

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
MAY 18, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, April 20, 2023

D. INFORMATION ITEMS

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

E. TABLED ITEMS

1) Public Works

- a) Traffic Bylaw

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Association of Summer Villages Conference
- b) Association of Summer Villages Silent Auction
- c) Fire and Burning Bylaw

2) Public Works

- a) Admin Building Improvements
- b) Fleet Replacement Policy

3) Planning & Development

- a) Land Use Bylaw Amendments

G. COUNCIL REPORT

1) Council Reports

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

2) Committee Reports

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

3) Upcoming Meetings

- a) Next Council Meeting – June 15, 2023

H. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
April 20, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 20, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

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

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

AGENDA

BCC-23-043 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

Move:
F.1.B Surplus Distribution after F.1.C Reserves Policy
AIM discussion with Mayor Dufresne’s Council report.
CARRIED

CONFIRMATION OF MINUTES

BCC-23-044 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on March 16, 2023, be approved as presented.
CARRIED

BCC-23-045 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on April 6, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report
- 6) H2S Air Monitoring

BCC-23-046 MOVED by Councillor Tirpak that Council defer the H2S Air Monitoring conversation until the next meeting.
CARRIED

- 7) West Birchcliff Shoreline Survey

BCC-23-047 MOVED by Councillor Tirpak that Council accept the information items as presented.
CARRIED

TABLED ITEMS

COUNCIL & LEGISLATION

- Bylaw #243-23
BCC-23-048

Dog Control Bylaw
Moved by Deputy Mayor Zacharias that Council give 2nd reading to the Dog Control Bylaw #243-23.

CARRIED
- BCC-23-049

Moved by Councillor Tirpak that Council give 3rd and final reading to the Dog Control Bylaw #243-23.

CARRIED
- Bylaw #244-23
BCC-23-050

Community Standards Bylaw
Moved by Councillor Tirpak that Council give 2nd reading to the Community Standards Bylaw #244-23.

CARRIED
- BCC-23-051

Moved by Deputy Mayor Zacharias that Council give 3rd and final reading to the Community Standards Bylaw #244-23.

CARRIED

REQUEST FOR DECISION

FINANCE

- Bylaw #242-23
BCC-23-052

Mill Rate Bylaw
Moved by Councillor Tirpak that Council give 1st reading to the Mill Rate Bylaw #242-23.

CARRIED
- BCC-23-053

Moved by Deputy Mayor Zacharias that Council give 2nd reading to the Mill Rate Bylaw #242-23.

CARRIED
- BCC-23-054

Moved by Mayor Dufresne that Council by unanimous consent give 3rd reading to the Mill Rate Bylaw #242-23 at this meeting.

CARRIED UNANIMOUSLY
- BCC-23-055

Moved by Councillor Tirpak that Council give 3rd and final reading to the Mill Rate Bylaw #242-23.

CARRIED
- BCC-23-056

Reserves Policy
Moved by Deputy Mayor Zacharias that Administration amend the Reserves Policy and bring back to the next Council meeting.

CARRIED
- BCC-23-057

Surplus Distribution
Moved by Councillor Tirpak that Council distribute the 2022 accumulated surplus of \$22,812.92 as follows:

General Contingency	\$54,619.82
Sewer Operations	\$25,000.00
Wastewater Capital	- \$56,806.90
Open Spaces	\$36,500.00
Infrastructure	-\$46,500.00
Mill Rate Stabilization	\$10,000.00
	CARRIED

COUNCIL & LEGISLATION

BCC-23-058 Fire and Burning Bylaw
Moved by Deputy Mayor Zacharias that Council accept as information leaving the fireworks section of the Fire and Burning Bylaw as current.
CARRIED

PUBLIC WORKS

Bylaw #245-23 Traffic Bylaw
BCC-23-059 Moved by Deputy Mayor Zacharias that Council give 1st reading to the Traffic Bylaw #245-23.
CARRIED

BCC-23-060 Moved by Mayor Dufresne that Council extend their meeting beyond 4 hours.
CARRIED

COUNCIL REPORTS

- Mayor Dufresne
- Alberta Municipalities Spring Caucus
 - Locating pier 1 location on ice
 - Climate caucus meeting
- Deputy Mayor Zacharias
- Lacombe Regional Emergency Management Advisory Committee
- Councillor Tirpak
- No reports

COMMITTEE REPORTS

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

CORRESPONDENCE

- Association of Summer Villages of Alberta
- SRVS Invasive Species

BCC-23-060 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.
CARRIED

NEXT MEETING

BCC-23-061 MOVED by Mayor Dufresne that the next meeting of Council be held May 18, 2023, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-23-062 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:16 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff**Administration and Finance****May 20, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 30,268.67

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

- | | |
|-----------------------------------|--------------|
| 1. Summer Village of Norglenwold | \$ 18,869.40 |
| a. March 2023 Muni Specific Costs | |
| b. March 2023 Shared Costs | |

Council Expense Claims Report:**April 2023**

- | | |
|------------------|------------|
| ▪ Roger Dufresne | \$ 1556.70 |
| ▪ Ann Zacharais | \$ 460.72 |
| ▪ Frank Tirpak | \$ 269.52 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-05-05 9:30 AM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00021 to 2023-00025

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1161	2023-04-05	Wild Rose Assessment Service			
8851		212-400-232 - Assessment Fees	Assessment Fees Jan 1-Mar	1,925.00	
		312-000-260 - GST Paid Refund	GST Tax Code	96.25	2,021.25
1162	2023-04-26	Engel, Rob			
PIER2023		461-000-530 - OS8W	Community Pier Payback- 2	1,728.98	1,728.98
1163	2023-04-30	Alberta Parkling Lot Services			
25050		232-000-250 - Road Maintenan	April 22nd-Roadway Sweep	2,470.00	
		312-000-260 - GST Paid Refund	GST Tax Code	123.50	2,593.50
1164	2023-04-30	Parkland Regional Library			
230238		275-000-850 - Parkland Region	2nd Quarter Requisition for	334.69	
		312-000-260 - GST Paid Refund	GST Tax Code	16.73	351.42
1165	2023-04-30	Penny Steamers			
33839		232-000-530 - Ditch & Culvert P	Snake/Steam Multiple Culver	450.00	
		312-000-260 - GST Paid Refund	GST Tax Code	22.50	472.50
1166	2023-04-30	Roaddata Services Ltd			
00081230		232-000-250 - Road Maintenan	Road Permits	16.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.80
1167	2023-04-30	Sylvan Lake Regional			
1788		242-000-260 - Useage Fees	Mar 2023 WW Services	1,857.32	1,857.32
1168	2023-04-30	Triangle Construction Inc			
1686		232-000-200 - Green Space Pro	Removed Trees Encroachin	225.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	236.25
1169	2023-04-30	Wild Rose Assessment Service			
8948		212-400-232 - Assessment Fees	Assessment Fees-Apr 1-Jun	1,925.00	
		312-000-260 - GST Paid Refund	GST Tax Code	96.25	2,021.25
Total Computer Cheque:					11,299.27

