

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
SEPTEMBER 15, 2022 @ 9:00 A.M.
PUBLIC HEARING @ 10:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, August 18, 2022

D. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Development Update
- 3) CAO Report
- 4) Open Space Letters

E. TABLED ITEMS

1) **Council & Legislation**

- a) Pier Policy

F. REQUESTS FOR DECISION

1) **Finance**

- a) Audit Engagement 2022
- b) Tax Removal Request

2) **Council & Legislation**

- a) Strategic Planning
- b) Resident Letter

3) **Planning & Development**

- a) Land Use Bylaw Amendments Bylaw

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 – October 13, 2022

H. CLOSED SESSION

- 1) FOIP Section 25 – Disclosure harmful to economic and other interests of a public body

I. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
August 18, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held August 18, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Coordinator:	Robert Wood
	Recording Secretary:	Carolyn Widmer
	Gallery (via Zoom):	Karen McCaffery

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Dufresne.

AGENDA APPROVAL

BCC-22-103 MOVED by Councillor Tirpak that the agenda be adopted as amended:

- D.1.C AIM
- D.4. CAO Report Closed Section 25
- E. Tabled Items
- E.1.A Pier Policy
- F. Requests For Decision
- G. Council Reports

CARRIED

CONFIRMATION OF MINUTES

BCC-22-104 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on July 7, 2022, be approved as presented.
CARRIED

BCC-22-105 MOVED by Councillor Tirpak that the minutes of the Organizational meeting held on July 7, 2022, be approved as presented.
CARRIED

BCC-22-106 MOVED by Deputy Mayor Zacharias that the minutes of the Meeting of The Whole meeting held on May 9, 2022, be approved as amended.
CARRIED

BCC-22-107 MOVED by Councillor Tirpak that the minutes of the Meeting of The Whole meeting of Council held on June 16, 2022, be approved as presented.
CARRIED

INFORMATION ITEMS

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

CLOSED SESSION

- BCC-22-108

MOVED by Mayor Dufresne that Council move to a closed session as per FOIP section 25 at 10:08 a.m.

CARRIED
- BCC-22-109

MOVED by Mayor Dufresne that Council return to an open meeting at 10:44 a.m.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

- BCC-22-110

Pier Policy
MOVED by Deputy Mayor Zacharias that administration make amendments as discussed and table until the next meeting.

CARRIED

Council break at 11:19 a.m.

Council reconvened at 11:28 a.m.

- BCC-22-111

ASVA Conference
MOVED by Deputy Mayor Zacharias for Mayor Dufresne to attend the conference.

CARRIED
- BCC-22-112

Cheque Signing Policy
MOVED by Councillor Tirpak that Council adopt the amended policy, with a limit of \$20,000.

CARRIED

PLANNING & DEVELOPMENT

- BCC-22-113

Irrevocable Line of Credit Policy
MOVED by Councillor Tirpak that Council approve the policy with amendments.

CARRIED
- Bylaw #235-22
BCC-22-114

Land Use Bylaw Amendment
MOVED by Deputy Mayor Zacharias that Council amend the first read Bylaw #235-22.

CARRIED

COUNCIL REPORTS

- Mayor Dufresne
- Spoke to Susan Bell about becoming a member at large for MPC
 - July 12th meeting with Alex Woodstone & Tanner Evans
 - July 18th Joint Services Committee Meeting
- Deputy Mayor Zacharias
- July 25th Sylvan Lake WW Commission Meeting
- Councillor Tirpak
- No reports

COMMITTEE REPORTS

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

BCC-22-115 MOVED by Councillor Tirpak that Council accept the Council reports as information.

CARRIED

NEXT MEETING

BCC-22-116 MOVED by Mayor Dufresne that the next meeting of Council be held September 15th, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-22-117 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:22 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff**Administration and Finance****Council Date: September 15, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 48,232.63

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

1. Rivard, Jon	\$ 5,000.00
a. Completions Deposit Refund	
2. Alberta Parking Lot Services	\$ 7,239.75
a. Cold Pour Crack Seal	
3. Avanti Hydrovac Inc	\$ 3,260.25
a. To Find C/C Valve	
4. Sylvan Lake Regional Water/Wastewater	\$ 11,518.28
a. Wastewater Services-July 2022	
5. Summer Village of Norglenwold	\$ 17,108.38
a. July 2022 Monthly Shared Costs	
b. July 2022 Muni Specific Costs	

Council Expense Claims Report:**August 2022**

▪ Roger Dufresne	\$ 331.11
▪ Ann Zacharais	\$ 109.15
▪ Frank Tirpak	\$ 107.32

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-09-07 9:02 AM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2022-00063 to 2022-00067

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1087 1606	2022-08-31	Rivard, Jon 461-000-520 - Completions Dep	Completions Deposit Refund	5,000.00	5,000.00
1088 5405	2022-08-31	Ace Line Locating Ltd. 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Line Locating-6 Tickets GST Tax Code	720.00 36.00	756.00
1089 24341	2022-08-31	Alberta Parkling Lot Services 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refund	Cold Pour Crack Seal GST Tax Code	6,895.00 344.75	7,239.75
1090 0716526	2022-08-31	Avanti Hydrovac Inc 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	To Find C/C Valve-Aug 10 & GST Tax Code	3,105.00 155.25	3,260.25
1091 35986 36547	2022-08-31	Empringham Disposal Corp 243-000-200 - Contracted Servic 312-000-260 - GST Paid Refund 243-000-200 - Contracted Servic 312-000-260 - GST Paid Refund	Weekly Collect/ BC & Sunn GST Tax Code Weekly Collect/ BC & Sunn GST Tax Code	1,196.00 59.80 1,196.00 59.80	1,255.80 1,255.80
			Payment Total:		2,511.60
1092 1674	2022-08-31	Sylvan Lake Regional 242-000-260 - Useage Fees	Wastewater Services-July 2	11,518.28	11,518.28
1093 IVC116453	2022-08-31	Town of Sylvan Lake 223-000-200 - Contract Fire Ser	Rapid Response-Medical-In	650.00	650.00
1094 22116	2022-08-31	The Trenchless Guys 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Exersise Curb Key GST Tax Code	145.00 7.25	152.25
			Total Computer Cheque:		31,088.13

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
243 2022-00097	2022-07-31	Summer Villages of Norglenwold 243-000-200 - Contracted Servic 243-000-255 - Landfill Costs 243-000-200 - Contracted Servic 243-000-200 - Contracted Servic 232-000-265 - Sign Program 212-400-220 - Election Expense 212-400-220 - Election Expense 232-000-265 - Sign Program 212-400-220 - Election Expense 232-000-265 - Sign Program	ATB MC-Uline-Trash Liners Town of Sylvan-Waste Tran Town of Sylvan-Waste Tran Town of Sylvan-Waste Tran ATB MC-Speed Pro-Annual ATB MC-C-Vent-Muni Conv ATB MC-Staples-AIM Printir ATS Traffic-Community Wat ATB MC-GST Included Last ATS Traffic-Residents Only-	79.87 6.90 5.00 6.90 178.39 600.00 20.93 145.40 -2.30 196.38	1,237.47
244 2022-00101	2022-07-31	Summer Villages of Norglenwold 212-100-110 - Salaries 212-100-130 - Training 212-100-140 - Benefits 212-100-210 - Travel & Subsiste 212-100-211 - WCB	Salaries Training Shared Benefits Travel & Subsistence WCB	13,120.96 0.00 269.43 0.00 165.53	

