

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
MAY 20TH, 2021 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**   - Regular Meeting Minutes, April 15, 2021  
                                     - Municipal Planning Commission, April 15, 2021  
                                     - Municipal Planning Commission, May 3, 2021

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Development Update
- 4) MPC Report
- 5) Public Works Report

**DI. REQUESTS FOR DECISION**

- 1) **Council & Legislation**
  - a) Lot 10 Thevenaz Industrial Trail

**DII. COUNCIL REPORTS**

- 1) **Council Reports**
  - a) Roger Dufresne
  - b) Ann Zacharias
    - Parkland Regional Library Board
  - c) Frank Tirpak
- 2) **Committee Reports**
  - a) Julie Maplethorpe, Summer Village of Jarvis Bay
    - Town of Sylvan Lake Library Board
- 3) **Upcoming Meetings**
  - a) Next Council Meeting – June 17, 2021

**DIII. ADJOURNMENT**

*Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 15, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

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

**CALL TO ORDER**      The Meeting was called to order at 9:04 a.m. by Mayor Dufresne.

**AGENDA APPROVAL**

**BCC-21-058**              MOVED by Councillor Tirpak that the agenda be adopted as amended:

E.3.B. Community Pier  
F.1.A. Annual Information Meeting  
D.3. Land Use Bylaw Amendment

CARRIED

**CONFIRMATION OF MINUTES**

**BCC-21-059**              MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on March 18, 2021, be approved as presented.

CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Development Report
- 3) Land Use Bylaw

**BCC-21-060**              MOVED by Deputy Mayor Zacharias that the information items be accepted as information.

CARRIED

Karen McCaffery joined the meeting at 9:30 a.m.

**REQUEST FOR DECISION**

**FINANCE & ADMINISTRATION**

**Bylaw #232-21**              Mill Rate Bylaw  
**BCC-21-061**              MOVED by Deputy Mayor Zacharias that Council give 1<sup>st</sup> reading to the Mill Rate Bylaw #232-21 as amended.

CARRIED

**BCC-21-062**                      Unrestricted Deficit  
MOVED by Councillor Tirpak that Council use the Road Reserve to offset the unrestricted deficit noted on the Audit Findings Report.  
CARRIED

Tina Leer left the meeting at 9:50 a.m.

**COUNCIL & LEGISLATION**

**Bylaw #231-21**                      Designated Officer Bylaw  
**BCC-21-063**                      MOVED by Deputy Mayor Zacharias that Council give 1<sup>st</sup> reading to the Designated Officer Bylaw #231-21.  
CARRIED

**BCC-21-064**                      MOVED by Councillor Tirpak that Council give 2<sup>nd</sup> reading to the Designated Officer Bylaw #231-21.  
CARRIED

**BCC-21-065**                      MOVED by Deputy Mayor Zacharias that Council give 3<sup>rd</sup> reading to the Designated Officer Bylaw #231-21 at this meeting.  
CARRIED

**BCC-21-066**                      MOVED by Councillor Tirpak that Council give 3<sup>rd</sup> and final reading to the Designated Officer Bylaw #231-21  
CARRIED

**BCC-21-067**                      Commissionaires Request  
MOVED by Mayor Dufresne that Council accept as information.  
CARRIED

**FINANCE & ADMINISTRATION**

**Bylaw #232-21**                      Mill Rate Bylaw  
**BCC-21-068**                      MOVED by Councillor Tirpak that Council give 2<sup>nd</sup> reading to the Mill Rate Bylaw #232-21 as amended.  
CARRIED

**BCC-21-069**                      MOVED by Deputy Mayor Zacharias that Council give 3<sup>rd</sup> reading to the Mill Rate Bylaw #232-21 at this meeting as amended.  
CARRIED

**BCC-21-070**                      MOVED by Councillor Tirpak that Council give 3<sup>rd</sup> and final reading to the Mill Rate Bylaw #232-21 as amended.  
CARRIED

**PLANNING & DEVELOPMENT**

**BCC-21-071**                      Livestock Bylaw  
MOVED by Councillor Tirpak that Council accept as information.  
CARRIED

**BCC-21-072**                      Community Piers  
MOVED by Deputy Mayor Zacharias that Administration have signs put on the 4 reserves explaining policy regarding community piers.  
CARRIED

Council break at 11:08 a.m.

Council reconvened at 11:12 a.m. with the same people as at the beginning of the meeting apart from Tina Leer.

**COUNCIL REPORTS**

Deputy Mayor Zacharias

- No reports

Councillor Tirpak

- No reports

Mayor Dufresne

- Lacombe Regional Emergency Management Plan Tabletop Exercise

**Committee Reports**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

**BCC-21-073**                      MOVED by Councillor Tirpak to accept the reports as information.  
CARRIED

Kara Kashuba left the meeting at 11:40 a.m.

