated *Agricultural 'A' District*, which has the purpose to provide a land base to support a variety of agricultural operations. Other uses may be considered in this District based upon their compatibility with surrounding agricultural operation. As identified in the table below, the

permitted uses in the *Agricultural 'A' District* are agricultural and residential in nature, while the discretionary uses include more community and industrial uses.

| Permitted Uses   | Discretionary Uses  |
|--|---|
| <i>Accessory building (for permitted use only)</i>   | <i>Adult Care Residence</i>   |
| <i>Agricultural building</i>   | <i>Cannabis Production Facility</i>                                     |
| <i>Agricultural operation</i>  | <i>Cemetery</i>   |
| <i>Alternative energy, personal</i>  | <i>Community Facility</i>   |
| <i>Bee keeping</i>   | <i>Crematorium</i>  |
| <i>Campground minor</i>  | <i>Oil and gas facility, uses accessory to the oil and gas industry</i> |
| <i>Dwelling unit in accordance with sections 6.1(1), 6.1(2), 6.1(3) and 6.1(4) in Part 6 of this Bylaw</i> | <i>Sand and gravel extraction and processing</i>                        |
| <i>Home based business, minor</i>  | <i>Special event, major</i>   |
|  | <i>Waste Management Site</i>  |
|  | <i>Waste-to-Energy system</i>   |

The discretionary uses contained within the *A - Agricultural District* are generally more intensive than the proposed Recovery Centre. The impacts to the SV of Birchcliff from the proposed Recovery Centre are generally less than if the site were to be developed with any of the discretionary uses contained within the *A - Agricultural District*. Most of the discretionary uses contained within the *A - Agricultural District* would likely generate more traffic, with more staff travelling to and from the site daily. A crematorium, oil and gas facility, sand and gravel extraction and processing, and a waste management site would generate pollution and have a negative aesthetics impact on the SV of Birchcliff. Arguably, many of these discretionary uses could also have a negative impact on adjacent property values.

The proposed Recovery Centre will be subject to the regulations in the Lacombe County LUB and the *A - Agricultural District* including required setbacks, objects prohibited or restricted in yards, and unsightly premises. The regulations are intended to reduce the impact of developments on adjacent properties. The Lacombe County LUB does not identify parking requirements for a "Treatment Centre." Parking requirements are determined by the County at the time of the Development Permit.

#### *Development Permit*

The proposed Recovery Centre will require a Development Permit for a site-specific Discretionary Use. Discretionary Use permits involve reviewing the site, adjacent land uses and other planning considerations to determine suitability of the Discretionary Use requested. An application for a Discretionary Use permit can be approved with or without conditions or denied. Development Permit conditions can include requirements for a Development Agreement to:

- construct or pay for the construction of a road required to give access to the development;
- to construct or pay for the construction of pedestrian walkways, utilities, or parking facilities that serve the development;
- pay off-site levies or redevelopment levies; and
- provide landscaping including screening the site.

Adding the “treatment centre” as a special discretionary use to the *Agricultural ‘A’ District* enables the Lacombe County Municipal Planning Commission the ability to approve the Development Permit with or without conditions or deny it. Furthermore, any application for a discretionary-use development or relaxation of associated LUB regulations is also subject to appeal. If a Development Permit application is refused, or the applicant or other party is not satisfied with one or more conditions of approval, then an appeal can be made to the County’s Subdivision and Development Appeal Board.

The applicant may be required to obtain a Building Permit, which could trigger additional considerations and issues with the Building Code, especially depending on how the building is classified and associated fire code requirements.

### 3.2 Potential Planning Requirements for Full Build Out

The Lacombe County planning requirements for 80 residential units developed as a typical residential subdivision will likely be different than those to provide homes for program graduates and their families. Lacombe County would be required to refer any proposed development for the full build out of the site to the SV of Birchcliff for review and comment, as per the *Sylvan Lake IDP, Policy 10.2. 18 Referrals shall occur for intermunicipal review of all statutory plans, non-statutory plans (i.e., concept plan, outline plan or master plan), land use bylaws, and amendments to each.*

#### Typical residential subdivision

##### *Preparation of a Concept Plan and Redistricting*

The Lacombe County IDP, MDP and ASP in effect for the site all support future residential development on the site. To accommodate a typical freehold residential subdivision, the site would have to be redistricted and a Concept Plan prepared. The *Sylvan Lake ASP* requires the site be redistricted to *R-RCC Residential Conservation (Cluster) District*, as per the following *ASP Residential Policy 1*) “*The following policy applies to all residential development: 1. All future development must be redesignated (rezoned) as either R-RCC Residential Conservation (Cluster) District or R-HDR Higher Density Residential District*”. County administration has indicated it may be possible to redistrict the site to a recreational district which is supported anywhere in ASP area, however the purpose of a recreational district is to provide recreational facilities and tourist attractions.

A residential subdivision districted *R-RCC Residential Conservation (Cluster) District* would have to follow the conservation cluster design principles as per the *Lacombe County MDP* and *Sylvan Lake ASP*, which allows for the clustering of smaller-sized lots at low rural densities while providing opportunities for common open space. One of the most comparable residential developments in the area is *The Slopes of Sylvan Lake* which is a 49-lot clustered style residential development located just west of the site on SE 17-39-1-W5M. The development was redistricted from *Agriculture “A”* to *Conservation Cluster “R-RCC” District* and *Higher Density Lakeshore Residential “R-HDLR.”* Currently, *The Slopes of Sylvan Lake* is partially developed.

Similar to *The Slopes of Sylvan Lake*, technical studies would also be required to support the proposed development of 80 residential units, including Environmental studies, Biophysical Impact Assessment, Traffic Impact Assessment, Hydrology Assessment, Historic Resource Act Clearance and a Visual Impact Assessment. A servicing plan for stormwater, wastewater and potable water would also have to be prepared.

### *Subdivision*

A freehold residential subdivision would trigger the requirement for the developer to provide Municipal Reserve (lands or cash in lieu) and Environmental Reserve. A Development Agreement would also be required which would identify the terms and conditions for the construction of any municipal improvements including roads and utilities that are necessary to service the approved subdivision.

### **Residential development to provide housing for program graduates**

The planning requirements to develop 80 residential units to house families after graduation from the recovery program depend on numerous factors, including:

- Proposed land uses, specifically would the site be developed with only residential units or would support services and associated land uses be proposed such as a recreational or health facilities?
- Would the existing main house with the treatment centre remain on the site, or would it be removed, or its use changed?
- Would the development involve a subdivision to create 80 separate residential lots, or would a bareland condominium model be proposed with common property? Alternatively, would the parcel remain intact under one owner?
- Who would manage the development?
- Would residential units on the site be owned or rented?

### *Plan Amendments, Concept Plan and Redistricting*

To accommodate 80 residential units to house program graduates and their families, the *Sylvan Lake IDP*, *Lacombe County MDP* and *Sylvan Lake ASP* may have to be amended, especially if the proposed development is not considered residential in nature. As well, a Concept Plan and LUB amendment would likely be required to either include a new district or a Direct Control 'DC' District. Currently the Lacombe County LUB does not have a district that would support 80 residential units that are intended for three-year occupancy, potentially with support services on site. The Lacombe County LUB also does not have an institutional district.

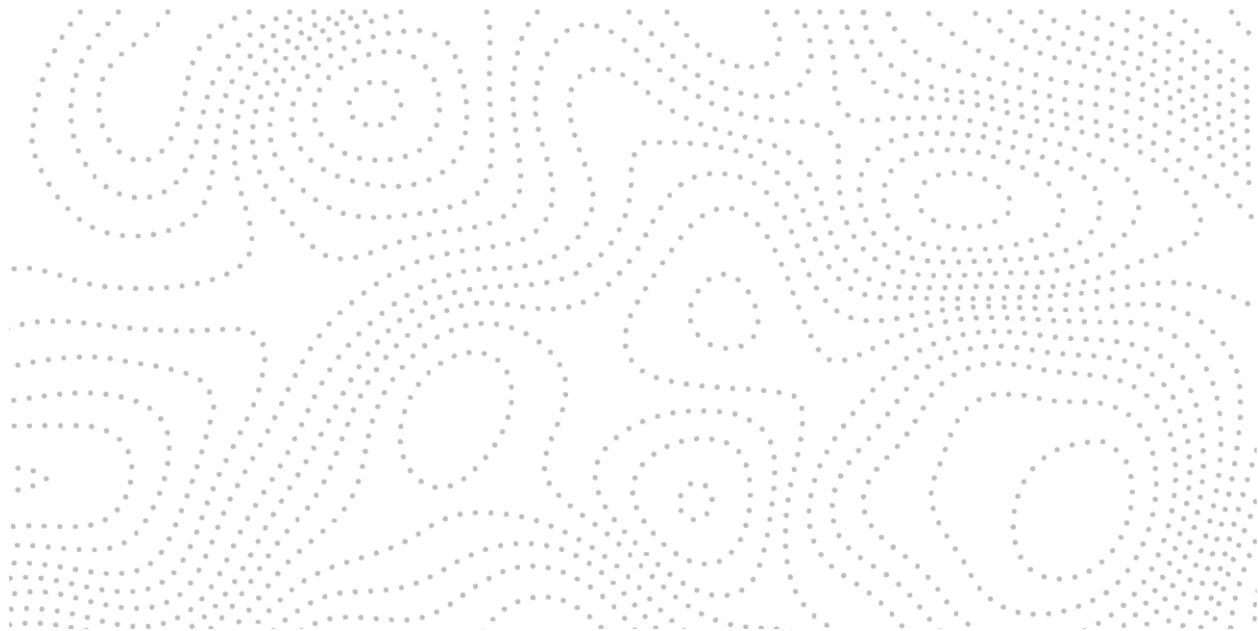
Required studies would likely include Environmental studies, Biophysical Impact Assessment, Traffic Impact Assessment, Hydrology Assessment, Historic Resource Act Clearance, and a Visual Impact Assessment. A servicing plan for stormwater, wastewater and potable water would also have to be prepared.

### *Subdivision*

The development of 80 residential units to house families after graduation from the recovery program could be undertaken as a subdivision or bareland condominium. A subdivision or bareland condominium would trigger the requirement for the developer to provide Municipal Reserve (lands or cash in lieu) and Environmental Reserve. The internal roads for a bareland condominium would fall on private property and may not be built to the County's Development standards. A Development Agreement would also be required which would identify the terms and conditions for the construction of any municipal improvements including access to the development, roads and utilities that are necessary to service the approved subdivision.

If the developer proposes to keep the parcel intact and a subdivision or bareland condominium model is not required, the proposed new district or a Direct Control 'DC' District would have to ensure the

development provides greenspace and trails. The County has indicated the County's Multi-Lot Development Proposals: Guide to the Approval Process should still be followed. A Development Agreement would also be required, but Municipal and Environmental Reserve lands could not be taken by the municipality.



## 4.0 Review of Comparable Developments

The following section provides a brief review of comparable residential treatment centres in Alberta, including their location, programming, and community impact. The treatment centres were selected from Alberta because they have the same provincial planning and development legislation. The centers selected include:

- iRecover Addiction Treatment Centers Inc., Lacombe County.
- Adeara Recovery Centre, Edmonton
- McDougall House Recovery Home for Women, Edmonton

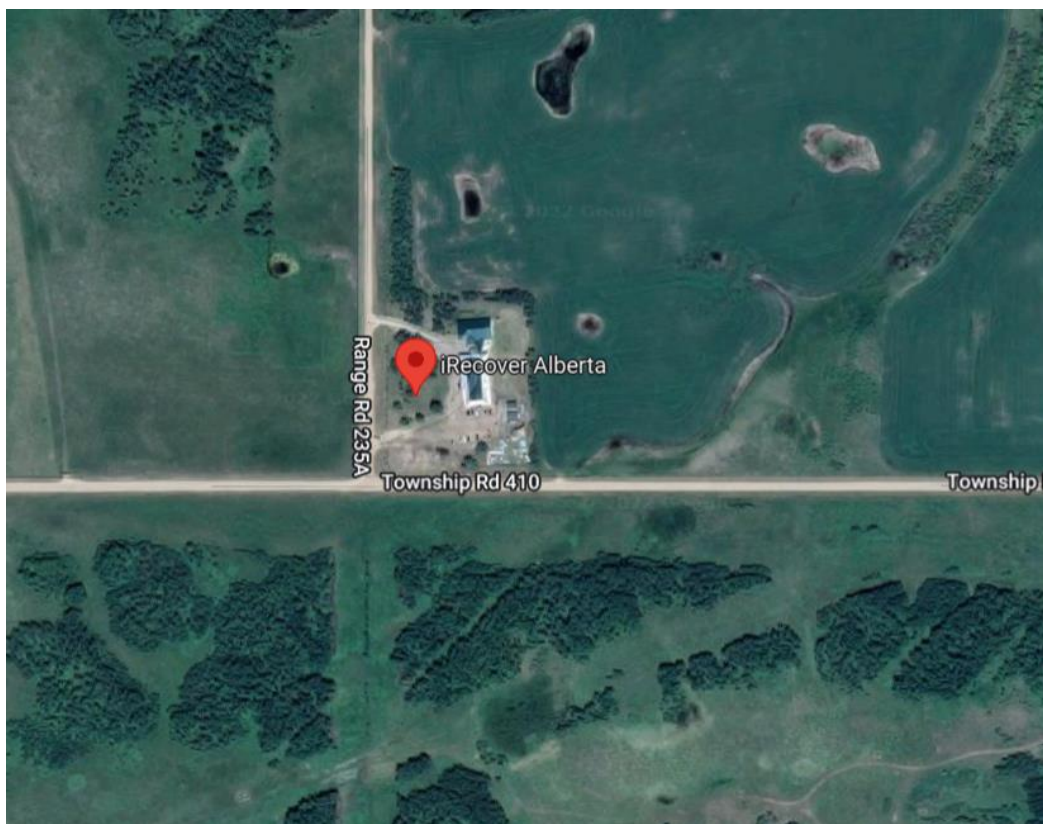
The centers have all been in operation for over 15 years. The centers were reviewed for any impact to their community related to crime, general nuisances, property values, and traffic and parking. The information provided below is largely anecdotal, and where information was available, municipal data. It is challenging to provide conclusive evidence about the link between the treatment centres and property values, crime, traffic and parking due to a variety of limitations, including but not limited to:

- Improvements to the adjacent properties can increase property values, such as renovations and expansions.
- Other developments in the community can generate traffic and parking issues.
- The local and regional economy can impact property values and crime rates.

