

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
SEPTEMBER 21, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 20, 2023
 - Organizational Minutes, July 20, 2023
 - Municipal Planning Commission, September 7, 2023
 - Subdivision and Development Appeal Board, August 1, 2023

D. INFORMATION ITEMS

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

DI. REQUESTS FOR DECISION

1) Council & Legislation

- a) Tendering & Procurement Policy
- b) IMPC & ISDAB
- c) Encroachment Policy and Use of Reserves, Parks & Pathways Bylaw
- d) Community Piers Policy

2) Public Works

- a) Extra Residential Waste Bin

3) Planning & Development

- a) Encroachment Agreement Request

F. 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 12, 2023

G. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
July 20, 2023

C-1

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

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Finance Manager:	Tina Leer
	Recording Secretary:	Teri Musseau
	Delegates:	Bo Rasmussen Thom Jewell

CALL TO ORDER The Meeting was called to order at 8:15 a.m. by Mayor Dufresne.

AGENDA

BCC-23-116 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-23-117 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on June 15, 2023, be approved as presented.
CARRIED

BCC-23-118 MOVED by Deputy Mayor Zacharias that the minutes of the Special Meeting of Council held on June 23, 2023, be approved as presented.
CARRIED

BCC-23-119 MOVED by Mayor Dufresne that the minutes of the Subdivision and Development Appeal Board meeting on June 26, 2023, be approved as presented.
CARRIED

BCC-23-120 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on May 18, 2023, be approved as presented.
CARRIED

DELEGATION

Bo Rasmussen joined Council to request the proposed pathway through the reserve adjacent to his property be relocated further into the reserve to protect their privacy.

BCC-23-121 MOVED by Mayor Dufresne that Council accept the delegation as information.
CARRIED

Thom Jewell joined Council to make Council aware of the drainage concerns on his property as flooding occurs due to water running off and request Council allow him to fix the issue and Council reimburse him for the work.

BCC-23-122

MOVED by Deputy Mayor Zacharias that Council allow Thom Jewell to spend up to \$2,000 to clean out the ditch that runs on his property with the money to come from the operating reserve, and further, Mr. Jewell to work with public works for the completion of the work.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable
- 2) Development Update

Council break at 8:49 a.m.

Council reconvened at 9:01 a.m.

PUBLIC HEARING

Mayor Dufresne declared the Public Hearing for Road Closure Bylaw #246-23, open at 9:01 a.m.

Mayor Dufresne provided the procedure for the public hearing.

Kara Hubbard, Development Officer, provided the background on the reason Council is considering the potential road closure for future sale of the lands.

Administration has been tasked with preparing for the potential closing of the lane for the future sale of these lands. RA5 (between 103 & 109 Birchcliff Road) has been marked for potential sale in Birchcliff's Open Space Master Plan which was adopted in March 2014. There are two other lakefront lots that have the option to potentially be sold. RA5 does not currently have any access for the public and the possibility for future public use is limited due to the location and topography of the lands. It is for these reasons that the lands were marked for potential sale in 2014.

The proceeds from the potential sale of this property would be used to fund projects identified during the 2022 Annual Information Meeting such as armoring and protection of the shoreline and the extension of the pathway system rather than funding the projects through taxation.

Written submissions were received and included in the agenda package from:

Lacombe County who no had objections.

Lawrence McCallum of 427 Birchcliff Road who was opposed.
Bill Olafson of 109 Birchcliff Road who was opposed.

Other written submission that were not included in the agenda package and read into record in opposition of the closure of the road were received from:

Kelly Virtue – 371 Birchcliff Road
Monica Morcom – 421 Birchcliff Road
Margaret Phelan – 131 Birchcliff Road
Gillan Marriott – 433 Birchcliff Road
Colin & Nina Watts – 93 Birchcliff Road
Britt Wieliczko – 423 Birchcliff Road
Don & Nancy Neilson – 405 Birchcliff Road

Bryce Thurston – 423 Birchcliff Road
L.P. Virtue – 371 Birchcliff Road
Bill & Rhonda Olafson – 109 Birchcliff Road
Lawrence McCalum 427 Birchcliff Road

Mayor Dufresne opened the floor for comment.

The following residents spoke in opposition of the road closure:

Rebecca Szybunka – 409 Birchcliff Road
Steve Pritchard – 365 Birchcliff Road
Karen McCaffery – 29 Birchcliff Road
Margaret Phelan – 131 Birchcliff Road
Terry McCaffery – 29 Birchcliff Road
Rita Johnson – 119 Birchcliff Road
Terry & Larry Cameron – 383 Birchcliff Road
Lawrence McCallum – 427 Birchcliff Road
Steven Johnson – 119 Birchcliff Road
Bill Olafson – 109 Birchcliff Road
Thom Jewell – 385 Birchcliff Road
Marty Vellner – 61 Birchcliff Road
Kate Latos – 121 Birchcliff Road – virtually

Residents’ comments have been heard by Council. A large part of the reason for selling the RA5 reserve would be to offset the cost of other projects in the Summer Village such as shoreline restoration and pathways. Funding from the government is disappearing and larger projects will need to be funded internally.

Residents’ comments have been heard by Council. A large part of the reason for selling the RA5 reserve would be to offset the cost of other projects in the Summer Village such as shoreline restoration and pathways. Funding from the government is disappearing and larger projects will need to be funded internally. The other option would be to increase taxes, which would be a 10-15% increase for residents. The reason for selling reserve land is not to build up reserves but rather to assist in keeping taxes in the municipality low.

Seeing no further people wishing to speak, Mayor Dufresne declared the public hearing closed at 9:30 a.m.

Council break at 9:30 a.m.

Council reconvened at 9:46 a.m.

INFORMATION ITEMS CONTINUED

- 1) Quarterly Financial
- 2) CAO Report
- 3) West End Encroachment Agreements

BCC-23-123 MOVED by Deputy Mayor Dufresne that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

BCC-23-124 Reserves Policy
Moved by Councillor Tirpak that Council adopt the reserves policy as amended.

CARRIED

COUNCIL & LEGISLATION

BCC-23-125 Alberta Municipalities Convention
MOVED by Mayor Dufresne that Council accept the Alberta Municipalities Convention item as information.

CARRIED

BCC-23-126 Bentley Parade
MOVED by Deputy Mayor Zacharias that Council accept the Bentley Parade Luncheon invitation as information and Administration send congratulations on their 60th Anniversary.

CARRIED

PLANNING & DEVELOPMENT

Bylaw #246-23 Road Closure Public Hearing
BCC-23-127 MOVED by Councillor Tirpak that Council give 1st reading to the Road Closure Bylaw #246-23.

CARRIED

BCC-23-128 MOVED by Deputy Mayor Zacharias that Council send an information letter to residents regarding the proposed sale of the reserve highlighting some of the projects the money from the sale will be used toward.

CARRIED

COUNCIL REPORTS

- Mayor Dufresne
- Provided Council with information on a resident letter he received regarding the Climate Plan
- Deputy Mayor Zacharias
- Upcoming Sylvan Lake Regional Water & Wastewater Commission meeting
- Councillor Tirpak
- No reports

COMMITTEE REPORTS

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

BCC-23-129 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.
CARRIED

NEXT MEETING

BCC-23-130 MOVED by Mayor Dufresne that the next meeting of Council be held September 21, 2023, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-23-131 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:07 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF BIRCHCLIFF
ORGANIZATIONAL MEETING
JULY 20, 2023

*Minutes of an organizational meeting of Council held on July 20, 2023,
in the Summer Villages on Sylvan Lake Administration Office in the
Town of Sylvan Lake.*

PRESENT: Roger Dufresne
Ann Zacharias
Frank Tirpak via Zoom

STAFF PRESENT: Tanner Evans, CAO
Teri Musseau, Recording Secretary
Kara Hubbard, Development Officer

GALLERY: Thom Jewell

CALL TO ORDER

Tanner Evans, C.A.O. called the meeting to order at 8:01 a.m.

AGENDA

BCC-23-100

MOVED by Councillor Zacharias that the agenda be accepted as presented.

CARRIED

SELECTION OF MAYOR

Tanner Evans, C.A.O., called for nominations for Mayor.

BCC-23-101
Mayor

MOVED by Councillor Zacharias
THAT Roger Dufresne be appointed as Mayor.

CARRIED

Tanner Evans turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

Mayor Dufresne called for nominations for the position of Deputy Mayor.

BCC-23-102
Deputy Mayor

MOVED by Councillor Tirpak
THAT Councillor Zacharias be appointed as Deputy Mayor.

CARRIED

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2023
FINANCIAL YEAR**

BCC-23-103
Assessor

MOVED by Councillor Tirpak
THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Birchcliff.

CARRIED

BCC-23-104
Auditor

MOVED by Deputy Mayor Zacharias
That the Metrix Group be appointed as Auditors for the 2023 Financial Year.

CARRIED

APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

BCC-23-105
MPC

MOVED by Deputy Mayor Zacharias
THAT the following be appointed to the Municipal Planning Commission:

- Council Representative – Deputy Mayor Zacharias
- Council Representative – Councillor Tirpak
- Citizen at Large Representative – Michael Wells
- Citizen at Large Representative – Jonathan Paulgaard
- Citizen at Large Representative – Susan Bell

CARRIED

BCC-23-106
SDAB

MOVED by Mayor Dufresne
THAT the following be appointed to the Subdivision and Development Appeal Board:

- Council Representative – Mayor Dufresne
- Citizen at Large Representative – Jim Freake
- Citizen at Large Representative – Thompson Jewell
- Citizen at Large Representative – Karen McCaffery
- Citizen at Large Representative – Steven Johnson
- Recording Secretary - Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

BCC-23-107
Joint Services Committee

MOVED by Councillor Tirpak
THAT Mayor Dufresne be appointed as Council Representative to the Joint Services Committee.

CARRIED

BCC-23-108
BIR Emergency Management

MOVED by Mayor Dufresne
THAT Mayor Dufresne, Deputy Mayor Zacharias, and Councillor Tirpak be appointed as Council Representatives to the Birchcliff Emergency Management Committee.

CARRIED

BCC-23-109
LREMP

MOVED by Councillor Tirpak
THAT Deputy Mayor Zacharias be appointed as Council Representatives to the Lacombe Emergency Management Plan Advisory Committee with Councillor Tirpak as the alternate.

CARRIED

BCC-23-110
IDPC

MOVED by Deputy Mayor Zacharias
THAT Mayor Dufrense be appointed as Council Representatives to the Intermunicipal Development Plan Committee with Councillor Tirpak as the alternate.

CARRIED

BCC-23-111
SLRWWC

MOVED by Mayor Dufresne
THAT Deputy Mayor Zacharias be appointed as Summer Village of Birchcliff Representative to the Sylvan Lake Regional Water & Wastewater Commission with Councillor Tirpak as alternate.

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

BCC-23-112
PRLB

MOVED by Deputy Mayor Zacharias
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all 5 Summer Villages to the Parkland Regional Library Board.

CARRIED

BCC-23-113
Sylvan Lake
Library
Board

MOVED by Deputy Mayor Zacharias
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all 5 Summer Villages to the Town of Sylvan Lake Library Board.

CARRIED

BCC-23-114
FCSS

MOVED by Councillor Tirpak
THAT Deputy Mayor Zacharias be appointed as Council Representative for all 5 Summer Villages to the Family Community Support Services Board.

CARRIED

ADJOURNMENT

BCC-23-115
ADJOURNED

MOVED by Mayor Dufresne
THAT being the agenda matters have been concluded, the meeting adjourned at 8:13 a.m.

CARRIED

Roger Dufresne, Mayor

Tanner Evans, Administrator

Initials

Summer Village of Birchcliff
September 7, 2023
Municipal Planning Commission Minutes

C-3

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 7, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:	Chair:	Ann Zacharias
	Councillor:	Frank Tirpak
	Member at Large:	Susan Bell (via Zoom)
	CAO	Tanner Evans
	Development Officer:	Kara Hubbard
	Recording Secretary:	Carolyn Widmer
	Applicant(s):	Kirsten Klingvall (via Zoom) Peter Kingvall

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

AGENDA:

MPC-23- 008 Moved by Councillor Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 361 Birchcliff Road

Application for a manufactured dwelling at 361 Birchcliff Road (Lot 9, Block 1, Plan 7089MC) in the Summer Village of Birchcliff.

Kara Hubbard and applicants left the meeting at 9:20 a.m.