Date Printed
2022-09-07 9:02 AM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
 Batch: 2022-00063 to 2022-00067

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-266 - PW Fleet	PW Fleet	84.94	
		212-200-215 - Postage/Freight/C	Postage/Freight	7.98	
		212-200-500 - Printing Costs	Printing Costs	95.12	
		212-200-510 - Office Supplies	Office Supplies	3.90	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	105.90	
		212-300-540 - Utilities	Utilities	325.07	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maint.	308.69	
		212-300-263 - Condominium Co	Condominium	1,148.74	
		212-300-240 - Computer Softwa	Computer Software	75.56	
		212-300-242 - IT Equipment	IT Equipment	107.70	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	51.39	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	15,870.91
			Total Other:		17,108.38

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3197	2022-08-31	Receiver General/ OTH			
CP7-2022		312-000-262 - CRA Remunerati	Counci CPP- July's Remun	36.12	36.12
			Total Other:		36.12
			Total MAIN:		48,232.63



Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: August-2022

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
7/12/22	Climate - Alex Lidstone	1.5	Mayor	\$ 100.00
8/18/22	Org Meeting	4.5	Mayor	\$ 100.00
8/29/22	Climate Caucus	1.5	Mayor	\$ 100.00
	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
				\$ 300.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/12/22	Climate - Alex Lidstone	17.00	\$0.61	\$ 10.37
8/18/22	Org Meeting	17.00	\$0.61	\$ 10.37
8/29/22	Climate Caucus	17.00	\$0.61	\$ 10.37
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 31.11

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 331.11

NAME: Ann Zacharias
POSITION: Deputy Mayor
MONTH ENDING: August-2022

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

<i>DATE</i>	<i>EVENT</i>	<i>TIME SPENT</i>	<i>CLAIM</i>	<i>TOTAL</i>
8/18/22	Regular Council	4.5	Deputy Mayor	\$ 100.00
	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 100.00

COPY

[illegible]

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

TOTAL PAYABLE: \$ 109.15



Council Expense Claim Form

NAME: Frank Tirpak

POSITION: Councillor

MONTH ENDING: August-2022

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
8/18/22	Regular Council	4.5 hours	Councillor	\$ 100.00
	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 100.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/18/22	Regular Council	12.00	\$0.61	\$ 7.32
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 7.32

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 107.32

Summer Village of Birchcliff

September 15, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 93 development permits issued in the Summer Villages (29 in Birchcliff, 3 in Half Moon Bay, 15 in Jarvis Bay, 22 in Norglenwold, and 24 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road (<i>Landscaping incomplete</i>)	Demo & Dwelling	Issued in 2018
2. 337 Birchcliff Road (<i>Landscaping to be completed</i>)	Dwell, Gar., & GuestHouse	Issued in 2019
3. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
4. 137 Birchcliff Road	Driveway	Issued in 2020
5. 93 Birchcliff Road	Deck Addition	Issued in 2020
6. 87 Birchcliff Road	Dwelling	Issued in 2020
7. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
8. 71 Birchcliff Road (<i>site inspection complete, conditions outstanding</i>)	Escarpment Ret. Walls	Issued in 2021
9. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
10. 83 Birchcliff Road	Dwelling	Issued in 2021
11. 369 Birchcliff Road	Garage	Issued in 2021
12. 94 Birchcliff Lane	Dwelling	Issued in 2021
13. 383 Birchcliff Road (<i>Stop Order on development</i>)	Asphalt Paving	Issued in 2021
14. 59 Birchcliff Road	Driveway	Issued in 2021
15. 361 Birchcliff Road	Lakeside Deck	Issued in 2021
16. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
17. 363 Birchcliff Road	Dwelling	Issued in 2021
18. 159 Birchcliff Road	Demolition	Issued in 2021
19. 71 Birchcliff Road	Dwelling	Issued in 2021
20. 137 Birchcliff Road	Home Occupation	Issued in 2021
21. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
22. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
23. 59 Birchcliff Road	Demolition	Issued in 2022
24. 37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022

25.81 Sunnyside Cabin	Dwelling Reno's & Deck	Issued in 2022
26.409 Birchcliff Road	Lakeside Stairs	Issued in 2022
27. Western RV#16	Deck	Issued in 2022
28.529 Birch Close	Dwelling	Issued in 2022
29.425 Birchcliff Road	Dwelling	Issued in 2022 (NEW)

Closed DP's since last Council meeting:

1. 381 Birchcliff Road	Demolition	Issued in 2018
2. 111 Birchcliff Road	Detached Garage	Issued in 2021

Open Administrative Files:

1. 71 Birchcliff Road
2. 383 Birchcliff Road
3. 315 Birchcliff Road
4. 319 Birchcliff Road
5. 317 Birchcliff Road
6. 145 Birchcliff Road

Permit Summary:

Year to date 2022:

10 development permits. Estimated project cost \$2,489,000.00

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**August 18, 2022****Information****Agenda Item: *CAO Report*****Background:**

Administration was tasked with looking into the ownership of the lot where the lift station is located. We have confirmed that Birchcliff owns the lot, and that the entire MR is one lot. The fenced in area of the lift station has not been subdivided out of the MR.

Administration was asked to clarify how garbage pickup works at the Church Camp. For a few months of the year our contractors pick up garbage from the cabin area. Each cabin puts their bin on the main road that goes through the camp and the contractors pick it up from there. Our contractors do not do the waste disposal from the commercial church camp side. That side has it's own bin and contract for their garbage on site. Fees are collected via taxation.

A letter has been sent to ASVA thanking them for including Birchcliff in the forest assessment project.

We have hired a new Puiblic Works Manager named Owen Olynyk. His previous work experience includes working as the Public Works Coordinator and General Manager of Municipal Services for the Municipality of Drayton Valley. We look forward to having him join our team at the end of September.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council to accept as information

Authorities:

Summer Village of Birchcliff**September 15, 2022****Council and Legislation****Information Item****Agenda Item: *Open Space Feedback*****Background:**

Administration has received a few letters from residents expressing their concerns over a pathway and community pier being placed at OS1.

Concerns are being raised over parking, garbage, safety and liability issues. It is also suggested that should Council proceed with another community pier at OS1, Lacombe County may also wish to have access to the community pier to accommodate some of their residents from the Slopes as a pier and walkway would already be present at this location.

Options for Consideration:

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

Administrative Recommendations:

Council discuss and provide direction to Administration.

Authorities:

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"

TO: Summer Village of Birchcliff

Taner Evan, Roger Dufresne, Frank Tirpak, Ann Sacharias

REGARDING: Community Pier, Pathway at Open Space 1

I strenuously object to a Path way and Community Pier at OS1. This will open the Summer Village up to many issues: liability, policing, garbage removal, parking hazards and general usage supervision for the whole year, not just in the summer.