**CLOSED SESSION**

**BCC-21-074**                      MOVED by Mayor Dufresne that Council move to a closed session to seek advice from officials as per FOIP Section 16, at 11:41 a.m.  
CARRIED

**BCC-21-075**                      MOVED by Mayor Dufresne that Council return to an open meeting at 11:58 a.m. with the same people as at the beginning of the meeting except for Tina Leer, Karen McCaffery, and Kara Kashuba.  
CARRIED

**2**  
**BCC-21-076**                      MOVED by Deputy Mayor Zacharias that Council retender sections 4 & 5 of the pathway at the west end of the summer village and add in the option of section 6 at the east end of the summer village.  
CARRIED

**NEXT MEETING**  
**BCC-21-077**                      MOVED by Mayor Dufresne that the next meeting of Council be held May 20, 2021, at 9:00 a.m.  
CARRIED

ADJOURNMENT

**BCC-21-078** Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:02 p.m.  
CARRIED

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

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

Summer Village of Birchcliff  
April 15, 2021  
Municipal Planning Commission Minutes

C-2

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 15, 2021 at the Summer Village Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias via Zoom  
Councillor: Frank Tirpak via Zoom  
Member-at-Large: Michael Wells via Zoom  
CAO: Tanner Evans via Zoom  
Junior Development Officer: Kara Kashuba via Zoom  
Recording Secretary: Teri Musseau  
Applicant: Jesse Bjornson via zoom

**CALL TO ORDER:** Chair Zacharias called the meeting to order at 8:36 a.m.

**AGENDA:**

**MPC-21-009** Moved by Michael Wells that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 83 Birchcliff Road – Dwelling**

Application for dwelling with requested height variance (Lot 4 & 5, Block 3, Plan 4486AX).

Kara Kashuba and Jesse Bjornson left the meeting at 8:42 a.m.

**MPC-20-010** Moved by Michael Wells to deny the application for dwelling with a height variance at 83 Birchcliff Road for the following reasons:

- The proposed development is in contravention of the Land Use Bylaw which states:

A dwelling shall not exceed 10m (32.8ft.) in building height measured from grade, the proposed building height is 10.43m (34 ft.-2 5/8”) therefore, a variance of 0.43m is required.

CARRIED

**ADJOURNMENT:**

**MPC-20-011** Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:01 a.m.

CARRIED

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

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

Initials



Summer Village of Birchcliff  
May 3, 2021  
Municipal Planning Commission Minutes

C-3

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held May 3, 2021 at the Summer Village Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias via Zoom  
Councillor: Frank Tirpak via Zoom  
Member-at-Large: Michael Wells via Zoom  
CAO: Tanner Evans via Zoom  
Junior Development Officer: Kara Kashuba via Zoom  
Recording Secretary: Carolyn Widmer via Zoom  
Applicant: Jason McDonald via Zoom  
Brad Lockyer via Zoom

**CALL TO ORDER:** Chair Zacharias called the meeting to order at 9:04 a.m.

**AGENDA:**

**MPC-21-013** Moved by Frank Tirpak that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 369 Birchcliff Road – Garage with Guest House**

Application for garage with guest house (Lot 3, Block 1, Plan 7089MC).

**2. 553 Birch Close – Temporary Accessory Building**

Application for garage with guest house (Lot 15, Block 1, Plan 0224592).

Kara Kashuba, Jason McDonald, and Brad Lockyer left the meeting at 9:17 a.m.

**DECISIONS**

**1. 553 Birch Close – Temporary Accessory Building**

**MPC-20-015** Moved by Michael Wells to approve the application for garage with guest house at 369 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- The other 4 accessory buildings shall be removed.
- Height of the accessory building shall not be more than 5m (16.4 ft.).
- Completions Deposit of \$500.00

Initials

- No advertising to be displayed on the structure.
- Temporary structure to be removed within 2 years with permit ending May 3, 2023.

CARRIED

**2. 369 Birchcliff Road – Garage with Guest House**

**MPC-20-014**

Moved by Michael Wells to approve the application for garage with guest house at 369 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling.
- Height of the accessory building shall not exceed 7.62m (25ft.).
- Footing check survey required from an Alberta Land Surveyor at the time of footings prior to continuation of construction.
- 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.
- Completions Deposit of \$2,000.00
- Trees removed to be replaced according to landscaping plan.

CARRIED

**ADJOURNMENT:**

**MPC-20-016**

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:54 a.m.

CARRIED

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

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

Initials



**Summer Village of Birchcliff****Administration and Finance****Council Date: May 20, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 58,091.23

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

1. Government of Alberta	\$	8,205.00
a. 2020 Police Funding		
2. Grayson Excavating Ltd	\$	3,113.25
a. Install Drop Structure		
3. Lacombe Regional Waste Service	\$	13,211.32
a. 2021 LRWSC Requisition		
4. SL Regional Wastewater Comm	\$	5,915.22
a. Wastewater Services March 2021		
5. Summer Village of Norglenwold	\$	4,822.88
a. MC Charges and Audit Charges		
6. Summer Village of Norglenwold	\$	16,999.60
a. CAMA Membership Renewal		
b. March 2021 Shared Costs		