MPC-23-009 Moved by Susan Bell that the Municipal Planning Commission deny the application for a manufactured dwelling at 361 Birchcliff Road for the following reasons:

- LUB Part Three, 1(3)(h) states that "the depth of the main building shall not be greater than three (3) times its width." The proposed building is 20' x 76' and therefore does not meet the required dimensions. While the MPC is not opposed to the nature of the building being a manufactured dwelling unit, the language of "shall not" demands mandatory compliance. While the lot is an irregular shape, the building pocket is large enough to place a manufactured dwelling unit or other dwelling unit that would meet the required dimensions.

CARRIED

ADJOURNMENT:

MPC-23-010 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 10:00 a.m.
CARRIED

Initials

Summer Village of Birchcliff
September 7, 2023
Municipal Planning Commission Minutes

C-3

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

SUMMER VILLAGE OF BIRCHCLIFF
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
AUGUST 1, 2023
RECORD OF HEARING AND DECISION

PRESENT	<div>Chair: Roger Dufresne</div> <div>Member-at-Large: Jim Freake</div> <div>Member-at-Large: Steven Johnson</div> <div>Development Officer: Kara Hubbard</div> <div>CAO: Tanner Evans</div> <div>Recording Secretary: Teri Musseau</div> <div>Appellant(s): Jodi Neish</div> <div>Ryan Neish</div>
CALL TO ORDER	Chair Dufresne called the hearing to order at 10:00 a.m.
PURPOSE OF HEARING	The purpose of the hearing is to hear an appeal received from Jodi Neish on June 13, 2023, appealing the denial of a Development Permit by the Municipal Planning Commission on May 18, 2023, for landscaping revisions/mechanized excavation on the escarpment for the property located at 71 Birchcliff Road, Lot 2, Block 4, Plan 4486AX, in the Summer Village of Birchcliff.
APPEAL FILED AND NOTICE GIVEN	Pursuant to Section 686(1) of the Municipal Government Act, the appeal was filed within the 21-day appeal period and notice was given by letter to the appellant and owners of property located within a 200' radius of the proposed development. The hearing was called to order 28 days after receipt of the letter of appeal and within 30 days as outlined in Section 686(2) of the Municipal Government Act. At the request of the SDAB Chair, an adjournment was granted until August 1, 2023.
DEADLINE FOR DECISION	Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.
OBJECTIONS TO MEMBERS OF THE APPEAL BOARD	<div>The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #236-22.</div> <div>Members of the Subdivision and Development Appeal Board were asked if they felt they should disqualify themselves from hearing the appeal before them and no one felt they needed to disqualify themselves.</div> <div>Mr. & Mrs. Neish was asked if they had any objection to any of the members of the Subdivision and Development Appeal Board present from hearing the case. They had no objection to any of the members hearing the case.</div>
DISCLOSURE OF EVIDENCE FINDING OF FACTS	The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.

Other than the agenda package that was sent to members a few days prior to the hearing, none of the members had sought, been given or reviewed any evidence prior to the hearing.

**APPEAL LETTER
READ**

Teri Musseau, Secretary, read the appeal letter received from Mr. & Mrs. Neish, on June 13, 2023, into record.

This is an appeal letter of the Notice of Decision by the MPC on May 24, 2023, for landscaping revisions on the escarpment at 71 Birchcliff Road in the Summer Village of Birchcliff.

A development permit was approved for Landscaping/Mechanized Excavation of the escarpment due to bank instability as per the geotechnical report. The escarpment landscape plan was submitted before house plans were initiated, so they had no idea of total hardscape coverage.

Over many months of discussions with the Development Officer it was determined that there was a misinterpretation of what had been approved. The majority of the construction was completed as per their understanding and interpretation, however the Summer Village Development officer noted that there were some discrepancies on what was approved vs what they interpreted could be constructed. After many months of emails and in person conversations with no conclusions, it was decided that the appellants submit a revised landscape plan to get in front of MPC and finalize the landscape plan.

The proposed revision to the escarpment went to MPC on May 23, 2023, and the application was denied. They appeal the following decisions by MPC with reasons why they disagree:

- 1) Areas labeled on this application as "tier 1(upper)", and "tier 2", along with the entire yard above the highest retaining wall are to be entirely grass. Paving stones, rocks, gravel, and any other material must be removed prior to filling with topsoil and sodding. Nothing other than grass, trees, shrubs, or plants shall remain. The stairs between each tier may remain but any walkway or paving stones connecting them on top of each tier must be removed and replaced by grass. The firepit area within what is labeled "tier 2" must be removed entirely with the sunken area backfilled to match the rest of tier 2 and covered in grass.

MPC denied the application on the merits that the development is not considered natural, however in the permit #14 states that a variance is granted to change the slope of the bank and for it to retain its natural state - which means the MPC are approving them to change it. The original and the revised landscape plan is not natural. They had to install 3 engineered retaining walls to stabilize the subsiding bank. This was done as per the geotechnical report. Once the 3 retaining walls were installed all you can see from the lake are the 3 retaining walls. From the lake view you cannot visually see what medium (grass or rock) is on each of the tiers therefore they're not sure who is benefiting from grass on these tiers. Not anyone on the lake. The only people that can see these tiers are the residents and the adjacent neighbours and they have received no complaints or objections from them. As it currently is constructed, the entire lot coverage is under 50% hard surfacing.

Tier 1 (upper) consists of pavers from the stairs for direct access to the dock and dock storage area, perimeter filled with shrubs, trees and grasses and the remaining area is covered in a natural rundle rock. MPC is asking for them to remove the pathway of pavers and the rundle rock and plant grass. They have to have accessible access to the boat dock as their elderly parents will be staying with them and they need to provide them with safe access to the lake. Planting grass around the pavers could be done, however, as per the geotechnical report automatic sprinklers are prohibited on the bank and due to a south facing back yard, it would be difficult for sod to live. It would die and weeds would grow....which is not a desirable aesthetic or environmentally responsible.

Tier 2 consists of a path made of individual pavers from the stairs to the fire pit area; a small, turfed area and a sunken fire pit area with pavers surrounding it. The path is required to provide safe access to this tier. If it's a natural look the MPC is looking for, why would they want them to remove the turf? Its green, natural looking and permeable as grass? They would like to keep it again since it's so hot on the bank, it would be difficult for sod to grow successfully.

MCP also wants them to backfill the sunken fire pit area with dirt to keep it one level. There is no physical access for equipment to get any material in there. A track hoe would not reach this tier from the lake, making it impossible. Again, they are unsure how filling in a 20" sunken area with soil would make the bank more natural. They could plant grass or lay sod in this sunken area but again, without a lot of watering it would be very difficult to establish and maintain. Plus, as stated in the geotechnical report sprinklers are prohibited and wooden decks and paved patios are permitted.

- 2) The firepit area originally approved on the scaled drawing appears to be 1.5m and can remain at that size on either tier.

They have purchased a stone firepit which is 70" long and 30" wide and don't understand why there is a restriction for the size of fire pit that can be constructed.

- 3) As discussed during the meeting, a railing or guard system installed on the retaining walls was not part of the original design plans. While the requirement for a railing is governed by the building code and would be required by Superior Safety Codes, any development on the escarpment requires a variance from the Municipal Planning Commission. Should Superior Safety Codes require a railing, the proposed design of the railing must be submitted to the Municipal Planning Commission for approval prior to installation.

A railing will definitely be required for safety reasons on each of the 2 concrete retaining walls. MPC is requesting that they submit for approval of the safety railing that will be installed. According to Alberta Building Code, 9.8.8.6 (2) guards/ safety railing must meet the following criteria - design, style etc. does not require approval from MPC as it must meet the requirements of the ABC.

In conclusion they do the following:

- 1) Leave existing pathway pavers in place to access the fire pit, on tier 2 and path to boat dock and boat storage. Pavers are noted on the geotechnical report as permitted on the escarpment.

- 2) They will remove the rundle rock on upper Tier 1 if absolutely necessary and plant grass, however they have no way of watering the grass and due to it being south facing it will not grow well. Also indicated in the geotechnical report automatic sprinklers are prohibited.
- 3) They will not backfill the fireplace area to raise it up to the height of the rest of tier 2. This is physically impossible and will not change the look of the landscaping to natural as requested by MPC. They will however remove some of the pavers around the fire pit area and plant grass.
- 4) They do not want to remove the turf area. If it's a natural look the MPC wants, this looks, feels and is permeable exactly like grass.
- 5) If Superior Safety codes note that they have to install railing on top of the two existing retaining walls for safety reasons, they do not feel that the style or design is required to be submitted for approval. This is an Alberta Building Code requirement not jurisdiction of the Summer Village. The summer Village does not approve the style or design of any railings/guards on a deck or fence, so unsure why they would want or have authority to do this now.

DUTIES AND JURISDICTION

Kara Hubbard, Development Officer, provided a report to the Board on duties and jurisdiction.

The MGA provides the following guidelines for an appeal to the SDAB. An appeal may be heard by the SDAB:

- where a permit is not issued within the 40 days
- if a permit was issued with or without conditions
- if a permit was refused
- if a stop order was issued

This appeal is against a decision made by the Municipal Planning Commission (MPC) to refuse a permit. No preliminary issues or questions of jurisdiction have been presented by either the appellant or the development authority.

HEARING PROCEDURES

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

BACKGROUND OF APPEAL

Kara Hubbard provided the Subdivision and Development Appeal Board with the background of the appeal.

The registered owners of the Lands are the Appellants.

The history of this matter is as follows:

- a) March 2021 – The Appellants applied to the MPC to obtain permission for development on the escarpment of the Lands, the application was approved by MPC. The Development Authority issued DP#211304 (the “2021 DP”).
- b) October 6, 2021 – The Development Authority conducted a site

inspection and found that the landscaping constructed was not done in accordance with the approved plans.

- c) After many conversations, the Development Authority notified the developer that either the landscaping would have to be removed and changed back to what was approved, or approval for what had been constructed would need to be granted by the MPC. The appellants then applied to the MPC for approval of a different DP.
- d) May 18, 2023 – The MPC issued a decision denying the application for a development permit for the landscaping revisions/mechanized excavation on the escarpment of the Lands.
- e) June 12, 2023 – The Appellants filed a Notice of Appeal.

The Municipality's LUB and MDP align with the municipal purposes of the MGA and set out a regulatory scheme that aims to preserve and conserve both Sylvan Lake and its shoreline for the enjoyment of all. The Municipality has adopted the current LUB and MDP to regulate and restrict development as presented in effort to limit environmental impact.

I. Landscaping approved in the DP was not met.

The LUB provides that areas of a parcel not covered by buildings, driveways, storage, or display areas shall conserve existing trees and shrubs to the maximum extent possible and that the escarpment or slope areas with a gradient of 15% or greater and land located below the top of bank shall be retained in their natural state. While remedial actions were required for the bank, and it is an understanding that the bank will no longer be entirely natural, any remedial actions should include substantial replacing and replanting of vegetation, as outlined in the approved landscaping plan.

The landscaping specified in the landscaping plan showed each tier covered in nearly 100% grass and vegetation, other than a small firepit area. This landscaping plan should have been followed as there is no development permit granted that includes concrete, turf, or large firepit areas.

Development Permit Condition #14 (DP#211304) is referred to in the appellant's submission. The submission argues that the variance granted by the MPC to allow development on the bank essentially allowed the bank to no longer remain in natural state. While it is true that the MPC granted a variance to the regulation in the Land Use Bylaw in order to allow retaining walls to stabilize the slope, the development permit is still required to conform with the landscaping plans approved during that decision.

The appellant's submission mentions the fact that with the existing, unapproved landscaping, the parcel coverage would remain under the allowable 50%. It is true that a maximum of 50% parcel coverage is a requirement of the development permit. Regardless of the site's total parcel coverage, the approved permit does not allow for escarpment areas to be altered outside of the approved landscaping requirements, and the LUB restrictions listed above still apply.

Firepit – Condition #11 (DP#211304) states "Tiered areas between retaining walls to be grass which could include a rock/stone

perimeter around the firepit". The proposed and approved drawings show a small circular firepit that is approximately 1.5m across and the rest of the area was to remain grass. There are no fire code regulations or regulations in the Municipality's bylaws that require a larger, more substantial firepit perimeter.

The appellant's submission states that the no-mow zone was not defined until a second development permit for the construction of the house was obtained, after rundle rock was installed. However, on the originally approved March 3, 2021, landscaping plan it states, "entire lowest tier adjacent to the lake to be a no mow zone of native grasses and shrubbery, no beach or sandy area permitted".

In conclusion, the Municipality submits the decision of the MPC should be upheld and no development permit should be granted. Ultimately the original landscaping plan was approved given the natural aspects of the plan and was in accordance with the legislative requirements provided in this report.

Questions of clarification were asked of the Development Officer from the Board members.

APPELLANT PRESENTATION

Mrs. Neish presented her case.

They purchased the lot with old cabin on it in September 2020. They applied for a demo permit to remove the cabin. This was completed.