All off the impact is negative for summer village residents. I do not feel the Summer Village has the staff for policing and supervision of use. The traffic, parking and garbage concerns alone are a major issue.

In addition, a path for lake access that would border our property to the north and west is of great concern. The proposed path would pass by the Sewer Pumping Station – this is an industrial footprint that services the entire north slope of the lake. Increased traffic by this site is a security issue and a hazard to the public and may open up the site to vandalism that could impact all residents to the west and north.

As one of the families who have been residents the longest (over 68 years), in the Summer Village of Birchcliff, at #21 Birchcliff Road, I ask you to consider the impact development has ALREADY had on our property. We have a smelly sewer pumping station to the north on land that we were told was FOREST RESERVE. The appearance of this industrial sewer pump station that we see each time we access our property is ugly and offensive – addition of more trees, landscaping, screening/fencing for a visual barrier would work toward addressing visual aspect of the industrial site. Also, no effort has been made to mow the Birchcliff part of the road that leads down to our lane – it is full of weeds.

We have a road allowance on the east border of a property which provides foot traffic access to the lake. It took many, many years just to have a garbage bin installed and emptied on a regular basis at the road allowance. No effort has been made to fence this road allowance to discourage foot traffic from accessing our property. Policing of this area is non-existent – we are regularly subjected to late night parties and drunk drivers leaving late at night, which impacts the safety of our family. To the NE we have the 4- way stop that is a drag strip for cars at night, and up the hill there is a proposal for a Drug Treatment Centre that has future plans for a large housing development.

Our multi-generation family at #21 Birchcliff, have done enough for the community.

We will resist future development.

Yours truly

Mary Hays (Pedlar)

[REDACTED]

[REDACTED]

Georgianna McDavid (Pedlar)

[REDACTED]

August 16, 2022

Summer Village of Birchcliff
Attention: The Council of the
Summer Village of Birchcliff

Dear Sirs and Madam

EMERGENCY CONTACTS

Following the recent Summer Village Informational Meeting, thank you very much for quickly making the Emergency Contact numbers available in a prominent spot on the Website.

COMMUNITY PIERS AT OS1

There is no need for a Community Pier at OS1, as there are no back lots within the Summer Village of Birchcliff that are within walking distance or close proximity to the proposed site. Our understanding was if more slips were needed to service back lot residents, the existing piers could be added on to and expanded.

Residents could drive to the proposed Community Piers which brings further issues such as excessive parking created in combination with public parking for people using the Road Allowance (Birchcliff Road) and area as entry to the lake. Our Council is well aware of the many negative issues that occurred in the Summer Village of Sunbreaker Cove, many of which may replicate in the area of this site, OS1.

The entry to the proposed Community Pier at OS1 will be in or near to an awkward and potentially dangerous intersection, for both more vehicles and pedestrian traffic. This 4 way stop intersection is the major entry into both the Summer Village of Birchcliff and The Slopes and possibly more to come depending on future development. The more cars and people you can keep out of this area the better.

There is a real possibility the current and future residents of The Slopes will use this area as their lake access. Realtors have indicated to people there is lake access to residents of property in The Slopes suggesting where Birchcliff road enters the lake.

There is no doubt the public will observe the proposed Community Pier and pathway and wish to take advantage of that entry into the lake and possibly using the piers to sit on, tie equipment too, jump off, etc. The public will soon find this easy access to the lake on the Open Space which is owned by the Summer Village of Birchcliff. Posting signs, "Private", will not do much good, as many people do not pay attention to signs. The other Community Piers in the Village are not adjacent or close to a public areas and are more secluded and concealed.

There could be future pressure on our Council by Lacombe County to permit their resident in The Slopes to have entry to the lake on the Summer Village Open Space and possibly install a Community Pier for some of their residents, as a pier and walkway already exist.

This could be, “ Opening a Can of Worms”, for this and future Councils and the Village.

Karen and Terry McCaffery

August 17, 2022

Summer Village of Birchcliff
Attention: The Council of the
Summer Village of Birchcliff

Dear Sirs and Madam:

Further to our letter of August 16, 2022, we would like to clarify our comments pertaining to the proposed Community Piers and Pathway at OS1, to the extent this site is substantially different than the other Community Piers and Pathway sites in the Village. For example: they are not in close proximity to a public road allowance, they are not close or part of a major intersection and they are not close to a pump station (which incidentally also contributes more traffic in this area.)

We would also like to suggest Council gives serious consideration to selling the balance of this Reserve, as they are already contemplating the sale of 2 other reserves in the Village, This would provide a resolution to several of the problems raised in our letter, being, excessive cars, parking and people in the area, pressure on the Summer Village Councils to allow residents the Slopes to use the Community Piers and Pathways other than Birchcliff residents and possible expansion for the Slopes.

Also it would be nice is something could be done about the smell from time to time at the pump station as it is terrible and if some how the station could be landscaped and maybe camouflaged so the entrance to Birchcliff looked much more esthetically beautiful.

Karen and Terry McCaffery

September 12, 2022

To: Summer Village of Birchcliff Council

Tanner Evans

Re: Proposed pathway on Reserve OS1

I would like to voice my thoughts and concerns regarding the proposed changes to OS1.

In reflecting on the original pathway plans I do not recall the path entering OS1; it ended at the edge of the Slopes development. Did the original plans change? When?

Over the past 26 years living beside the reserve (OS1) we have been fortunate to see wildlife in its own setting. Are you aware that there is a fox den on the side of the reserve bank. In 2021 there was 2 fox moms with 3 cubs living in the reserve. I have a video which I took one morning while having coffee, watching the fox cubs playing. I have also witnessed both deer and moose resting on my lawns – a safe place for them. While I do get annoyed with them when they eat my flowers we do live in harmony. I am concerned that we open the reserve to humans to use, the animals will move on.



We have also experienced an increased use of the park area at Pedlars corner and RR14 access to the lake. The new development Slopes is advertising access to the lake nearby and their media shows RR14. I encourage you to wander down to the lake on RR14. You can see that many people have used the small area for personal use. The picture below shows a typical evening or weekend use for lake access by non-residents.



With a walking path and look-out proposed will this draw visitors to use it. Who is the intended users of the proposed path and look-out? With the increased visitors to this area there has been an increase in parties and loudness. Will this be a place that attracts those who may not have a place to live?

The talk about sub-dividing and allowing a residence in the reserve I question. How will the lot be accessed? Where will a road allowance be, who wants to build beside a facility (septic lift) that often emits strong nasty odours?

Just a few considerations!

Thank you

Pat Tirpak



Summer Village of Birchcliff

September 8, 2022

Council and Legislation

Request for Decision:

Agenda Item: *Community Pier Policy*

Background:

Administration has made the recommended changes to the Community Pier Policy as instructed by Council. The policy is attached for consideration.

Options for Consideration:

1. Council accept as information.
2. Council amend the policy by resolution.

Administrative Recommendations:

Council to amend the policy by resolution.