**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.

Report Date  
2021-05-10 9:38 AM

Summer Village of Birchcliff  
**List of Accounts for Approval**  
As of 2021-05-10  
Batch: 2021-00033 to 2021-00040

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: MAIN - General Bank</b>					
Computer Cheques:					
894	2021-03-31	<b>Roaddata Services Ltd</b> 75941	Road Permits	15.75	15.75
895	2021-04-30	<b>VOID - Printed wrong</b>			
896	2021-04-30	<b>VOID - Printed wrong</b>			
897	2021-04-30	<b>VOID - Printed Wrong</b>			
898	2021-04-30	<b>VOID - printed wrong</b>			
899	2021-04-30	<b>VOID - printed wrong</b>			
900	2021-04-30	<b>VOID - printed wrong</b>			
901	2021-04-30	<b>VOID - printed wrong</b>			
902	2021-04-30	<b>VOID - printed wrong</b>			
903	2021-04-30	<b>Government Alberta</b> 1800012803	Police Funding Fiscal 2020	8,205.00	8,205.00
904	2021-04-30	<b>Grayson Excavating Ltd</b> 2758	Install Drop Structure	3,113.25	3,113.25
905	2021-04-30	<b>Lacombe Regional Waste Service</b> 36427	2021 LRWSC Requisition	13,211.32	13,211.32
906	2021-04-30	<b>Parkland Regional Library</b> 210030	2nd Quarter Requisition	262.59	262.59
907	2021-04-30	<b>Superior Safety Codes Inc.</b> 2021 0252	Building Inspection-Stairs	262.50	262.50
908	2021-04-30	<b>SL Regional Wastewater Comm</b> 1451	Wastewater Services March 2021	5,915.22	5,915.22
909	2021-04-30	<b>Tar-ific Construction Ltd</b> 057591	Repair Garbage Bin Container	210.00	210.00
910	2021-04-30	<b>Wild Rose Assessment Service</b> 8192	Assessment Fees-Apr 1-Jun 30	2,021.25	2,021.25
EFT:					
184	2021-04-13	<b>Summer Villages of Norglenwold</b> 2021-00061	MC Charges and Audit Charges	4,822.88	4,822.88
185	2021-04-13	<b>Summer Villages of Norglenwold</b> 202100066	CAMA Membership Renewal	43.50	
		2021-00076	Mar 2021 Monthly Shared Costs	16,956.10	16,999.60
186	2021-05-05	<b>Alberta One Call Corporation</b> 166530	Notifications	6.62	6.62
187	2021-05-05	<b>Alberta Parkling Lot Services</b> 22964	Road Maintenance Program	2,325.75	2,325.75
188	2021-05-05	<b>Empringham Disposal Corp</b> 22426	Bi Weekly Collection-March	409.50	409.50
189	2021-05-05	<b>Lakeview Contracting Inc.</b>			

Report Date  
2021-05-10 9:38 AM

Summer Village of Birchcliff  
**List of Accounts for Approval**  
As of 2021-05-10  
Batch: 2021-00033 to 2021-00040

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		1643	Porcupine Removal & Disposal	210.00	210.00
Other:					
<b>2716-Man</b>	<b>2021-04-30</b>	<b>Wells, Michael</b> APR152021-MPC	MPC	100.00	100.00
				Total for MAIN:	58,091.23

Certified Correct This May 10, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## Summer Village of Birchcliff

### Finance

### Request for Decision

### Agenda Item: *Quarterly Financial Report*

#### Background:

Administration would like to provide the following 1st Quarter Financial information to Council.

#### Options for Consideration:

- The Operating Budget Report to March 31, 2021
- Administration is requesting to move Birchcliff's remaining MOST funding grant of \$10,152.74 from Deferred Revenue to the following accounts in order to offset Pandemic Costs as provided by the MOST Grant (report is attached):
  - \$ 8,175.55 to Office Supplies 212-200-510
  - \$ 464.76 to IT Expenses 212-300-242
  - \$ 256.55 to Facility Maintenance 212-300-255
  - \$ 1,255.88 to Other Revenue to offset uncollected taxation 112-000-570

Once this is complete, the statement of financial expenditures can be submitted to the Province for completion of the Grant showing all funding has been utilized.

- Administration is also requesting permission to Transfer the Lacombe County Funding from Deferred Revenue to the 2021 Lacombe Grant Operating Revenue Budget 112-000-840 in the amount of \$539.
- ASFF Report to March 31, 2021
- Capital Projects Report to March 31, 2021

#### Balances at March 31, 2021

- ATB Bank Account \$430,128.68

#### Reserves and Deferred Accounts

• Accumulated Surplus	0.00
• Completions Deposits	74,500.00
• Deferred Revenue (Grants)	81,963.34
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	973.85
• Reserves Roads	163,389.11
• Reserves Wastewater	93,913.05

- Reserves Pathway 159,000.00
  - Reserves Open Spaces 7,977.50
  - Reserves General Operating 4,501.95
  - Reserve Operating Sewer 19,360.73
- Unpaid Taxes
    - There are only 2 properties of concern with unpaid taxes and utilities from totalling \$23,163.32 (1 year unpaid). There are 7 others that are between \$200 - \$1500 each and which are comprised of utilities added to taxes and interest charges.