They applied for a landscape permit for the escarpment March 2021, which was approved. They were approved for this large undertaking of installing retaining walls as they had a geotechnical report from Smith Dow completed and stated that the bank was unstable and needed to be retained. They acknowledged that they didn't build the escarpment exactly as shown in the plan. This was for two main reasons:

- 1) Misinterpretation of the what the summer village considered "the entire lowest tier adjacent to the lake" was, and
- 2) They did not have house plans drawn up at the time and did not know what was needed to do for hardscape to stay under the LUB of 50%.

Essentially the layout is the same with the side yard retaining walls making the lot a walk out, as well as 3 retaining walls perpendicular on the lot creating 3 tiers, the lowest tier (two levels), the middle tier and the upper tier where the home sits. The modifications made were minor and they really didn't think it mattered exactly where the fire pit would be. The fire pit was moved to the middle tier into a sunken level (not shown on original plans) for wind protection with pavers around it. A small area of turf was added on the second tier and a walkway with pavers on the middle tier to access the fire pit. Pavers on the lowest tier were added to access the boat dock and boat dock storage areas.

Condition 10 of the development permit states that the "entire lowest tier adjacent the lake to be a no mow zone of native grasses and shrubbery." They interpreted this to be the entire tier adjacent to the lake which was the boat storage area and the original area where the

fire pit was shown. Instead of putting grass in this area they covered it with natural rundle rock around the walkway pavers and surrounded it with 6 trees and 15 grasses - to meet condition 10.

Condition 11 of the development plan states that "tiered areas between the retiring wall storage be grass which could include a rock/stone perimeter around the fire pit." Since they moved the location of the firepit to the second tier, they added paving stones around it and added an area of turf as it would be difficult to mow grass on this tier.

In the summer of 2022, the Summer Village did an inspection of the lot because of a complaint received wondering why the retaining walls were so big. They didn't like the layout which had been modified and the design of the tiers or lack of grass. It was interpreted that just the boat storage area would be a no mow zone but not the original fire pit area....which was not clear in the permit which states the entire lowest tier to be a no mow zone.

The next 10 months were spent going back and forth with about 100 emails between Mrs. Neish, Kara Hubbard, and Tanner Evans regarding the interpretation.

In September of 2022, the Summer Village advised that they should write a letter of intent stating why they constructed what they did which was mainly because of the misinterpretation of what the no mow zone would be, and why the fire pit stone surrounding was so much larger than what showed on the plans. Administration also didn't like that the fire pit had been moved to the middle tier and was sunken by 16". Mrs. Neish submitted a letter of intent and got a response back from Tanner Evans stating that Administration could not provide this letter to MPC for clarification and that the only option would be to either put the landscaping back to how they interpret it to be or to submit a revised application for the landscaping on the escarpment explaining what was approved, what was built, and what her interpretation of the no mow zone was. The entire lot will meet the 50% hard surface coverage. This revised development permit was submitted February 10, 2023.

Mrs. Neish received a letter from Mrs. Hubbard on March 1, 2023, stating that further information was required. This was provided. Another letter was received from Mrs. Hubbard on March 9, 2023, stating more information was required and this was provided.

They received another email from Mrs. Hubbard on March 13, 2023, stating that although the applicants provided them with the information requested, Administration wanted a written confirmation from Superior Safety Code on the guard heights. This was provided in an email to Mrs. Hubbard from Superior Safety codes stating that the guards we installed on the retaining walls meet the Alberta Building Codes. Administration requested a site meeting with Superior Safety codes who told Administration the Alberta building code was followed.

A date was received for the MPC meeting for the revised landscape plan on May 18, 2023.

Mrs. Neish met with MPC and stated her case. The members did not ask any questions other than why they didn't construct what the original plans showed. The notice of decision was received on May

24, 2023, which states the Commission did not accept the revised plan and the applicants have to remove what was constructed and put it back to what was originally approved.

On June 12, 2023, Mrs. Neish submitted an appeal letter to the SDAB, and that meeting was scheduled for July 11, 2023, at 10 am.

MPC granted a variance in the landscape permit, condition #14 to change the slope of the banking for it to retain its natural state - which means MPC is allowing them to change it from a natural state to being secured by 3 retaining walls which was approved.

Mr. & Mrs. Neish are objecting to removing the walkway access to between the stairs, to the fire pit, to the dock, and dock storage area. They believe it is everyone's right to be able to access and enjoy the lake. They have elderly parents and small grandchildren and require a walkable pathway, which is important to everyone's safety.

The Neish's are objecting to backfilling the sunken fire pit area (16") as doing this does not change the look of the escarpment from the lake since all that can be seen are the retaining walls. It would be absolutely impossible to backfill this area unless you are doing it by hand as you cannot get any mechanical excavation equipment to the back yard.

They are objecting to removing the small section of turf as this was installed by a professional landscaper with proper drainage, and a sprinkler system on the bank to water and maintain this area is not permitted. This property is now worth millions of dollars and installing sod or grass that cannot be watered to grow and look good is not good for resale or attractive by neighbours or people boating on the lake. If it is truly the intent of MPC to keep the bank looking as natural and green as possible, why would they want to remove the turf?

They are objecting to removing the rundle rock on upper tier 1 unless absolutely necessary. They can remove the rock and leave the tier to naturally vegetate like the boat dock storage area. They feel that condition #10 in the landscape permit has been met, keeping the entire lowest tier adjacent to the lake a no mow zone.

The Neish's are objecting to installing a smaller fire pit as per MPC. A 70" x 30" fire pit was purchased, and they intend on installing it on sunken tier 2. Although the Summer Village may not have a firepit bylaw, it was recommended by the Sylvan Lake fire chief that a 2 m stone perimeter is recommended to be installed around a fire pit.

During this time, a development permit for the dwelling was applied for. Administration added condition #13 stating "Dwelling shall comply with the geotechnical report recommendations to ensure that the bank is protected, and the development is safe". Condition #14 "planting of shrubs and trees to be done according to the landscaping plan. Minimum of 44 trees to be replanted. The no mow zones on the escarpment shall be a buffer strip of vegetation that includes native planting aquatic vegetation grow to maintain a stable natural state, a no mow zone allows native plants to seed and reestablish.."

By adding these conditions, the landscape permit and the dwelling permit are tied together, These are 2 totally separate and

independent permits.

Condition #13 in the dwelling permit states that the recommendations of the geotechnical report must be followed. Three of the recommendations that are relevant to this appeal are the following:

#1) In order to reduce the possibility of surgical sloughing, the slopes must be kept well vegetated at all times. The factor of safety of a slope will increase slightly as vegetation is maintained on the slope surface to protect the subgrade soil from weathering. Since they have removed all slopes and created 3 level tiers this is not applicable as the retaining walls now stabilize the bank.

#5) Construction of such items as wooden decks and paved patios would be permitted. This is why a walkway of pavers was added on each tier to access each area such as fire pit, boat dock and dock storage area.

#6) Automatic sprinkler systems, ornamental fountains, and other water retaining structures are prohibited. This bank is SW facing and super-hot, grass would not grow very well without watering, and this is not permitted according to the recommendations of the engineer in the geotechnical report.

Although a pathway of pavers down to the lake was not originally shown on the landscape plan, it is clear in the Geotechnical report that they recommend wooden and paved patios. This will help stabilize the bank and not impede it. Currently all shrubs and grasses that are planted on each tier are watered by hand. It does not make sense to plant grass on a southwest facing bank with no way to water it. Also, it would be very difficult to mow.

They feel overall with the dwelling permit and landscape permit the overall goal is to meet the 50% hardscape LUB, which they are. The MPC states that they want the bank to look natural, however when you remove the bank as they did and install massive retaining walls, it's not natural anymore. It really doesn't matter what is sitting on each tier whether it is grass or pavers, the only people that can see them are the owners and the adjacent neighbours. Spectators from the lake cannot see what is on each tier, they just see the retaining walls and the home.

During this entire process they have not had one letter of complaint submitted to them or the Summer Village stating an objection to the work completed on the bank. They have received multiple compliments on the work completed and how user-friendly and accessible it is to the lake. This development is adding significant value to the Summer Village and to Sylvan Lake, and it would be a disservice to let weeds grow on such a beautiful property.

Questions of clarification were asked of the Appellants from the Board members.

IN FAVOUR OF THE APPEAL

No written submissions received in favour of the appeal.

No one spoke in favour of the appeal.

**AGAINST THE
APPEAL**

There were no written submissions received in opposition to the appeal.

No one spoke in opposition to the appeal.

**DEVELOPMENT
OFFICER
SUMMARY**

Mrs. Hubbard summarized her case.

The appellant was correct that the area where the firepit was originally shown in the plans was identified as acceptable to have a no mow zone. What is currently there does not meet the requirements. A natural state is not necessarily something you don't mow.

Administration reached out to the Town of Sylvan Lake and Lacombe County to try and confirm the appellants' statements that a 2 m stone perimeter is recommended to be installed around a fire pit and was advised there was no code requirements for a firepit. The Summer Village of Birchcliff does have a fire bylaw that outlines the conditions for a firepit. Grass is not considered a combustible material.

The geotechnical report recommendations were to be complied with as a development condition to ensure the bank is protected and the development safe. The appellant referenced the geotechnical report which noted construction of such items as wooden decks and paved patios would be permitted which is why they added a walkway of pavers on each tier to access each area such as the fire pit, boat dock and dock storage area. While these things were recommended in the geotechnical report, they were not approved by the Municipal Planning Commission and are in contravention of the Land Use Bylaw.

The decision of the Municipal Planning Commission should be upheld. What was constructed is dramatically different from what was applied for and what is existing does not reflect keeping the escarpment natural.

**SUMMARY
FROM
APPELLANTS**

Mrs. Neish summarized her case.

The no mow zone on the development permit says planting of trees and shrubs should be native plantings. Native plants seed and establish. If they removed the gravel from that area, they would be in compliance.

The pathway is required to access the lake regardless of what it is constructed of. They had many conversations with the Development Officer about the pathway pavers and were only told square and rectangular pavers are not permitted but round ones would be okay. They aren't sure why the shape of the pavers would be an issue.

The entire development is currently under the 50% parcel coverage allowable in the Land Use Bylaw. They believe the pathway is not excessive and is required to allow safe access to and from the lake.

As per condition 13 of Development permit #211304, they followed the recommendations included in the geotechnical report and are now being told that just because things are recommended doesn't mean they are allowed. They believe this to be confusing and

contradictory. How are they supposed to know which recommendations are to be followed and which ones are not.

The Municipal Planning Commission would like the bank to be brought back to natural. Who does this benefit? They did everything during construction to protect the lake and keep it safe for everyone who uses it.

The stone perimeter around the fire pit is not required by a recommendation from the fire department. The permit allows the stone perimeter around the firepit and doesn't specify the size the firepit should be nor does the permit state the height of each retaining wall. They do not agree that grass is not combustible.

Mrs. Neish acknowledges they did not build what they were approved to build but this was due to miscommunication. Their intention was not to try to get away with anything or break any rules. Their only request is to move forward and enjoy their development.

**OPPORTUNITY
FOR A FAIR
HEARING**

Chair Dufresne asked Mr. & Mrs. Neish if they felt they had an opportunity to state their case. They acknowledged they had.

**HEARING
CLOSED**

Chair Dufresne thanked everyone for their attendance and presentations. A written decision of the Board will be made within 15 days. The hearing was declared closed at 11:23 a.m. No further submissions will be entertained by the board.

**FINDINGS
OF THE BOARD**

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

1. This property is located in the R1 District (Lakeshore Residential).
2. The proposed development occurred in contravention of the development permit #211304 and the Land Use Bylaw #170-13.
3. The landscaping was not done in accordance with the approved plans.
4. The majority of the escarpment is covered in hard landscaping.
5. The firepit was relocated from Tier 1 to Tier 2. A portion of Tier 2 was lowered making the height of the retaining wall exceed the approved 2m. The lowered section of tier 2 is entirely covered by stone pavers and the stairs descend the entire width between retaining wall 1 and 2 to the lowered section.
6. The development may duly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment, or value of the neighbouring parcels.

ISSUES

1. **Misinterpretation of what is considered the lowest tier.**

A Development Permit #211304 was issued to the appellants in March 2021. Condition #10 of the Development Permit stated,

“entire lowest tier adjacent to the lake to be a no mow zone of native grasses and shrubbery, no beach or sandy area permitted”.

The appellant stated they had interpreted the lowest tier to be the entire tier adjacent to the lake which was the boat storage area and the original area where the fire pit was shown. The area has been covered with rundle rock around walkway pavers and surrounded with 6 trees and 15 grasses.