Authorities:

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"



Policy Title	Date:	Resolution No.
Community Pier Policy	September 8, 2022	BCC-22-XXX

1. Introduction:

The Summer Village of Birchcliff has a unique layout that provides the ability for every property owner to have access to the lake under the guidelines set by Alberta Environment and Parks. This policy ensures that everyone, including back lot owners, has a chance to have access to the lake in the form of a dock. It is the responsibility of everyone involved to be champions of stewardship to conserve the natural setting of the village and the health of Sylvan Lake and it's watershed.

2. Goal:

To provide guidelines for a community dock program in the Summer Village for the use, access, and enjoyment of the residents.

3. Definitions:

In this policy, including this section, unless the context otherwise requires:

“Walkway” – access from shore to terminal platform

“Terminal Platform” – located at the end of the walkway

“**Pier**” - a platform supported on pillars or girders leading out from the shore into a body of water, used as a landing stage for boats.

“**Reserve**” - means a parcel of land owned and subject to the management of the municipality and reserved for use as natural environment preservation areas or walkways or parks or playgrounds separating areas used for different purposes, and registered at the Land Titles Office as Reserve, Environmental Reserve or Municipal Reserve lot. “**Resident Area**” – An area of properties designated to a particular pier.

“**Shared Dock**” - A dock, owned and operated by the municipality, that restricts use to a prescribed set of individuals or groups.

“**Slip**” – a docking place for a boat can be located along a walkway or along the terminal platform.

“**Viewpoint Park**” – A classification of reserve lands outlined in the Birchcliff Open Space Plan

4. Policy:

1) 1 slip/watercraft per residence:

- a. Slips are for the sole use of the property owner.
 - i. Cannot be leased.
 - ii. Can be sold/transferred within our “resident area” and administered through the village, they need to be applied and paid for. Each residence shall only be permitted to have one slip.
- b. Slips can accommodate one boat or two personal watercrafts (sea-doo).
- c. A layout of the shared dock must be submitted to administration. Switching of slip locations is to be done via communication with administration. The slip will remain with the registered property in the event of a sale.
- d. Only one pier will be eligible for each viewpoint park, and that pier will be a community pier. Administration will work with Alberta Environment and Parks to ensure any unregulated piers on our reserves are removed.
- e. Each boat/personal watercraft must have a cradle/hoist or sea leg; tying to the dock is not acceptable.

2) Initial buy in:

- a. The pier program is to be entirely funded by the participants in the shared pier.
 - i. Fee is nonrefundable as the slip remains with the registered property.
 - ii. All associated costs will be paid for by the participating residents.
 - iii. Once the fees are paid, the owner will receive one slip and an access agreement for permission to have the dock in the water and access it via the adjacent reserve. If the fee is not paid, there will be no access agreement granted. Slips and access agreements will be maintained by the Summer Village Administration.
 - iv. All cheques will be made payable to the Summer Village of Birchcliff as administration of the financial transactions associated with the Community Pier will be handled through the Summer Village Administration office.
 - v. Future slips for those who do not immediately buy in may be considered by applying to the Summer Village. The application will be awarded or rejected based on what our DLO allows (must fall into our “resident area”).
 - vi. Future buy in cost will include a portion of the shared line extending out into the water and any previous improvements made to the reserve/stairs.

3) Spring Installation and Fall Removal

- a. To be managed by Administration. The Public Works department will

contract out the spring installation and fall removal.

4) Signage

- a. Appropriate signage to be posted, to be managed by Administration. No unauthorized signage will be permitted and will be removed by Administration.

5) Annual Fee Collection

- a. A budget will be completed annually by administration and divided equally between communal docks. It will be adjusted for inflation annually and will include:
 - i. Administration time fee of 5%
 - ii. Annual costs
 - iii. Late fee will be substantial – 20% per month.
 - iv. Land improvements, repairs, or changes to the reserve land and/or access can be applied for and if approved will be paid for by the individual dock group making the application.

6) Parking

- a. Comply with the Summer village Traffic Bylaw #221-19. Unauthorized parking under the Traffic Bylaw may result in a ticket.

7) Storage

- a. No storing of equipment will be allowed on the reserves. Storing of the community pier will be offsite arranged by Administration. Hoists cannot be stored on municipal lands.

8) Fueling

- a. Absolutely no storage of fuel containers allowed on the dock or within the reserve area.

9) Garbage

- a. Pack out what you pack in.
- b. Any waste from fishing shall not be dumped at the dock or the swimming area.

10) Lake Access to Range Road 15

- a. Will be closed June 1st – September 1st of each year according to the Summer village Open Space Maser Plan as it is to be used as a winter access road.

- b. Residents are to have lifts in before that time, the barrier can be moved only by request to administration.

11) Noise

- a. Quiet time to be respected with no operation of equipment during the following hours as stated in the Community Standards Bylaw #160-11; section 3.4 *“Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day”*.
- b. Be mindful of our neighbors, the shared piers and respective open spaces are not private party spots. Community Standard’s Bylaw #160-11; section 3.3 *“In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:*
 - 1. *Type, volume, and duration of the sound;*
 - 2. *Time of day and day of the week;*
 - 3. *Nature and use of the surrounding area”*

12) Alcohol or Cannabis

- a. No alcohol or cannabis consumed on Municipal land as stated in the Cannabis Consumption Bylaw # 214-18.

13) Fires

- a. No fires or BBQ will be allowed in municipal reserves or on the shared piers.