### **Administrative Recommendations:**

- 1) That Council authorize Administration to move the MOST funding from Deferred Revenue to the applicable accounts noted.
- 2) That Council authorize Administration to move the Lacombe County Grant funding from Deferred Revenue to the applicable account noted.
- 3) That Council discuss and accepts all other noted items as information.

### **Authorities:**

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

Report Date  
2021-05-11 3:20 PM

**Summer Village of Birchcliff**  
**Operating Budget**  
For the Period Ending March 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-100-110 - Taxes Residential	322,785.71		(322,785.71)
101-103-130 - DI - Designated Industrial	34.21		(34.21)
101-000-510 - Taxes Penalties Costs	4,876.80	6,825.15	1,948.35
112-000-410 - Sale of Service and S	500.00	225.00	(275.00)
112-000-540 - Interest Charges		42.60	42.60
112-000-550 - Return on Investments	9,000.00	821.35	(8,178.65)
112-000-570 - Other Revenue	1,000.70		(1,000.70)
112-000-575 - Memorial Bench Donations			
112-000-740 - MSI-Operational	11,122.00		(11,122.00)
121-000-530 - Fines Provincial Coll	690.30	232.00	(458.30)
142-000-410 - Wastewater Usage Levy	81,281.20		(81,281.20)
161-000-410 - Certificates Complan	56.34	100.00	43.66
161-000-510 - Inspection Fees	1,126.86	864.81	(262.05)
161-000-520 - Development Permits	5,310.89	1,583.40	(3,727.49)
161-000-590 - Encroachment Fees	101.42	120.00	18.58
<b>Total Revenue:</b>	<b>437,886.43</b>	<b>10,814.31</b>	<b>(427,072.12)</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Mayors Remuneration	3,500.00	1,200.00	2,300.00
211-101-210 - M&S Mayor	1,100.00		1,100.00
211-102-150 - Deputy Mayor Remunera	3,000.00	732.19	2,267.81
211-102-210 - M&S Deputy	650.00		650.00
211-103-150 - Councilor Remuneratio	2,400.00	400.00	2,000.00
211-103-210 - M&S Councillor	530.00		530.00
211-201-212 - R&C ASVA	414.53		414.53
211-202-212 - R&M AUMA	829.06		829.06
211-203-212 - Council Education Opportunities	457.20		457.20
211-301-220 - Mem AUMA	950.00	851.31	98.69
211-302-220 - Mem ASVA	975.00	975.00	
211-303-220 - Mem FCM	100.00		100.00
211-304-220 - Mem Mayors and Reeves	100.00		100.00
<b>Total Council and Legislation:</b>	<b>15,005.79</b>	<b>4,158.50</b>	<b>10,847.29</b>
<b>Administration</b>			
212-100-110 - Salaries	102,896.58	22,861.25	80,035.33
212-100-130 - Training	2,726.76	656.05	2,070.71
212-100-140 - Benefits	3,847.38	693.75	3,153.63
212-100-210 - Travel & Subsistence	3,531.47		3,531.47
212-100-211 - WCB	2,461.46	402.20	2,059.26
212-100-266 - PW Fleet	1,842.41	16.86	1,825.55
212-200-215 - Postage/Freight/Couri	1,878.85	790.54	1,088.31
212-200-500 - Printing Costs	2,104.77	239.22	1,865.55
212-200-510 - Office Supplies	3,301.25	8,175.56	(4,874.31)
212-300-217 - Phone/Fax/Internet	2,148.81	388.19	1,760.62
212-300-240 - Computer Software/Mtn	1,578.58	2,606.59	(1,028.01)
212-300-242 - IT Equipment	1,082.74	556.68	526.06
212-300-250 - Facility Improvements	1,082.74		1,082.74
212-300-255 - Facility Maintenance	3,802.78	283.67	3,519.11
212-300-263 - Condominium Costs	1,105.00	982.63	122.37
212-300-265 - Equipment Maintenance	465.20		465.20