It is the decision of the Subdivision and Development Appeal Board that while the appellants claim to have misinterpreted where the lowest tier was and the requirements of a no mow zone, these requirements were clear. If the appellants were unsure of the requirements of the development permit, they should have sought clarification with the Development Officer prior to the commencement of any work. The work done was not approved and is in contravention of the existing Development Permit #211304.

2. Vegetation/Environmental Considerations

The concern exists regarding vegetative and environmental considerations such as erosion and bank stability. It is the objective of the Summer Village of Birchcliff to protect the environment and control erosion.

The “Respect Our Lakes” document issued by the Government of Alberta was referenced by the Development Authority. The Bank and Shoreline Stability section states *“Appropriate setbacks should be used to keep development back from areas that may be susceptible to slope movement and erosion. A geotechnical assessment should be carried out using accepted engineering principles with regard to slope stability, toe erosion and shoreline migration.”*

The Municipal Development Plan 172-13, Section 6.3.4 states: *“While recognizing that remedial actions may be necessary from time to time, the Summer Village still strongly desire that banks abutting the shoreline remains as natural as possible to retain natural ecosystems. All development, including but not limited to the clearing of vegetation and the building of staircases and platforms shall require a development permit from the Summer Village.”*

It is the decision of the Subdivision and Development Appeal Board that revegetation of the escarpment with native deep-rooted vegetation consisting of native grasses, shrubbery and trees would increase the slope stability assisting in the prevention of erosion, increasing nutrient take up, filtering sediment and contaminant runoff into the lake. Providing a vegetative buffer strip above the high-water mark on the shoreline would allow native plants in the area to seed and reestablish.

3. Retaining Walls

The retaining walls were not constructed as approved in the

Development Permit #211304 or on the approved landscaping plans. The originally approved drawing shows a maximum width of 5m between retaining wall 2 and wall 1 with a staircase descending to open area along retaining wall 2. The retaining wall on tier 2 (currently constructed firepit area) was recessed making the height of the retaining wall 2.4m which is greater than the approved 2m height.

The landscaping plan shows each tier covered in nearly 100% grass and vegetation other than a small firepit area. The approved development permit did not include concrete, turf or an enlarged firepit area.

It is the decision of the Subdivision and Development Appeal Board that tier 2 should be backfilled to match the top of the lower retaining walls height and match the rest of tier 2 and kept well vegetated with a minimum finished grade of 3% sloping toward the lake and entirely covered with an equal mixture of native grasses, trees, and shrubbery. All other non-native and non-vegetative material must be removed from the site.

4. Fire Pit

The tiered areas between the retaining walls were to be grass which could include a rock/stone perimeter around the firepit and the approved drawings showed a small circular firepit approximately 1.5m across. The rest of the area was to remain grass.

The appellants are objecting to a small circular firepit of approximately 1.5m across. While it was noted by the appellants that the National Fire Code requires a 2m perimeter, Administration was unable to find that stipulation in the Fire Code nor was it confirmed by the Lacombe County Fire Chief or the Lacombe Regional Emergency Management Partnership of which the Summer Village of Birchcliff is a member.

The Summer Village of Birchcliff's Burning and Fire Pit Bylaw #247-23 states: *"firepits should follow the recommendation that there should be a minimum of 3.4 meters (10') clearance from buildings, property lines, and combustible materials"*. Grass was approved to be planted around the firepit and grass is not considered by the Development Officer as a combustible material. This was also confirmed by the Town of Sylvan Lake Fire Chief and the Lacombe County Fire Chief.

The National Fire Protection Agency states a combustible material is *"any material that, in the form which is used and under the conditions anticipated, will ignite, and burn or will add heat to an ambient fire."*

It is the decision of the Subdivision and Development Appeal Board that the circular firepit be installed as approved in the original permit to a size of 1.5m across or other shape having the same overall perimeter and may be placed on either tier 1 or tier 2 and surrounded by grass with no other perimeter.

5. Parcel Coverage

The proposed developments are under the maximum 50% parcel coverage which is allowable in the Land Use Bylaw.

The Land Use Bylaw #170-13 defines parcel coverage as follows: *“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.”*

It is the decision of the Subdivision and Development Appeal Board that while the development that took place may end up under the allowable 50% parcel coverage, that is not the only LUB regulation that matters in this case. Retaining walls over 1m are considered a discretionary use, and LUB section 4(5) b) states that escarpment areas are to remain natural, and a variance is needed. Therefore, the Subdivision and Development Appeal Board is using its discretion and finds that the need for a more natural escarpment area is paramount. The 50% parcel coverage is the maximum, not a minimum. Had the development taken place as originally approved, it would have resulted in an even lower percentage of parcel coverage, which is arguably also better for the lake.

DECISION

The Board intends to balance the interests of the landowner and those of the Municipality's development standards in the R1 District. These standards are in place to protect the Lake and reduce future harm, and to consider the cumulative effect of allowing such developments on the shoreline. The Board found no compelling argument to support a decision to reverse the decision of the Municipal Planning Commission issued on May 24, 2023, which denied an application for a development permit for landscaping revisions/mechanized excavation on the escarpment on the lands.

The landscaping and excavation on the escarpment at 71 Birchcliff Road are significantly different than what was outlined in the original permit issued in March 2021 and are contrary to the goals of the Intermunicipal Development Plan (IDP), Municipal Development Plan (MDP), Alberta Environment, and the requirements of the Land Use Bylaw (LUB) which were adopted to protect the Lake for the use and enjoyment of all.

Birchcliff's Land Use Bylaw part 3, section 4.1, subsection 4(5) states that the escarpment or slope areas with a gradient of fifteen (15) percent or greater shall be retained in their natural state. Section 6.3.4 of Birchcliff's Municipal Development Plan states that while recognizing that remedial actions may be necessary from time to time, the Summer Village strongly desires that banks abutting the shoreline remain as natural as possible to retain natural ecosystems. The proposed development does not reflect an effort to keep the escarpment area natural.

Damage to the Sylvan Lake ecosystem will materially interfere with the value of the neighbouring parcels of land and may interfere with water quality, cause erosion and sedimentation into the lake and

result in the loss of natural shoreline and habitat.

The fact that the proposal shows the entire parcel coverage below the 50% threshold is not relevant in this situation as it does not address the need for the escarpment to remain as natural as possible. It was clear in the initial approval that remedial actions were necessary as shown in the geotechnical report, which is why retaining walls were approved. However, the rest of the proposed development is not considered to be natural.

Therefore, the existing permit will be revoked and replaced by a new permit to continue with the work outlined by the preexisting permit with the following conditions in addition to the standard development permit conditions to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner prescribed by the SDAB and that all development complies with the regulations and specifications of the Land Use Bylaw under which the permit is issued.
- Shoreline erosion control measures are prohibited unless prior written approval has been received from the appropriate provincial authorities and the Municipality.
- Any damage to public roads due to the construction shall be repaired immediately at the expense of the permit holder.
- Copies of all applicable building, electrical, and plumbing & gas permits shall be provided to the administration office to be kept on file.
- Land located below the top of bank with slope areas of a gradient of 15% or more to remain in its natural state. A variance was granted to allow the retaining walls to be installed.
- Winter storage area labeled as "tier 1 (lower)" to consist of native grasses and shrubbery with no sandy area permitted, providing a vegetative buffer strip above the high-water mark on the shoreline allowing native plants to seed and reestablish.
- Areas labeled in the application as "tier 1 (upper)", and "tier 2", must be backfilled to retaining wall height and kept well vegetated with native plants at all times in order to reduce the possibility of surficial sloughing, with a minimum finished grade of 3% sloping toward the lake, to be confirmed with a final lot grade certificate prepared by a surveyor. These areas are to be entirely covered with an equal mixture of native grasses, trees, and shrubbery. All other non-native material such as gravel, concrete and paving stones must be removed from the site.
- The stairs between each tier may remain and may be

connected by a single point to point walkway to be no wider than 1.25 meters. The material may include pavers and gravel.

- The circular firepit originally approved on the scaled drawing appears to be 1.5m across and can remain at that size or be of another shape having the same perimeter on either tier so long as it complies with the Summer Village of Birchcliff Burning and Fire Pit Bylaw 247-23. The firepit is to be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components and have a removeable spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent).
- The lowest retaining walls and staircase must be rebuilt to conform with the originally approved drawing which shows a maximum width of 5m between “retaining wall #2 and wall #1” with a staircase descending to open area along retaining wall #2.
- A hedge with a minimum height of 42 inches will serve as a railing or guard system on the retaining walls with an appropriate thickness in order to meet AB building code. Appropriate thickness to be confirmed by a Superior Safety Codes inspector.
- The construction is to be completed no later than six months after the date of decision of the SDAB. (Additional time for growing / vegetation to establish may be granted but all of the planting must be completed).

DATED AT THE TOWN OF SYLVAN LAKE THIS 14TH DAY OF AUGUST 2023.

**THE SUMMER VILLAGE OF
BIRCHCLIFF SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

**Roger Dufresne
SDAB Chair**

Summer Village of Birchcliff

Administration and Finance

September 21, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 219,327.84

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

- | | | |
|---|----|-----------|
| 1. Insta-Dock | \$ | 9,870.00 |
| a. Purchase of Docks & Delivery in March | | |
| 2. Jonathan Paaulgaard | \$ | 5000.00 |
| a. Completions Deposit Refund | | |
| 3. Alberta Parking Lot Services | \$ | 10,762.50 |
| a. Cold Pour Crack Seal | | |
| 4. Empringham Disposal Corp | \$ | 3,990.42 |
| a. June Weekly Collection & Sunnyside Camp | | |
| b. May Weekly Service 5 Public Trash Cans | | |
| c. June Weekly Service 5 Public Trash Cans | | |
| d. July's Weekly Collection of 150 in Birchcliff | | |
| e. July's Weekly Collection of 96 in SunnySide Camp | | |
| f. July's Weekly Service of 5 Public Trash Can | | |
| 5. Sylvan Lake Regional Water/Wastewater | \$ | 4,922.96 |
| a. June 2023 Wastewater Services | | |
| 6. Sweeney, Darren | \$ | 5,000.00 |
| a. Completions Deposit Refund | | |
| 7. Tru-Line Contracting Ltd | \$ | 5,000.00 |
| a. Completions Deposit Refund | | |
| 8. Day, Valorie | \$ | 5,000.00 |
| a. Completions Deposit Refund | | |
| 9. Sylvan Lake Regional Water/Wastewater | \$ | 7,434.00 |
| a. July 2023 Wastewater Services | | |
| 10. Triangle Construction Inc. | \$ | 6,300.00 |
| a. Tree Removal | | |
| 11. Sylvan Lake Regional Water/Wastewater | \$ | 4,922.96 |
| a. June 2023 Wastewater Services | | |
| 12. Archer Contracting | \$ | 3,517.50 |
| a. Re-Issued Cheque Due to Not Receiving Original | | |

13. Summer Village of Norglenwold	\$ 24,479.37
a. July 2023 Muni Specific Costs	
b. July 2023 Shared Costs	
14. Alberta School Foundation Fund	\$ 115,942.74
a. School Funding	

Council Expense Claims Report:

July 2023

▪ Roger Dufresne	\$ 0
▪ Ann Zacharais	\$ 680.60
▪ Frank Tirpak	\$ 659.52

August 2023

▪ Roger Dufresne	\$ 1271.86
▪ Ann Zacharais	\$ 0
▪ Frank Tirpak	\$ 0

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2023-09-13 11:13 AM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00043 to 2023-00053