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
255	2023-03-31	Summer Villages of Norglenwold			
2023-00036		226-000-200 - Enforcement	ATB MC-Fountaing Tire-Bra	135.29	
		226-000-200 - Enforcement	ATB MC-911 Supply-Body A	387.59	
		226-000-200 - Enforcement	ATB MC-911 Supply-Tactica	21.59	
		212-400-230 - Legal Fees	Brownlee Law-545210-Dev	557.50	
		226-000-200 - Enforcement	UFA-Feb Fuel for Bylaw	101.87	
		212-400-232 - Assessment Fees	RARB Membership	400.00	
		226-000-200 - Enforcement	ATB MC-Mobil 1 Lube-Oil C	20.73	
		212-400-220 - Election Expense	ATB MC-Lunch Meeting wtl	42.82	
		226-000-200 - Enforcement	ATB MC-ESSO-Bylaw Trucl	2.59	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	17.85	1,687.83
2023-00041		212-400-231 - Audit Fees	Metrix-2nd Audit Billing-Yea	4,698.91	4,698.91
2023-00045		212-100-110 - Salaries	Salaries	10,605.24	
		212-100-130 - Training	Training	152.58	
		212-100-140 - Benefits	Shared Benefits	360.84	

Date Printed
2023-05-05 9:30 AM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
 Batch: 2023-00021 to 2023-00025

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-210 - Travel & Subsiste	Travel & Subsistence	100.25	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	PW Fleet	18.16	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	114.89	
		212-200-510 - Office Supplies	Office Supplies	194.12	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	123.66	
		212-300-540 - Utilities	Utilities	379.85	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maint.	264.72	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	83.64	
		212-300-242 - IT Equipment	IT Equipment	24.07	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	51.67	
		212-300-510 - Other Contingenc	Contingency	8.97	
		212-300-530 - Building Insuranc	Building Insurance	0.00	12,482.66
			Payment Total:		18,869.40
			Total Other:		18,869.40

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3443	2023-04-30	Wells, Michael			
MPC-APR62023		261-000-210 - MPC Costs	April 6/23 MPC Meeting	100.00	100.00
			Total Other:		100.00
			Total MAIN:		30,268.67



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: March-2023

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/1/23	Climate Caucus Birchcliff	2	Mayor	\$ 130.00
3/16/23	Regular Council	4.3	Mayor	\$ 130.00
3/29/23	Alberta Munis	8	+4 (4 Hour)	\$ 260.00
3/30/23	Alberta Munis	4	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 650.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/1/23	Climate Caucus Birchcliff	17.00	\$0.68	\$ 11.56
3/16/23	Regular Council	17.00	\$0.68	\$ 11.56
3/29/23	Alberta Munis	161.00	\$0.68	\$ 109.48
3/30/23	Alberta Munis	161.00	\$0.68	\$ 109.48
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 242.08

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/30/23	parking	38.00	1.90	\$ 39.90
3/29/23	meal	70.04		\$ 70.04
				\$ 0.00
				\$ 109.94

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,002.02

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454



Roger Dufresne
2 Erickson Drive
Sylvan Lake, AB, T4S1P5
Canada

Page Number : 1 Invoice Nbr : 1000279526
Guest Number : 1477041
Folio ID : A
Arrive Date : 29-MAR-23 20:48
Depart Date : 30-MAR-23 10:47
No. Of Guest : 1
Room Number : 1203
Marriott Bonvoy Number : 8452

Copy Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI MAR-30-2023 10:47 OVITA699

Date	Reference	Description	Charges (CAD)	Credits (CAD)
29-MAR-23	DEPOSIT	Deposit-MC-182		-235.44
29-MAR-23	DEPOSIT	Deposit-MC-182		-7.06
29-MAR-23	RT1203	Room Chrg - Advance Purchase	216.00	
29-MAR-23	RT1203	GST	11.12	
29-MAR-23	RT1203	DMF	6.48	
29-MAR-23	RT1203	Tour Levy	8.90	
29-MAR-23	RT1203	Parking Self	38.00	
29-MAR-23	RT1203	GST	1.90	
30-MAR-23	MC	Mastercard-3491		-39.90

Approve EMV Receipt for MC - 3491: PIN Verified

TC:7A01E703C98E6CD0

IAD:35106770030200005BEE000000000000FF TVR:0000008000

AID:A0000000041010 Application Label:Mastercard

** Total 282.40 -282.40
*** Balance 0.00

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

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WESTIN EDMONTON DINING
10135 100TH STREET
EDMONTON, AB. T5J 0N7
780-426-3636

SALE

Server #: 000123 dew

REF#: 00000017

Batch #: 478

03/29/23

22:17:03

APPR CODE: 01111Z

Trace: 17

MASTERCARD

Proximity

*****3491

/

AMOUNT	\$60.90
TIP	\$9.14
TOTAL	\$70.04

APPROVED

Mastercard

AID: A0000000041010

TVR: 00 00 00 80 01

THANK YOU / MERCI

CUSTOMER COPY



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: April-2023

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

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2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

RECEIVED

APR 30 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/5/23	Climate Caucus Birchcliff	2	Mayor	\$ 130.00
4/20/23	Regular Council	4.25	Mayor	\$ 130.00
4/27/23	Joint Services Committee	4	Mayor	\$ 130.00
4/28/23	Requirements Gathering OS8	1.5	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 520.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/5/23	Climate Caucus Birchcliff	17.00	\$0.68	\$ 11.56
4/20/23	Regular Council	17.00	\$0.68	\$ 11.56
4/27/23	Joint Services Committee	17.00	\$0.68	\$ 11.56
4/28/23	Requirements Gathering OS8		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 34.68

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 554.68

APR 21 2023

COPY

Page 8 of 9



Council Expense Claim Form

NAME: Ann ZachariasPOSITION: Deputy MayorMONTH ENDING: April-2023

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

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

Village Business

RECEIVED

APR 25 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/29/23	Lacombe Regional Emergency Advisory Committee	1.5	Deputy Mayor	\$130.00
4/6/23	Municipal Planning Commission	1.5	Deputy Mayor	\$130.00
4/20/23	Regular Council	4.25	Deputy Mayor	\$130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
				\$390.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/29/23	Lacombe Regional Emergency Advisory Committee	74.00	\$0.68	\$50.32
4/6/23	Municipal Planning Commission	15.00	\$0.68	\$10.20
4/20/23	Regular Council	15.00	\$0.68	\$10.20
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$60.52

70.72

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 460.72

Summer Village of Birchcliff

May 18, 2023

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Public Works has had a kick-off meeting with the engineering teams for both the GIS implementation and road analysis capital projects.
- Stantec will begin the road analysis of the five Summer Villages on May 8th. Residents will not experience any traffic delays or obstructions.
- Public Works is currently looking at options and pricing for fire ban signs that can remain affixed to a traffic sign mount but remain hidden when fire bans are not active.
- Administration will be asking Council for input with respect to any road marking needed in the Summer Village ie crosswalk markings.
- Spring yard waste bin have been put in place and will remain until June 2nd.
- OS8 viewpoint path is preliminarily marked in preparation for tendering.
- Public Works will briefly update Council on both the buyout price and rental price of the H2S monitors presented at the previous Council meeting.
- Weather dependent, docks are aimed to be implemented the week of May 14th.