Report Date  
2021-05-11 3:20 PM

**Summer Village of Birchcliff  
Operating Budget**  
For the Period Ending March 31, 2021

Page 2

	Budget	Year to Date	Budget Remain
212-300-270 - Equipment Rental	868.21	155.15	713.06
212-300-510 - Other Contingency	361.26	149.06	212.20
212-300-530 - Building Insurance	535.86		535.86
212-300-540 - Utilities	3,130.89	540.33	2,590.56
212-400-220 - Election Expenses/Mee	5,000.00	525.20	4,474.80
212-400-221 - Bank Charges	5,181.60	136.85	5,044.75
212-400-222 - Advertising	747.19		747.19
212-400-230 - Legal Fees	5,000.00		5,000.00
212-400-231 - Audit Fees	7,112.00	4,593.85	2,518.15
212-400-232 - Assessment Fees	7,900.00	2,125.00	5,775.00
212-400-233 - Accounting Software	1,868.02		1,868.02
212-400-275 - Municipal Insurance	3,735.93	2,956.23	779.70
212-400-910 - Tax Changes	533.70		533.70
212-400-920 - Covid 19 Reduction	(10,596.00)		(10,596.00)
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-400-940 - IT Replacement Reserve	500.00		500.00
<b>Total Administration:</b>	<b>168,735.44</b>	<b>49,834.86</b>	<b>118,900.58</b>
<b>Protective Services</b>			
223-000-200 - Contract Fire Services	13,424.80	304.20	13,120.60
224-000-200 - Emergency Management	3,108.96	2,500.00	608.96
225-000-200 - Policing Costs	11,963.00		11,963.00
226-000-200 - Enforcement	27,672.50		27,672.50
<b>Total Protective Services:</b>	<b>56,169.26</b>	<b>2,804.20</b>	<b>53,365.06</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	18,000.00	453.79	17,546.21
232-000-250 - Road Maintenance	16,256.00	30.00	16,226.00
232-000-255 - Plowing Program	24,000.00	7,255.00	16,745.00
232-000-265 - Sign Program	2,292.10		2,292.10
232-000-270 - Pathway Program	203.20		203.20
232-000-530 - Ditch & Culvert Progr	3,048.00		3,048.00
242-000-250 - SLR WasteWater Commis	8,463.00		8,463.00
242-000-251 - SLR Water Commission	855.00		855.00
242-000-255 - Maintenance Program	16,501.42	800.40	15,701.02
242-000-260 - Usage Fees	70,983.00	11,830.44	59,152.56
243-000-200 - Contracted Services - Solid Waste	9,000.00	780.00	8,220.00
243-000-255 - Landfill Costs	14,410.03		14,410.03
<b>Total Public Works:</b>	<b>184,011.75</b>	<b>21,149.63</b>	<b>162,862.12</b>
<b>Planning and Development</b>			
261-000-110 - Development Services	1,250.00	488.90	761.10
261-000-210 - MPC Costs	1,500.00	400.00	1,100.00
261-000-215 - SDAB Costs	800.00		800.00
261-000-250 - IDP (RDC & TSL, LC)	3,000.00		3,000.00
<b>Total Planning and Development:</b>	<b>6,550.00</b>	<b>888.90</b>	<b>5,661.10</b>
<b>Recreation</b>			
274-000-150 - FCSS Matching Funding	2,104.80	877.00	1,227.80
274-000-200 - Buoy Program	4,000.00	327.78	3,672.22
275-000-850 - Parkland Regional Lib	1,050.32	250.09	800.23



Report Date  
2021-05-11 3:20 PM

**Summer Village of Birchcliff**  
**Operating Budget**  
For the Period Ending March 31, 2021

Page 3

	Budget	Year to Date	Budget Remain
<b>Total Recreation:</b>	<b>7,155.12</b>	<b>1,454.87</b>	<b>5,700.25</b>
<b>Environment</b>			
243-102-150 - Red Deer River Waters	259.07		259.07
<b>Total Environment:</b>	<b>259.07</b>	<b>0.00</b>	<b>259.07</b>
<b>Total Expenditures:</b>	<b>437,886.43</b>	<b>80,290.96</b>	<b>357,595.47</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(69,476.65)</b>	<b>(69,476.65)</b>



**MOST - New JSC Rates**

	28.15%	5.82%	23.30%	24.08%	18.65%
	<u>NGL</u>	<u>HMB</u>	<u>JB</u>	<u>BC</u>	<u>SBC</u>
2020 Yearend Balance Remaining	\$ 25,156.16	\$ 6,323.99	\$ 19,992.65	\$ 10,152.74	\$ 7,810.96
<u>Covid Barriers- 297-197-840</u>	\$ 11,880.00	\$ -	\$ -		
Covid Hands Free Installs NGL only					
<b><u>2021</u></b>					
<u>Office Supplies 412-200-510</u>					
January Office Supplies	\$806.55				
February Office Supplies	\$5,829.56				
March Office Supplies	<u>\$27,309.88</u>				
	\$33,945.99	\$9,555.12	\$1,977.01	\$7,908.40	\$8,175.55
					\$6,329.91
<u>IT Expenses 412-300-242</u>					
February IT	\$283.57				
March IT	<u>\$1,646.18</u>				
	\$1,929.75	\$543.19	\$112.39	\$449.57	\$464.76
					\$359.84
<u>Work From Home 412-300-510</u>					
No Applicable Expenses	\$0.00				
For 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Cleaning Costs-412-300-255</u>					
January/February	\$277.14				
February Monthend	\$418.57				
March Monthend	<u>\$369.52</u>				
	\$1,065.23	\$299.84	\$62.04	\$248.17	\$256.55
					\$198.63
<u>Computer Software 412-300-240</u>					
No Applicable Pandemic Expenses					
For 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 2021 Shared Costs	<u>\$36,940.97</u>				
<b>To be Moved to Offsetting Accounts</b>	<b>\$22,278.14</b>	<b>\$2,151.44</b>	<b>\$8,606.14</b>	<b>\$8,896.86</b>	<b>\$6,888.38</b>
<b>Total Remaining for 2021</b>	<b>\$2,878.02</b>	<b>\$ 4,172.55</b>	<b>\$ 11,386.51</b>	<b>\$ 1,255.88</b>	<b>\$ 922.58</b>
<b>To Offset Taxation</b>					