### Lacombe County: iRecover Addiction Treatment Centers Inc.

The iRecover facility is located just north of Tees, Alberta, at the corner of Township Road 410 and Range Road 235A as shown on the map below. The iRecover Addition Treatment Center is surrounded by farmland and is located on lands districted *Agriculture District (A)*. The treatment centre is identified as a discretionary use in the *Agricultural District (A)*.

*The following Residential alcohol and drug treatment centre on the lands legally described as follows: Plan 2398 EU, Pt. SE 6-41-23-W4M Street Address: 41003 Range Rd, #235A, Tees, AB T0C 2N0*



iRecover Alberta is accredited by CARF (Commission on Accreditation of Rehabilitation Facilities) and is a licensed addiction treatment facility with the Province of Alberta.

Based on discussions with the iRecovery Centre Director, the iRecovery Centre first opened its doors in 2006 and has expanded its capacity over time. The iRecover facility offers a four-to-eight-week program that include a medical detox. The facility includes a main building with 27 rooms on one side, and 5 medically detox rooms with a capacity of 9 people. Programming provided at the centre include counselling and exercise classes.

The iRecovery Centre employs 25 to 30 staff. During the weekdays there are approximately 9 staff during the daytime at the facility, overnight a minimum of 2 to 3 staff, and 5 staff on weekends. Parking is provided on site, with no parking spilling onto adjacent roads or properties. Visitor hours are available one day a week on weekends between the hours of 12:00 PM to 4:00 PM. The traffic generated by the iRecovery Centre is minor and generally from staff travelling to and from the facility, as residences are discouraged from bringing their own vehicle to the program. Residents can leave the facility with a weekend pass, and there are weekend outings.

Lacombe County assessments are prepared annually to reflect physical changes to the property and factor in market condition fluctuations. According to the Lacombe County website *assessment values can be based on provincially regulated valuation such as Farmland or Machine and Equipment, Market Value standard, or sales of similar properties*. Based on discussions with a Lacombe County Assessor the assessed value of the surrounding properties has not changed dramatically due to the provincial assessment rates for farmland remaining consistent. However, the market value of farmland in the area



surrounding the iRecovery Centre has increased from approximately 2\$ /acre to \$4/acre. A scan of MLS for land sales in the area shows no land is currently for sale. A conversation with a local realtor indicated that the iRecovery Treatment Centre has not impacted property values or deterred potential purchasers.

Based on conversations with Lacombe County administration, the County has not encountered issues with the iRecovery Centre, including crime and traffic. The Councillor for the area proposed establishing a community committee to address community concerns with the centre when it first opened. The community committee meets periodically and have successfully addressed issues and concerns. The Councillor for the area also indicated that they have not received complaints about the iRecovery Centre.

The Bashaw RCMP have indicated that they cannot release specific information about the property, but crime mapping information is available on the Alberta RCMP Crime Map (crimestoppers.ab.ca) which displays the past 14 days for 6 different types of crime, including mischief, break and enter, thefts from motor vehicles, theft over or under \$5,000 and theft of motor vehicle. The Alberta RCMP Crime Map indicates there has not been crime at the property or surrounding areas for the past 14 days, with crime mapping data pulled February 22, 2022 and again March 1, 2022.

### **Edmonton: Adeara Recovery Centre**

Adeara Recovery Centre has been operating since 1998 in Edmonton, and provides residential treatment services to approximately 16 women, and their children who can stay with them. The facility is located within an apartment building with 12 suites and is in a higher income residential neighbourhood surrounded by million-dollar properties near downtown Edmonton. The program is one year long and offers counselling, fitness and other supports but does not offer detox. The facility is staffed by one staff per six clients, as well as two therapists. Parking is provided on site.

According to the applicant, since the facility opened in 1998 there has been no incidents reported that require police intervention. Additionally, the applicant has indicated that the neighbours are largely unaware that a recovery centre is in the apartment building, and the building is well-maintained with beautiful landscaping. Clients are not allowed to bring their vehicles with them to the facility.

Due to the anonymity of the location of the facility for client confidentiality, it is not feasible to confirm data related to the property and surrounding neighbourhood for property value or crime.

### **Edmonton: McDougall House Recovery Home for Women**

McDougall House is a 12 bed second stage residential addiction treatment centre for women located in a house within the residential neighborhood of Central McDougall at 11050-108 Street. The property is zoned RF1 Single Detached Residential Zone and was constructed in 1946.

The McDougall House was approved in 2019 as a "Group Home". This land use class has since been replaced with a more encompassing class called Supportive Housing. The Group Home was defined as:

*Group Home means a building or part of a building used for Congregate Living for residents who have moderate and non-severe physical, cognitive or behavioral health issues and who require daily or frequent professional care and supervision to perform daily living tasks, improve*

*wellness, achieve stable and harmonious tenancy, or to exit safely in case of an emergency event. This Use does not include Extended Medical Treatment Services, Detention and Correction Facilities, Fraternity and Sorority Housing, Limited Group Homes, and Lodging Houses.*

*Supportive Housing means a residential Use with on site or off site supports to ensure the residents' day-to-day needs are met. This does not include Extended Medical Treatment Services.*

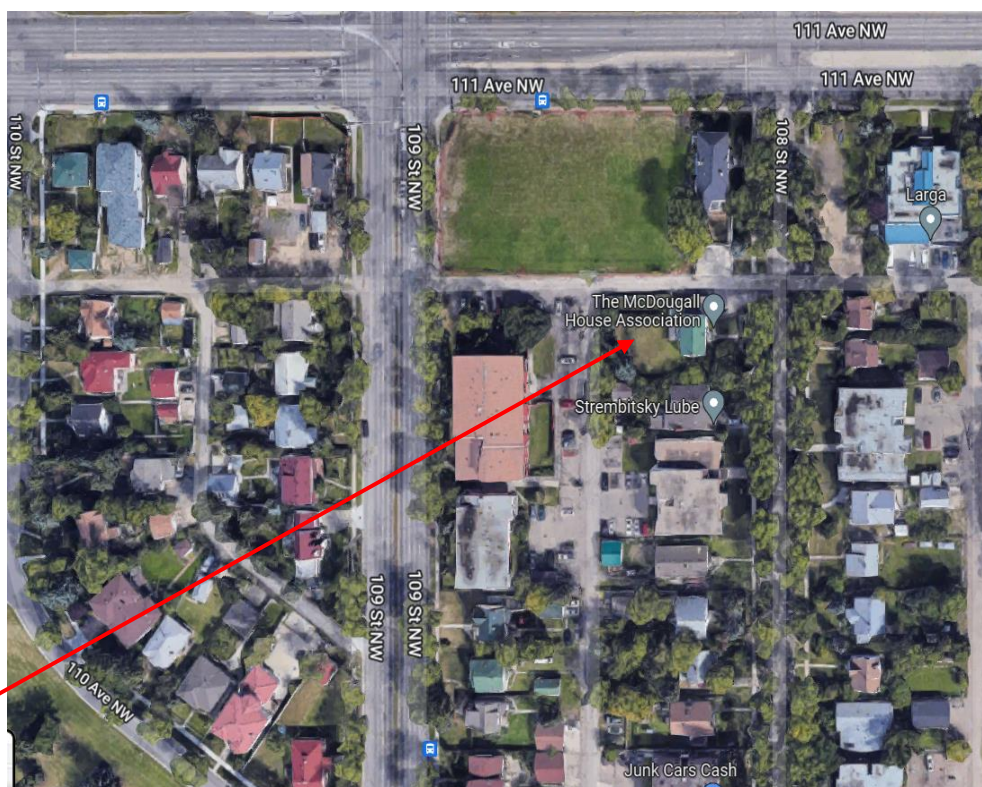
Under the *City of Edmonton Zoning Bylaw 12800* residential treatment facility without detox would fit under the Supportive Housing Use.

Prior to entry to McDougall House, clients must complete a short-term residential treatment program. On average, clients stay for 90 days but can stay for a shorter or longer duration as needed. Clients can leave the property but must return by curfew. The program includes counselling, education, and life skills workshops. McDougall House has 3 full time counsellors and is staffed 24 hours a day with other staff members. Parking is provided on site with approximately 20 parking stalls, and program participants can bring cars with them.

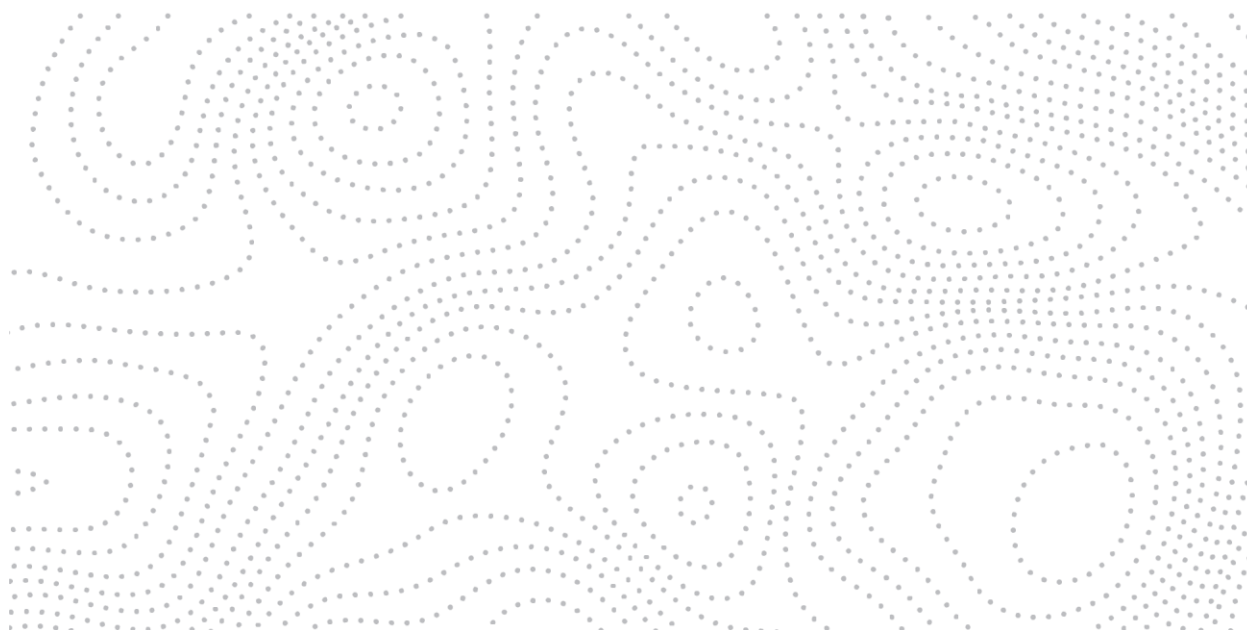
McDougall House has been in operation since 1973 and blended in well with the neighbourhood with no external advertising like signage. Many people within the community are unaware a residential treatment facility is operating out of the home. Prior to clients being accepted into the program, they are screened and must demonstrate they do not have a criminal background. Staff at the facility have indicated that crime at the property is not an issue due to screening.

The treatment centre does not appear to have an impact on surrounding property values. In 2020, the property was assessed at \$634,000 and in 2021 the property was assessed at \$721,500. Similarly, a residential property (address 11033 - 108 Street) located across the street from the residential treatment centre and zoned RF1 Single Detached Residential Zone has also had an increase in its property assessment, from \$296,000 in 2012 to \$336,500.00 in 2021 with some fluctuations in between. Property values in the neighbourhood have remained stable and increased as well. In Central McDougall the median assessment was \$269,250 in 2021 and \$272,750 in 2022.

Crime mapping for the neighbourhood is currently unavailable as the Edmonton Police Services is currently modernizing their neighbourhood crime mapping.



McDougall House



## 5.0 Identification and Analysis of Potential Community Impacts

The following section explores potential community impacts from the proposed Recovery Centre and full build out (80 residential units) on the SV of Birchcliff. As noted earlier in this report, there is potential for the site to be further developed to a maximum of 80 residential units based on the *Sylvan Lake Area Structure Plan* (ASP). The residential units could be developed to provide homes for families after graduating from the recovery program or developed as a freehold 80 lot residential subdivision where the lots are sold to the public. Potential community impacts that will be explored in this section include:

- Density
- Property values
- Crime
- Servicing
- Parks and open spaces
- Traffic, Parking and Access
- Community Servicing
- Emergency Services
- Economy
- Aesthetics
- Annexation

### Density

#### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre does not propose creating any additional residential lots, or separate residential units. Clients will remain in the existing main house; therefore, the only density change in the

area will be a slight increase in population density of approximately 12 clients and 2 live in staff. The increased density from the Recovery Centre is negligible and will not impact the SV of Birchcliff.