Options for Consideration:

- 1) That Council accepts this report as information.

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Summer Village of Birchcliff

May 18, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (25 in Birchcliff, 3 in Half Moon Bay, 19 in Jarvis Bay, 22 in Norglenwold, and 26 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road (<i>landscaping incomplete</i>)	Demo & Dwelling	Issued in 2018
2. 337 Birchcliff Road (<i>final inspection complete – require RPR</i>)	Dwell, Gar., & GuestHouse	Issued in 2019
3. 355 Birchcliff Road (<i>site inspection complete, outstanding condition</i>)	Addition & Det. Garage	Issued in 2020
4. 137 Birchcliff Road (<i>final inspection complete, require RPR</i>)	Driveway	Issued in 2020
5. 87 Birchcliff Road (<i>final inspection complete – require RPR</i>)	Dwelling	Issued in 2020
6. 363 Birchcliff Road (<i>Completion of landscaping taking place</i>)	Escarpment Ret. Walls	Issued in 2021
7. 71 Birchcliff Road (<i>site inspection complete, conditions outstanding</i>)	Escarpment Ret. Walls	Issued in 2021
8. 14 Sunnyside Cabin (<i>outstanding conditions</i>)	Demo & Dwelling	Issued in 2021
9. 83 Birchcliff Road	Dwelling	Issued in 2021
10. 94 Birchcliff Lane (<i>to be complete late spring/early summer</i>)	Dwelling	Issued in 2021
11. 59 Birchcliff Road (<i>completion of landscaping taking place</i>)	Driveway	Issued in 2021
12. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
13. 363 Birchcliff Road (<i>site inspection req. Landscaping taking place</i>)	Dwelling	Issued in 2021
14. 71 Birchcliff Road	Dwelling	Issued in 2021
15. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
16. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
17. 37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022

18.81 Sunnyside Cabin	Dwelling Reno's & Deck	Issued in 2022
19.409 Birchcliff Road	Lakeside Stairs	Issued in 2022
20. Western RV#16	Deck	Issued in 2022
21.529 Birch Close	Dwelling	Issued in 2022
22.425 Birchcliff Road	Dwelling	Issued in 2022
23.280 Birchcliff Road	Dwelling	Issued in 2022
24.533 Birch Close	Dwelling Addition	Issued in 2022
25.159 Birchcliff Road	Dwelling	Issued in 2022

Closed Developments since last meeting:

1. 59 Birchcliff Road	Demolition	Issued 2022
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Open Administrative Files:

1. 71 Birchcliff Road
2. 315 Birchcliff Road
3. 319 Birchcliff Road
4. 317 Birchcliff Road
5. 145 Birchcliff Road
6. 83 Birchcliff Road
7. 14 Sunnyside Cabin

Permit Summary:

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff**May 18, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Work continues on the closing of the road (RA5) so it can be given a legal land description and its own title. Survey work has been completed and we should receive the survey soon. Administration has drafted referral and adjacent letters which will be sent out as soon as the survey is received. We will then be able to schedule a Public Hearing which will require 2 weeks of notification. On the same day of the Public Hearing, Council will be asked to give first reading. Once first reading is completed, all the documents will be sent to Alberta Transportation for approval.
- Administration has reached out to contacts at Alberta Transportation to ensure the turnaround will be as quick as possible.
- Administration met with our realtor who advised that even if the approval is not complete, after the Public Hearing we can advertise a conditional sale.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Summer Village of Birchcliff

Public Works

Request for Decision

Agenda Item: *Traffic Bylaw*

Background:

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the five Summer Villages. Administration has revamped the Traffic Bylaw to be more streamlined with updated definitions and pertinent language and is bringing it forward for Council's review and consideration.

Options for Consideration:

- 1) That Council give 2nd and 3rd reading to the Traffic Bylaw #245-23.
- 2) That Council give 2nd reading to the Traffic Bylaw #245-23.
- 3) That Council accept as information.

Administrative Recommendations:

- 1) That Council give 2nd and 3rd reading to the Traffic Bylaw #245-23.

Authorities:

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

**SUMMER VILLAGE OF BIRCHCLIFF
TRAFFIC BYLAW
BY-LAW #245-23**

A Bylaw of the Summer Village of Birchcliff in the Province of Alberta for the regulation and control of motor vehicle and pedestrian traffic within the boundaries of the Summer Village.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Birchcliff may pass a bylaw for the health, safety, and welfare of people and protection of property in, on, or near public lands;

AND WHEREAS the Council of the Summer Village of Birchcliff deems it necessary and in the public interest to pass a bylaw to regulate and enforce all manner of traffic within the Summer Village, including penalties;

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

This Bylaw may be referred to as the *Traffic Bylaw*.

SECTION 1.0 – DEFINITIONS

- 1.1 “**Act**” means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 as amended or repealed and replaced from time to time;
- 1.2 “**Bicycle**” means a mechanical device propelled by muscular power on which a person may ride;
- 1.3 “**Bus**” means a motor vehicle that is designed for carrying eleven (11) or more persons, including the driver;
- 1.4 “**CAO**” means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.5 “**Crosswalk**” means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by any other marking on the road surface;

- 1.6 “**Council**” means the elected municipal Council of the Summer Village of Birchcliff;
- 1.7 “**Ditch**” means any area that is designed or artificially shaped for water drainage;
- 1.8 “**Emergency Vehicle**” means a motor vehicle used:
- a) for police/peace officer duty;
 - b) by a fire department;
 - c) as an ambulance; and
 - d) for purposes relating to maintenance of a public utility;
- 1.9 “**Gross Weight**” means:
- a) in respect of a single axle of a vehicle, the total weight that a single axle transmits to a roadway;
 - b) in respect of an axle group of a vehicle, the sum of the weights transmitted to a roadway by all of the axles within the axle group;
 - c) in respect of a tire of a vehicle, the total weight that the tire transmits to a roadway; and
 - d) in respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a roadway through each of the axles;
- 1.10 “**Heavy Vehicle**” means any vehicle with the exception of recreational vehicles, with or without a load, exceeding any of the following criteria:
- a) two (2) axles;
 - b) six (6) meters in length;
 - c) a gross weight of 4500 kilograms;
- 1.11 “**Motor Vehicle**” means any vehicle propelled by any power other than muscular power;
- 1.12 “**Municipal Land**” means any property owned by the Summer Village including but not limited to:
- a) ditches;
 - b) parks;
 - c) green spaces; and
 - d) municipal reserve property;