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1197	2023-07-20	Insta Dock			
2802		461-000-533 - RA4	Purchase of Docks & Delive	9,400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	470.00	9,870.00
1198	2023-07-31	Jonathan Paulgaard			
1588-23		461-000-520 - Completions Depi	Completions Deposit Refun	5,000.00	5,000.00
1199	2023-07-31	Alberta Parkling Lot Services			
25409		232-000-250 - Road Maintenanc	Cold Pour Crack Seal/Dusti	10,250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	512.50	10,762.50
1200	2023-07-31	Empringham Disposal Corp			
49699		243-000-200 - Contracted Servic	June Weekly Collection & S	1,525.20	
		312-000-260 - GST Paid Refund	GST Tax Code	76.26	1,601.46
49705		243-000-200 - Contracted Servic	May '23 Weekly Service 5 P	250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.50	262.50
49706		243-000-200 - Contracted Servic	June '23 Weekly Service 5 P	250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	12.50	262.50
51048		243-000-200 - Contracted Servic	July's 150 in Birchcliff	930.00	
		243-000-200 - Contracted Servic	July's 96 in Camp Sunnysid	595.20	
		243-000-200 - Contracted Servic	July's 5 Public Trash Cans	250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	88.76	1,863.96
			Payment Total:		3,990.42
1201	2023-07-31	Sylvan Lake Regional			
1841		242-000-260 - Useage Fees	June 2023 WW Services	4,922.96	4,922.96
1202	2023-07-31	Tar-ific Construction Ltd			
059342		232-000-250 - Road Maintenanc	Road Patch- 333 Birchcliff F	2,150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	107.50	2,257.50
1203	2023-07-31	Xandal Backhoe Ltd.			
#23-712		242-000-255 - Maintenance Proq	Turn Valve at 129 Birchcliff	75.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.75
1204	2023-08-31	Sweeney, Darren			
1572		461-000-520 - Completions Depi	Completions Deposit Refun	5,000.00	5,000.00
1205	2023-08-31	True-Line Contracting Ltd.			
1764		461-000-520 - Completions Depi	Completions Deposit Refun	5,000.00	5,000.00
1206	2023-08-31	Ace Line Locating Ltd.			
5768		242-000-255 - Maintenance Proq	Line Locating	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
1207	2023-08-31	Alberta Parkling Lot Services			
25443		232-000-250 - Road Maintenanc	Repaint 3 Crosswalks	950.00	
		312-000-260 - GST Paid Refund	GST Tax Code	47.50	997.50
1208	2023-08-31	Black Press Group Ltd			
BPI10166		212-400-222 - Advertising	Public Notice Ads-July 6 & 1	640.48	
		312-000-260 - GST Paid Refund	GST Tax Code	32.02	672.50
1209	2023-08-31	Brownlee LLP			
553279		261-000-215 - SDAB Costs	SDAB Appeal Re: Boathous	449.50	
		312-000-260 - GST Paid Refund	GST Tax Code	22.47	471.97

Date Printed
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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
 Batch: 2023-00043 to 2023-00053

Page 2

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1210	2023-08-31	Day, Valerie			
1350		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1211	2023-08-31	Empringham Disposal Corp			
52391		243-000-200 - Contracted Servic	Aug's 150 in Birchcliff	930.00	
		243-000-200 - Contracted Servic	Aug's 96 in Camp Sunnysid	595.20	
		243-000-200 - Contracted Servic	Aug's 5 Public Trash Cans	250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	88.76	1,863.96
1212	2023-08-31	Roaddata Services Ltd			
00082091		232-000-250 - Road Maintenanc	Road Permits	32.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.60	33.60
1213	2023-08-31	Rugged West Maintenance Inc.			
1342		232-000-200 - Green Space Pro	July 4, 18 & 31 Mowing and	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
1214	2023-08-31	Sylvan Lake Regional			
1847		242-000-260 - Useage Fees	July 2023 WW Services	7,434.00	7,434.00
1215	2023-08-31	Triangle Construction Inc			
1744		232-000-200 - Green Space Pro	AugustTree Removal	6,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	300.00	6,300.00
1216	2023-09-13	Ace Line Locating Ltd.			
5791		242-000-255 - Maintenance Pro	Line Locating	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
1217	2023-09-13	Archer Contracting -Original Cheque Voided Then Re-Issued Due to Not Received			
000357		461-000-531 - OS16	OS16 Installation Labor	662.50	
		461-000-532 - OS19	OS18/19 Installation Labor	662.50	
		461-000-533 - RA4	Dock RA4 Installation Labor	862.50	
		461-000-530 - OS8W	Dock OS8W Installation Lak	1,162.50	
		312-000-260 - GST Paid Refund	GST Tax Code	167.50	3,517.50
1218	2023-09-13	Brownlee LLP			
554000		212-400-230 - Legal Fees	General Matters	556.25	
		312-000-260 - GST Paid Refund	GST Tax Code	27.81	584.06
1219	2023-09-13	Red Deer Catholic Regional			
2023-3		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	589.99	589.99
1220	2023-09-13	Rugged West Maintenance Inc.			
1349		232-000-200 - Green Space Pro	Aug 15 & 29 Mowing and Tr	1,100.00	
		312-000-260 - GST Paid Refund	GST Tax Code	55.00	1,155.00
Total Computer Cheque:					78,494.71

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
259	2023-07-31	Summer Villages of Norglenwold			
2023-00103		226-000-200 - Enforcement	UFA-June's Fuel for bylaw 1	115.04	
		261-000-215 - SDAB Costs	7 SDAB Agenda Pkags of 1	532.00	
		261-000-215 - SDAB Costs	SDAB Binders for Agendaa	33.33	
		232-000-200 - Green Space Pro	Waste Transfer Site#25425	6.90	
		232-000-200 - Green Space Pro	Waste Transfer Site#25426	6.90	

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Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00043 to 2023-00053

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2023-00107		226-000-200 - Enforcement	Intercon Messaging - Bylaw	7.00	
		212-400-220 - Election Expense	Boston Pizza-Lunch Meeting	64.04	
		226-000-200 - Enforcement	Head Lamp-Bylaw Truck	1.30	
		212-400-230 - Legal Fees	Brownlee-Boathouse- legal	8,617.80	
		232-000-200 - Green Space Pro	Little Rocks n Stuff	20.40	
		261-000-110 - Development Ser	AB Land Title	10.00	
		226-000-200 - Enforcement	Mobil 1-Bylaw Truck Oil Change	27.53	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck wash	2.20	
		212-400-220 - Election Expense	Flowers for Mrs Dufresne	125.19	
		211-201-212 - R&C ASVA	ASVA Conference-Roger	299.00	
		226-000-200 - Enforcement	CO-OP Bylaw Truck Wash	2.20	
		226-000-200 - Enforcement	UFA-July's Fuel for Bylaw Truck	78.35	
		212-400-220 - Election Expense	Boston Pizza-Lunch Meeting	44.33	9,993.51
		212-100-110 - Salaries	Salaries	11,869.76	
		212-100-130 - Training	Training	322.26	
		212-100-140 - Benefits	Shared Benefits	365.73	
		212-100-210 - Travel & Subsistence	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	53.39	
		212-100-266 - PW Fleet	PW Fleet	279.71	
		212-200-215 - Postage/Freight/Car	Postage/Freight	5.21	
		212-200-500 - Printing Costs	Printing Costs	277.64	
		212-200-510 - Office Supplies	Office Supplies	-109.95	
		212-300-217 - Phone/Fax/Internet	Shared Phone/Fax	144.35	
		212-300-540 - Utilities	Utilities	508.72	
		212-300-250 - Facility Improvements	Facility Improvements	26.35	
		212-300-255 - Facility Maintenance	Facility Maint.	551.52	
		212-300-263 - Condominium Costs	Condominium	0.00	
		212-300-240 - Computer Software	Computer Software	83.81	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Maintenance	Equip Maintenance	51.36	
		212-300-270 - Equipment Rental	Equip Rental	51.67	
		212-300-510 - Other Contingencies	Contingency	4.33	
		212-300-530 - Building Insurance	Building Insurance	0.00	14,485.86
			Payment Total:		24,479.37
			Total Other:		24,479.37

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3537	2023-07-31	Wells, Michael			
MPC-JULY1320		261-000-210 - MPC Costs	July 13 MPC Meeting	130.00	130.00
3548	2023-07-31	Receiver General/ OTH			
CP7-23		312-000-262 - CRA Remuneration	Council July CPP	42.64	42.64
3562	2023-08-31	Johnson, Steven			
SDABAUG01/23		261-000-215 - SDAB Costs	August 1st SDAB Meeting	130.00	130.00
3577	2023-09-12	Alberta School Foundation Fund			
14400		201-100-130 - ASFF-Residential	School Funding	115,942.74	115,942.74
3578	2023-09-12	Receiver General/ OTH			
CP8-23		312-000-262 - CRA Remuneration	Aug Remuneration CPP De	108.38	108.38

Date Printed
2023-09-13 11:13 AM

Summer Village of Birchcliff
List of Accounts for Approval (Detailed)
Batch: 2023-00043 to 2023-00053

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
				Total Other:	116,353.76
				Total MAIN:	219,327.84



D-1

Council Expense Claim Form

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

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

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

Village Business

RECEIVED

JUL 26 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/13/23	Municipal Planning Commission	.5	Deputy Mayor	\$130.00
7/20/23	Org Meeting	1	Deputy Mayor	\$130.00
7/20/23	Regular Council	2	Deputy Mayor	\$130.00
7/20/23	Public Hearing	1	Deputy Mayor	\$130.00
7/22/23	AIM	3	Deputy Mayor	\$130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
				\$650.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/13/23	Municipal Planning Commission	15.00	\$0.68	\$10.20
7/20/23	Org Meeting	15.00	\$0.68	\$10.20
7/20/23	Regular Council		\$0.68	\$0.00
7/20/23	Public Hearing		\$0.68	\$0.00
7/22/23	AIM	15.00	\$0.68	\$10.20
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$20.40

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 680.60



D-1

Council Expense Claim Form

NAME: Frank TirpakPOSITION: CouncillorMONTH ENDING: July-2023

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

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

Village Business

RECEIVED

JUL 24 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/13/23	Municipal Planning Commission	0.25 hours	Councillor	\$ 130.00
7/20/23	Organizational Meeting	1 hour	Councillor	\$ 130.00
7/20/23	Public Hearing	1 hour	Councillor	\$ 130.00
7/20/23	Regular Council	2 hours	Councillor	\$ 130.00
7/22/23	Annual Information Meeting	2 Hours	Councillor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 650.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/13/23	Municipal Planning Commission		\$0.68	\$ 0.00
7/20/23	Organizational Meeting		\$0.68	\$ 0.00
7/20/23	Public Hearing		\$0.68	\$ 0.00
7/20/23	Regular Council		\$0.68	\$ 0.00
7/22/23	Annual Information Meeting	14.00	\$0.68	\$ 9.52
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 9.52

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 659.52



D-1

Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: July-2023

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

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

RECEIVED

JUL 31 2023

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
	Select Event		Title	\$ 0.00
7/20/23	Organizational Meeting	1 hour	Mayor	\$ 130.00
7/20/23	Public Hearing	1 hour	Mayor	\$ 130.00
7/20/23	Regular Council	2 hours	Mayor	\$ 130.00
7/22/23	Annual Information Meeting	4 hours	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 520.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.68	\$ 0.00
7/20/23	Organizational Meeting	17.00	\$0.68	\$ 11.56
7/20/23	Public Hearing		\$0.68	\$ 0.00
7/20/23	Regular Council		\$0.68	\$ 0.00
7/22/23	Annual Information Meeting	17.00	\$0.68	\$ 11.56
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 21.08

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 543.12



D-1

Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: July 2023

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

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

Village Business

RECEIVED

AUG 3 1 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/1/23	Subdivision & Development Appeal Board	2.5	Mayor	\$ 130.00
8/14/23	SDAB Sylvan Lake (1)	2.5	Mayor	\$ 130.00
8/14/23	SDAB Sylvan Lake (2)	2.5	Mayor	\$ 130.00
8/17/23	Joint Services Committee	5	+4 (1 Hour)	\$ 162.50
8/31/23	Climate Caucus	2	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 682.50

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/1/23	Subdivision & Development Appeal Board	17.00	\$0.68	\$ 11.56
8/14/23	SDAB Sylvan Lake (1)	17.00	\$0.68	\$ 11.56
8/14/23	SDAB Sylvan Lake (2)		\$0.68	\$ 0.00
8/17/23	Joint Services Committee	17.00	\$0.68	\$ 11.56
8/31/23	Climate Caucus	17.00	\$0.68	\$ 11.56
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 46.24

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 728.74

Summer Village of Birchcliff

Public Works

Information Item

Agenda Item: *Birchcliff Public Works Update*

Background:

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

- Administration building parking lot new paving was completed on Wednesday, August 23 by Border Paving. Line painting and new parking curb stops installation is complete.
- Administration building concrete sidewalk and new concrete pad were complete on Wednesday, August 16, 2023.
- Road Condition Report is expected to be complete in early December 2023 by Stantec Consulting.
- GIS implementation project is complete by Stantec. Work included bringing survey/as built information into a usable database and map book with new aerial imagery. Public works is reviewing the deliverables.
- Public Works is prioritizing public complaints for dead tree removal and all urgent/dangerous trees will be removed within the approved budget that are on municipal land and trails.
- Public Works has posted a Request for Proposal to APC (Alberta purchasing connection) for the OS8 trail / viewpoint Capital project. Project closes on September 15, 2023.
- Pidherneys will be replacing the west wastewater sewer valve as part of the Capital program.
- Grass cutting (municipal green spaces/ditches) in Birchcliff will be complete by late September 2023.
- Docks & buoys to be taken out in early October 2023.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Birchcliff

September 21, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (18 in Birchcliff, 2 in Half Moon Bay, 19 in Jarvis Bay, 19 in Norglenwold, and 28 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road (stop order)	Demo & Dwelling	Issued in 2018
2. 87 Birchcliff Road (Require final RPR)	Dwelling	Issued in 2020
3. 14 Sunnyside Cabin (outstanding conditions)	Demo & Dwelling	Issued in 2021
4. 83 Birchcliff Road	Dwelling	Issued in 2021
5. 94 Birchcliff Lane (to be complete Sept.)	Dwelling	Issued in 2021
6. 59 Birchcliff Road (completion of landscaping taking place)	Driveway	Issued in 2021
7. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
8. 363 Birchcliff Road (final site inspection complete, require RPR)	Dwelling	Issued in 2021
9. 71 Birchcliff Road	Dwelling	Issued in 2021
10. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
11. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
12. 409 Birchcliff Road (final inspection complete)	Lakeside Stairs	Issued in 2022
13. 425 Birchcliff Road	Dwelling	Issued in 2022
14. 280 Birchcliff Road	Dwelling	Issued in 2022
15. 533 Birch Close	Dwelling Addition	Issued in 2022
16. 159 Birchcliff Road	Dwelling	Issued in 2022
17. 202 Birchcliff Road	Dwelling Addition	Issued in 2023 (NEW)
18. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2023 (NEW)

Closed since last Council meeting:

1. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
2. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
3. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021 (Cancelled)
4. 529 Birch Close	Dwelling	Issued in 2022
5. 37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022

Open Administrative Files:

1. 71 Birchcliff Road
2. 317 Birchcliff Road
3. 145 Birchcliff Road
4. 83 Birchcliff Road
5. 14 Sunnyside Cabin
6. 79 Birchcliff Road

Permit Summary:

2023 Jan.-Sept.:

1 development permit. Estimated project cost \$8,000.00.