#### *Full Build Out*

If the site is fully built out with residential units (for private sale or for recovery program graduates and their families), the residential density will increase by 80 residential units or 1 lot per acre as per the plans and regulations in effect, including:

- *IDP 5.2.20 Residential development within Lower Density Residential areas as shown on Map 3 shall be clustered as per Section 2.5.2 of Lacombe County's Sylvan Lake Area Structure Plan (2017) with a maximum density of 1 unit per acre (2.5 units per gross developable hectare).*
- *ASP Section 2.5.2 Residential (a) Single-Family Detached and Semi-Detached Residential: The average lot size in a subdivision shall be no greater than 0.40 acres (0.16 hectares) at a maximum density of one lot per acre. Development may occur on 60% of the parcel and the other 40% must be retained in its current or natural open space state.* Based on this regulation:
  - On a half quarter section, a maximum of 80 detached and/or semi-detached dwelling units could be achieved.
  - The development area would be approximately 48 acres (based on development occurring on 60% of the parcel), while the other 32 acres (40%) would be natural open space (remnant lands).
  - On the development area of 48 acres, 8 acres would be subtracted for MR (10% of 80), leaving 40 acres. Of the 40 acres, an average of 20% (8 acres) would be consumed for roads and utilities.
  - This leaves 32 acres net for residential lots, which would yield 80 lots at an average lot size of 0.40 acres (0.16 hectares).
- *Land Use Bylaw, R-RCC Residential Conservation (Cluster District): Density (a) The allowable density shall be no greater than is permitted in the Country Residential 'R-CR' District which is 2.5 units per hectare or 1 unit per acre of the titled area.*

The increased density from the 80 residential units may be more significant to the SV of Birchcliff, however the lands are identified for future residential in the *Sylvan Lake IDP*, *Lacombe County MDP* and *Sylvan Lake ASP*.

#### **Property Values**

Determining the impact of developments on property values is challenging. There are a variety of external factors that impact property values in a positive and negative way, including but not limited to the economy, mortgage regulations, zoning, crime rates, pollution, schools, infrastructure, and amenities such as parks and recreation facilities. An article entitled *The Neighborhood Features That Drag Down Your Home Value—Ranked* by Yuqing Pan states the following uses have the most significant impact on property values:

- Hospitals - 3.2% drop in property values.
- Power plants - 5.3% drop in property values.
- Funeral homes are associated with a 6.5% and cemeteries are associated with a 12.3% decline in property values.
- Homeless Shelter - 12.7% drop in property values.
- High concentration of renters - 13.8% drop in property values.
- Bad schools - 22.2% drop in property values.

In Alberta, property assessments are legislated under the Municipal Government Act. Generally, property assessors consider:

- property characteristics such as the size, type, and age of the property;
- property location including the neighbourhood, style, condition, upgrades, and lot size;
- selling prices of similar properties in the same neighbourhood or similar areas, and
- locational features.

There is limited literature on the impact of residential treatment centers on property values, and the evidence available is mixed, including:

- *“Not in My Backyard: The Effect of Substance Abuse Treatment Centers on Property Values”* by Claire R. La Roche, Bennie D. Waller and Scott A. Wentland. This study examined the external effect of residential rehab centers on nearby real estate. Using a large MLS dataset from central Virginia, the authors estimated the impact of substance abuse treatment centers on nearby home prices and time on market. The study found neighboring treatment centers are associated with an 8% reduction in nearby home prices, and that this discount is magnified for treatment centers that specifically treat opiate addiction (as much as 17%).
- *“Substance Use Disorder Treatment Centers and Property Values: Assessments”* by Brady P. Horn Aakrit Joshi Johanna Catherine Maclean. This paper investigates the effect of Substance Use Disorder Treatment Centres (SUDTC) on residential property values using data from Seattle, Washington, and SUDTC location, entry, and exit information. *“To mitigate bias from the potential endogeneity of SUDTC location choices, we apply a spatial differences-in-differences (SDD) model, which uses property and SUDTC location to construct treatment and comparison groups. Our findings suggest that SUDTCs endogenously locate in lower value areas, and naïve models imply that the entry of an SUDTC leads to a 3.4% to 4.6% reduction in property values. When an SDD model is applied, we find no evidence that SUDTCs affect property values. Overall, our findings suggest anecdotal claims that SUDTCs reduce property values are potentially overstated.”*

#### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre would likely have no impact on property values within the SV of Birchcliff. The proposed Recovery Centre has a relatively small number of residents (12 clients and 2 on site staff), will generate minimal traffic with most client services located on site, and the existing facility is set back from the road and buffered by tree stands. Furthermore, the existing facility is relatively new and appears well maintained.

#### *Full Build Out*

The full build out of the site with 80 residential units for sale is likely to not impact the SV of Birchcliff. *The Slopes of Sylvan Lake* is a higher end residential development with Architectural Design Guidelines, and it is anticipated the site would be developed with a similar residential product.

Without further details about the 80 residential units to house families after graduation from the recovery program, including the proposed land uses, site design, ownership, and management it is difficult to ascertain if it would have a negative impact on adjacent property values including the SV of Birchcliff. The closest comparator to this type of development is affordable and supportive housing. Based on the literature, the provision of affordable and supportive housing does not appear to impact surrounding property values. A report from CIVIDA (2021) cites *“Our extensive review of the literature, covering 20+ studies from 3 countries, suggests affordable housing has limited or no universal impacts on property values.”* Research from other sources have similar findings, with the City of Edmonton stating that *“Studies have consistently found that if non-market housing is well-designed, fits in with the surrounding neighbourhood, and is well managed, property values of neighbouring homes are not negatively affected.”*

Potential mitigation strategies to reduce or eliminate the potential impact of the proposed Recovery Centre, or full build out of the site on the SV, include ensuring the site design, maintenance and management of the site are carefully considered. The development of 80 residential units to house families after graduation from the recovery program would likely require a Direct Control 'DC' District or a new district to accommodate it. The regulations within the Direct Control 'DC' District or new district should consider how the development can complement and create an aesthetically appealing place. The developer, similar to *The Slopes of Sylvan Lake*, should be required to develop Architectural Design Guidelines.

### **Traffic, Parking and Access**

#### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre would have little to no impact on traffic generation and parking within the SV of Birchcliff. The development also does not propose using the SV of Birchcliff roads to access the facility, with access from Jarvis Bay Access Road (Township Road 392). The program participants are residing on site and are not allowed to bring their own personal vehicle with them to the program. The programming is also on site, with clients leaving only to attend church, appointments, or group outings once or twice a week. Visitors are limited to Sundays, from 12 to 4 PM. The program will be staffed by a resident couple on-site and two therapists who will commute daily to and from the house. Residents will not be travelling back and forth. All parking would be provided on site, with no offsite parking required.

Traffic will be minimal and very close to a regular residential usage. Traffic generated by the proposed Recovery Centre would be less than what was generated when the facility was used as a prayer centre and church.

#### *Full Build Out*

With the development of 80 residential units, either as a freehold residential subdivision or to provide housing to program graduates and their families, the County would require a Traffic Impact Assessment (TIA) to estimate the traffic generated from the development and mitigation measures. The TIA will examine intersection and road conditions, collision data, sight distances and post development trip generation. If 80 residential units were developed, an emergency egress or second access, and road, access and intersection improvement may be required, like *The Slopes of Sylvan Lake*. The traffic impacts to the SV of Birchcliff with the potential build out of the site would be limited by the site not being accessed directly from roads or intersections located within the SV of Birchcliff.

Lacombe County does not currently have a Transportation Master Plan to provide information on road capacities. The *Sylvan Lake IDP* states the intention to complete a Regional Transportation Master Plan (Policy 8.2.16).

Access to transit is a key consideration and could potentially be a concern for any residential development, but especially if the housing is intended for program graduates and their families.

### **Crime**

Limited research exists for the impact of residential treatment centers on neighbourhood crime, and the research is mixed. "*Not in My Back Yard: A Comparative Analysis of Crime Around Publicly Funded Drug Treatment Centers, Liquor Stores, Convenience Stores, and Corner Stores in One Mid-Atlantic City*" examined whether drug treatment centers (DTC) were associated with violent crime more than the

violence happening around commercial businesses. The study found that DTCs do not impact communities more than commercial businesses do.

*“In conclusion, DTCs have an unfairly poor reputation as being magnets for crime and a threat to community safety that is not backed up by empirical evidence. By contrast, other community businesses that have a more pronounced magnetic effect on crime are often solicited by communities to locate within their neighborhoods.”*

*No impact on neighbourhood crime from B.C. injection site, criminologist says* looked at the impact of Insite on public order between 2000 and 2006 and concluded it hasn't drawn more crime to the area.

#### *Proposed Sylvan Lake Lakeside Recovery Centre*

It is unlikely the Recovery Centre would generate additional crime for the SV of Birchcliff, due to the screening process, limited number of clients, 24/7 staffing, and more isolated location. The applicant has indicated that the clients will remain largely on the site, including for the programming and residency. Visiting hours are limited to family and only allowed on Sundays. Adeara has indicated that they screens all clients prior to accepting them into the program, and their facility in Edmonton has not had police calls.

#### *Full Build Out*

The full build out of the site with 80 residential units as a typical residential subdivision is unlikely to impact crime rates within the SV of Birchcliff. The development would probably be similar to other residential developments, such as *The Slopes of Sylvan Lake*, which is a higher end residential development.

Without further details about the development of the site with 80 residential units to provide housing to program graduates and their families, including the proposed land uses, site design, ownership, and management it is difficult to ascertain if it would increase the crime rates in the SV of Birchcliff. The closest comparator to this type of development is affordable and supportive housing. Based on a review of the research, affordable and supportive housing does not increase crime rates. According to the City of Edmonton (2022)

*The City studied the impact of non-market housing on the safety of 5 core neighbourhoods and found there was no correlation between crime and non-market housing. Using data and analytics support from the Edmonton Police Service, the City studied how many police events, including drug-related activity, violence, and property crime, occurred between 2011-2018 around non-market housing addresses in 5 core neighbourhoods. The number of events at these sites were then compared to the number of total events in the neighbourhood where the site was located. Non-market properties were responsible for just 4% of the total number of police events for the 5 neighbourhoods, despite making up 12% of the total housing. The City also examined data pertaining to bylaw complaints, including noise and graffiti, and found that non-market housing properties were responsible for just 1.3 per cent of the total bylaw complaints in their neighbourhoods.*

A report prepared by Civida (2021) also showed “An analysis of the number of police calls before and after the opening of supportive housing sites in BC found that calls decreased in most of the neighbourhoods in the six months after the sites opened.”

The Recovery Centre and full build out of the site should carefully consider the design of site, including the incorporation the principles and strategies identified in the *Lacombe County's Guide to Applying*



*CPTED to Your Property.* The development should include careful consideration of landscaping, lighting, access control, creating barriers between public, private and semi-private spaces and maintenance. Furthermore, the full build out of the site should be required to develop Architectural Design Guidelines to ensure it complements the surrounding areas.

## **Parks and Recreation**

### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre will likely have minimal to no impact on the parks, trails and recreational amenities located within the SV of Birchcliff. The twelve residents and staff will leave the premises once or twice a week for group outing, appointments and to attend church. The existing site has extensive open space.

### *Full Build Out*

The development of 80 residential units, either as a typical residential subdivision or to provide housing for program graduates and their families, may increase the number of people accessing parks and trails located within the SV of Birchcliff. However, as with any subdivision, the County will require the provision of parks and open spaces through the dedication of 10% of the gross developable area of land to be subdivided as municipal reserve for parks, or cash in lieu. Furthermore, *ASP (e) Design Guidelines & Subdivision Standards Policies 1. A development shall provide a minimum of 50% of the total parcel area that is to be developed as open space (including MR and remnant open space).* As noted above, if the full build out intends to keep the parcel intact, it is critical the Direct Control District (DC) or new district provides regulations for the provision of green space and trails.

A Public Access Levy (as per MDP Policy 4.3.6 Public Access Levy) would be required of the *developer to contribute to the costs of providing enhanced lake or river access opportunities and facilities as a condition of subdivision and development approval. These contributions may be included in a development agreement.* The levy may not be triggered if 80 residential units are developed on one intact parcel.

The *Sylvan Lake ASP* identifies a regional trail system that runs along the southern portion of the site and on the eastern side of the SV that residents of the 80 residential units will likely access. The SV of Birchcliff also has open spaces designated EOS- *Environmental Open Space* providing views of Sylvan Lake, which residents of the 80 residential units may access. The SV does not appear to contain any public boat launches, therefore reducing the opportunity for residents of the site accessing the lake with boats. According to the SV MDP Policy 5.3.18 *Birchcliff shall not support a formal public boat launch at any location along the shoreline of the SV due to topographic considerations (steep or high banks), proximity to significant aquatic habitat along the Sylvan Lake shoreline and the traffic and noise conflicts that would be created by the public boat launch.*

The development of 80 residential units for either sale or to provide housing for program graduates and their families should consider the provision, design and programming of parks, trails, and open spaces on the site. Municipal Reserve should be taken as lands for parks and open spaces. Local trails within the site area should connect to the regional trail.



## Community Services

### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre should not impact community services within the SV of Birchcliff. The applicant has indicated that most services are provided on site but potentially some clients may access health care off site. Most of these services are located in the City of Lacombe and City of Red Deer and will not involve clients coming to the SV of Birchcliff to access them. The SV of Birchcliff is primarily a residential community.

### *Full Build Out*

If the site was developed with 80 residential units, either for sale or to provide housing for program graduates and their families, community services would be accessed in the City of Lacombe and the City of Red Deer. Transportation to community services should be considered with lack of transit available in the area.

## Emergency Services

### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre may impact emergency services. However, the impact on emergency services from the recovery centre may not be much different than a residential use, as there is onsite trained staff. The impact from the Recovery Centre would have to be assessed through the planning circulation to paramedic and fire services. Emergency services are not provided by the SV of Birchcliff.

### *Full Build Out*

The full build out of the site with 80 residential units, either for sale or to provide housing for program graduates and their families would have a more significant impact on emergency services. The impact to emergency services would have to be assessed through the planning circulation. It is anticipated that similar to the *The Slopes of Sylvan Lake*, Police Service to the area are provided by the Royal Canadian Mounted Police and Lacombe County Community Peace Officers, and fire protection is provided by the County. Emergency services are not provided by the SV of Birchcliff. *The Slopes* Concept Plan indicated that the area will be serviced by 911 emergency services with an emergency locator system set up for each individual property.