Report Date  
2021-05-11 8:35 AM

**Summer Village of Birchcliff**  
**ASFF Budget Report**  
For the Period Ending March 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF-Residential	436,430.57		(436,430.57)
101-100-130 - ASFF-Non-Residential	6,882.27		(6,882.27)
101-103-130 - DI - Designated Industrial	34.21		(34.21)
<b>Total Revenue:</b>	<b>443,347.05</b>	<b>0.00</b>	<b>(443,347.05)</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	436,430.57	113,947.48	322,483.09
201-101-130 - ASFF-Non-Residential	6,882.27		6,882.27
201-300-130 - DI - Designated Industrial	34.21		34.21
<b>Total Expenditures:</b>	<b>443,347.05</b>	<b>113,947.48</b>	<b>329,399.57</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(113,947.48)</b>	<b>(113,947.48)</b>

Report Date  
2021-05-11 3:22 PM

**Summer Village of Birchcliff**  
**Capital Projects Budget**  
For the Period Ending March 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-196-840 - Project MSI- Pathway Phase 2	135,000.00		(135,000.00)
197-200-840 - Project Res/FGTF/MSP-Drainage	15,000.00		(15,000.00)
197-201-840 - Project Reserves - WW NS Lift Station	25,000.00		(25,000.00)
197-202-840 - Project Reserves- Open Spaces	5,000.00		(5,000.00)
197-203-840 - Project Reserves - Pathway to RR14	5,000.00		(5,000.00)
<b>Total Revenue:</b>	<b>185,000.00</b>	<b>0.00</b>	<b>(185,000.00)</b>
<b>Expenditures</b>			
297-196-840 - Project MSI -Pathway Phase 2	135,000.00	9,405.00	125,595.00
297-200-840 - Project - MSP/FGTF Drainage	15,000.00		15,000.00
297-201-840 - Project MSI - Wastewater NS Liftstation	25,000.00		25,000.00
297-202-840 - Project Reserves - Open Spaces	5,000.00		5,000.00
297-203-840 - Project Reserves - Pathway to RR14	5,000.00		5,000.00
<b>Total Expenditures:</b>	<b>185,000.00</b>	<b>9,405.00</b>	<b>175,595.00</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>(9,405.00)</b>	<b>(9,405.00)</b>

## Summer Village of Birchcliff

May 20, 2021

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 67 development permits issued in the Summer Villages (27 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 19 in Norglenwold, and 12 in Sunbreaker Cove).

##### Current Developments:

1. 13 Sunnyside Cabin	Cabin Renovation	Issued in 2016
<i>(Deck must be completed by April 15<sup>th</sup>, 2021)</i>		
2. 110 Birchcliff Road	Attached Garage	Issued in 2018
<i>(Require AB site plan &amp; site inspection)</i>		
3. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Landscaping incomplete)</i>		
4. 381 Birchcliff Road	Demo & Dwelling	Issued in 2018
5. 570 Birch Way	Dwelling	Issued in 2018
6. 41 Birchcliff Road	Sport Court	Issued in 2019
7. 127 Birchcliff Road	Demolition	Issued in 2019
8. 109 Birchcliff Road	Garage & Screened Porch	Issued in 2019
<i>(Completed site inspection)</i>		
9. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
10. 129 Birchcliff Road	Demolition	Issued in 2019
11. 337 Birchcliff Road	Demolition	Issued in 2019
12. 349 Birchcliff Road	Retaining Wall	Issued in 2019
13. 337 Birchcliff Road	Dwell, Gar., & Guest House	Issued in 2019
14. 183 Birchcliff Road	Retaining Wall	Issued in 2020
15. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
16. 137 Birchcliff Road	Driveway	Issued in 2020
17. 21A Sunnyside Cabin	Deck	Issued in 2020
18. 93 Birchcliff Road	Deck Addition	Issued in 2020
19. 87 Birchcliff Road	Dwelling	Issued in 2020
20. 141 Birchcliff Road	Driveway	Issued in 2020
21. 71 Birchcliff Road	Demolition	Issued in 2020
22. 83 Birchcliff Road	Dwelling Relocation	Issued in 2021
23. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021

24.71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
25.553 Birch Close	Accessory Building	Issued in 2021
26.14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
27.33 Sunnyside Cabin	Deck	Issued in 2021 <b>(NEW)</b>

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #170/13.