14) Violation

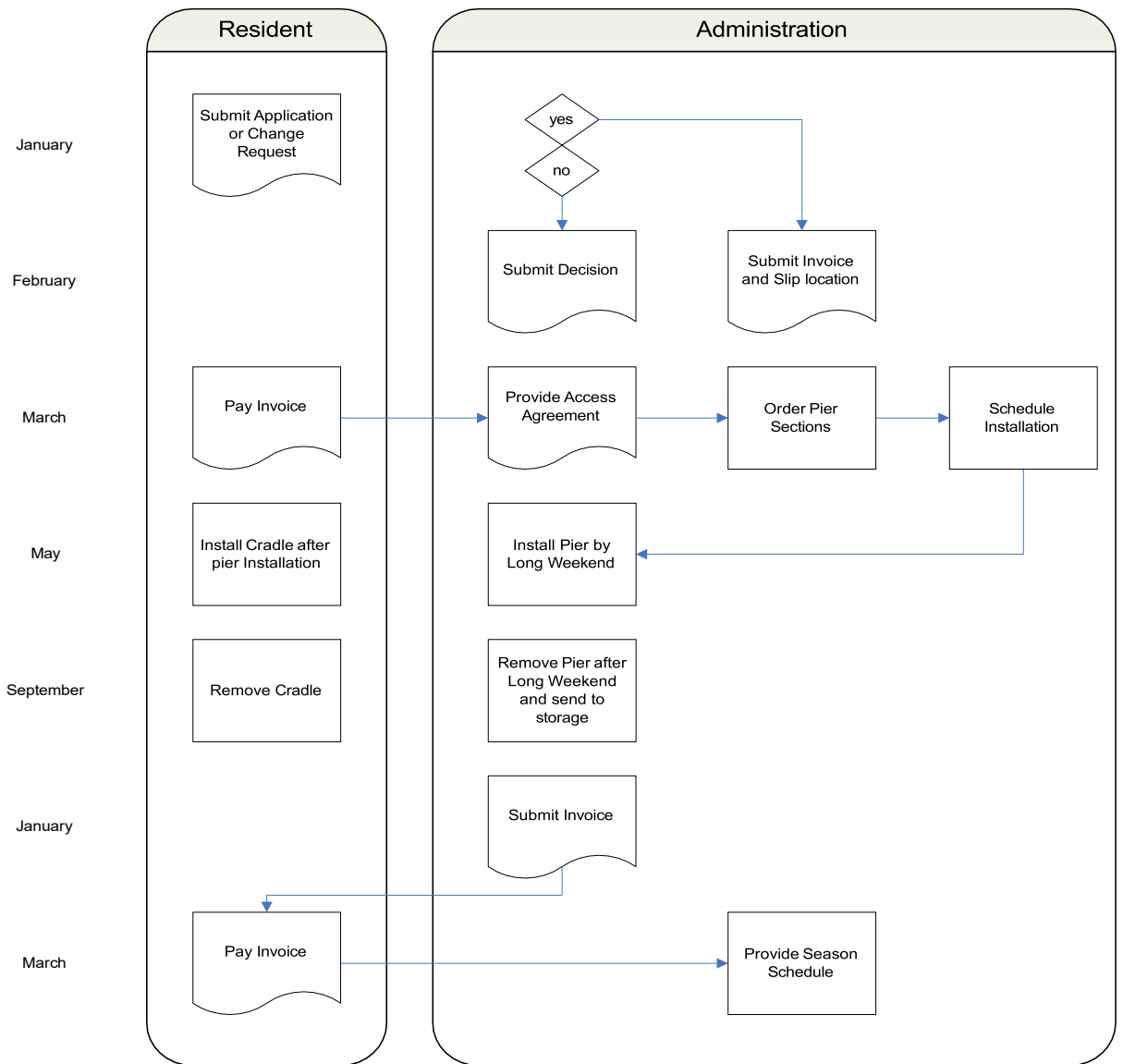
- a. The Summer Village retains the right to revoke the access agreement should this policy, the Reserves, Parks, and Pathways Bylaw or the Community Standards Bylaw not be followed. Any member who is in violation will be given a written warning. Repeat offences (**any more than 3 offences in a 3-year period**) will result in a forfeit of the access agreement. No refunds will be given.

15) Improvements

- a. Any improvements to the reserve area must done via a “change request” be applied for prior to January 1 (see step one of Community Pier Life Cycle on following page). This application is to be submitted to Administration, and will be presented to Council for decision as any works done on municipal lands require Council approval. Any improvements to the reserve area will be paid for entirely by the community pier group using that reserve for access.

16) Process – See diagram on the following page.

COMMUNITY PIER LIFE CYCLE



Summer Village of Birchcliff**Finance****Request for Decision****Agenda Item: *Auditor Engagement*****Background:**

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Birchcliff for the fiscal year ending December 31, 2022.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Birchcliff which comprise the statement of financial position as at December 31, 2022, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



September 5, 2022

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

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2022 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Birchcliff for the fiscal year ending December 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Birchcliff which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Birchcliff. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

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

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Birchcliff

Opinion

We have audited the financial statements of Summer Village of Birchcliff (the Summer Village), which comprise the statement of financial position as at December-31-22, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Birchcliff from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Birchcliff and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Birchcliff.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Birchcliff) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$31,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Birchcliff shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Birchcliff by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Roger Dufresne

Date signed

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Tax Penalty Removal Request*

Background:

Council has received a request from a property owner requesting Council to refund or apply the paid applied tax penalties to next years taxes in the amount of \$1,372.14.

Roll# 1592 - \$371.51

Roll#1594 - \$500.75

Roll#1600 - \$499.88 (not owned by applicant).

Resident has advised Council that an in town mail box was vandalized and that her tax payment was placed in that box.

Administration notes that Payment was received on June 14, 2022 and it was realized the payment was over \$2,000 to much. Finance Officer contacted property owner directly by email to enquire if the payment was intended to be that high and was directed by the property owner herself to send the payment back to her. This was mailed back on June 14, 2022.

Payment was not received again until 7 weeks later, on August 5, 2022 with a postmarked date of August 3, 2022. Therefore Administration is unable to waive penalties without Council decision.

All applicable emails are attached.

Options for Consideration:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax;
- (d) keep penalty as applied.

Administrative Recommendations:

As this email does not establish a bona fide need nor an extenuating circumstance, it is recommended that Council deny this penalty removal request as the tax payment was not received by this office on or before the due date.

Due diligence on whether this was mailed payment was received by the Summer Village of Birchcliff was not done by property owner after mailbox was vandalized.

Authorities:

The Municipal Government Act, section 347(1) permits Council to cancel, reduce, refund or defer tax penalties as follows:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax. "

Section 337 - Deemed receipt of tax notice - A tax notice is deemed to have been received 7 days after it is sent.

Summer Village of Birchcliff**August 18, 2022****Request for Decision****Council and Legislation****Agenda Item: *Strategic Planning*****Background:**

Each year in September Council discusses potential projects for the coming year. This allows administration some time to gather high level pricing for further discussion on the upcoming budget and anticipate where funding may come from. A few potential projects have been discussed in Council. Taking capital project funding into consideration, administration is asking for a decision on which projects will take precedence in the coming year and which could potentially be pushed to future years.

Total MSI Capital Funding available to commit to a new project - \$185,633

Total MSI Capital available to spend as of 2022 - \$117,835

Reserves:

Accumulated Surplus	\$24,000
Deferred Revenue	\$51,086
JSC IT Reserve	\$500
Roads	\$351,965
Wastewater	\$67,475
General Operating	\$4,501
Env/Open Spaces	\$32,000
Pathway	\$0
Fleet Replacement	\$1,973

Options for Consideration:

1. Council to discuss and provide direction to administration.

Administrative Recommendations:

Council to discuss and provide direction to administration.

Authorities:

Expenses Anticipated	Capital Projects	Total Anticipated 5 years	Total 2023 Budget
	Shoreline & Bank Stabilization Lift station improvements pathway extension curb stop GPS locates	\$	25,000.00

Total Expenses *\$ 25,000.00*

Funding Anticipated	MSI - Shoreline & Bank Stabilization	\$ 50,000.00
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Total Grants

Amount Required from Taxation		
2022	Bank & Shore stabilization	\$25,000.00
2023	Bank & shore stablization	\$25,000.00
2024	Pavement overlay BC Rd West	\$95,000 - \$200,000
2025	Pavement overlay BC East	\$270,000 - \$540,000
2026		
2027		

Summer Village of Birchcliff

September 15, 2022

Council and Legislation

Request for Decision

Agenda Item: *Resident Letter*

Background:

Administration has received a letter from a resident expressing his concerns over the Adeara's Addition Recovery Centre proposed in Lacombe County. There is currently a petition circulating to try to prevent this facility and a public meeting on October 13th @ 9 a.m.

The resident letter and information on the public hearing and petition are attached for Council's information.