## Economy

### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre will likely have minimal impact on the SV of Birchcliff's economy. The SV is primarily residential and does not currently contain commercial or industrial land uses.

### *Full Build Out*

The full build out of the site with 80 residential units for sale or to provide housing for program graduates and their families will increase the Lacombe County's residential tax base and bring future consumers to the area. As noted above, the SV is primarily residential and there are currently no commercial areas within the community. Employment options for recovery program graduates and their families should be considered, especially if they are residing on the site for three years.

## Servicing

### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre will not have an impact on the SV of Birchcliff's servicing. The development is required to connect to the regional wastewater line, which has already been constructed and water will be provided by a well. As with any private development, the costs of servicing the development is the responsibility of the developer.

### *Full Build Out*

The full build out of the site with 80 residential units for sale or to provide housing for program graduates and their families should not have an impact on the SV of Birchcliff servicing. The development of 80 residential units for both types of development will be required to have communal water like the *Slopes of Sylvan Lake*, which includes a water treatment plant. There may be opportunities to tie into the *Slopes of Sylvan Lake* water system which has a communal piped system tied to central water treatment plant. The treatment plant is scalable and can grow to be tied into and utilized by other area developments. The development would also be required to connect to the regional wastewater line and provide a stormwater management plan and fire protection plan. The developer is also required to ensure the provision of shallow utilities and include FireSmart guidelines within any architectural guidelines noted on restrictive covenants on title.

The only potential servicing limitations with 80 residential units, regardless of whether for private sale or to provide housing for program graduates and their families may be groundwater limitations. A Hydrology Assessment would be required to assess total water supply and required amount of groundwater to service the development and assess whether it would adversely affect any existing area groundwater user. It is not anticipated that the regional water line will be developed in the near term. The *Sylvan Lake ASP Section 4.1* states "*Groundwater servicing for new developments may be adequate to only continue for the short to medium term. A deferred servicing caveat will be required for all new developments, requiring them to connect to a regional water line at such time a regional water line is constructed. All developments will require Alberta Environment approval for groundwater extraction and must construct a communal servicing system that can be connected to the regional water line.*"

## Aesthetics

### *Proposed Sylvan Lake Lakeside Recovery Centre*

The proposed Recovery Centre will not have an aesthetics impact on the SV of Birchcliff, as the recovery program will be located within the existing house, and it is separated from the SV by *The Slopes of Sylvan Lake*, and roads on the west and south side. The existing house is also set back from the road and buffered by trees.

### *Full Build Out*

The full build out of the site as an 80-unit residential development, either for private sale or to provide housing for program graduates and their families, has the potential to fit well with the lower residential densities found primarily in the SV of Birchcliff and *The Slopes of Sylvan Lake*. The site design and site maintenance would determine the aesthetics impact to the SV of Birchcliff. As discussed above, the developer should be required to provide Architectural Design Guidelines to ensure the development has a unified and aesthetically appealing appearance. These guidelines can be registered on the individual

title as restrictive covenants. The development would not impact the view corridors of the lake from residents within the SV.

### **Annexation**

The SV of Birchcliff is largely developed and may want to expand in the future. The *SV of Birchcliff, MDP Policy 11.3.12* states *Should lands be annexed to the Summer Village, Birchcliff shall require:*

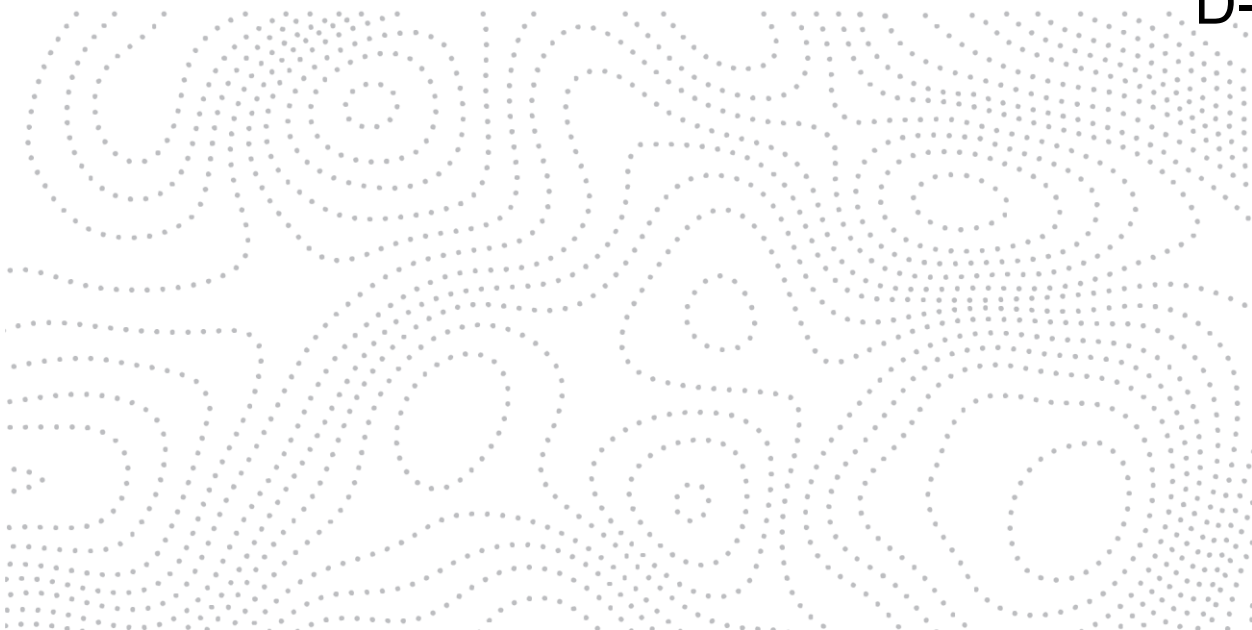
- a) the lands to be used for residential purposes and where possible public open space in the form of municipal reserve and/or environmental reserve;*
- b) development density and standards to be equal or greater than those of Lacombe County; and*
- c) the provision of roads and utilities to a Summer Village standard.*

### *Proposed Sylvan Lake Lakeside Recovery Centre*

If the SV of Birchcliff were to annex the site, the proposed Recovery Centre does not reflect the residential land uses and associated densities contained within the SV or Lacombe County. The site reflects the density associated with agricultural lands, with only one existing main house located on the site.

### *Full Build Out*

If the SV of Birchcliff were to annex the site and it had 80 residential units developed on it, the residential land uses, development density and standards would reflect those of Lacombe County (*1 unit per acre or 2.5 units per gross developable hectare*). The development would also be required to provide roads and utilities that reflect the Summer Village standards.



## 6.0 Summary and Council Recommendations

### 6.1 Summary of Potential Community Impacts

Overall, the proposed Recovery Centre would have minimal to no impact on the SV of Birchcliff. The proposed Recovery Centre is a low intensity land use, with only twelve program participants and two staff on site. No additional buildings or structures are proposed with the entire programming occurring in the existing main house. The proposed Recovery Centre is compatible with both existing and proposed land uses in the surrounding area, which are predominately low density residential and agricultural. The development should not interfere with use and enjoyment of lands in the surrounding areas, including the SV of Birchcliff. Overall, the discretionary uses contained within the *A - Agricultural District* are generally more intensive than the proposed Recovery Centre (i.e. crematorium, oil and gas facility, sand and gravel extraction and processing, and a waste management site) and would have a greater impact to the SV of Birchcliff.

The full build out of the site with 80 residential units for sale would likely be similar to *The Slopes of Sylvan Lake* which consists of 49 dwelling units. Without having more details about 80 residential units to house recovery program graduates, including land uses, site design, housing design, tenure and management it is difficult to ascertain the impacts to the SV of Birchcliff. As a best comparator, it can be compared to an affordable housing or community supportive housing project. Based on the literature, the provision of affordable and supportive housing does not appear to impact surrounding property values or crime rates. The full build out of the site with 80 residential units to support program graduates would have similar impacts to traffic, parks and open spaces, servicing, and density as 80 residential units developed as a freehold residential subdivision. However, the 80 residential units to house recovery program graduates may have challenges with ensuring residences have access to employment, community services and transit.

The following table identifies the potential impacts to the SV of Birchcliff from the three different site development scenarios.

| Community Impact           | Sylvan Lake Lakeside Recovery Centre   | Freehold Residential Subdivision  | Residential development for program graduates and their families   |
|----------------------------|--|---|--|
| <b>Density</b>             | Slight increase in population density (12 clients and 2 live in staff). No new lots or separate residential units proposed.  | 80 residential units or 1 lot per acre  | 80 residential units or 1 lot per acre   |
| <b>Traffic and Parking</b> | Minimal traffic and parking generation with only 2 staff travelling back and forth to the site, and restricted visitor hours. Parking provided on site.                            | A TIA would be required to support the development, including required road and intersection improvement. Lacombe County LUB provides regulations for parking.                                    | A TIA would be required to support the development including required road and intersection improvements. Lacombe County LUB provides regulations for parking. If a site-specific district or new district is proposed it would address parking. Lack of transit may be a challenge for residences.  |
| <b>Property Values</b>     | Likely no impact on surrounding areas property values, including the SV of Birchcliff, as the community is buffered from the site by <i>The Slopes of Sylvan Lake</i> , and roads. | Minimal to no impact on the SV of Birchcliff. Similar effect as <i>The Slopes of Sylvan Lake</i> which is a higher end residential development.   | Without further details about the development, including proposed land uses, site design, and management it is difficult to analyze if it would have a negative impact on the SV of Birchcliff property values. Closest comparator is affordable and supportive housing, which based on the literature review does not appear to impact surrounding property values. |
| <b>Crime</b>               | Should not impact the SV of Birchcliff crime rates due to the client screening process, limited number of clients, 24/7 staffing, and more isolated location.                      | SV of Birchcliff crime rates likely unaffected and similar to other comparable residential developments, such as <i>The Slopes of Sylvan Lake</i> , which is a higher end residential development | Without further details about the development, including the proposed land uses, site design, and management it is difficult to ascertain if it would increase the crime rates in the SV of Birchcliff. Closest comparator is affordable and supportive housing and based on the literature, it does not appear to impact  |

|                             |  |  |  |
|-----------------------------|--|--|--|
|                             |  |  | surrounding property values.   |
| <b>Parks and recreation</b> | Minimal impact on SV of Birchcliff parks, trails and recreational amenities as clients remain largely on site and existing site has extensive green space.   | Minimal impact on SV of Birchcliff parks and trails with parks and open spaces required to be provided on site. <i>ASP requires development provide a minimum of 50% of the total parcel area that is to be developed as open space (including MR and remnant open space).</i> | Minimal impact on SV of Birchcliff parks and trails with parks and open spaces required to be provided on site. <i>ASP requires development provide a minimum of 50% of the total parcel area that is to be developed as open space (including MR and remnant open space).</i> |
| <b>Community Services</b>   | No impact, as SV of Birchcliff is primarily residential. Clients needing to access services would likely travel to the City of Lacombe or City of Red Deer.  | No impact, as SV of Birchcliff is primarily residential. Residences accessing services would likely travel to the City of Lacombe or City of Red Deer.   | No impact, as SV of Birchcliff is primarily residential. Clients needing to access services would likely travel to the City of Lacombe or City of Red Deer. Transportation to community services should be considered.   |
| <b>Economy</b>              | No impact, as SV of Birchcliff is primarily residential and does not contain commercial or industrial uses.  | No impact, as SV of Birchcliff is primarily residential and does not currently contain commercial or industrial land uses.   | No impact, as SV of Birchcliff is primarily residential and does not currently contain commercial or industrial land uses. Employment options for residences and their families should be considered, especially if they are residing on the site for three years.             |
| <b>Servicing</b>            | No impact to the SV of Birchcliff. The development is required to connect to the regional wastewater line, and water will be provided by a well. Costs of servicing the development are the responsibility of the developer. | No impact to the SV of Birchcliff. The development is required to connect to the regional wastewater line and provide communal water and a stormwater management plan. Costs of servicing the development are the responsibility of the developer.                             | No impact to the SV of Birchcliff. The development is required to connect to the regional wastewater line and provide communal water and a stormwater management plan. Costs of servicing the development are the responsibility of the developer.                             |
| <b>Aesthetics</b>           | No aesthetic impact to the SV of Birchcliff, as the recovery   | A residential development  | A residential development  |

|                   |  |  |  |
|-------------------|--|--|--|
|                   | program is to be located within the existing house, and it is separated from the SV by <i>The Slopes of Sylvan Lake</i> , and roads on the west and south side. The existing house is also set back from the road and buffered by trees                                | complements the surrounding lower residential densities found primarily in the SV and <i>The Slopes of Sylvan Lake</i> . The design of the full build out, including design of the residential units and landscaping would determine the aesthetics impact on the SV of Birchcliff. The development would not impact the view corridors of the lake. | complements the surrounding lower residential densities found primarily in the SV and <i>The Slopes of Sylvan Lake</i> . The design of the full build out, including design of the residential units and landscaping would determine the aesthetics impact to the SV of Birchcliff. The development would not impact the view corridors of the lake. |
| <b>Annexation</b> | Proposed development does not reflect the residential lands and associated densities contained within the SV of Birchcliff or Lacombe County. The site reflects the density associated with agricultural lands, with only one existing main house located on the site. | Residential land uses, development density and standards would reflect those of Lacombe County ( <i>1 unit per acre or 2.5 units per gross developable hectare</i> ). The development would also be required to provide roads and utilities that reflect the SV of Birchcliff standards.   | Residential land uses, development density and standards would reflect those of Lacombe County ( <i>1 unit per acre or 2.5 units per gross developable hectare</i> ). The development would also be required to provide roads and utilities that reflect the SV of Birchcliff standards.   |

## 6.2 Council Recommendations

The SV of Birchcliff should consider supporting the proposed development of the treatment centre. However, the full build out of the site should be more carefully considered.