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

September 21, 2023

Information

Agenda Item: CAO Report

Background:

- Summer Students are finished for the year. Before leaving they touched up the pathways to the shore, ditch clearing in the west end, and buried the weeping tile that had come out of the path. If there are outstanding issues, our Public Works department can address them.
- Attached for your information is a quarterly report and statistics from Sgt Jay Peden, RCMP
- Currently our Bylaw Enforcement Officer has the following to report, for all 5 villages:
 - Formal Complaints Received – 19
 - Violation Tickets Given – 18
 - Warnings Given – 32
 - Enforcement Action Files – 3 currently open, 14 closed
 A more detailed report will be given at the next quarterly meeting.
- Administration is trying to get a head start on costs for our 2024 capital plan. Projects currently on the list include:
 - Continuation of shoreline restoration
 - Obtaining DLOs for community docks
 - Begin Tree Removal capital project
 - Speed reduction options
 - Wrapping up any unfinished work with the OS8 extension
 - Research options for Sprucecliff Stormwater improvements

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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



August 14, 2023

S/Sgt Jay Peden

Detachment Commander

Sylvan Lake, Alberta

Dear Mr. Evans,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Sylvan Lake Detachment

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt Jay Peden
Detachment Commander
Sylvan Lake, Alberta



RCMP Provincial Policing Report

Detachment	Sylvan Lake
Detachment Commander	S/Sgt Jay Peden
Quarter	Q1
Date of Report	August 14, 2023

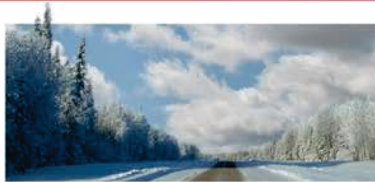
Community Consultations

Date	2023-04-20
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education Session
Notes/Comments	Attended rural crime watch meeting in Eckville. Conducted a short informal sessions and answered questions.



Community Priorities

Priority 1	Prolific Offenders
Current Status & Results	<p>Detachment currently has 9 identified prolific offenders identified. In this quarter, there has been no prolific offender packages utilized. This is likely due to a large number of the offenders being under charges resulting in them leaving the area.</p> <p>Clearance rate for this quarter for Fraud over \$5,000 is 9% cleared by charge, 63% open and under investigation, for Fraud under \$5,000 is 7% and 63% open under investigation.</p> <p>Sylvan Lake General Investigative Services currently has a number of CDSA investigation where numerous authorizations have been granted. These investigations are expected to result in search warrants in the next quarter.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>Impaired Driving for the quarter is at 31 files with charges laid. Of note, one of the files was Impaired Causing Death/Causing bodily harm. This is up from the same time period in 2022 of 22 Impaired charges.</p> <p>The detachment has laid 56 speeding tickets, 29 tickets outside of the town of Sylvan lake and 27 within the town limits of Sylvan Lake. This is up from the same time period in 2022 of 33 tickets being written. Of note, the detachment recently purchased a new Laser which will be highly useful for speeding operations throughout both the RM and the Municipality.</p> <p>Pedestrian Related Enforcement for the quarter is 3 with intersection-related charges being laid. Traffic operations for the summer period with the significant increase in foot traffic along Lakeshore are being planned, along with stressing to the enhanced patrol shift members for enforcement.</p> <p>Other traffic related success; 7 suspended drivers, 14 cell phone tickets, and total 150 provincial tickets wrote.</p>
Priority 3	Community Engagement
Current Status & Results	<p>Sylvan Lake RCMP participated in community events such as Walk a Mile in Her Shoes, Walk the Talk, Garden Box Building, Senior Center security, seniors week ice cream social, Gulls opening night, 9 school tours, HUB community set up meeting, monthly high risk collaboration, 5 YJC panels and 1 YCJ meeting. Members also participated in parades and attend community functions both on duty and off.</p>





Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	124	86	-31%	389	457	17%
<i>Persons Crime</i>	24	13	-46%	66	71	8%
<i>Property Crime</i>	82	56	-32%	278	323	16%
<i>Other Criminal Code</i>	18	17	-6%	45	63	40%
Traffic Offences						
<i>Criminal Code Traffic</i>	11	23	109%	31	52	68%
<i>Provincial Code Traffic</i>	187	187	0%	1,056	658	-38%
<i>Other Traffic</i>	1	3	200%	5	4	-20%
CDSA Offences	2	1	-50%	1	9	800%
Other Federal Acts	2	1	-50%	1	11	1000%
Other Provincial Acts	39	42	8%	194	147	-24%
Municipal By-Laws	12	3	-75%	37	31	-16%
Motor Vehicle Collisions	59	43	-27%	286	299	5%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Overall Q1 has seen a decrease in crime which has been noted at the detachment. The members of the detachment have remained proactive in patrolling the rural areas.

Crime reduction continues to remain a top priority. The members are conducting regular checks on individuals who have enforceable conditions including, but not limited to, curfew requirements.

Enforcement on rural highways and in the communities served continues. Impaired driving and speeding remain the top offenses for enforcement.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	3	3	0	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the seven established positions, seven officers are working with none on special leave. There is no vacancy detected at this time.

Detachment Support: Of the three established positions, three resources are working. There is no hard vacancy detected at this time.

Quarterly Financial Drivers

Currently there has been no sudden financial expenditures.

The price of fuel remains high which has an impact the overall budget.



**Sylvan Lake Provincial Detachment
Crime Statistics (Actual)
Q1: April to June 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	1	2	N/A	100%	0.5
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		1	1	1	1	0	-100%	-100%	-0.2
Other Sexual Offences		0	2	1	0	0	N/A	N/A	-0.2
Assault		9	10	5	12	7	-22%	-42%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	2	3	1	3	50%	200%	0.1
Uttering Threats		5	7	4	7	1	-80%	-86%	-0.8
TOTAL PERSONS		19	22	14	24	13	-32%	-46%	-1.0
Break & Enter		34	26	10	9	5	-85%	-44%	-7.5
Theft of Motor Vehicle		10	9	6	13	12	20%	-8%	0.8
Theft Over \$5,000		4	3	5	5	2	-50%	-60%	-0.2
Theft Under \$5,000		20	27	17	16	11	-45%	-31%	-2.9
Possn Stn Goods		13	10	3	12	5	-62%	-58%	-1.4
Fraud		12	11	8	5	5	-58%	0%	-2.0
Arson		2	0	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		0	14	12	18	9	N/A	-50%	2.2
Mischief - Other		24	2	2	4	7	-71%	75%	-3.2
TOTAL PROPERTY		119	102	63	82	56	-53%	-32%	-14.6
Offensive Weapons		8	6	0	3	3	-63%	0%	-1.3
Disturbing the peace		1	1	0	4	6	500%	50%	1.3
Fail to Comply & Breaches		8	13	0	9	5	-38%	-44%	-1.0
OTHER CRIMINAL CODE		2	2	2	2	3	50%	50%	0.2
TOTAL OTHER CRIMINAL CODE		19	22	2	18	17	-11%	-6%	-0.8
TOTAL CRIMINAL CODE		157	146	79	124	86	-45%	-31%	-16.4



Sylvan Lake Provincial Detachment

Crime Statistics (Actual)

Q1: April to June 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	3	0	2	1	-75%	-50%	-0.7
Drug Enforcement - Trafficking		1	3	0	0	0	-100%	N/A	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	6	0	2	1	-80%	-50%	-1.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		5	7	0	2	1	-80%	-50%	-1.3
Liquor Act		0	0	2	3	2	N/A	-33%	0.7
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		12	14	18	13	16	33%	23%	0.7
Other Provincial Stats		18	35	31	22	24	33%	9%	-0.1
Total Provincial Stats		31	49	51	39	42	35%	8%	1.2
Municipal By-laws Traffic		0	3	5	0	0	N/A	N/A	-0.3
Municipal By-laws		5	9	7	12	3	-40%	-75%	-0.1
Total Municipal		5	12	12	12	3	-40%	-75%	-0.4
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		8	2	3	5	2	-75%	-60%	-0.9
Property Damage MVC (Reportable)		44	37	28	48	37	-16%	-23%	-0.3
Property Damage MVC (Non Reportable)		9	6	4	5	4	-56%	-20%	-1.1
TOTAL MVC		61	45	35	59	43	-30%	-27%	-2.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		799	291	422	187	187	-77%	0%	-132.8
Other Traffic		0	1	3	1	3	N/A	200%	0.6
Criminal Code Traffic		14	16	6	11	23	64%	109%	1.3
Common Police Activities									
False Alarms		19	15	7	11	12	-37%	9%	-1.8
False/Abandoned 911 Call and 911 Act		11	11	13	10	22	100%	120%	2.1
Suspicious Person/Vehicle/Property		107	80	50	40	27	-75%	-33%	-20.0
Persons Reported Missing		3	2	2	1	4	33%	300%	0.1
Search Warrants		0	1	0	2	1	N/A	-50%	0.3
Spousal Abuse - Survey Code (Reported)		10	35	12	17	12	20%	-29%	-1.4
Form 10 (MHA) (Reported)		0	2	2	3	2	N/A	-33%	0.5

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Q4 Review Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

Summer Village of Birchcliff

Council & Legislative

September 21, 2023

Information Item

Agenda Item: *Resident Letter*

Background:

Administration received the attached letter from a resident expressing her concerns and providing comments the Climate Action Plan.

Options for Consideration:

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

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

n/a

July 18, 2023

Attention: THE SUMMER VILLAGE OF BIRCHCLIFF

Subject: CLIMATE INITIATIVE PROPOSAL

Councilors:

I am writing today to express my thoughts regarding the recently publicized Climate Resilience Plan, presented in June, 2023, for comment. This initiative is being explored on behalf of the Summer Villages of Birchcliff, Jarvis Bay and Norglenwold. The other two Summer Villages, Sunbreaker Cove and Half Moon Bay, as well as the County of Lacombe, County of Red Deer, and the Town of Sylvan Lake are presently excluded from the conversation. This in and of itself is peculiar, as the impacts of Climate Change, as well as the reciprocal Climate Actions, will be equally borne by all who live on the lake.

It was suggested by our Mayor, Roger Dufresne, to appear before Council today as a delegate. Unfortunately, I am out of Province and cannot attend. I have taken the liberty to write this email, and I would appreciate your time in listening, and hopefully addressing, my concerns.

Last month, I participated in a webinar with the community, and was surprised, to say the least, that we were engaged in such a venture. It appears to me that we are lumping all issues, past, present and future, into the same, one size fits all, Climate Change Bucket. Things that had once been normal growing up, are now something to not only take notice of, but now have expectations that we can change nature.