- 1.13 **“Obstruction”** means an obstacle or event which interferes with, or prevents the vision, passage, or use of any public property by vehicles or pedestrians;
- 1.14 **“Off-Highway Vehicle”** means any motor vehicle that is designed for cross-country travel on natural terrain including but is not limited to land, water, snow, ice, marsh, or swamp land;
- 1.15 **“Operator”** means a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner;
- 1.16 **“Peace Officer”** means a person who is:
a) a Royal Canadian Mounted Police Officer;
b) a Community Peace Officer;
c) a Bylaw Enforcement Officer; and
d) any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.17 **“Pedestrian”** means any person on foot, using rollerblades, skateboards, non-motorized scooters, or any kind of mobility aid;
- 1.18 **“Person”** means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle;
- 1.19 **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended or repealed and replaced from time to time;
- 1.20 **“Recreational Vehicle”** means any vehicle designed for travel with temporary living accommodation for holidays or camping purposes;
- 1.21 **“Road Ban”** means the gross axle weight allowance permissible on public roadways within the boundaries of the Summer Village;
- 1.22 **“Roadway”** means any thoroughfare, street, road, trail, avenue, driveway, lane or any other place or part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;

- 1.23 **“Special Event”** means any public or private event, gathering, celebration, festival, competition, contest or similar type of activity that takes place in whole or in part on a public roadway which may involve pedestrians, bicycles, or vehicles where traffic flow could be obstructed;
- 1.24 **“Speed Limit”** means the maximum allowable speed a motor vehicle is able to travel within the boundaries of the Summer Village indicated by a traffic control device or as defined in Section 2.3 of this Bylaw;
- 1.25 **“Summer Village”** means the municipal corporation of the Summer Village of Birchcliff, the territory contained within the corporate limits, its administration, and staff;
- 1.26 **“Traffic Control Device”** means any sign, signal, marking, or device placed, marked or erected under the authority of the Summer Village and this Bylaw for the purpose of regulating, warning, or guiding traffic;
- 1.27 **“Trailer”** means a vehicle without motive power that is designed to transport property and is meant to be towed by another vehicle;
- 1.28 **“Vehicle”** means a mechanical device in, on or by which a person or property may be transported either under its own propulsion or drawn on a roadway and can include a combination of thereof;
- 1.29 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this Bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.

- 2.3 The maximum allowable speed limit in the Summer Village of Birchcliff shall be 50km/h unless otherwise specified by a traffic control device.
- 2.4 Nothing in this Bylaw prohibits any emergency vehicle as well as vehicles engaged in roadway maintenance and inspection, or Summer Village staff from being parked on the roadways in the performance of their duties.

Section 3.0 – Traffic Control Devices

- 3.1 All “no parking” zones shall be indicated by traffic control devices installed by the Summer Village.
- 3.2 The Summer Village shall have appropriate traffic control devices installed and maintained to regulate traffic and speed limits.
- 3.3 The location, style, and placement of all traffic control devices shall be determined in accordance from standards derived from the Transportation Association of Canada.
- 3.4 No person shall contravene any traffic control device within the Summer Village under authority of this Bylaw.
- 3.5 No person shall be permitted to remove or tamper with any traffic control device that is installed or placed within the boundaries of the Summer Village.

Section 4.0 – Summer Village Parking

- 4.1 No operator of:
 - a) a heavy vehicle;
 - b) any type of construction machinery or heavy equipment;
 - c) a bus;
 - d) a recreational vehicle; or
 - e) a trailer;shall park or be permitted to be parked on any public roadway or municipal land within the boundaries of the Summer Village.
- 4.2 No person shall park a vehicle in a “no parking” zone unless authorized by the Summer Village for a special event.

- 4.3 Parking on a public roadway shall be permitted when standing in obedience to a peace officer.
- 4.4 A vehicle left parked in the same location on a public roadway or municipal land in excess of 72 hours shall be deemed to have been abandoned for the purposes of this Bylaw. A peace officer may cause the vehicle to be removed and impounded at the operator's expense. In lieu of, or addition to, the removal and impounding of the abandoned vehicle, a peace officer may elect to issue a violation ticket to the operator of the vehicle.

Section 5.0 – Off-Highway Vehicles

- 5.1 A peace officer, Summer Village staff, or agent of the Summer Village may operate an off-highway vehicle on public roadways or municipal lands where such operation is required in performance of their duties.
- 5.2 The hours of operating an off-highway vehicle shall be restricted to the period of time between 8:00 am and 11:00 pm.
- 5.3 The maximum speed at which an off-highway vehicle shall be permitted to travel on a roadway is 30 km/hr.
- 5.4 No person shall operate or ride as a passenger in an off-highway vehicle within the Summer Village without wearing head protection in the form of a helmet.
- 5.5 All off-highway vehicles operated within the Summer Village must:
- a) have a certificate of registration issued under the Traffic Safety Act;
 - b) display a license plate issued under the Traffic Safety Act; and
 - c) be insured as defined under the Traffic Safety Act.
- 5.6 No person shall operate or ride an off-highway vehicle adjacent to or alongside another off-highway vehicle travelling in the same direction.
- 5.7 No person shall operate an off-highway vehicle in any area marked by an off-highway vehicle prohibited sign.

Section 6.0 – Restrictions

- 6.1 No vehicle shall be permitted to operate engine retarder brakes within the boundaries of the Summer Village.
- 6.2 No operator shall exceed the vehicle weight restrictions, commonly referred to as the “Road Ban”, established by the Summer Village on all public roadways within the Summer Village of Birchcliff as outlined in Schedule “B” of this Bylaw.
- 6.3 No person shall place, pile, or store any snow, ice, gravel, dirt, or other obstruction on any public roadway or municipal land.
- 6.4 Any person placing or causing to be placed any snow, ice, gravel, dirt, or other obstruction on all public roadways and municipal lands shall remove or cause the removal thereof in any event no later than 24 hours after notification to do so by a peace officer or the CAO or his/her designate. After 24 hours, a peace officer may issue a violation ticket or elect to have the Summer Village remove the obstruction and perform all necessary repairs. The Summer Village’s expenses required to remediate the issue may be charged to the property tax of the land subject to the order under Section 553 of the Municipal Government Act.
- 6.5 No person shall operate a vehicle having spikes, metal tracks, chains, lugs, corks, grousers, skids, or bands that connects to their vehicle that will make contact on any public roadway. This prohibition does not apply to studded winter tires.
- 6.6 No person shall leave a vehicle unattended on a public roadway while it is supported by a jack or similar device.