## Summer Village of Birchcliff

May 20, 2021

### Planning and Development

#### Information Item

#### Agenda Item: *MPC Meetings Report*

#### Background:

Last Council meeting, Council requested administration to bring forward a report on what has gone to the Municipal Planning Commission in order to discuss what is being requested for variances, and discretionary uses. Below are the reasons that an application was required to go the Municipal Planning Commission for approval in 2020 & so far in 2021:

In 2020 there were a total of 3 applications that required MPC approval for the following:

- Garage Addition
  - o Variance of 0.02m was required for the rear yard setback.
  - o Discretionary use as the floor area was over 769.54ft<sup>2</sup>.
- Addition on existing dwelling & new detached garage
  - o Variance requested for # of accessory buildings.
  - o Discretionary use as the floor area was over 796.54 ft<sup>2</sup>.
  - o Variance requested as the proposed accessory buildings footprints was .24% over the maximum 6%.
- Sunnyside Cabin Deck
  - o Variance of 1.11m was required for a yard setback.

In 2021 there have been a total of 6 applications that required MPC approval for the following:

- Landscaping/Mechanized Excavation (Lakeside)
  - o Mechanized Excavation is listed as a discretionary use.
  - o Variance required as land below the top of bank/escarpment should be in a natural state.
- Landscaping/Mechanized Excavation (Lakeside)
  - o Mechanized Excavation is listed as a discretionary use.
  - o Variance required as land below the top of bank/escarpment should be in a natural state.
- Accessory Building
  - o Variance required for # of accessory buildings.
  - o Variance of 0.91m required for rear yard setback.

- Dwelling
  - o Variance of 0.43m required for height.
- Guest House
  - o Guest House is listed as a discretionary use.
- Accessory Building/Temp Building
  - o Discretionary use as floor area was over 796.54 ft<sup>2</sup>.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #170/13.

## **Summer Village of Birchcliff**

**May 20, 2021**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

#### **Background:**

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

- Locates are being completed for speed sign installation.
- Posts and rope have been added at the west end of Birchcliff to help delineate the pathway.
- Signs have been added on lakefront municipal property to inform the public they need permission to install docks and hoists.
- Pathway tender will is scheduled to go out May 31.
- Two residents have been contacted about the possibility of routing the village through their property or the summer village acquiring land from them.
- The ditches where drainage work was done last fall have been hydroseeded. A grass variety was used that is meant for erosion control and does not grow tall.
- Street sweeping has been completed.
- A new bench is scheduled to be added along the path as requested by Council last fall.
- The municipal dock is scheduled to be installed on May 20<sup>th</sup>.

#### **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**

**May 20, 2021**

### **Council & Legislation**

### **Request for Decision**

#### **Agenda Item: *Purchase of 10 Thevenaz Industrial Trail***

#### **Background:**

An offer has been made to Jarvis Bay for the purchase of 10 Thevenaz Industrial Trail (the lot behind the current building) and has been accepted by Jarvis Bay. The Condo Corporation to which we belong has an accepted offer at \$248,000 plus legal fees. The Condo Corporation will require \$35,000 from each bay to cover the purchase price and some improvements including:

- Widening of the laneway at the rear to accommodate more parking and enable a turning radius
- Trees along the highway frontage to meet the Town's landscaping requirements and have some privacy
- Each bay owner would have dedicated yard space behind their bay
- Fencing / gates

The Summer Village Administration will be on the hook for \$35,000. This would then further be split 5 ways for each summer village at \$7,000

The purchase of this lot would mean that the sale of our current building would come with 1/8 of an acre for a laydown yard, parking, equipment storage, etc. and would, according to their realtor, add approximately \$50,000 of value to each bay.

The original "New Building Memo" that became the new building Joint Ownership Agreement included a provision for the purchase of this lot. Jarvis Bay has agreed to provide a loan at 0% interest for the shared condo bay's cash call (\$7,000 to each village). The loan would be subject to an agreement that SV of Jarvis Bay would be paid out of the sale proceeds from the shared condo before any further distributions.

Each SV currently owes NGW \$70,812 when we sell the condo, which is currently listed at \$350,000. Should any SV choose to take the loan from JB, it would add another \$7,000 to be paid out after the sale of the condo – however we will be able to adjust the listing price, hopefully lessening any potential losses.

**Options for Consideration:**

1. Accept as information
2. Discuss and make recommendations to Administration

**Administrative Recommendations:**

1. Council discuss and provide direction to Adminsitration.

**Authorities:**

n/a

## **Summer Village of Birchcliff**

**May 20, 2021**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Roger Dufresne

Ann Zacharias

- Parkland Regional Library Board

Frank Tirpak

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting: June 17, 2021



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

**WEDNESDAY – APRIL 14, 2021 – 6:30PM VIA ZOOM**

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

The Treasurer's Report was approved as presented.

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

The Director's Report was approved as presented.