After the webinar, I immediately went to the survey, as suggested by Climate Caucus, so as to participate in the much-wanted feedback from our community. Unfortunately, I was taken aback by an extremely biased set of survey questions, formulated to ensure an assessment and co-theorist as Climate Change advocates. There is no way to answer a single question in that survey that doesn't support the mainstream media/government view on climate change and the subsequent climate actions. The format of the questionnaire is extremely presumptuous and offensive to ask the questions in the manner presented. All pages of the questionnaire are presuming that I agree that Climate Change is something we need to not only address, but actively pursue, with a vengeance. It is very lopsided, since any response at all implies that I am engaged with the ideal presented. The interpretation of the results of the survey will do nothing but enhance the rhetoric that people are overwhelmingly concerned about the story of Climate Change, since there is no answer that will indicate anything but that.

May I suggest that perhaps a better method of gauging the community level of concern would be to list all the issues that we have, as a community, and have them rate them from 1 – 10, followed by subsequent relative questions. Then you can follow it with questions relating to the costs of each of the action items, and then again ask for their level of engagement. That may get some actual honest feedback and lend itself to a better indication of our communities

level of engagement. The community is concerned about road maintenance, speed, garbage, recycling, shore erosion, lake usage, cost controls, taxes, development, property rights....the list goes on. What the Climate Caucus (and the survey) does, is lump them all under one giant umbrella, and call them Climate Change.

For instance, shoreline erosion is a natural result of water movement. Since time began, rivers have meandered, and cut valleys and trenches through the mountains and plains. If you were to look at historical maps, you will see changes in depth of valleys, and wandering rivers finding the path of least resistance, breaking through to find a different path, and leaving behind an empty riverbed, where once there was flowing water. Water is a constantly moving entity. No amount of 'climate change' initiatives will change that. Sylvan Lake is no different. Shoreline erosion will continue to take place, as it has since its inception, and shore protection will need to happen. I believe the citizens of our great community understand that and will continue to support efforts by council to engage in activities to protect the shoreline. They don't need to be told that it is because of Climate Change. They simply understand it is just nature.

We also seem to have forgotten the basic principle of the water cycle, taught to us all in grade school. Water is a continuing moving entity, changing not only in direction of physical flow, but also in the form it takes. Solid as ice, liquid as water, and gaseous as steam or vapor. Regardless of the form, it is still here, and will continue to exemplify itself as other things influence its form....temperature is one of them for sure. But the reality is that the water cycle, AND the carbon cycle will continue to be the basis for all things in nature.

Carbon is the building block of life, and the Climate Change advocates want us to eliminate this very vital molecule from our existence. We cannot live without it. We breathe in oxygen and breathe out CO₂. Plants take this and photosynthesize it back into oxygen. The cycle continues. Without CO₂, all plants would die. Without plants, we would deplete the air of oxygen, and all beings would die. It is this dynamic that is lost in the translation with climate activists. Also, of all the Greenhouse Gases, they chose to pick on the one thing that gives us, and our environment, life.

In 1959, when the very first satellites were launched, images of the earth were ecstatically received throughout the world. Calculations of vegetation and oceans were taken, and these have been used for the past 65 years to identify changes in the earth. It is a little-known fact that since then, due to human activity, that the forests/vegetation **have increased by 14%**. But the climate activists don't want that information out there. Also, it is absurd that we now have Bio-Fuels, created by ripping out perfectly healthy massive tracts of forests and burning green trees to sell the story of 'energy created naturally'. The issue is that Bio-fuels production utilizes massive amounts of natural gas to burn the green trees, with significantly more natural gas being utilized to create equal quantities of electricity. It makes no sense at all....but it maintains the story line, and the climate advocates can call it green energy. It's about the story, not the environment. Simply bizarre what we have turned a blind eye to.

In reviewing the Climate Caucus document, there are some very interesting assumptions and extrapolations that I believe need to be pointed out. The Climate Movement around the globe has been driven through media 'moments', that are designed to engage communities in a common cause. Stories are being told of climate crisis using information that has been interpreted and researched with information **chosen** for the cause. The information highway is indeed an ugly beast, and we can search the web for facts, only to find ourselves going off into an abyss of data and information we no longer can deem reliable. Anyone can build a story with so called facts, and even provide backup for the rhetoric. We all need to step back and ask ourselves....does it make sense?

As a population we continue to build the story, by following guidelines outlined by our governments, in the name of "protecting the earth". The Climate Caucus is a Federally funded organization, created originally in the United States, with a mandate to gather small communities to spread their Climate Agenda, and react "responsibly". They have teamed up with hand chosen experts, who can, and do, provide a convincing argument for the narrative. However, I would appreciate your indulgence while I speak to a few items in the Climate Caucus Proposal, that may give rise to a worthy question or two. There are so many areas that could lend itself to debate, and I will only point out a few.

I would like to draw your attention to:

1. Temperatures have been being recorded since the late 1800's. It is interesting to note that the Climate Caucus is only using data for their model for 25 years of that history. Also of note that they are specifically targeting data from 1979 – 2005. Why is that? Are they choosing data that speaks to their agenda? What about what happened before 1979, and what about the almost 20 years since (2006 to current)? Does including those dates change the story?
2. Representative Concentration Pathways (RCPs), who were engaged to calculate and demonstrate the expected concentration of GHG's from human activity. It is interesting to note that they assess (through grand assumption) a High (RCP 8.5), Low (RCP 4.5), and even Lower (RCP 2.6) Carbon scenario. It would be logical in my mind to list these as High, Medium and Low, however, the story is High, Low and even Lower. Also, interesting to note that they have completely dismissed the Low, and the 'even Lower', and gone with the High, worst case scenario for all their impact assessments and action analysis. This analysis lends itself to more costs for communities to mitigate and speaks to Federal government mandates.
3. Climate Caucus has neglected to include (Item 4. Project Scope – Geographic Scope), both the County of Lacombe and the County of Red Deer, both of whom have jurisdiction on Sylvan Lake. As noted previously, this report also excludes the Town of Sylvan Lake, as well as two of the other Villages on the water.

4. All One Sky, yet another government funded entity, is also engaged to provide input into the action plan. Again, this is a corporation (non-profit), with a government sponsored tagline. There is again no objectivity, they have a mandate, and are directing traffic to fulfill this mandate. They do the economic assessment, as their mandate is to provide vision, where all society can 'afford' energy to live comfortably. Interesting mandate.

I could go on and on about the inconsistencies and misguided information included in the report, but there are better equipped people than I to debunk the report. I would like to suggest that the Climate Caucus report has redirected the attention of our Council from the biggest issue at hand, which is population growth....

In the report, as well as on the Webinar, it was identified that the Town of Sylvan Lake acknowledges that they expect growth to 57,000 residents in the next 16 years. Since the latest census in 2022 was 16,800, this is unprecedented growth of 25% per year! That is ten times the historical year over year growth for the community of Sylvan Lake.

Further, the County of Lacombe has approved (according to the Webinar) 4600 new homes in the Sylvan Lake Watershed, 1200 of these will be on Sylvan Lake itself. This will result in catastrophic failure of all infrastructure and change the way we live on the lake.

These two items alone should be the focus of our Council. The growth these two entities are proposing are unheard of and completely unrealistic. This will have major catastrophic impacts on our life in the Summer Villages. This is what we need to inform and ask our community to give feedback on.

All over the province, communities are being told they can no longer pull water from historical drinking sources.... Cochrane was recently denied additional access to the Bow River for licensing additional volumes for future growth. Brooks is also in the same boat. I am sure there are others. This then validates our Council's concern with respect to drinking water for its residents, but it does not point to the main issue, which is population growth, all for the sake of economics. All the positives listed in the Climate Caucus are economic in nature; increased parking revenue, increased taxes, increased tourism. All these are negatives when it comes to life around the lake, adding to increased emissions, pollution and increased strains on landfill, power, etc. All the consequences listed will be magnified not by climate change, but by our own government wanting more money in the coffers, with all the added population.

I find it interesting that the Climate Caucus identifies one positive benefit of climate change as Reduced Road Maintenance, which results in reduced GHG emissions. Did they take into consideration the massive increase of GHG emissions caused by the addition over 50,000 people in such a small space? Did they consider the cost of added infrastructure which will be necessary to accommodate these people, and the amount of road maintenance for such a beast? No, they did not.

Our Action Plan in the Summer Village of Birchcliff should be to provide insight into what happens to exploding lake side population growth. The consequences of such growth are detrimental. The community members of Birchcliff bought property in Sylvan Lake BECAUSE they love the environment, the lake, and the community. The proposed growth of the Town and the Counties WILL undoubtedly change the way we use the lake, as environmentalists blame climate, instead of looking in their own backyard. I see in our future limitations and control on even more facets of our life, including limiting lake activity if we don't put a rein on the growth proposed. Sylvan Lake, and Birchcliff as we know it, will fail.

It has nothing to do with climate change, but that is what they will tell us....

I would like to ask Council to provide additional information as to what the Summer Village of Birchcliff has currently committed to with the Climate Caucus. There is a very short timeline for implementation of some rather large actions items, all before 2030, which will be very expensive and exhaustive of our resources in the next 6 ½ years.

Additionally, there is reference to:

1. A corporate energy and emissions inventory. Which corporation are they referring to? Where can we find this inventory?
2. The community emissions inventory. Who is doing that, and when can it be expected.
3. How much are we, as a community, actually paying for these reports, and who do we have that can objectively critique these documents?
4. Has council made commitment/engagement with respect to All One Sky Foundation?
5. Has council made commitment/engagement with FCM's Partners for Climate Protection Protocol?
6. Has Council had any interactions with the Town of Sylvan Lake, or Counties of Lacombe and Red Deer, to address our concerns with the impact of their aggressive revenue generating growth proposals?

Finally, I would like to ask Council to use their energies and resources to engage with all levels of government and stop the attack on our biggest asset and natural resource, Sylvan Lake itself. If you don't, you will have failed the community and the future of your constituents.

Thank you for your time and consideration of my comments,

Kelly Rowbotham



Summer Village of Birchcliff

September 21, 2023

Council and Legislation

Request for Decision

Agenda Item: *Tendering and Procurement Policy*

Background:

Administration has been working with the Joint Services Committee (JSC) on a Tendering and Procurement Policy for the Summer Villages. This will set a standard for any funds spent by administration, particularly on capital projects. The JSC worked out the details regarding the spending thresholds set out in section 11. This gives clear direction to administration and also an understanding to any current or future Council members on our process for spending.

Administration is now requesting each Council adopt the policy by resolution.

Options for Consideration:

- 1) That Council Make a motion to adopt the policy by resolution.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council make a motion to adopt the policy by resolution.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.



Policy Title:	Date approved by	Resolution No:
Procurement & Expenditures		

Purpose and Scope:

Purpose: To outline the Summer Villages on Sylvan Lake policy regarding expenditures and procurement of good and services. This policy will be used to direct the purchasing process and facilitate appropriate control of expenditures for the Summer Villages.

Scope: This policy covers procurement & expenditures for all facets of the Summer Villages operations and capital budgets.

Objective: The objectives of this policy are:

- To establish the framework by which purchasing of goods and services is undertaken by the Summer Villages in accordance with related legislation and agreements.
- To guide the bidding and tendering process for the Summer Villages.
- To express the values to be considered in the purchasing process.
- To establish the authority of the Summer Villages procurement procedures as the guiding document for the procurement process.

General Policy

1. This Policy authorizes and requires the Chief Administrative Officer (CAO), or his/her designate to:
 - a) procure by purchase, rental, or lease the necessary quantity and quality of goods and services in an efficient and cost-effective manner;
 - b) encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical;
 - c) maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this policy; and
 - d) conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments.

2. Dollar amounts specified in this policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.
3. Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial, and Municipal laws.
4. Documentation of each purchase process will be retained on file for future reference for a minimum period after completion of the project of one (1) year.
5. Tenders, proposals, quotations, expressions of interests, and pre-qualifications received later than the specified deadline shall not be accepted by the Village.
6. Without prior approval by Council, no tender, proposal, or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Villages or against whom the Villages has a claim or instituted a legal proceeding.
7. No purchases shall be made by the Villages for the personal use of an individual employee, elected official, or any member of a committee, board or commission. Council may authorize Village programs which allow for certain purchases to be made for all employees or elected officials.
8. The CAO shall set limits for the signing authority of his/her designate.
9. When two (2) or more Villages are involved in a special project, the Joint Services Committee will make recommendations to the respective Councils, who has final approval.

10.0 Responsibilities & Authority

- 10.1 Budget and project scope approval by Council of expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved purchasing parameters, provided such purchases are made in accordance with this policy.
- 10.2 Where expenditure estimates approved in the budget have been subject to quotations which are subsequently quoted at an amount substantially greater than the estimated expenditure for that item or project, administration will submit a request for decision, to Council for approval of the expenditure.
- 10.3 Employees shall be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or

otherwise. Employees must therefore disclose any potential conflict of interest and remove himself/herself from the procurement process. Should the CAO have a potential conflict of interest, the award must be authorized by Council.