As per the *Summer Village of Birchcliff MDP, Policy 11.3.5 - For a proposed statutory plan, redesignation, subdivision or development of land adjacent to the Summer Village, Birchcliff*:

- a) *may not support the plan, redesignation, subdivision or development if it would materially and aesthetically impair the quality of life for Birchcliff ratepayers, and*
- b) *may require changes that would eliminate or significantly mitigate the concerns the SV has with the proposed plan, redesignation, subdivision or development.*

The SV of Birchcliff may wish to consider the following recommendations with the proposed *Sylvan Lake Lakeside Recovery Centre* and future site build out and could address them through the formal engagement and referral process.

*Proposed Sylvan Lake Lakeside Recovery Centre:*

- Recommend the development permit conditions consider landscaping and screening.

- Recommend the development consider incorporating Crime Prevention through Environmental Design including careful consideration of landscaping, lighting, access control, creating barriers between public, private and semi-private spaces, and maintenance.
- Establish a community committee that meets periodically to discuss the recovery centre, including community concerns.

*Future Site Build Out (80 residential units):*

- Recommend the development is phased to allow for an opportunity to assess and mitigate any negative impacts of the development as it is built out.
- Request the developer provide Architectural Design Guidelines, similar to *The Slopes of Sylvan Lake*.
- Request the development incorporate Crime Prevention through Environmental Design into the development, including consideration of landscaping, lighting, access control, creating barriers between public, private and semi-private spaces, and maintenance.
- If the proposed development requires a site-specific district or new district regulations, they should consider the site and housing design (including relationship to adjacent developments), and provision of parks, open spaces and trails.
- The impact of traffic and parking on the surrounding community should be assessed by a Traffic Impact Assessment.
- Careful consideration of the provision, design and programming of parks, trails and open spaces provided on the site to ensure residences recreational needs are addressed. Municipal Reserve must be taken as lands for parks and open spaces in accordance with the Municipal Government Act and plans and regulations in effect, and must be accessible to the public. Local trails within the site area should connect to the Regional Trail.

In addition to the recommendations above, if the site is developed to provide housing to program graduates and their families:

- Ensure community services are available on the site, or accessible within the City of Lacombe or City of Red Deer.
- Consider employment opportunities for residents and their families, especially if they are only living at the site for three years.
- Access to transit for the program recovery graduates and their families should be considered.
- Establish a community committee that meets periodically to discuss the supportive housing, including concerns.



## Resources

Affordable Housing, Crime and Social Disorder (2021). Civida. Retrieved from <https://civida.ca/wp-content/uploads/2021/11/FS2-Affordable-Housing-Crime-and-Social-Disorder.Pdf>

City of Edmonton (2022). Supportive Housing. Retrieved from [https://www.edmonton.ca/programs\\_services/housing/permanent-supportive-housing](https://www.edmonton.ca/programs_services/housing/permanent-supportive-housing)

City of Edmonton (2022). Affordable Housing. Retrieved from [https://www.edmonton.ca/programs\\_services/housing/affordable-housing](https://www.edmonton.ca/programs_services/housing/affordable-housing)

Globe and Mail (2008) *No impact on neighbourhood crime from B.C. injection site, criminologist says*. Retrieved from <https://www.theglobeandmail.com/news/national/no-impact-on-neighbourhood-crime-from-bc-injection-site-criminologist-says/article18450000/>

Horn, B. and authors. (2019). *“Substance Use Disorder Treatment Centers and Property Values: Assessments.”* Working Paper 25427 from the National Bureau of Economic Research.

La Roche, C. and authors (2014). *“Not in My Backyard: The Effect of Substance Abuse Treatment Centers on Property Values.”* The Journal of Sustainable Real Estate, Vol. 6 No1. pp. 63-92.

Property Values and Affordable Housing (2021). Civida. Retrieved from <https://civida.ca/wp-content/uploads/2021/11/FS3-Property-Values-and-Affordable-Housing.Pdf>

## Appendix One: Policy Review

|   |
|---|
| <b>Sylvan Lake IDP</b>  |
| <i>5.2.5 Subdivision applicants shall be required to dedicate all lands that qualify as Municipal Reserve and Environmental Reserve in accordance with the Municipal Government Act.</i>  |
| <i>5.2.20 Residential development within Lower Density Residential areas as shown on Map 3 shall be clustered as per Section 2.5.2 of Lacombe County's Sylvan Lake Area Structure Plan (2017) with a maximum density of 1 unit per acre (2.5 units per gross developable hectare).</i>  |
| <i>8.2.2 Stormwater management facilities are required for new development or redevelopment.</i>  |
| <i>8.2. 8 New multi-lot and redesignation developments shall assess the availability of groundwater for current and future servicing needs</i>  |
| <i>8.2.14 When a functioning regional wastewater system is available, connection to the wastewater system shall be required, and/or conversion of all private sewage systems on lands connecting to wastewater system.</i>  |
| <b>Lacombe County Municipal Development Plan Bylaw No. 1238/17</b>  |
| <i>ENV&amp;REC 4.3.6 Public Access Levy Developers shall be required to contribute to the costs of providing enhanced lake or river access opportunities and facilities as a condition of subdivision and development approval. These contributions may be included in a development agreement.</i>   |
| <i>ENV&amp;REC 4.6.2 Municipal Reserve Dedication Requirement - In accordance with the Municipal Government Act and the Use and Management of County Reserve Lands policy, the County shall normally require the dedication of 10% of the gross developable area of land to be subdivided as municipal reserve. Cash-in-lieu of reserve land, however, may be required where it is determined that land is not required at present or in the future.</i>  |
| <i>ENV&amp;REC 4.7.3 Parks and Amenities - The County shall require the development of parks and amenities on reserves in multi-lot subdivisions, which are physically suited, and/or of sufficient size to accommodate the use. These parks and amenities are intended for the enjoyment and health of the community in the area.</i>  |
| <i>BENV 6.8.3 Residential Conservation (Cluster) Subdivision Design Lacombe County shall promote conservation (cluster) subdivision design to protect the County's rural character and to preserve environmentally sensitive areas and natural features. This development approach allows for the clustering of smaller-sized lots at low rural densities while providing opportunities for landscape and view protection with common open space. Areas particularly suited to conservation (cluster) subdivision design include, but are not necessarily limited to, natural features such as woodlands, stream corridors, steep slopes, wetlands, shorelands, ridge tops, wildlife corridors and critical species habitat. Figure 2 illustrate the layouts of conventional and conservation (cluster) subdivision design.</i> |

|   |
|---|
| <b>BENV 6.8.6</b> <i>Fire Smart</i> Where appropriate, applicants for subdivision or development may be required to submit a fire hazard assessment and plan to address wildfire mitigation guidelines as contained in the <i>Fire Smart: Protecting Your Community from Wildfire</i> .   |
| <b>BENV 6.8.7</b> <i>Crime Prevention Through Environmental Design (CPTED)</i> The County shall support and encourage the design of development to incorporate CPTED standards to help mitigate developments from crime.  |
| <b>INF&amp;TECH Policy 7.3.4</b> <i>Development and Subdivision in Proximity to County Roadways</i> - Where subdivision and/or development is proposed adjacent to County roadways, the County shall ensure that: a) the subdivision or development is adequately set back to accommodate future improvement or widening of the roadway; b) access is provided, where possible, to an internal subdivision road or service road built to a standard acceptable to the County; c) the noise impact on the occupants of any residential subdivision or development is minimized by noise attenuation or noise abatement methods, as deemed necessary by the County; and d) the subdivision or development is visually pleasing with regard to landscaping, buffering, signing and lighting in accordance with the requirements of the Land Use Bylaw. |
| <b>INF&amp;TECH 7.3.6</b> <i>Cost of Development</i> - The costs directly associated with servicing a new development through upgrading the existing road network and the construction of an access network shall be borne by the developer so that undue financial burden is not placed on the County.   |
| <b>INF&amp;TECH 7.3.5</b> <i>Traffic Impact Assessment</i> Developers shall be required, unless otherwise indicated by the County, to provide a traffic impact assessment as part of a rezoning, subdivision or development application   |
| <b>INF&amp;TECH 7.3.10</b> <i>Road Standards for Subdivision and Development</i> - All subdivision and development must have legal and physical access to a minimum 'Access Road Standard' or other specification as required by County in compliance with the Standards Manual.  |
| <b>INF&amp;TECH 7.4.5</b> <i>Servicing for Multi-Lot Subdivision A</i> - II new multi-lot subdivisions shall be required to be serviced by communal water and wastewater services and/or regional/municipal water and wastewater services unless otherwise directed in the Land Use Bylaw or a statutory plan.  |
| <b>INF&amp;TECH 7.4.7</b> <i>Cost of Development</i> - The costs directly associated with servicing a new development shall be borne by the developer so that undue financial burden is not placed on the County.   |
| <b>INF&amp;TECH 7.5.1</b> <i>Stormwater Management</i> - The preparation of stormwater management plans shall be required, as necessary, to regulate stormwater discharge and water quality, designed to accommodate a 1:100 year flood event, in accordance with Alberta Environment and Parks and Lacombe County standards.   |
| <b>Sylvan Lake Area Structure Plan</b>  |
| <b>Residential Policies</b> <ol style="list-style-type: none"> <li>1) All future development must be redesignated (rezoned) as either R-RCC Residential Conservation (Cluster) District or R-HDR Higher Density Residential District. Land use redesignation of any lands within the Plan Area to other designations (R-RLA Residential Lake Area District, R-CR Country Residential District and R-CRE Country Residential Estate District) will not be supported by this ASP. However, existing R-RLA designations may remain.</li> <li>2) The following policies apply to single family detached lots: 2. The overall average lot size of a subdivision shall be no greater than 0.40 acres (0.16 hectares). 3. The maximum lot size shall</li> </ol>  |

|  |
|--|
| <p>be 1.50 acres (0.61 hectares), however, Policy 2 above shall still apply. 4. The minimum lot size shall be 0.25 acres (0.10 hectares). The following policy applies to semi-detached dwellings: 5. The maximum, minimum and average lot size of a semi-detached dwelling shall be half of the lot sizes required for single family lots listed above</p>  |
| <p><b>(e) Design Guidelines &amp; Subdivision Standards 1.</b> A development shall provide a minimum of 50% of the total parcel area that is to be developed as open space (including MR and remnant open space).</p>  |
| <p><b>(e) Design Guidelines &amp; Subdivision Standards 8.</b> A Visual Impact Assessment, undertaken by a qualified professional, will be required for all developments proposed within 800 m of the lakeshore, undertaken by a qualified professional. The purpose of the visual impact assessment is to protect views (both to and from the water) and natural characteristics of the shoreline.</p>  |
| <p><b>2.4 Sequence of Development:</b> All new development within the Lake Development Area will connect upon construction with a regional wastewater trunk.</p>   |
| <p><b>2.5.2 Residential (a) Single-Family Detached and Semi-Detached Residential:</b> The average lot size in a subdivision shall be no greater than 0.40 acres (0.16 hectares) at a maximum density of one lot per acre. Development may occur on 60% of the parcel and the other 40% must be retained in its current or natural open space state</p>   |
| <p><b>2.5.7 Municipal Reserves (b) Municipal Reserve Dedication in Back Lot Subdivisions</b> Back lot subdivisions are those where no part of the property boundaries abut the lake or the lakefront ER strip. Lacombe County will require a full dedication of MR in these subdivisions.</p>  |
| <p><b>2.5.7 Municipal Reserves (c) Public Access Levy</b> In addition to the improvements to the municipal reserve as described in Section (a)(iv) above, every developer shall provide a “public access levy” as the amount determined by County Council from time to time. This levy is payable before final approval is given to the subdivision and is applied to lakeshore and backlot subdivisions.</p>  |
| <p><b>4.2 Water</b> states that groundwater servicing for new developments may be adequate to only continue for the short to medium term. A deferred servicing caveat will be required for all new developments, requiring them to connect to a regional water line at such time a regional water line is constructed. All developments will require Alberta Environment approval for groundwater extraction and must construct a communal servicing system that can be connected to the regional water line.</p>  |
| <p><b>4.3 Stormwater Management</b> states that for all new multi-lot subdivision proposals, a preliminary / conceptual stormwater management plan should be submitted for consideration of any rezoning application and to assist in the preparation of the supporting concept plan. Furthermore, as a condition of subdivision approval, a developer of every new multi-lot subdivision must prepare and submit a detailed stormwater management plan.</p>   |
| <p><b>4.4 Other Utilities Extension</b> of shallow utilities throughout the Plan Area shall be the responsibility of the developer.</p>  |
| <p><b>4.5 Fire Protection</b> All communal water supply systems that will service a new development shall have a reservoir of sufficient capacity and design, or an alternative acceptable to the County, to provide the required volume, pressure, level of service to the proposed development as deemed appropriate by the County and Alberta Environment.</p> <p>1. As part of an application for multi-lot/unit development, developers shall provide a fire protection plan to the Municipality in accordance with the Alberta Building Code and FireSmart Manual.</p> |

**Summer Village of Birchcliff****Administration and Finance****Council Date: March 17, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 32,678.61

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

|  |    |           |
|--|----|-----------|
| 1. AMSC Insurance Services Ltd           | \$ | 3,312.29  |
| a. 2022 Municipal Insurance              |    |           |
| 2. Al's Bobcat & Trucking                | \$ | 5,139.76  |
| a. Sanding-Feb 1 and 4                   |    |           |
| b. Sanding-Feb 15 to 28                  |    |           |
| 3. Sylvan Lake Regional Water/Wastewater | \$ | 5,974.57  |
| a. Jan 2022 Wastewater Services          |    |           |
| 4. Summer Village of Norglenwold         | \$ | 11,771.37 |
| a. Jan 2022 Monthly Shared Costs         |    |           |
| b. Jan 2022 Muni Specific Costs          |    |           |