Section 7.0 – Violations & Penalties

- 7.1 Any Peace Officer, in that Officer’s sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.

- 7.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.
- 7.3 Service of such violation ticket shall be sufficient if it is:
- a) personally served;
 - b) mailed to the address of the registered owner of the vehicle;
 - c) attached to the vehicle in respect of which an offence is alleged to have been committed; or
 - d) mailed to the address of the registered owner of the property in respect of which an offence is alleged to have been committed.
- 7.4 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 224-20 and No. 230-21 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 20th day of April 2023.

GIVEN second reading this 18th day of May 2023.

GIVEN THIRD AND FINAL READING this 18th day of May 2023.

Roger Dufresne, Mayor

Tanner Evans, CAO

SCHEDULE "A"

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
2.3 & 5.3	Driving beyond posted speed limit	Traffic Safety Act
3.5	Illegal removal or tampering of traffic control devices	\$200 per occurrence
4.1 & 4.2	Illegal parking	\$100 per occurrence
4.4	Abandoned vehicle on public roadway or municipal land	\$350 per occurrence
5.2	Operating off-highway vehicle between 23:00 and 8:00	\$200 per occurrence
5.4	Off-highway vehicle operator not using head protection	Traffic Safety Act
5.5a	Operate unregistered off-highway vehicle	Traffic Safety Act
5.5b	Off-highway vehicle license plate non-compliance	Traffic Safety Act
5.5c	Operate uninsured off-highway vehicle	Traffic Safety Act
5.6	Operating off-highway vehicle adjacent/alongside another off-highway vehicle	\$120 per occurrence
5.7	Operating off-highway vehicle in prohibited area	\$250 per occurrence
6.1	Use of engine retarder brakes	\$250 per occurrence
6.2	Violation of vehicle weight restrictions	Traffic Safety Act & Commercial Vehicle Dimension and Weight Regulation Act
6.3	Depositing obstructions on public roadways and municipal lands	\$200 per occurrence
6.5	Use of prohibited tire/wheel accessories	\$150 per occurrence
6.6	Leaving a vehicle unattended on a jack or similar device	\$150 per occurrence

SCHEDULE "B"

ROAD VEHICLE WEIGHT RESTRICTION

Time of Year	Road Ban
Year Round	75% G.V.W.

Summer Village of Birchcliff

May 18, 2023

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 19th & 20th at the Royal Hotel West in Edmonton. Registration for the conference opens September 15th but accommodations can be booked now to ensure accommodations at the conference hotel.

Options for Consideration:

Council has allocated \$444 in the 2023 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2023 Budget



65 YEARS of SUCCESS TOGETHER

**2023 ASVA ANNUAL
CONFERENCE & AGM**



SAVE-THE-DATE
OCTOBER 19-20, 2023
THURSDAY & FRIDAY

- Meet the Ministers Municipal Affairs and Environment (TBC)
- MLA's (TBC)
- Alberta Emergency Management Updates – Friday October 20th -morning session
- Municipal Planning Services – Land Use Issues Summer Villages Face
- ALMS
- Updates from the Nurse Practitioners Association
- Broadband In Communities
- Firesmart
- Alberta Invasive Species
- Aquatic Invasive Species Specialist
- Municipal Affairs -MAP review (Municipal Accountability Program)
- And more

(Please note that Speakers may change due to unforeseen circumstances)

OCTOBER 19TH BANQUET VENUE

- ☐ Hot Buffet Dinner
- ☐ Awards
- ☐ Entertainment
- ☐ Silent Auction
- ☐ Cash Bar



Venue

**CONFERENCE REGISTRATION
BEGINS MID JULY ONLINE.
WATCH FOR UPDATES...**

CONFERENCE RATE:
\$299

Cancellations must be in writing via email
to execdirector@asva.ca before September
15, 2023 for a full refund, less \$50
administration fee

**Conference
Registration
Deadline September
15th**

Royal Hotel West
10010-178 St
Edmonton, AB T5S 1T3
780-484-6000
to book your
accommodations
Ask for the ASVA Group
Booking Rate
Room Rates: Queen: \$119
+ Taxes
Double Queen or King
\$129 + Taxes

Please join us in listening to
the exciting speakers with
updates and information that
can impact your Summer
Villages. Network with Peers
from all over Alberta.

**IT'S ALL ABOUT
REGIONAL
COLLABORATION**

**ASSOCIATION OF
SUMMER VILLAGES OF
ALBERTA**

www.asva.ca



Summer Village of Birchcliff

Council and Legislation

Request for Decision

May 18, 2023

Agenda Item: *ASVA Silent Auction*

Background:

The Association of Summer Villages of Alberta is celebrating 65 years of success together. Administration received a request from the ASVA asking for a cash sponsorship or to donate a silent auction item for the ASVA Convention being held October 19-20 at the Royal Hotel in Edmonton.

Council has removed the donations line from the budget entirely.

Options for Consideration:

- 1) Council provide a donation to the ASVA Silent Auction.
- 2) Council accept as information.

Administrative Recommendations:

That Council review, discuss and provide direction to Administration.

Authorities:

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



Association of
SUMMER VILLAGES
 OF ALBERTA

April 14, 2023

Via Email: Original Will Remain on File

ATTENTION:

Dear _____,

I am the _____ of the Summer Village of _____ and a Director on the Association of Summer Villages of Alberta (ASVA) Board.

ASVA is excited to be hosting the Association's 65th Annual Conference October 19 & 20, 2023 at the Royal Hotel West, Edmonton, AB. We are celebrating **65 YEARS OF SUCCESS TOGETHER**, with the focus for this educational event being Regional Collaboration.

We are seeking your valued support, and are asking for your consideration to provide:

- a cash sponsorship and/or,
- a silent auction item for donation

The publicity you will receive from your contribution is substantial and consists of the following:

Exposure of your company to:

- the Mayors, Deputy Mayors and Councilors from 51 Municipalities (Summer Villages) of Alberta
- Reeves/Mayors from adjacent Municipalities
- DEMS and Deputy DEMS
- MLA's and Ministers from various areas/departments of Alberta



Association of
SUMMER VILLAGES
OF ALBERTA

Whether you choose to provide a Silent Auction item (please identify value of your item) or cash donation, below is how you will be recognized, when payment is received before September 1st, 2023. There is great value in being a Sponsor at the Conference.

Sponsorship Level	Amount	Provided with a Display Space	Number of Breakfast, snacks, lunch & banquet tickets provided with Sponsorship	Number of Breakfast, snacks, lunch provided with Sponsorship Level	Recognized as a Sponsor in the Agenda Pkg	Recognized on Power point	Self-Introduction of your Company to the delegates & intro of guest speaker (as part of	Sponsor Sign at Coffee Station	Logo in ASVA Annual Report	Company Logo place on ASVA Website as Sponsor
PLATINUM	\$2,000+	YES	4	0	YES	YES	YES	NO	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	NO	YES	YES
SILVER	\$500+	YES	0	2	YES	YES	NO	NO	YES	NO
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	NO	NO

Thank you in advance for your consideration to our request. As always, we appreciate your support.