With the library currently closed due to Provincial Restrictions, virtual programming and curbside pick-up continues for patrons. For exciting virtual options for all ages and to find the most up to date information please visit the library website at: <https://sylvanlibrary.prl.ab.ca/>

The Library Director is part of the Sylvan Lake Community Supports Coalition (SLCSC). This group meets every second Thursday and is able to discuss challenges in the community and avoid duplication of services.

The Sylvan Lake Municipal Library approached the Sylvan Lake News regarding a recently vacated column. The newspaper is open to the Library having a regular monthly spot in the paper. Potential content will be decided on by the staff at the library and submissions should begin in May.

### **3. New Items**

The annual audit was completed by RSM for the 2020 year. The audit documents were approved as amended after the presentation.

The Town of Sylvan Lake Library Board Bylaw had first reading at this meeting and will be brought back to the next Board meeting in May.

Meeting adjourned at 7:26pm.

**Next Regular Meeting – May 12, 2021 at 6:30pm**

## Annual Report 2020

# Parkland Regional Library System

*Expanding opportunities for discovery, growth, and imagination for all Central Albertans*

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported our 49 public libraries throughout the pandemic.

2020 was a challenging year for everyone; face masks and hand sanitizer became daily routines and libraries were mandated closed to the public along with many other services. Libraries responded and continue to adapt service to meet evolving community needs. Perimeter Wi-Fi access, curbside pickup, virtual programming, take-away craft kits, and increased digital content are some ways our libraries met the changing needs brought about by the COVID-19 pandemic.

## We Responded, We Innovated, We Adapted

Parkland stayed open to support our member libraries. We:



- Maintained all core services
- Increased eLibrary investment
- Increased communication
- Distributed masks for the GOA through libraries
- Installed 100+ computers
- Transitioned 37 libraries to SuperNet 2.0
- Increased digital collections by 20%
- Shared virtual resources for staff and patrons

## 2020 Impacts & Outcomes

- 25% increase in database use
- 47% increase in digital circulation
- 400% increase in remote support sessions
- Continued van deliveries to circulate library material
- 18 virtual meetings with libraries
- 59 updates delivered to stakeholders
- Website traffic increased by 7%



We delivered **59 email newsletters** to member municipalities and libraries between March and December.

*"The Parkland Updates were a lifeline!"*

-PRLS library manager

We created a **COVID-19 Info** page on our website with current resources to support our members and the broader Alberta community. See it [here](#)

We reached out on **social media**, sharing online resources and supports for children, families, seniors, and workers. Followers increased by 25% and we averaged a **47% increase** in engagement.

# Parkland Annual Report 2020



1st place winner

To keep people engaged with their libraries following physical closures, Parkland's Advocacy Committee held a **library card design contest** in July. We received over **100 submissions** from all ages across the whole region. The Advocacy Committee chose three winning designs through online, anonymized voting. These new cards were distributed to member libraries at the end of September.



3rd place winner



We cooperated with Yellowhead Regional Library, Peace Library System, and The

Alberta Library, to host our first **joint virtual conference, *Stronger Together***, on October 1 & 2. A tremendous success, we encouraged and educated **1,155 international registrants**.



You can stay up-to-date by visiting our website,

[www.prl.ab.ca](http://www.prl.ab.ca), or

follow us on

**Facebook, Twitter,**  
and **Instagram**

Parkland headquarters completed construction and moved into a **new building**, on time, within budget, and without service disruption, during a pandemic! Still located in the City of Lacombe, this is the first time Parkland has moved to a new site in in our 60-year history.

## Contact Us:

### Parkland Regional Library System

4565 46<sup>th</sup> Street  
Lacombe, AB T4L 0K2  
403-782-3850

**Board Chair** Debra Smith

**Vice Chair** Janine Stannard

### Executive Committee

Debra Smith (Chair)  
Janine Stannard (Vice Chair)  
Kevin Ferguson  
Bruce Gartside  
Philip Massier  
Ray Olfert  
Jas Payne  
Leonard Phillips  
Heather Ryan  
Cindy Trautman

### Advocacy Committee

Gord Lawlor (Chair)  
Norma Penney (Vice Chair)  
Jeanny Fisher  
Barb Gilliat  
Cora Knutson  
Stephen Levy  
Bill Rock  
Debra Smith (ex officio)  
Janine Stannard  
Shannon Wilcox

**Director** - Ron Sheppard (ext. 230)

**Manager of Library Services**

Colleen Schalm (ext. 221)

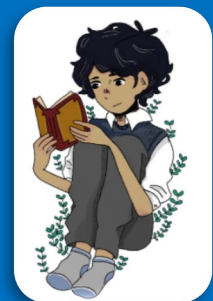
**Manager of Finance & Operations**

Donna Williams (ext. 141)

**Manager of Technology Infrastructure**

Tim Spark (ext. 212)

**IT Helpdesk** – (ext. 600)



2nd place winner

Complete Board and Municipality list [here](#).



*Parkland Regional Library System is a municipal co-operative that supports 49 public libraries across central Alberta, serving over 220,000 residents in 64 municipalities*

\*Statistics based on 2020 Annual Report to PLSB Municipal Affairs