**Council Expense Claims Report:****February 2022**

|                  |    |        |
|------------------|----|--------|
| ▪ Roger Dufresne | \$ | 931.11 |
| ▪ Ann Zacharais  | \$ | 342.70 |
| ▪ Frank Tirpak   | \$ | 100.00 |

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

Date Printed  
2022-03-04 11:24 AM

**Summer Village of Birchcliff**  
**List of Accounts for Approval**  
Batch: 2022-00015 to 2022-00022

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

| Payment #              | Date       | Vendor Name                 | Invoice #    | Reference                         | Invoice Amount | Payment Amount |
|------------------------|------------|-----------------------------|--------------|-----------------------------------|----------------|----------------|
| 1019                   | 2022-02-09 | Platinum Land Services Ltd  | 220002-001   | Refund for SDAB Appeal Fee        | 400.00         | 400.00         |
| 1020                   | 2022-02-11 | AMSC Insurance Services Ltd | 39803        | Jan/22-Jan/23 Municipal Insurance | 3,312.59       | 3,312.59       |
| 1021                   | 2022-02-11 | Empringham Disposal Corp    | 29967        | Bi-Weekly Collection-January 2022 | 409.50         |                |
|                        |            |                             | 27634        | Sept 2021 Missed-Auditor Has      | 819.00         |                |
|                        |            |                             | 27635        | Oct 2021 Missed-Given to Auditor  | 819.00         | 2,047.50       |
| 1022                   | 2022-02-11 | Freake, James Gerard        | SDABFEB72022 | Feb 7/22 SDAB Meeting             | 100.00         | 100.00         |
| 1023                   | 2022-02-11 | Karen McCaffery             | SDABFEB722   | Feb 7 SDAB Meeting                | 100.00         | 100.00         |
| 1024                   | 2022-02-28 | Neish, Ryan & Jodi          | 1304         | Completions Deposit Refund        | 1,000.00       | 1,000.00       |
| 1025                   | 2022-02-28 | Al's Bobcat & Trucking      | 18456        | Sanding- Feb 1 and 4th            | 1,247.40       |                |
|                        |            |                             | 18496        | Sanding Feb 15 to 28th            | 3,892.36       | 5,139.76       |
| 1026                   | 2022-02-28 | Sylvan Lake Regional        | 1583         | Jan 2022 Wastewater Services      | 5,974.57       | 5,974.57       |
| 1027                   | 2022-02-28 | Town of Blackfalds - LREMA  | IVC053944    | 2022 LREMP Member Contributor     | 2,500.00       | 2,500.00       |
| 1028                   | 2022-02-28 | Triangle Construction Inc   | 1518         | Removal of 2 Downed Trees By Gt   | 262.50         | 262.50         |
| Total Computer Cheque: |            |                             |              |                                   |                | 20,836.92      |

**EFT**

| Payment #  | Date       | Vendor Name                    | Invoice #  | Reference                     | Invoice Amount | Payment Amount |
|------------|------------|--------------------------------|------------|-------------------------------|----------------|----------------|
| 236        | 2022-01-31 | Summer Villages of Norglenwold | 2022-00023 | Jan 2022 Muni Specific Costs  | 379.70         |                |
|            |            |                                | 2022-00027 | Jan 2022 Monthly Shared Costs | 11,391.67      | 11,771.37      |
| Total EFT: |            |                                |            |                               |                | 11,771.37      |

**OTHER**

| Payment #    | Date       | Vendor Name           | Invoice # | Reference   | Invoice Amount | Payment Amount |
|--------------|------------|-----------------------|-----------|-------------|----------------|----------------|
| 3017         | 2022-02-28 | Receiver General/ OTH | CP2-2022  | Council CPP | 70.32          | 70.32          |
| Total Other: |            |                       |           |             |                | 70.32          |

Total MAIN: 32,678.61

Date Printed  
2022-03-04 11:24 AM

**Summer Village of Birchcliff**  
**List of Accounts for Approval**  
Batch: 2022-00015 to 2022-00022

Page 2

Certified Correct This March 4, 2022

---

Mayor

---

Administrator

**Summer Village of Birchcliff****March 17, 2022****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

The following will provide council an update on Public Works projects and programs:

- Acquiring pricing on buoy maintenance for a 5-year contracts. Contracts will be signed in April.
- A 5-year contract for dock installation and removal has been signed.
- Temporary signage has been installed at the RR15 lake access to warn of dangerous ice conditions.
- Three 50km/hr signs have been stolen and two were replaced. More have been ordered for future replacement. A few small signs along the path system were also removed and replacement signs have been ordered.
- Several trees planted along the pathway that have died will be replaced this spring under warranty.
- Culvert markers will be installed on all the pathway culverts this Spring.
- Parkland Geo is working to finalize their recommendations for the west end reserves bank and shoreline stabilization. Administration will provide a report with recommended actions at the next Council meeting.

**Options for Consideration:**

Accept as information.

**Authorities:**

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



## Summer Village of Birchcliff

March 17, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

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

##### Current Developments:

|   |                           |                |
|---|---------------------------|----------------|
| 1. 110 Birchcliff Road                                    | Attached Garage           | Issued in 2018 |
| <i>(Require AB site plan &amp; site inspection)</i>       |                           |                |
| 2. 145 Birchcliff Road                                    | Demo & Dwelling           | Issued in 2018 |
| <i>(Landscaping incomplete)</i>                           |                           |                |
| 3. 381 Birchcliff Road                                    | Demolition                | Issued in 2018 |
| 4. 127 Birchcliff Road                                    | Demolition                | Issued in 2019 |
| 5. 183 Birchcliff Road                                    | Renovations & Garage      | Issued in 2019 |
| <i>(site inspection complete, conditions outstanding)</i> |                           |                |
| 6. 129 Birchcliff Road                                    | Demolition                | Issued in 2019 |
| 7. 349 Birchcliff Road                                    | Retaining Wall            | Issued in 2019 |
| 8. 337 Birchcliff Road                                    | Dwell, Gar., & GuestHouse | Issued in 2019 |
| 9. 183 Birchcliff Road                                    | Retaining Wall            | Issued in 2020 |
| 10. 355 Birchcliff Road                                   | Addition & Det. Garage    | Issued in 2020 |
| 11. 137 Birchcliff Road                                   | Driveway                  | Issued in 2020 |
| 12. 27A Sunnyside Cabin                                   | Deck                      | Issued in 2020 |
| 13. 93 Birchcliff Road                                    | Deck Addition             | Issued in 2020 |
| 14. 87 Birchcliff Road                                    | Dwelling                  | Issued in 2020 |
| 15. 141 Birchcliff Road                                   | Driveway                  | Issued in 2020 |
| 16. 363 Birchcliff Road                                   | Escarpment Ret. Walls     | Issued in 2021 |
| 17. 71 Birchcliff Road                                    | Escarpment Ret. Walls     | Issued in 2021 |
| <i>(site inspection complete, conditions outstanding)</i> |                           |                |
| 18. 553 Birch Close                                       | Accessory Building        | Issued in 2021 |
| 19. 14 Sunnyside Cabin                                    | Demo & Dwelling           | Issued in 2021 |
| 20. 83 Birchcliff Road                                    | Dwelling                  | Issued in 2021 |
| 21. 369 Birchcliff Road                                   | Garage                    | Issued in 2021 |
| 22. 94 Birchcliff Lane                                    | Dwelling                  | Issued in 2021 |
| 23. 111 Birchcliff Road                                   | Detached Garage           | Issued in 2021 |

|   |                       |                             |
|---|-----------------------|-----------------------------|
| 24. 383 Birchcliff Road                                   | Asphalt Paving        | Issued in 2021              |
| <i>(site inspection complete, conditions outstanding)</i> |                       |                             |
| 25. 59 Birchcliff Road                                    | Driveway              | Issued in 2021              |
| 26. 361 Birchcliff Road                                   | Lakeside Deck         | Issued in 2021              |
| 27. 83 Birchcliff Road                                    | Lakeside Stairs       | Issued in 2021              |
| 28. 363 Birchcliff Road                                   | Dwelling              | Issued in 2021              |
| 29. 159 Birchcliff Road                                   | Demolition            | Issued in 2021              |
| 30. 71 Birchcliff Road                                    | Dwelling              | Issued in 2021              |
| 31. 137 Birchcliff Road                                   | Home Occupation       | Issued in 2021              |
| 32. 187 Birchcliff Road                                   | Demolition & Dwelling | Issued in 2022              |
| 33. 163 Birchcliff Road                                   | Dwelling Addition     | Issued in 2022 <b>(NEW)</b> |

Closed Development Permits since last meeting:

|                       |            |                |
|-----------------------|------------|----------------|
| 1. 71 Birchcliff Road | Demolition | Issued in 2020 |
|-----------------------|------------|----------------|

### **Permit Summary:**

#### Year to date 2022:

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

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

#### 2021:

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

February – 1 development permit. Estimated project cost  
\$27,000.00

### **Administrative Recommendations:**

Council to accept as information.

### **Authorities:**

Land Use Bylaw #170/13.

**Summer Village of Birchcliff****March 17, 2022****Administration****Information Item****Agenda Item: *LREMP Field Exercise*****Background:**

According to legislation, every municipality in Alberta must undergo a tabletop emergency exercise every year, and a larger field exercise every 4 years. This year, the LREMP (Lacome Regional Emergency Management Partnership) is planning a fairly large field exercise for municipalities involved, including Jarvis Bay and Norglenwold who will become LREMP members this year. This will take place on October 27 and will involve as many staff and Council that are available. We will be physically setting up a mock emergency service centre and moving people between communities.

This is a major undertaking by the LREMP and they are asking everyone to attend if possible. We will likely have an in-house exercise prior to the event to ensure everyone is comfortable with their roles. There will also be a cost of \$1,500 to be split between our 5 municipalities.

**Options for Consideration:**

Council to accept as information

**Administrative Recommendations:**

Council to accept as information

**Authorities:**

**Summer Village of Birchcliff****Finance****Request for Decision****Agenda Item: *Capital Budget*****Background:**

Attached is the proposed capital project budget for 2022.

Reserves and Deferred Accounts at December 31, 2021

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

Historical Bank Balances are also included per Council's request.

MSI Allocation Report Included

FGTF Allocation Report Included

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

**Options for Consideration:**

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

**Administrative Recommendations:**

1) That Council approve a 2022 Capital Budget.

**Authorities:**

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

|                               | Capital Projects                          | Total Anticipated 5 years | Total 2022 Budget |
|-------------------------------|---|---------------------------|-------------------|
| Expenses Anticipated          |   |                           |                   |
|                               | Project MSI - Shoreline & Bank Protection | \$                        | 25,000.00         |
| <i>Total Expenses</i>         |   | \$                        | 25,000.00         |
| Funding Anticipated           |   |                           |                   |
|                               | Project MSI - Shoreline & Bank Protection | \$ 25,000.00              | 0.00              |
| <i>Total Grants</i>           |   | \$                        | 25,000.00         |
| Amount Required from Taxation |   | \$                        | -                 |
| 2021                          |   |                           |                   |
| 2022                          |   |                           |                   |
| 2023                          |   |                           |                   |
| 2024                          | Pavement overlay BC Rd West               | \$65,000 - \$240,000      |                   |
| 2025                          |   |                           |                   |

**Total FGTF Allocation 2005 to Current**  
\$187,564

**Total Payments**  
\$187,564

**Total Certified Income Earned**  
\$2,043

[Applications/Projects](#)

[Allocations and Payments](#)

Search:

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

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



## 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  |

SUMMER VILLAGE OF BIRCHCLIFF

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

"Pending" Project Summary

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

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

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

The maximum amount of MSI funding a municipality may request for new project(s) is calculated as all of its historical allocations plus five times its current year allocation, plus credit items<sup>1</sup>, less MSI funding applied to completed projects<sup>1</sup>, MSI funding accepted for ongoing projects<sup>2</sup>, and MSI funding recommended for submitted projects<sup>2</sup>.

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

<sup>1</sup>Based on certified Statements of Funding and Expenditures.

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

**Summer Village of Birchcliff**

**March 17, 2022**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *Eligibility to Vote*

**Background:**

At the February 2022 Council meeting, Administration was tasked with creating a policy identifying who is eligible to vote in an election, by-election, or vote of the electors.

Attached is a draft policy for Council's review and consideration.

**Options for Consideration:**

- 1) Council discuss and approve the Eligibility to Vote Policy as presented.
- 2) Council discuss and approve the Eligibility to Vote Policy as amended.
- 3) Council accept as information.

**Administrative Recommendations:**

That Council discuss and approve the Eligibility to Vote Policy.

**Authorities:**

*Local Authorities Elections Act, Section 47*



|                            |                       |                |
|----------------------------|-----------------------|----------------|
| Policy Title               | Date                  | Resolution No. |
| <b>Eligibility to Vote</b> | <b>March 17, 2022</b> | <b>/22</b>     |

### **POLICY STATEMENT:**

To provide a clear direction to residents of the Summer Village of Birchcliff on the requirements in determining if a person is eligible to vote in the Summer Village during a municipal election, by-election, or vote of the electors.

### **DEFINITIONS:**

“By-election” means an election to fill a vacancy on a council other than at a general election:

“Elector” means a person who is eligible to vote in the election for a Councillor under the *Local Authorities Election Act*;

“Municipal Election” means an election held to fill vacancies on Council caused by the passage of time, and includes a first election;

“Municipality” means a city, town, village, summer village, municipal district, or specialized municipality;

“Place of Residence” means a parcel of land having at least one building the whole or any part of which was designed or intended for, or is used as, a residence by one person or as a shared residence by two or more persons, whether on a permanent, seasonal, or occasional basis.