The resident is asking that Council oppose this development.

Options for Consideration:

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

Administrative Recommendations:

Council discuss and provide direction to Administration.

Authorities:

n/a

From: DOug Macdonald [REDACTED]
Sent: Friday, September 9, 2022 2:41 PM
To: Frank Tirpak [REDACTED]
Subject: Update on petition — Lacombe County : Stop the Adeara's Addiction Recovery Centre

Hi, Frank just want to let you know that as a resident of birchcliff that I feel this is the wrong type of use of the property that is being proposed .I feel it will lower property values, regardless of what everyone says.The current building is not suited and designed for this .It is going to present problems for current and future owners now and in the future.

Doug Macdonald [REDACTED] I feel that current council,should step forward and reject the proposed addiction center.

Please pass on to current council.

I wanted to share an exciting update about a petition I signed on Change.org: "Lacombe County : Stop the Adeara's Addiction Recovery Centre".

Read about the update "Update: Oct 13th Public Meeting for Development" below, and join me in supporting this campaign by signing the petition!

<https://chng.it/mLYHw5n2fD>

Thanks!

Doug

Information from email link (<https://chng.it/mLYHw5n2fD>):

Update: Oct 13th Public Meeting for Development

Kate Latos

Sylvan lake, Canada

SEP 9, 2022 —

Hi Everyone,

On October 13th at 9am the County of Lacombe is having a meeting regarding the proposed Recovery Center. The meeting can be attend in Person or via Zoom.

Meeting ID: 821 6437 6482

If you are unable to attend the hearing please submit a written comment prior to the date of the hearing to planning@lacombecountry.com.

It is very important that you make your voice heard! Making your voice hear is effective way for us to try and stop this approval. Please send an email to let them know your thoughts.

Thank you,

Kate

Public Hearing | Adeara Lakeside Recovery Centre

Current Planning Projects

09 Sep 2022

Public Hearing – Proposed Special Use Amendment to the County’s Land Use Bylaw (Adeara Lakeside Recovery Centre)

First Reading to Bylaw 1369/22 was given September 8, 2022 by Lacombe County Council, which proposes to add a “recovery centre” definition to the County’s *Land Use Bylaw*, and further list a “recovery centre” as a discretionary use on the W½ Pt. SW 16-39-01-W5M.

Lacombe County is holding a Public Hearing to present the proposed bylaw and allow members of the public to provide input before adoption. Anyone wishing to comment on the proposed bylaw will have an opportunity to do so at the public hearing.

Bylaw No. 1369/22 Public Hearing
October 13, 2022*
9:00 am
Lacombe County office - Council Chambers

**Members of the public are welcome to attend the meeting in person or virtually using Zoom. Please see the Public Hearing Ad attached below for attendance options.*

Should you have any questions, please contact Cajun Paradis, Senior Planner with Lacombe County at 403-782-8389 or cparadis@lacombecounty.com

Proposed Development Information

Work on That Inc., on behalf of Adeara, is seeking permission to add a special discretionary use to the Agricultural ‘A’ District of the County’s *Land Use Bylaw* to consider a “recovery centre” on W½ Pt. SW 16-39-01-W5M to expand the addiction treatment work it is already doing to central Alberta. The development is to be known as the Lakeside Recovery Centre.

The subject lands are accessed by the Jarvis Bay Access Road (Township Road 39-2), near the Summer Village of Birchcliff, The Slopes on Sylvan Lake, and the Jarvis Bay Provincial Park.

The development proposal if a *Land Use Bylaw* amendment and Development Permit approval were successful includes a recovery centre for women run by Adeara (www.adeara.ca). The existing dwelling would be converted to be used as a recovery centre for a maximum of 12 women, who would be on referral to Adeara’s 90-day accredited program. To enter the Adeara program, the women must make application and interview.

The women would receive individual counselling, as well as supportive and educational classes that will equip and empower them to live in recovery. Group therapy and community support

will also be integrated into the program. Residents willingly choose to remain within the expansive property and will be accompanied by live-in staff 24/7.

Each woman would be paired with another one in six separate bedrooms. There will be a resident couple on-site 24/7, as well as therapist(s) who would commute daily to and from the house (2 therapists). The centre would not accept any visitors outside of the weekly visiting hours for approved family members. The activities outside of the house will always be made in group and only once or twice a week, including going to church on Sunday morning.

The proposed recovery centre would NOT include detoxification as part of the program.

Attachments

- [1 - Context Map_Adeara Lakeside Recovery Centre.pdf \(pdf, 173 KB\)](#)
- [2 - Developer Request_redacted_Adeara Lakeside Recovery Centre.pdf \(pdf, 3.81 MB\)](#)
- [3 - Public Hearing Ad_Adeara Lakeside Recovery Centre.pdf \(pdf, 307 KB\)](#)
- [4 - Bylaw 1369-22 Draft_Adeara Lakeside Recovery Centre.pdf \(pdf, 1007 KB\)](#)

Summer Village of Birchcliff

September 15, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Public Hearing*

Background:

Public Hearing will be held at 10:00 a.m. during the Council meeting regarding the Land Use Bylaw Amendment Bylaw #235/22.

Options for Consideration:

1. Council to discuss comments received from the public, then give second and third readings to Bylaw #235/22.
2. Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #235/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss comments received from the public, then give second and third readings to Bylaw #235/22.

Authorities:

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

SUMMER VILLAGE OF BIRCHCLIFF LAND USE BYLAW AMENDMENT BYLAW #235-22

Being a Bylaw of the Summer Village of Birchcliff, in the Province of Alberta, to authorize amendments to the Summer Village of Birchcliff Land Use Bylaw 170-13.

WHEREAS Section 692 of the Municipal Government Act, RSA 2000, authorizes a Council to amend a land use bylaw;

WHEREAS the Council deems it desirable to amend Land Use Bylaw 170-13;

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

An amendment to the Land Use Bylaw 170/13:

1. Part One: 1.3 Definitions – Revise temporary building definition to: “temporary use or building” means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, as determined by the Development Authority.
2. Part One: 1.3 Definitions – Revise breezeway(s) definition to: “breezeway(s)” means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.
3. Part One: 1.3 Definitions – Add the following definition: “Development Design Plan” means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details to the satisfaction of the development authority:
 - A planting plan including native vegetation;
 - A sediment control plan;
 - A drainage plan; and
 - Information about site coverage.