Director

Association of Summer Villages of Alberta

* The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

Summer Village of Birchcliff

May 18, 2022

Council & Legislation

Request for Decision

Agenda Item: *Fire and Burning Bylaw*

Background:

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

At the April Council meeting, Council discussed the use of fireworks and provided direction to Administration. Administration has updated the Fire and Burning Bylaw and is bringing it forward for Council's review and consideration.

Options for Consideration:

1. Council to discuss and give 1st, 2nd and 3rd readings to the Fire and Burning Bylaw either as presented or amended.
2. Council table for amendments or further consideration.

Administrative Recommendations:

1. Council give 1st reading to the Fire and Burning Bylaw #247-23
2. Council give 2nd reading to the Fire and Burning Bylaw #247-23.
3. Council by unanimous consent give 3rd reading to the Fire and Burning Bylaw #247-23 at this meeting.
4. Council give 3rd and final reading to the Fire and Burning Bylaw #247-23.

Authorities:

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property.

SUMMER VILLAGE OF BIRCHCLIFF BURNING AND FIRE PIT BYLAW BYLAW 247-23

A bylaw of the Summer Village of Birchcliff, in the Province of Alberta, for the purpose of regulating burning.

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by Bylaw provide for safety, health and welfare of people and the protection of people and property;

WHEREAS the Council of the Summer Village of Birchcliff deems it expedient and in the public's interest to pass a bylaw to regulate and enforce burning within the Summer Village of Birchcliff;

NOW THEREFORE the Municipal Council of the Summer Village of Birchcliff duly assembled enacts as follows:

1. **SHORT TITLE**

- 1.1 This Bylaw shall be cited as ***"Burning and Fire Pit Bylaw."***

2. **DEFINITIONS**

- 2.1 In this Bylaw, including this section, unless the context otherwise requires:
- a) ***"Act"*** means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 as amended, and any amendment or substitutes thereof.
 - b) ***"Building Waste"*** means any clean scrap wood produced in the process of constructing, altering, or repairing a building.
 - c) ***"Consumer Fireworks"*** means consumer fireworks classified as such under the Explosives Regulations, 2013, as amended from time to time, including outdoor, low hazard, consumer fireworks, such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes, and sparklers.
 - d) ***"Council"*** means the Municipal Council of the Summer Village of Birchcliff.
 - e) ***"Director of Disaster Services"*** means the person appointed by the Summer Village to that position and includes any person appointed by the Director of Disaster Services to act as such Director's delegate for the purposes of this Bylaw.
 - f) ***"Discharge"*** means to fire, ignite, explode, or set-off or cause to be fired, ignited, exploded or set-off.
 - g) ***"Extinguish"*** means to apply something to make a fire stop burning, such as but not limited to, water, sand, or dirt

until the hissing sound of the embers dies out entirely.

- h) **“Fire Ban”** means a prohibition on all burning, including the discharge of all fireworks within the summer village.
- i) **“Fire Department”** means any responding Fire Department.
- j) **“Fire Pit”** includes a permanently affixed outdoor fire receptacle.
- k) **“Fireworks”** means a device containing gunpowder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations.
- l) **“Garden Waste”** means shrubbery and tree pruning, weeds, grass trimmings, roots, tree stumps, turf, and similar vegetation.
- m) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance.
- n) **“Municipal Ticket”** means a form prescribed by the Chief Administrative Officer of the Summer Village or his/her delegate allowing for voluntary payment to the Summer Village of a fine amount established by this Bylaw.
- o) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property.
- p) **“Open Fire”** means any fire that is not contained within a fire pit or stationary barbecue.
- q) **“Outdoor Fireplace”** means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue and is constructed of brick, rock, other masonry material or metal and has not been constructed as part of a building.
- r) **“Peace Officer”** means:
 - i) a member of the Royal Canadian Mounted Police;
 - ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
 - iii) a Special Constable as appointed by the Solicitor General of Alberta to enforce the bylaws of the Summer Village of Birchcliff.
- s) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- t) **“Summer Village”** means the Summer Village of Birchcliff.
- u) **“Waste”** includes:
 - i) any rubbish, refuse, garbage, paper, packaging, pallets, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal

excrement, sewage or the whole or part of any animal carcass;

- ii) the whole or a part of any article, raw or processed material, vehicle or other machinery that is disposed of;
- iii) animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption, and storage of food;
- iv) building waste;
- v) garden waste;
- vi) anything that is designated as waste in the regulation under the *Environmental Protection & Enhancement Act*, (1992) S.A., Chapter E 13.3.

3. FIRE PITS, OUTDOOR FIREPLACE, PORTABLE FIRE RECEPTACLE & BBQ

3.1 Fire pits should follow the below mentioned recommendations:

- a) the exception to these recommendations should be in areas where front and side areas are the only possible locations for a fire pit;
- b) a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge or as recommended by the Administrator or Director of Disaster Services or their designates;
- c) be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components;
- d) have a spark arrestor mesh screen of 1.30 centimetres (.50 inches) expanded metal (or equivalent) to contain spark over the fire at all times;
- e) be the sole responsibility of the owner or occupier of the property;
- f) burn only charcoal briquettes, propane, natural gas, or wood products that are not contaminated with glue, paint, stain or other preservatives;
- g) have flames no higher than ninety (90) cm (approx. 3.0 ft) above the top of the surrounding grade of the fire pit.

3.2. Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall:

- a) remain in charge, or keep a competent person in charge, of the barbecue or fire.

3.3 Any person in charge of a barbecue or fire pit shall ensure that the same:

- a) does not create a risk or hazard to persons or to other properties;
- b) does not create a nuisance, which is offensive to any other person;
- c) is completely extinguished before supervision of the barbecue or fire ends.

3.4 Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.

4. OPEN AIR FIRES

4.1 With the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 herein, burning in provincial or municipal owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Summer Village.

5. FIRE BANS

5.1 The Council or their delegates may enact a Fire Ban within the Summer Village at their discretion.

5.2 No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.

6. FIREWORKS

6.1 No person shall purchase, possess, handle, discharge, fire or set off fireworks within the Summer Village of Birchcliff unless he holds a permit signed by the Fire Service. Permits will only be issued for the discharge of professional fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the Alberta Fire Code.

7. COST RECOVERY

7.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, false alarm or incident for the purpose of preserving life or property from injury or destruction by fire or other incident on land, the Administrator, or his/her designate may, in respect of any costs incurred in taking such action, charge any cost so incurred to the person who caused the fire, or to the owner or occupier of the land in respect of which the action was taken, pursuant to this Bylaw.