### **ELIGIBILITY TO VOTE IN A SUMMER VILLAGE:**

Section 47 of the province of Alberta’s *Local Authorities Election Act* determines who is eligible to vote. A person is eligible to vote in a municipal election if the person:

- a) Is at least 18 years of age;
- b) Is a Canadian citizen
- c) Has resided in Alberta for the 6 consecutive months preceding election day

- d) Is named on a certificate of title as the person who owns property within the summer village;
- e) Is the spouse or adult interdependent partner of a person who owns property with the summer village;
- f) The person's place of residence is located in the municipality on election day.

A person may only vote once in an election even if they are the owner of multiple properties.

## **Summer Village of Birchcliff**

**March 17, 2022**

### **Council and Legislation**

#### **Request for Decision**

#### **Agenda Item: *Emergency Management Bylaw***

#### **Background:**

During recent discussions with the Joint Services Committee, it was recommended by Administration that the Emergency Advisory Committee consist of the 5 members of the Joint Services Committee as opposed to the 3 members of Council as the current bylaw states.

Now that all 5 Summer Villages will all be members of the Lacombe Regional Emergency Management Plan, we would only need to have one advisory board meeting a year as opposed to 5 separate ones if the bylaw was left as current.

Administration has provided a draft bylaw for Council's consideration appointing the Joint Services Committee members as the Emergency Advisory Committee and outlining their duties.

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

- 1) Council discuss and provide 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading to Bylaw #234-22.
- 2) Council accept as information.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to the Emergency Management Bylaw #234-22.
- 2) That Council give 2<sup>nd</sup> reading to the Emergency Management Bylaw #234-22.
- 3) That Council unanimously agree to give 3<sup>rd</sup> reading to the Emergency Management Bylaw #234-22 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Emergency Management Bylaw #234-22.

#### **Authorities:**

*Alberta Emergency Management Agency*

## SUMMER VILLAGE OF BIRCHCLIFF EMERGENCY MANAGEMENT BYLAW BYLAW #234-22

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCHCLIFF, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN EMERGENCY ADVISORY COMMITTEE AND AN EMERGENCY MANAGEMENT AGENCY.

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the Summer Village of Birchcliff is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency; and

WHEREAS the Council of the Summer Village of Birchcliff wishes to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act and the Local Authority Emergency Management Regulation 203/2018; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the Emergency Management Act; and

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Summer Village of Birchcliff, in the Province of Alberta, enacts as follows:

1. This bylaw may be cited the "**Municipal Emergency Management Bylaw.**"
2. In this bylaw:
  - (a) "**Act**" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, and any regulations;
  - (b) "**Alberta Emergency Management Agency**" means the provincial government agency charged with the administration of the Emergency Management Act and the Local Authority Emergency Management Regulation;
  - (c) "**Chief Administrative Officer**" or "**CAO**" means the Chief Administrative Officer of the Summer Village of Birchcliff, or their delegate;
  - (d) "**Council**" means the municipal council of the Summer Village of Birchcliff;
  - (e) "**Director of Emergency Management**" or "**DDEM**" means the person(s) appointed as the Deputy Director(s) or the Emergency Management Agency;
  - (f) "**Director of Emergency Management**" or "**DEM**" means the person appointed as the Director of the Emergency Management Agency;

- (g) **“Disaster”** means an event that results in serious harm to the safety, health, or welfare of people or in widespread damage to property or the environment;
  - (h) **“Emergency”** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property or the environment;
  - (i) **“Emergency Advisory Committee”** or **“Committee”** means the committee established under this Bylaw;
  - (j) **“Emergency Management Agency”** or **“Agency”** means the agency established under this Bylaw;
  - (k) **“Emergency Management Plan”** means the plan approved by the Committee to coordinate a response to an Emergency or Disaster;
  - (l) **“Minister”** means the Minister charged with administration of the Act; and
  - (m) **“State of Local Emergency”** means a state of local emergency declared in accordance with the provisions of this Bylaw.
3. The Emergency Advisory Committee is hereby established to advise on the development of emergency plans and programs and to exercise the powers delegated to the Committee by the Bylaw.
4. Composition of the Emergency Advisory Committee:
- 4.1 The Committee shall consist of all five (5) members of the Joint Services Committee;
  - 4.2 The Chair of the Joint Services Committee shall serve as Chairperson of the Committee;
  - 4.3 A quorum of the Committee shall be a majority of the members, except when the Committee is exercising its powers with respect to declaring a State of Local Emergency in which case a quorum is prescribed in section 11.1 of the Bylaw.
5. Council shall provide for the payment of expenses of the members of the Committee.
6. Council hereby delegates to the Committee the power to:
- (a) approve the Emergency Management Plan;
  - (b) enter into the agreements with and make payments or grants, or both, to persons or organizations for the provisions of services in the development or implementation of emergency plans or programs;
  - (c) declare, renew, or terminate a State of Local Emergency;
  - (d) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency; and
  - (e) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the minister under



section 19(1) of the Act in relation to the part of the municipality affected by a declaration of a State of Local Emergency.

7. The Emergency Advisory Committee:

- (a) shall meet to review and approve the Emergency Management Plan and related plans and programs on a regular basis, but at a minimum once per year;
- (b) shall provide guidance and direction to the Agency;
- (c) shall appoint the Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM); and
- (d) shall authorize the DEM to exercise the powers outlined in section 19(1) of the Act during a state of Local Emergency.

8. The Emergency Management Agency is hereby established to act as Council's agent in exercising the powers and duties under the Act and is responsible for the implementation and administration of the Emergency Management plan, subject to any such powers and duties delegated under this Bylaw to the Committee.

9. Composition of the Emergency Management Agency

9.1 The Agency shall be comprised of the following members:

- (a) the DEM;
- (b) the DDEM(s);
- (c) the CAO;
- (d) the Summer Village's designated Fire Chief or their delegate; and
- (e) at least one other member appointed by the CAO.

9.2 The DEM may invite representatives of external organizations to work with the Agency, including representatives of:

- (a) the Alberta Emergency Management Agency;
- (b) the RCMP;
- (c) utility companies;
- (d) health agencies;
- (e) school boards; and
- (f) any other agency or organization that, in the opinion of the DEM, may assist in the development or implementation of the Emergency Management Plan or related plans or programs.

9.3 The Agency shall:

- (a) utilize the command, control and coordination system as

prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the Act;

- (b) track training and exercises to support preparedness, response, and recovery activities;
- (c) support and assist the DEM in the implementation and coordination of the emergency response pursuant to the Emergency Management Plan;
- (d) at least once a year, provide the Committee with an update on the activities of the Agency;
- (e) at least once a year, review the Emergency Management Plan;
- (f) at least once a year, provide the Committee with an update on the Agency's review of the Emergency Management Plan; and
- (g) annually make the Emergency Management Plan available to the Alberta Emergency Management Agency for review and comment.

#### 10. Director of Emergency Management

##### 10.1 The DEM shall:

- (a) prepare and coordinate emergency plans and programs for the Summer Village in accordance with the Act;
- (b) act as director of emergency operations on behalf of the Agency with the power to delegate authority;
- (c) cause an emergency plan or program to be put into operation;
- (d) shall direct and control the emergency response;
- (e) coordinate all emergency services and other resources used in an Emergency;
- (f) review emergency response plans submitted by other municipal stakeholders;
- (g) complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act; and
- (h) perform other duties as prescribe by the Summer Village of Birchcliff.

##### 10.2 In a State of Local Emergency the DEM shall report directly to the Committee.

#### 11. Declaration of a State of Local Emergency

- 11.1 The Chair acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a resolution to declare, renew or cancel a State of Local Emergency or expand or

reduce the part of the municipality to which a State of Local Emergency applies. If the Chair is unavailable or incapacitated than the Deputy Chair acting alone may exercise this authority and if the Deputy Chair is unavailable or incapacitated, then any 2 members by resolution of the Committee may exercise this authority.

11.2 A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- (a) the declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;
- (b) all members of Council shall be notified of the declaration, renewal, or termination as soon as practicable;
- (c) the declaration must identify the nature of the Emergency and the area of the Summer Village in which it exists;
- (d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the content of the declaration; and
- (e) the Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

## 12. Duration of State of Local Emergency

12.1 Upon the declaration of a State of Local Emergency, the Committee may do all acts and take all necessary proceeding including the following:

- (a) cause any Emergency Management Plan to be put into operation;
- (b) exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Summer Village affected by the declaration; and
- (c) authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Summer Village affected by the declaration.

12.2 Upon the declaration of a State of Local Emergency, the Agency is authorized to exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Summer Village affected by the declaration.

## 13. Termination of State of Local Authority

13.1 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- (a) a resolution to terminate the declaration of a State of Local

Emergency is passed under the provisions of this Bylaw;

- (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- (c) the Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- (d) the Minister cancels the State of Local Emergency.

13.2 When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

13.3 No action lies against the Summer Village or a person acting under the Summer Village’s direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a State of Local Emergency.

14. Councillor and Employee Training

14.1 Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

14.2 Any employee of the Summer Village who has been assigned responsibilities respecting the implementation of the Emergency Management Agency in accordance with the Act.

15. The Summer Village will endeavor to collaborate with other communities within the region, including the Lacombe Regional Emergency Management Agency, in developing a Regional Emergency Response Plan.

16. The Summer Village of Birchcliff Bylaw #217-19 and all amendments thereto are repealed.

17. That this Bylaw shall take effect on the date of the third and final reading.

**INTRODUCED AND GIVEN FIRST READING** this 17<sup>th</sup> day of March 2022.

**GIVEN SECOND READING** this 17<sup>th</sup> day of March 2022.

**GIVEN THIRD AND FINAL READING** this 17<sup>th</sup> day of March 2022.

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

\_\_\_\_\_  
Tanner Evans, C.A.O.

## Summer Village of Birchcliff

March 17, 2022

### Planning and Development

#### Request for Decision

**Agenda Item:** LUB Amendments 170/13

#### Background:

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

**Below is an updated list of LUB Amendments that Council discussed and agreed on:**

1. Part One: 1.3 Current Definition:

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

Part One: 1.3 Proposed Definition:

“temporary use or building means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, as determined by the Development Authority.”

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

2. Part One: 1.3 Current Definition:

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

Part One: 1.3 Proposed Definition:

“breezeway(s) means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.

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

3. **Part One: 1.3 Add Definition:**

“Development Design Plan means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details to the satisfaction of the development authority:

- A planting plan including native vegetation;
- A sediment control plan;
- A drainage plan; and
- Information about site coverage.

A development design plan shall be required at the discretion of the Development Authority and will be enforced as a condition of development approval.”

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

4. **Part Two: 2.3 Add:**

“Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.

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

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

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

Part One: 1.7 Proposed Regulation:

“Development Permit application fees and fees for other matters arising though this Land Use Bylaw will be established by Council in the Summer Village of Birchcliff Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.”

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

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

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

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

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

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

7. Part Three: 2(3) Add:

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

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

8. Part One: 1.3 Current Definition:

“development means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a building or an act done in relation to land or a Building that results in or is likely to result in a change in the use of the land or building; or
- (d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.”

Part One: 1.3 Proposed Definition:

“development means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A building or an addition to, or replacement or repair of a building and the

- construction or placing in, on, over and under land of any of them; or
- (c.) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- (d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

and without restricting the generality of the foregoing, includes:

- (e) in the case of a lot used for residential purposes, alterations made to a building or an additional building on the lot whether or not the building is a dwelling or part of a dwelling unit;
- (f) in the case of a lot used for other than residential purposes, alterations or additions made to a building on the lot or a use of the lot which would increase either the capacity of the building or the intensity of use of the lot;
- (g) the display of advertisements or signs on the exterior of a building or on any land;
- (h) the deposit of earth, debris, waste materials, refuse, or any other material on any land, including land already being used for that purpose, or if the natural topography or drainage is altered;
- (i) any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy and live in any building or on any site, including any increase in the number of dwelling units in a building or on a site;
- (j) the placing of refuse or waste material on any land;
- (k) the recommencement of the use to which land or a building has been previously put if that use has been discontinued for a period of more than six months;
- (l) the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- (m) the demolition or removal of a building;
- (n) the placement of an already constructed or a partially constructed building on a parcel of land;
- (o) the use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any other type of portable building whatsoever, whether or not the same has been placed or affixed to the land in any way;
- (p) the removal of topsoil from land;
- (q) the use of land for storage purposes or for the repair of equipment, vehicles or other kinds of machinery;
- (r) the installation of any type of sewage disposal system including but not limited to holding tanks; or
- (s) the digging of a well or installation of a water cistern.



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

9. Part One: 1.3 Current Definition:

“grade means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:

(a) If the applicant can show by reference to legal surveys that the predevelopment elevation of the subject parcel varies by no more than 1 m in 30 lineal metres, the Development Authority may determine grade by calculating the average of the highest and lowest elevation on the parcel or above top of bank. Amended by Bylaw #199/17; or

(b) The Development Authority may determine grade by calculating the average of the pre-development elevations at the corners of the parcel as shown on a reliable survey; or

(c) The Development Authority may determine grade by calculating the average elevation of the corners of the main buildings on all properties abutting the subject parcel”.

Part One: 1.3 Proposed Definition:

“grade means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:

“(a) Grade shall be determined by calculating the average of the pre-development elevations at the corners of the building as shown on a reliable survey.

(b) If the applicant can show by reference to legal surveys that the predevelopment elevation of the subject parcel varies by no more than 1 m in 30 lineal metres, the Development Authority may determine grade by calculating the average of the highest and lowest elevation on the parcel or above top of bank. Amended by Bylaw #199/17; or

(c) The Development Authority may determine grade by calculating the average of the pre-development elevations at the corners of the parcel as shown on a reliable survey; or

(d) The Development Authority may determine grade by calculating the average elevation of the corners of the main buildings on all properties abutting the subject parcel”.