A development design plan shall be required at the discretion of the Development Authority and will be enforced as a condition of development approval.
4. Part One: 1.3 Definitions – Revise development definition to: “development” means
 - (a) An excavation or stockpile and the creation of either of them; or
 - (b) A building or an addition to, or replacement or repair of a building and the construction or placing in, on, over and under land of any of them; or
 - (c.) A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
 - (d) A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or

is likely to result in a change in the intensity of use of the land or building;

and without restricting the generality of the foregoing, includes:

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

5. Part One: 1.3 Definitions – Revise grade definition to: “grade” means the ground elevation established for the purpose of determining building height. In determining grade, the Development Authority shall select from the following methodologies, whichever one best ensures compatibility with neighbouring developments:

- (a) Grade shall be determined by calculating the average of the pre-development elevations at the corners of the building as shown on a reliable survey; or
- (b) If the applicant can show by reference to legal surveys that the predevelopment elevation of the subject parcel varies by no more than 1 m in 30 lineal metres, the Development Authority may determine grade by calculating

the average of the highest and lowest elevation on the parcel or above top of bank; or

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

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

6. Part One: 1.3 Definitions – Revise church camp cottage(s) definition to: “church camp cottage(s)” means a dwelling unit which is separate from any other building but does not include a manufactured dwelling unit, guest house or temporary building.
7. Part One: 1.3 Definitions – Revise parcel coverage definition to: “parcel coverage” means the total percentage of the parcel area covered by buildings or Structures, including but not limited to the main building and any additions to it (e.g. covered decks), hard-surfaced parking facilities, driveways, outdoor storage and display areas, hard landscaped areas including gravel, reclaimed pavement, crushed rock, artificial turf and all impervious surfaces but does not include steps, eaves, or similar projections permitted in this Land Use Bylaw.
8. Part One: 1.3 Definitions – Revise guest house definition to: “guest house” means an accessory building containing sleeping facilities for temporary usage only and can include bedrooms, bathrooms, and a kitchen. A guest house provides overflow accommodation for a detached dwelling located on the same parcel, is not available for rent by a third party, and does not include recreational vehicles and sea cans.
9. Part One: 1.3 Definitions – Remove current definition: “Permanent resident” means a person, excluding a person(s) who occupies a cottage in the Church Camp Cottage District:
 - (a) with a valid Alberta driver’s license and/or any government issued identification which shows an address situate in the Summer Village of Birchcliff; or
 - (b) whose usual mailing address is in the Summer Village of Birchcliff; or
 - (d) whose place of residence pursuant to the Local Authorities Elections Act is the Summer Village of Birchcliff;
10. Part One: 1.7 Establishment of Fees – Revise to: Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Birchcliff Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.
11. Part Two: 2.2 Development Not Requiring a Development Permit (12) – Add: Provided the zoning setbacks are met a development permit is not required for a non-enclosed and/or 3-sided building such as but not limited to, pergolas, woodsheds and arbours with a floor area of 9.94 m² (107ft.2) or less and height of 2.50m (8.20ft.) or less.

12. Part Two: 2.3 Permission for Development – Add: Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.
13. Part Three: 2(3) Objects Prohibited or Restricted in Yards – Add: No person shall allow a sea can to be placed on a parcel other than during construction with an approved development permit.
14. Part Three: 2(3)(d) Objects Prohibited or Restricted in Yards – Remove: No person shall allow a vehicle of more than 1,000 kg (2,204.62 lbs) Gross Vehicle Weight to be parked or stored in residential districts, except boats, boat trailers, school buses and recreational vehicles.
15. Part Three: 4(5) Landscaping, Environmental Conservation & Development – Add: (f) As a condition of subdivision or development approval, a security in the form of an irrevocable letter of credit may be required by the Development Authority, up to the value of one hundred fifty percent (150%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the plan within (1) growing season after the completion of the development. If the landscaping does not survive a two (2) year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping.
16. Part Three: 4(7) Subdivision Design Standards – Revise to: As a condition of subdivision approval, Environmental Reserves can be taken according to Section 664 of the Act; either in the form of a lot (ownership transferred to the Summer Village) or as an Environmental Reserve Easement (private ownership is retained). The Summer Village may require that the proponent provide hazard land as Environmental Reserve as a condition of subdivision approval.
17. Part Four: Back-Lot Residential (R2) Site Development 1(b)(i) – Revise to: 7.62 m (25 ft.) to the habitable dwelling unit from the side parcel boundary.
18. Part Four: Church Camp Cottage District (CC2) General Purpose – Revise to: To provide an area for residential accommodation for the members of the Alberta and the Northwest Territories District of the Pentecostal Assemblies of Canada and their affiliates.

INTRODUCED AND GIVEN FIRST READING this 21st day of April 2022.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 15th day of September 2022.

GIVEN SECOND READING this 15th day of September 2022.

GIVEN THIRD AND FINAL READING this 15th day of September 2022.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

Some of the proposed changes lack explanation of the issue that is to be addressed/improved with the proposed changes leaving the constituents to speculate and likely build opposition to the changes.

So, in my ignorance, I will take the Devils Advocate approach to the proposed changes.

1. Clarity is preferred and proves to be an elusive target.
2. How do we propose to monitor and manage this clarification ?
3. “planting including Native” does this exclude the use of non-native or do these are not required to be included – Canada is rife with beneficial non natives.
4. N/C
5. Grade continues to be an issue – current approach is lot by lot resulting in stormwater runoff issues and a daisy chain of modifications to the natural grade. There are very few “pre-development grades” surviving in the village. We need an elevation plan that shows the grade calculations that the developer can work to.

Leaving the grade calculation up to the developer is having the fox guarding the hen house. Hire an independent professional that reports to the village to establish grade based on the village criteria.

6. Reason = “because” ??

This is a **fundamental Re-Zoning issue** that requires serious community input ... not slipped in as a simple change to a definition.

Machiavellian view – The provincial voting regulations allow all permanent residents of a municipality to vote in municipal elections; summer villagers can vote in both their permanent residence and the SV if they are listed on title as a property owner.

The church camp zoning allows the equivalent of three temporary housing units per normal village lot – resulting in 90+ units in the one lot along the beach ((only the chapel (in the other lot) is registered as a church function with the standard immunities)). The remainder of the property is a business with a client list restricted to members of this particular church.

Changing the zoning in this manner opens the door to somewhere between 90 and 180 new voters. History has demonstrated that these voters will vote with the landowner as a unit and the village becomes a subset of the church camp.

If the intent is to allow the cottage owners more access to their units, then I suggest we revisit the issue and find a better way.

7. **Reason = Because** – this needs some serious explanation – Perhaps we could bring in a geologist to explain that gravel inhibits the distribution and absorption of storm water and adds to, or filters out the contaminants in these waters.

Gravel was introduced to the by-laws to encourage builders to not pave the entire lots with asphalt which would indeed add contaminants to the storm water runoff – what has changed?

This proposal is being acted on now by the development authority – perhaps we should wait for the by-law ?

8. **Definition – Not Really** - this amounts to a fundamental change is the use of a guest facility and is not a definitional change but a **zoning change**

If we need a definition of a kitchen, lets go find someone who has already come up with the verbiage we need.

The proposed “definition change” allows two full houses on a lot zoned a single family and requires the full and considered review by the village constituents. I don’t believe that our by - laws allow for two houses on each lot.

Again what is the impetuous for this change – “Because” is not much of an answer
How does this rezoning impact the village **vision** ?

9. Perhaps a definition of proper/expected conduct would be appropriate so that we have by-law support for dealing with serious issues “any act or deed” which could offend someone is pretty vague.
10. See 6 Above
11. N/C
12. N/C
13. Presumably the Development Authority decision takes precedence over the SLIDP ??
14. N/C
15. Or what – do we have provision somewhere in the by-laws that adds teeth/resolution/timing/options etc to this issue ?
16. ERE mandates “natural state in order to protect the shoreline”.
This approach appears to be a fundamental disconnect with armouring the toe of slope to protect the shoreline
17. N/C
18. **Again – not a reason.**

This comes across as quite blunt – its meant to be. The Roman Church came up with the official role of Devils Advocate to challenge the proposals and encourage exploration of options - not to pussy foot around issues.