7.2 In respect of any costs or fees levied or charged under this Bylaw:

- a) The Summer Village may recover such costs or fees as a debt due and owing to the Summer Village; and

- b) In default of payment, where permitted by the Municipal Government Act, add the amounts to the tax roll of a parcel of land.

8. **PENALTIES**

- 8.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the penalties set out in Schedule "A" which is attached to and forms part of this Bylaw.
- 8.2 If a person is issued a Municipal Ticket in respect of an offence, they may pay the fine amount established by this Bylaw for the offence at the Summer Village Administration Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 8.3 A Peace Officer, Director of Disaster Services or the Fire Chief is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer, Director of Disaster Services or the Fire Chief has reasonable grounds to believe has contravened any provision of this Bylaw.

9. **SEVERABILITY & REPEAL**

- 9.1 If any part of this Bylaw is found to be invalid, then that part shall be severed, and the remaining Bylaw shall be maintained.
- 9.2 Bylaw #168-12 is hereby rescinded upon 3rd and final reading.

Read a First Time in Council assembled this 18th day of May 2023.

Read a Second Time in Council assemble this 18th day of May 2023.

Read a Third Time in Council assembled and passed this 18th day of May 2023.

Roger Dufresne, Mayor

Tanner Evans, Administrator

SCHEDULE A

PENALTIES

SECTION	OFFICE DESCRIPTION	PENALTIES
3.2	non-supervision of fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per Schedule A
	3 rd offence	\$1,000.00 + recovery costs as per Schedule A
3.3	Creating a risk, nuisance. or not extinguishing fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per Schedule A
	3 rd offence	\$1,000.00 + recovery costs as per Schedule A
4	Open air fire	
	1 st offence	\$250.00
	2 nd offence	\$500.00 + recovery costs as per Schedule A
	3 rd offence	\$1,000.00 + recovery costs as per Schedule A
5	Fire during a Fire Ban	
	1 st offence	\$500.00
	2 nd offence	\$1,000.00 + recovery costs as per Schedule A
	3 rd offence	\$5,000.00 + recovery costs as per Schedule A
6	Purchase, possess, handle, discharge, fire or set off fireworks	
	1 st offence	\$250.00
	2 nd offence	\$500.00
	3 rd offence	\$1,000.00

Summer Village of Birchcliff**May 18, 2023****Council and Legislation****Request for Decision****Agenda Item:** *Admin Building Improvements Capital Project Amendment***Background:**

Project planning tends to prove more difficult during winter months when snow and ice typically have everything buried making it harder for contractors to quote accurately on a project. In instances like this, they do a soft quote during the bidding process with a caveat that a site assessment happen in the spring to make sure the scope of work and subsequent cost is clearly defined. In April, the contractors assigned to this project came to do a site assessment since all the snow and ice receded and both companies revised their quote to encompass all necessary work needing done for their respective areas. The paving company assumes that there could potentially be an additional increase to their quote dependent on having to remove extra pavement due to more fragmenting with our mild winter freeze/thaw cycles and heavy truck traffic coming in and out of this parking lot. Also, some base stabilization might be necessary in order to pave the area in front of the sheds. The concrete company said due to there being a longitudinal crack running the entire length of the building and the parking lot side dropping into the ground, that void form should be installed to alleviate frost heaves and also not allow more water to seep through and collect essentially creating a void underneath which could lead to foundation problems in the future. There is also an additional cost for completely removing the cut-off bollards to make way for the void form installation and to address the western side of the sidewalk from the natural gas riser all the way to the western edge of the building where the eavestrough downspout has eaten away some of the concrete.

The initial cost of this project was approved and slated to be \$64,100. The revised number between both contractors increases the project cost to \$76,871. The request today is to get approval for an additional \$3,096, which is Birchcliff's contribution to the project, to be applied to the MSI grant in order to move forward fully with this capital project.

Options for Consideration:

- 1) That Council approve the request to increase the capital budget and grant application amount by \$3,096.
- 2) That Council deny the request to increase the capital budget and grant application amount.

Administrative Recommendations:

- 1) That Council approve the request to increase the capital budget and grant application amount by \$3,096.

Authorities:

Municipal Government Act, Section 153 (a)

“to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare and interests of the municipality.”

Summer Village of Birchcliff

May 18, 2023

Council and Legislation

Request for Decision

Agenda Item: *Fleet Replacement Policy*

Background:

Administration has created a Fleet Replacement Policy in order to implement a procedure to follow that defines when a fleet unit or piece of power mobile equipment is to be considered for replacement and the mechanisms on how the replacement will be handled and brought forward to Council for funding approval. The initial draft was presented to the Joint Services Committee for feedback, and subsequent of that feedback, is being brought forward to Council for decision.

Options for Consideration:

- 1) That Council approve the Fleet Replacement Policy as presented.
- 2) That Council accept this request as information.

Administrative Recommendations:

- 1) That Council approve the Fleet Replacement Policy as presented.

Authorities:

Municipal Government Act, Section 153 (a)

“to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare and interests of the municipality.”



Policy Title:	Date:	Resolution No:
Fleet Replacement Policy	May 18, 2023	

Purpose and Scope:

The purpose of this policy is to ensure the municipality maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of procurement, disposal, replacement and sustainable funding.

General Policy

- 1.0 Administration will recommend the type of equipment and vehicle(s) that will be required to be replaced on a regular basis, to ensure the service level and operations of the municipalities is maintained and will be brought forward to all Councils for funding approval.
- 2.0 Administration will endeavor to purchase the most economical and fuel-efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs.
- 3.0 Used vehicles and pieces of equipment may be considered for purchase.
- 4.0 All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with the approved tendering and purchasing policy.
- 5.0 Vehicles and equipment will be evaluated for replacement based on the following criteria:

Vehicle/Equipment Type	Service Parameters
Light Duty Vehicles (Trucks/SUV)	10 Years or 150,000km (whichever comes first)
Trailers	15 Years or Condition (whichever comes first)
Power Mobile Equipment	State of condition assessed annually

- 6.0 In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.

Administrative Responsibilities

- 7.0 The Public Works Manager is responsible to recommend replacement of vehicles and equipment in accordance with the parameters of this policy.
- 8.0 Fleet replacement requests must be approved by the Chief Administrative Officer before being brought forward as a request for decision.

Fleet Replacement Reserve

- 9.0 Administration and Council will establish a Fleet Replacement Reserve.
- 10.0 Administration will establish a fleet replacement rate, taking into consideration the life span of the existing equipment and vehicle(s) and the estimated replacement cost.
- 11.0 Fleet replacement charges will be transferred to the Fleet Replacement Reserve fund for equipment and vehicle replacement.
- 12.0 Fleet replacement due to obsolescence or end of life cycle will be financed through the Fleet Replacement Reserve or through potential grant funding, if available.
- 13.0 Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the Fleet Replacement Reserve.
- 14.0 Proceeds from the disposal of vehicles or equipment will either be allocated to the Fleet Replacement Reserve or used as a trade-in towards the purchase of a replacement if viable.
- 15.0 Council, by resolution, shall authorize the transfer of funds to and from the reserve.