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

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

“General Purpose To provide an area for residential accommodation for the members of the Alberta and the Northwest Territories District of the Pentecostal Assemblies of Canada and their affiliates for vacation and retreat purposes only and not to be occupied by a permanent resident”.

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

“General Purpose To provide an area for residential accommodation for the members of the Alberta and the Northwest Territories District of the Pentecostal Assemblies of Canada and their affiliates.”

**This revision removes the permanent resident clause.**

11. Part One: 1.3 Current Definition:

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

Part One: 1.3 Proposed Definition:

“church camp cottage(s) means a dwelling unit which is separate from any other building but does not include a manufactured dwelling unit, guest house or temporary building”.

**This revision removes the permanent resident and housekeeping clause.**

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

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

Part Three: 4(7) Proposed Regulation:

“Subdivision Design Standards to “As a condition of subdivision approval, Environmental Reserves can be taken according to Section 664 of the Act; either in the form of a lot (ownership transferred to the Summer Village) or as an Environmental Reserve Easement (private ownership is retained). The Summer Village may require that the proponent provide hazard land as Environmental Reserve as a condition of subdivision approval.”

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

13. Part One: 1.3 Current Definition:

“parcel coverage means the total percentage of the parcel area covered by buildings or Structures, including but not limited to the main building and any additions to it (e.g. covered decks), hard-surfaced parking facilities, driveways, outdoor storage and display areas, hard landscaped areas and all other impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw”.

Part One: 1.3 Proposed Definition:

“parcel coverage means the total percentage of the parcel area covered by buildings or Structures, including but not limited to the main building and any additions to it (e.g. covered decks), hard-surfaced parking facilities, driveways, outdoor storage and display areas, hard landscaped areas including gravel, reclaimed pavement, crushed rock, artificial turf and all impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw”.

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

14. Part One: 1.3 Current Definition:

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

a detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and sea cans”.

Part One: 1.3 Proposed Definition:

“guest house means an accessory building containing sleeping facilities for temporary usage only and can include bedrooms, bathrooms, and a kitchen. A guest house provides overflow accommodation for a detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and sea cans”.

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

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

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

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

“No person shall allow the unsightly storage of goods, materials, salvage, junk, waste or other materials, a condition which, in the opinion of the Development Authority, may be or may become a nuisance, or which adversely affects the amenities of the neighbourhood, or which may interfere with the normal enjoyment of any land or building”

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

16. Part One: 1.3 Add Definition:

“Nuisance means any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, or troublesome, or destructive or harmful, or inconvenient, or injurious to another person and/or their property, or anything troublesome or bothersome to other people for which complaints are received either by the Municipality’s office or the Royal Canadian Mounted Police, whether or not such act or deed or omission or thing constitutes nuisance at common law”.

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

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

**17. Part Two: 2.2 (12) Add:**

"Provided the zoning setbacks are met a development permit is not required for a non-enclosed and/or 3-sided building such as but not limited to, pergolas, woodsheds and arbours **with a floor area of 9.94 m<sup>2</sup> (107ft.<sup>2</sup>) or less and height of 2.50m (8.20ft.) or less.**"

**Adding this regulation allows for these types of structures to still be considered a building with regulations but not to require a development permit for them.**  
**Size has been added to the definition.**

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

**18. Part One: 1.3 Current Definition (REMOVE):**

"Permanent resident means a person, excluding a person(s) who occupies a cottage in the Church Camp Cottage District:

- (a) with a valid Alberta driver's license and/or any government issued identification which shows an address situate in the Summer Village of Birchcliff; or
- (b) whose usual mailing address is in the Summer Village of Birchcliff; or
- (d) whose place of residence pursuant to the Local Authorities Elections Act is the Summer Village of Birchcliff;

**Removing this definition keeps consistency with removing "permanent resident" in other regulations in the Land Use Bylaw.**

**Administrative Recommendations:**

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

**Authorities:**

Land Use Bylaw #170/13

## Summer Village of Birchcliff

March 17, 2022

### Planning and Development

#### Information Item

#### **Agenda Item:** *Development Completions Deposit Policy*

#### **Background:**

Administration has included the villages current development completions deposit policy for Council review. The attached policy includes a grid stating the amount of deposit required depending on the estimated project cost. Below are a few common examples of security deposits from other Municipalities.

#### Irrevocable Letter of Credit for Landscaping:

As a condition of a development permit approval, a guaranteed security is required from the property developer/owner in the form of an irrevocable and automatically renewable letter of credit in the amount of 100% of the estimated landscaping cost, to ensure that the landscaping is provided and installed in accordance with recognized horticultural practices. The projected cost of the landscaping shall be calculated by the developer/owner and shall be based on information provided in the approved landscape plan. If in the reasonable opinion of the Development Authority, these projected costs are inadequate, the Development Authority may establish a higher landscaping cost for the purposes of determining the value of the landscaping security.

An irrevocable letter of credit is an official correspondence from a bank that guarantees payment of goods or services being purchases by the individual or entity, referred to as the applicant, that requests the letter of credit from an issuing bank. This could look like something like a conditino on the development permit that the applicant must submit a landscaping security deposit of 100% the full cost (detailed quote must also be submitted) prior to the issuance of the building permit.

The letter of credit policy/application could include some of the following:

- The applicant shall provide an estimate of the cost of landscaping, including all site work and irrigation work, to the Approving Authority, prior to Development Permit issuance.
- A plant material list identifying the species/type of trees or shrubs, including the common names, and their planted size.
- Include a plan of location of existing plant materials to be retained; (e) new plant materials shall be accurately scaled to mature size, location of planting beds and identification of bedding material.

- A site plan showing lot boundaries and lot area measured in square meters, along with the location of proposed landscaping and related landscaping features (e.g. planting beds, boulders, etc.) in relation to all existing and proposed buildings, signs, outdoor storage areas, parking areas, display areas, approaches, driveways, fences, storm water utility areas, and utility right-of-ways. Include all other physical features, existing or proposed; including berms, walls, fences, outdoor furniture and decorative paving.

### Security Deposit

This method is similar to what is currently in the Summer Village of Birchcliff policy, it was found that generally these deposits were no more than \$2,000.00 and may be used to make any unnecessary repairs of any damage resulting from the development or otherwise used by the municipality to address deficiencies in the applicant's development. (Clean up, damaged roads, drainage, etc.)

### Development Agreements

A Development Agreement is a legal contract used for residential, industrial and commercial developments. It sets out the terms and conditions under which development of the lands are to take place within the municipality, including the responsibility to construct public facilities and associated financial obligations. In administrations opinion this option would not be necessary.

### **Options for Consideration:**

1. Council accept as information.
2. Council discuss and provide administration with direction.

### **Authorities:**

Birchcliff Development Completions Deposit 1567/18.



|  |                     |                |
|--|---------------------|----------------|
| Policy Title                           | Date                | Resolution No. |
| <b>Development Completions Deposit</b> | <b>May 22, 2018</b> | <b>1567/18</b> |

## PURPOSE

The collection of a deposit from an applicant to ensure the development commences and continues in the manner applied for, all conditions of a development permit have been met, and any or all of the damages to the Summer Village's lands or infrastructure is repaired.

## POLICY STATEMENT:

A refundable completions deposit will be required when a development permit is issued. The amount will depend on the estimated project cost with a minimum of \$500.00 to a maximum of \$5000.00, at the discretion of the Development Authority. For example:

| Completions Deposit | Estimated Project Cost |
|---------------------|------------------------|
| \$500               | <\$5,000               |
| \$1000              | \$10,000-\$30,000      |
| \$2000              | \$30,000-\$50,000      |
| \$3000              | \$50,000-\$80,000      |
| \$4000              | \$80,000-\$100,000     |
| \$5000              | >\$100,000             |

The deposit shall be refunded after completion of the construction including landscaping as per permit subject to the following:

- All conditions of the development permit have been met, including the completion of building construction within a one-year period, landscaping completed within two years, and any or all road damage repaired.
- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which the permit was issued.
- If the Summer Village is required to repair damage to its lands and works, including but not necessarily confined to roads, drainage courses, trees and fences, the costs thereof shall be deducted from the deposit.
- The fee for re-inspection shall be \$50 and will be deducted from the deposit.
- If the development is not completed within the time set out in the development permit, extensions may be granted with the development permit application fee deducted from the deposit.



## **Summer Village of Birchcliff**

**March 17, 2022**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Roger Dufresne

Ann Zacharias

Frank Tirpak

#### **Committee Reports:**

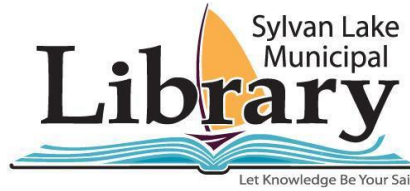
Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Joint Services Committee Meeting Minutes

#### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting: ~~April 21, 2022~~ – Office Conflict proposing April 28, 2022



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

**WEDNESDAY – FEBRUARY 9, 2022 – 6:30PM**

### **1. Treasurer's Report**

The Treasurer's Report was approved as presented.

Over the course of the last year, due to COVID-19, the general cost of operations was lower. Many programs were cancelled, donations to the library helped to offset costs, and monetary assistance was received from the Town for safety supplies. The money that has been left over in the budget will be moved to a GIC for future use.

### **2. Director's Report**

The Director's Report was approved as presented.

Many of the in-person programs resumed in the month of February. The book clubs have continued to meet at Lakeshore Café, which has been a great success for the Mystery Book Club and Bring Your Own Book Club. The partnership with Lakeshore Café has allowed the space to provide much needed in-person adult programming.

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

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

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

### **3. New Items**

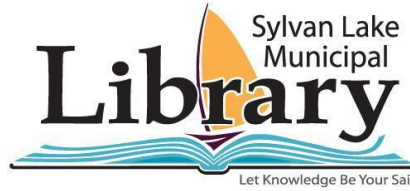
As the Sylvan Lake Municipal Library continues to innovate as a community hub for all demographics there have been some new additions to the collection. Several board games are now available to check-out in addition to five sets of snowshoes (2 adult and 3 youth). The library partnered with Alberta Parks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

### **4. Policy**

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

Meeting adjourned at 7:38pm.

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



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

**WEDNESDAY – MARCH 9, 2022 – 6:30PM**

### 1. Treasurer's Report

The Treasurer's Report was approved as presented.

### 2. Director's Report

The Director's Report was approved as presented.

Confirmation was received from the Public Library Services Branch (PLSB) that the provincial funding will remain stable for the 2022-2023 fiscal year.

Parkland Regional Library System (PRLS) recently entered into a resource lending agreement with The Regional Automation Consortium (TRAC) to provide expanded access to the digital OverDrive collection. TRAC is a partnership of Marigold Library System, Northern Lights Library System, Peace Library System, Yellowhead Regional Library, and their member libraries. Parkland Regional, Chinook Arch Regional and Shortgrass Library Systems currently do not belong to the TRAC consortium, however, Parkland Library members can now access the digital OverDrive e-books and e-audiobooks owned by the TRAC library systems. This lending agreement enables the Sylvan Lake Library patrons to access thousands of additional titles.



### 3. New Items

The Sylvan Lake Library has renewed a partnership with Landmark Cinemas to bring back the Film Society. In March "Wildwood" will be featured, followed by "Learn to Swim" in April. Both films have been arranged through Mongrel Media directly.

### 4. Policy

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

Meeting adjourned at 7:04pm.

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

Joint Service Committee  
Regular Meeting Minutes  
February 28, 2022

G-1,2,3

**IN ATTENDANCE**

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

**CALL TO ORDER**

The Meeting was called to order at 1:02 a.m. by Chair Dufresne.

**AGENDA APPROVAL**

**JSC-22-01**

MOVED by Julie Maplethorpe that the agenda be adopted as presented.

CARRIED

**ADOPTION OF MINUTES**

**JSC-22-02**

MOVED by Julie Maplethorpe to adopt the Regular Meeting Minutes of October 28, 2021 as amended.

CARRIED

**INFORMATION ITEMS**

- 1) 4<sup>th</sup> Quarter Budget Report
- 2) CAO Goals

**JSC-22-03**

Moved by Jeff Ludwig to accept the information items with one amendment to CAO goal #3 – the personnel policy will be reviewed one section at a time by the HRSC for approval by the JSC.

CARRIED

**REQUESTS FOR DECISION**

- 1) Level of Service Agreement

**JSC-22-04**

MOVED by Chair Dufresne that the JSC move to a closed session at 2:09 p.m.

CARRIED

JSC returned from a closed session at 5:25 p.m. The following motions were made by the Chair:

Joint Service Committee  
Regular Meeting Minutes  
February 28, 2022

G-1,2,3

**JSC-22-05** All new business arising outside of the Level of Service Agreement will go to the Project Review Board.

**JSC-22-06** The annual calendar should go back to each council for review and information.

The following motions were made in regards to the draft Level of Service Agreement:

**JSC-22-07** Administration will get 3 bids for projects, and make recommendations on a 3<sup>rd</sup> party contractor, including their reasons for making the recommendation. When 2 or more municipalities are involved, JSC recommends approval and council will give final approval.

**JSC-22-08** CAO to return to JSC with a draft procedural bylaw that will be standardized for all 5 summer villages.

**JSC-22-09** Public engagement meetings that involve administration will be approved by the Project Review Board. Annual information meetings will no longer require administration's attendance.

**JSC-22-10** Each municipality will send out 2 newsletters per year, to be edited and proofed by administration. Any other written communication outside of the scope of an identified project will not be included in the Level of Service Agreement.

**JSC-22-11** JSC approves the recommendation for 5 business day response times.

CARRIED

**ROUND TABLE**

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

The PRB will meet on March 16 at 9:00 AM.  
The JSC will meet on April 27 at 1:00 PM.

**ADJOURNMENT**

**JSC-22-12** Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 5:43 p.m.

---

ROGER DUFRESNE, CHAIR

---

TANNER EVANS, CAO

DRAFT