Similarly, Machiavelli was not known for his political correctness.

Thank you for your attention.

Thom

Kara Kashuba

From: Jason McDonald <[REDACTED]>
Sent: Sunday, June 19, 2022 12:54 PM
To: Kara Kashuba
Cc: Tanner Evans
Subject: Proposed Land Use Feedback

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good afternoon. I finally had some time to review the proposals for the land-use bylaw and want to provide my feedback. My concerns are as follows:

1. Part 1: General 1.3 Definitions. My feelings are there are a ton of temporary buildings within the village and I feel ones that are existing should be grandfathered in.

15. Part three: Supplementary regulations 2.3 objects prohibited or restricted in yards. The word junk is listed in the proposed regulations. What may be junk to me may be treasured by others. Junk is a relative term as it means something different to everyone. For example the deputy mayors husband has used a lot of my junk to build various projects.

My final thoughts are that people that complain to the village about anything should be made known that their names will be released to the property owner if requested. This would cut down on the amount of complaints the Summer Village receives.

Feel free to contact me with any questions.
Sent from my iPad

Summer Village of Birchcliff

September 15, 2022

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: October 13, 2022



Parkland Update

Thursday, August 11, 2022

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

Stronger Together 2022 Registration Open!

Registration Now Open!



Registration is NOW OPEN for Stronger Together, a virtual library conference hosted jointly by Parkland Regional Library System, Peace Library System, The Alberta Library, & Yellowhead Regional Library.

The conference will take place over two days on October 6 and 7, 2022, and feature:

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis

- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

Join us on October 6 and 7, 2022 as we become Stronger Together.

Government of Alberta Civil Society Fund

The Government of Alberta has opened the latest round of funding for the Civil Society Fund. According to the announcement, this “funding is intended to help civil society transform how community organizations function, innovate and work together to address pressing social challenges”. Nonprofits can apply for up to \$500,000 in grants “with an innovative project supporting social recovery or increasing economic participation for Albertans”. [Applications for funding](#) are due by September 2, 2022.

Government of Alberta CIP Project-Based Grants

The Community Initiatives Program (CIP), Project-Based grant stream supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations for:

- new programs/enhancement to an existing program
- community events
- gender equity projects
- technology
- portable equipment

CIP Project-Based funding is approved on a matching basis. The maximum funding available is \$75,000. The next [application](#) deadline is September 15, 2022, for notification in March 2023.

Digital Literacy Exchange Program

The Government of Canada Digital Literacy Exchange Program (DLEP) will invest \$17.6 million to support initiatives aimed at teaching digital literacy skills to Canadians who face barriers to participating in the digital economy. The program aims to equip Canadians with the

necessary skills to use computers, mobile devices and the internet safely, securely and effectively. [Applications](#) are due by September 7.

LIBRARY NEWS

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

Member Library Staff Highlight

Meet Christine! Christine is the new library manager at Delburne Library. She loves getting to know community members and working to increase stats to help Delburne Library become the hub of the community.

Christine's recommended read is "If You Give a Mouse a Cookie", she read this book to a group of children on her first day of programming and it went over really well. In her free time, Christine enjoys hanging out with her 2 search and rescue dogs. Welcome to the team Christine!



If you would like to be featured in a future update email please [submit a photo and answer a few short questions!](#)

Criterion Subscription Renewal

Criterion Pictures offers non-theatrical public performance licenses for feature films on an annual subscription basis. The movies that are licensed through Criterion are dependent upon the [Studio and/or Producer](#).

A license with Criterion Pictures enables your library to offer public performances of feature films from the licensed Studios/Producers. Only those films licensed by Criterion are covered under this Criterion license.

There are three different license options available:

1. Home-release license (\$270 - \$328)
2. Pre-release license (\$445 - \$460)
3. Pre-release license plus Criterion on Demand (\$554-579)

If you are interested in purchasing a Criterion License for November 1, 2022 – October 31, 2023 please contact your consultant by August 19th 2022

Ukrainian Support Website

The Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC) launched a [website](#) focused on providing newcomers from Ukraine with the information they need regarding settlement in Alberta. The site includes information in both Ukrainian and English and covers topics from pre-arrival to daily living. Please feel free to share this helpful and informative website with your patrons.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - August 24 at 10:00am

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

From Diversity to Inclusion: How to audit your collection and why

August 24

12:00pm - 1:00pm MST

Learn how to perform a diversity audit on your library collection. [In this webinar](#), you will learn what a diversity audit is, why we should audit our collections, why the structure of the publishing industry may make it difficult to cultivate inclusivity, and most importantly, why it's important to build

collections that are diverse AND inclusive.

2022 Alberta Book Publishing Gala September 16

[Registration](#) is open for the [2022 Alberta Book Publishing Awards Gala](#). The gala will be held at the [Hotel Arts](#) in Calgary on September 16, 2022 and tickets are \$50. The deadline to purchase a ticket is September 6, 2022.

Please also note that a special rate is available at the Hotel Arts for bookings made before Tuesday, August 16.

Free Manual: Dealing with Difficult People

Achieve Centre for Leadership has available a [free e-manual](#) for dealing with difficult people. This manual provides information and skill development resources for responding with confidence to people that you find difficult.

Some of the topics found inside this manual:

- Who is a difficult person?
- Shift judgment to curiosity
- Strategies for dealing with bullying
- How to defuse the angry person
- Strategies for dealing with resistance

How Libraries Benefit the Community

A library is a collection of information resources, in print or in other forms that are organized and made accessible for reading or study. It is the hub of every learning institution and facilitates boosting literacy levels in countries, continents, and the world at large.

The blog post [How Libraries Benefit The Community](#) appeared first on Princh.

Emerging Tech Trends for 2022 and Beyond

August 30

1:00pm - 2:00pm MST

Technology is continuing to change how we work and how we deliver services to customers. In fact, the past few years have pushed us, and in some cases made us scramble, to discover and experiment with new technologies and tools. [This webinar](#) introduces emerging technology trends and shows how those trends are reshaping library services.

Alberta Board Member Essentials October-November

The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The [registration](#) deadline is October 18, 2022

New Workplace Health & Safety Search Tool

A new occupational health and safety (OHS) legislation search tool provides a more convenient way to access essential health and safety information. Users of the [search tool](#) will be able to view, download, email and print custom collections of

legislation

sections.

Free Stress Management Manual

Achieve Centre for leadership offers a 48-page e-manual will help participants identify personal stress factors and introduce them to practical methods for successfully managing stress.

Some of the topics found inside [this manual](#):

- Phases of Stress
- Stressors in the Workplace
- Unhealthy Reactions to Stress
- Red Flags – Your Cues to Pause
- Improving Positive Thinking

PARKLAND REGIONAL LIBRARY SYSTEM

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