Signed and Approved on this _____ day of _____, 20____

Mayor

CAO

Summer Village of Birchcliff

May 18, 2023

Planning and Development

Request for Decision

Agenda Item: *LUB Amendments*

Background:

Administration has provided below a list of amendments administration has gathered for potential amendments if Council feels that these changes are desired to be made in the Land Use Bylaw.

1. Part Two: Add:

2(12) *“Non-Conforming Building and Uses:*

Non-Conforming Building and Uses:

1. *A non-conforming use of land or a building may be continued, but if that use is discontinued for a period of six (6) consecutive months or more, any future use of the land or building must conform to this Bylaw.*

2. *A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a nonconforming building, may not be enlarged or added to and no structural alterations may be made thereto or therein.*

3. *A non-conforming use of part of a lot may not be exceeded or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed upon the lot while the non-conforming use continues.*

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

a. to make it a conforming building;

b. for the routine maintenance of the building, if the Development Authority considers it necessary; or

c. in accordance with the variance powers possessed by the Development Authority pursuant to the Act and this Bylaw to approve a development permit despite any non-compliance with the regulations of this Bylaw.

5. *If a non-conforming building is damaged or destroyed to the extent of more than seventy-five percent (75%) of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this Bylaw.*

6. *The use of land or the use of a building is not affected by a change of ownership, tenancy, or occupancy of the land or building.”*

Provides regulations of a non-conforming building and use in accordance with the Municipal Government Act.

2. Part Three: 1(5) Current Regulations:

“A Development Permit shall not be issued for more than:

(a) One (1) main building on an unsubdivided parcel; and

(b) Two (2) accessory buildings on an unsubdivided parcel.”

Part Three: 1(5) Proposed Regulation:

“1. A Development Permit shall not be issued for more than one (1) principal dwelling on a lot.

2. A Development Permit shall not be issued for more than two (2) accessory buildings on a lot.”

In administration’s opinion regardless of the lot being unsubdivided or not the regulations of amount of buildings should remain the same.

3. Part Three: 4.1 Add:

4(9) *“Wells and Pipelines:*

1. All development in proximity to a well, pipeline or sour gas facility shall adhere to the setback requirements as determined by the Alberta Energy Regulator.”

Well regulations are often asked for and are not listed in the Land Use Bylaw currently.

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

May 18, 2023

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting: June 15, 2023

Parkland Update

Thursday, April 20, 2023

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

Welcome Susan!

Join us in welcoming Susan Hall to Parkland as a new Finance Clerk. Susan grew up in Carbonear, Newfoundland, and moved to Alberta at 19. Susan then met her late husband in Alberta and was married for 31 years, they had three beautiful boys in that time. She now has three grandbabies; Jackson, Piper, and Paisley. Susan has worked at the Sylvan Lake Library for over eight years and is excited to learn in this new position.



Congratulations to Sara!

Sara has been with PRLS for almost 5 years, working at the Ponoka Jubilee Library until last fall when she moved to Maskwacis Library Services, where she will now be the Library Manager. Sara had been a classical musician, researcher, grant writer, archivist, veterinary technician, university professor, and Zellers toy department specialist. Her library experience includes corporate, academic, and public libraries in BC, Alberta, and Ontario. After work, she enjoys gardening, hiking, kayaking, and hanging out with her dog (Callie) and cat (Sunny Nutbar).



Radon Kits Recalled for the Summer

Due to the spring warm weather, the Radon Kits will be unavailable until September. During warmer months people open windows to allow natural airflow. This prevents the radon kits from screening an area properly. Because of this we will, temporarily, be changing the status of these items to “unavailable”. Please return them to Parkland where they will be put in storage until September. Please do not lend these out to patrons. The holds list will be maintained and reactivated in the fall.

LIBRARY NEWS

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

TAL Provincial Advocacy Tools



The Alberta Library has created resources including printables and postables to help your library advocate during provincial elections. You can [download this toolkit](#), or find it and other advocacy resources on the [Parkland Advocacy Page](#).

Although we have recently received a commitment for increased funding from the Minister of Municipal Affairs, Rebecca Schultz, further work is needed for ongoing funding increases. Library boards can still meet with MLAs and MLA candidates in their area to express gratitude for the funding increase and build relationships for additional advocacy work. We encourage you to schedule these appointments soon, as once the election is called, time with stakeholders will be difficult to get.

Big Library Read



The next [Big Library Read](#) kicks off on Wednesday, May 3, with its book selection, *Tastes Like War* by Grace M. Cho. Part food memoir, part sociological investigation, *Tastes Like*

War is about a daughter's search through intimate and global history for the roots of her mother's schizophrenia.

[Marketing materials](#) and a press release are available to promote this program to your patrons and community. Readers can use #biglibraryread on social media for a chance to win a selection of book-ish prizes and Libby swag any reader is sure to love!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - April 26 at 10am. Join on teams from the calendar invite.

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

Display It! Kickstarting Library Exhibit Programs Webinar

Wednesday, April 26

12pm

Library collections are treasure troves of knowledge, and exhibits are fun and engaging opportunities to highlight resources and encourage discovery. [This one-hour webinar](#) will talk about ways to kickstart and grow an exhibit program.

Library Services to Homeschoolers Webinar

Wednesday, May 3

12pm

Are all learners welcome in your library? There are at-home learners in your community, and the library is the single most important resource to DIY educators. [Learn about](#) the history, methods, and growing diversity of home education. You will explore outreach opportunities and program inspirations to put into practice in your library.

So You've Been Appointed to the Board On-Demand Webinar

[This webinar](#) covers all you need to know after joining a board. Vic Mensch, Chair of Chinook Arch Library System and Kirk MacLeod, former President of the LAA, answer questions about Board ethics, how boards make decisions, what to do if you disagree, and more.

How to Craft and Utilize an Elevator Speech to Prove Your Library's Value Webinar

**Thursday, April 27
12pm**

Classic elevator speeches are 2- or 3-sentence statements that pack a punch. Some people refer to them as “value statements” or “soundbites.” When you have just a moment to make an important point, you must use it wisely. During [this webinar](#), you will learn how to speak efficiently and effectively when advocating for your library.

Library Safety and Security: A Holistic Approach Webinar

**Thursday, May 18
1pm**

Creating a safe environment for the public, staff, and collections is a top concern for libraries. As a public space, this sometimes means that library staff are faced with behavior or events that may feel unsafe, uncomfortable, or illegal. Although we can't predict or control every situation, we can be prepared to effectively respond to a range of scenarios. [This session](#) will present a holistic approach for creating safe environments through strong community relationships, inclusive policies, and empowered staff.