10.4 If a matter arises which, in the opinion of the CAO, or his/her designate:

- a) Is considered to be of an urgent or time-sensitive nature;
- b) Which could affect the health and well-being of the residents of the Villages on Sylvan Lake;
- c) If a state of emergency is declared; or
- d) If so advised by a Provincial ministry,

the requirements of this policy may be waived by the CAO, or his/her designate.

10.5 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company, or entity to which any purchase or contract is or might be awarded, any rebate, gift, money, or anything of value, except where given for the use and benefit of the Village.

10.6 Where any purchases of goods and/or services has been authorized under this policy, the CAO, or his/her designate, may authorize disbursement of additional funds, provided that such additional funds shall not exceed five (5%) percent of the original budgeted amount for that purchase.

11.0 Purchasing Parameters

The purchasing process shall vary depending on the costs as follows:

	Dollar Value	Process required
Level 1	\$0 - \$3,000	Sole source purchases at discretion of CAO
Level 2	\$3,000 - \$10,000	Written quotations from at least 2 vendors where possible
Level 3	\$10,000 - \$75,000	Written Request for Quotes or Request for Proposal from 3 vendors where possible
Level 4	\$75,000 +	Open procurement process advertised nationally on Alberta Purchasing Connection, unless otherwise directed by Council

Regardless of purchase amount, *best value* for money principles must be observed in all purchases carried out on behalf of the Summer Villages.

“Best Value” means the optimized combination of price, technical merit, quality, and sustainability as determined by the Summer Village administration. Best value meets the Summer Village expectations and informs the evaluation and negotiation to arrive at an acceptable basis for a purchase.

11.1 Exceptions to the Procurement Process:

The requirements for a public procurement may not apply to the purchase of the following:

- a) Utility Contracts (water, sewer, power, natural gas, telephone, and internet)
- b) Contracts or agreements pertaining to employee compensation, reimbursements, training, education, memberships, etc.,
- c) Travel expenses
- d) Advertising services
- e) Any items that by their very nature do not lend themselves to a public tender.

11.2 Sole source purchases above \$3,000 may be used when there is only one available supplier of a specific good or service that meets the needs of the Village. Negotiation tactics will be applied to complete the terms of conditions of the purchase to achieve the best value for the Village.

11.3 For purchases of construction costing more than \$50,000, a formal tender, or request for proposal will take place. After the evaluation process is completed by Administration, Administration will submit a request for decision with its recommendations to Council for approval. Upon successful selection of a proponent, a motion along with the proponent’s name and bid price will be entered into the Council’s meeting minutes.

12.0 Tender/Proposal Procedure & Evaluation

12.1 The following criteria, among others detailed in the tender/proposal document, will be considered in the selection process:

- a) Qualifications and expertise;
- b) Past performance and reference checks;
- c) Proof of current insurance, WCB, COR or Secor, and any other certifications that are required on a project-by-project basis;
- d) Project methodology;
- e) Service deliverable timeline;
- f) Compliance and completeness of submitted tender or proposal; and
- g) Bid/unit rate.

- 12.2 The Village reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Village also reserves the right to accept a tender other than the lowest bid.
- 12.3 By submitting a bid with a disclaimer included with all tender documents, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the Village or their immediate families which might in any way be seen by the municipalities to create a conflict or pecuniary interest except as disclosed.
- 12.4 Performance security may be required to ensure the successful completion of a large contract by a supplier in the form of a performance bond which will equal ten (10%) percent of the total contract price, excluding applicable taxes.

13.0 Contract/Tender Administration

- 13.1 Tenders or proposals prepared for the Village by outside consultants will be subject to review and approval by the CAO, or his/her designate, prior to issuing.
- 13.2 It shall be the duty of Administration to enforce any terms, conditions, and specifications from the award of any contract resulting from the purchasing process.
- 13.3 The successful Bidder will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Village.
- 13.4 The CAO, or his/her designate, will notify the contractor or service provider of improper conduct or performance of the contractor or service provider while services are being performed and identify the expectation for improvement. Further misconduct or poor performance will lead to termination of services and will not be considered in future bids.

14.0 Emergency Purchases

An emergency purchase occurs when an unforeseen situation presents itself which requires serious and immediate attention which may not be reasonably met by any other procedure and includes the following limitation:

- a) A condition where lack of unforeseen supplies or services may adversely affect the functioning of the Summer Villages, residents, public property, private property, the environment or endanger the health of the public.

- b) Interim contractual arrangements following the abandonment or breach of a contract; or the receipt of unacceptable bids.

Emergency purchases are to be completed in an expedient manner but should take economy into consideration. In each case the authorizing person is required to report the emergency purchase, in writing, to the next level of authority with a copy to the CAO.

15.0 Policy Review

This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

Signed and Approved on this _____ day of _____, 2023

Mayor

Administrator

Summer Village of Birchcliff

September 21, 2023

Council and Legislation

Request for Decision

Agenda Item: *Intermunicipal MPC and Intermunicipal SDAB*

Background:

This summer Administration has had a number of contentious MPC meetings and SDAB appeals. Through this process we have been working with our legal team and asking them questions about how to improve our process. One of the biggest challenges for small communities is fair and non-emotional based decision making on these boards. It can be very difficult to make hard decisions when the folks who are affected are potentially neighbours or friends.

In order to obtain sound decision making, the suggestion is to have intermunicipal boards. This could be done in a number of ways. In one of my previous postings, we had 5 hamlets in one Municipal District, and the MPC / SDAB was made up of one elected official from each community. This worked very well and would be my suggestion for an IMPC and ISDAB. Another benefit is that you have the same members sitting all the time who are used to the process and understand the bylaws, which may not be the case for some members at large.

It was the recommendation of the legal team to go a step further and ensure that a member from the municipality in question would not sit. So, for example, if the application was to Norglenwold, you would have 3 members from other municipalities sit.

The MGA is very light on rules and guidance for an MPC and in fact a municipality does not require one. There is the option to get rid of the MPC altogether. Administration did consider recommending this, but we don't feel that it would be the right way to go. Discretionary uses and variances are left to the board. When discretion is required, it makes sense to have a board separate from our office review them to ensure the transparency of administration remains intact. I believe if the MPC was removed, there would be a greater number of more costly and more time-consuming SDAB meetings.

Further to this, they let us know that in their opinion we are running the MPC meetings too much like a hearing. The more and more you run them like a hearing, the more we would need to ensure that correct hearing procedures are followed for fairness. Their notes are that an MPC meeting is just like a council

meeting where there is no presumption that anyone from the public speak. The MPC members should look at the information presented and make a decision, either in public or in camera. Written responses are requested, and the applicants may be present if they would like to. The chair may ask any questions to the applicant should they have any. Having applicants speak to the merits of the proposal and neighbours speaking against is something that is more suitable for an SDAB, which is actually a hearing.

This information was presented at the August 17th, 2023, Joint Services Committee meeting and is being brought forward to each Council for discussion and comment. Comments will be brought back to the Joint Services Committee at their next meeting.

Options for Consideration:

- 1) That Council discuss and provide comments.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council discuss and provide comments.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

Summer Village of Birchcliff**September 21, 2023****Council and Legislation****Request for Decision****Agenda Item:** *Encroachment Policy and Use of Reserves, Parks & Pathways Bylaw***Background:**

There are a number of properties in the west end of Birchcliff that are considered semi-waterfront properties, meaning there is a strip of municipal land between the private property and the lake. This municipal land has been designated as “R” residential and identified as “Environmental Open Space”. These properties have existing encroachments such as stairs to access the lake and storage of private property, and they currently have existing agreements with the summer village. When working on the shoreline surveys and shoreline armoring project, it was found that there are some issues with the agreements currently in place. The Use of Reserves, Parks, and Pathways Bylaw and the Encroachment Policy specifically do not allow for encroachments on any Environmental Reserves. While the lands are designated with Land Titles as “R”, they are considered by the Province to be an Environmental Reserve. According to Section 671 of the MGA, an ER must be left in its natural state. However, Section 676 of the MGA allows a Council to change the use of an ER. The goal of the proposed bylaw and policy amendments is to allow certain encroachments over ER lands in specific situations.

Once these amendments have been made, the municipality would be seeking new agreements to be signed by the west end semi-waterfront owners. The agreement would allow for access to the lake via stairway encroachments, a dock in the summer, and the storing of dock sections on the municipal property in the winter in the same way that these rights are extended to back lot owners via the community pier program. No further expansion of encroachments would be considered. The agreements would then be registered on both the private properties and the municipally owned lands, to ensure that the encroachment rights follow the lands. This would protect the rights of those landowners to access the lake, while allowing the municipality to continue to do works on the shoreline, to be indemnified by potential liabilities, ensure stairs are up to current code requirements, and prevent any further encroachments.

This type of amendment requires a public hearing. It is the request of administration that Council consider first reading today, and then scheduling a public hearing prior to a potential second and third reading.

Options for Consideration:

- 1) That Council adopt the Encroachment policy.
- 2) That Council give 1st reading to the Use of Reserves, Parks & Pathways Bylaw #249-23.
- 3) That Council schedule a public hearing for the Use of Reserve,s Parks & Pathways Bylaw for their next meeting.
- 4) That Council accept as information.

Administrative Recommendations:

- 1) That Council adopt the Encroachment policy.
- 2) That Council give 1st reading to the Use of Reserves, Parks & Pathways Bylaw #249-23.
- 3) That Council schedule a public hearing for the Use of Reserve,s Parks & Pathways Bylaw for their next meeting.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

SUMMER VILLAGE OF BIRCHCLIFF

Encroachment Policy

Passed: August 20, 2015

Amended: September 21, 2023

Purpose:

The Summer Village of Birchcliff has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

Statement:

The Summer Village of Birchcliff asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove **encroachments** for all lands owned, leased and managed by the municipality.

Definitions:

“building(s)” includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

“development” means:

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

“encroachment(s)” means a **building** or **development** that illegally extends onto an adjacent property.

General:

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the

- encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.
 3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Birchcliff shall have a fee review every 5th year.

Encroachment on Environmental Reserve Lands

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land **unless specifically for the purposes and within the restrictions outlined in Birchcliff's Use of Reserves, Parks, and Pathways Bylaw.**

Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee assessed at time of agreement and reassessed every five years. Fee is calculated on actual square foot assessment of adjacent property (i.e. 1200 sq. ft. lot assessed at 16,000 land value – **encroachment** is 10 sq. ft. $(16,000 / 1200 = 13.33)$

assess value per square foot) ($10 \times 13.33 = 133.30$ **encroachment**
value) times the mill rate for the current year.

SUMMER VILLAGE OF BIRCHCLIFF USE OF RESERVES, PARKS AND PATHWAYS BY-LAW 249-23

WHEREAS the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2, Section 7 and 8 and amendments thereto, authorizes the Council of a municipality to pass bylaws pertaining to the protection of people, property, and transportation systems, and

WHEREAS within the corporate limits of the Summer Village of Birchcliff there are reserves, public parks, and pathways under the ownership, control, and management of the Summer Village of Birchcliff, and

WHEREAS it is deemed desirable and expedient to provide for the control and use of these reserves, parks, and pathways, and

WHEREAS the Alberta Traffic Safety Act, and amendments thereto, authorizes the Council of a municipality, with respect to highways under its direction, to control, manage and pass bylaws authorizing persons to operate vehicles on any portion of such highways, and

WHEREAS the Council of the Summer Village of Birchcliff considers it desirable and expedient to do so.

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

TITLE

1. This Bylaw may be referred to as the “Use of Reserves, Parks and Pathways Bylaw”

PURPOSE

2. The Summer Village of Birchcliff wishes to preserve the integrity of its Municipal Reserves, parks, and pathways for the future. The purpose of this bylaw is as follows:
 - (a) To set forth the objectives of the Village Municipal Reserves, Parks, and Pathways
 - (b) To set forth restrictions on Village Municipal Reserves, Parks, and Pathways
 - (c) To outline action which may be taken in cases of contravention of the Municipal Reserve, Parks, and Pathways bylaw

DEFINITIONS

3. In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) **“Act”** means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.
 - (b) **“All-Terrain Vehicle”** includes a motorized recreational vehicle commonly known as a quad or side by side and is included in the term “off highway

vehicle”.

(c) **“Chief Administrative Officer”** or **“CAO”** means the Chief Administrative Officer of the Summer Village or the Chief Administrative Officer’s delegate;

(d) **“Council”** means the Council of the Summer Village of Birchcliff.

(e) **“Environmental Reserve”** or **“ER”** means:

- i. a parcel of land designated as an environmental reserve under the Act;
- ii. or an environmental reserve easement as defined under the Act; or
- iii. any Summer Village owned land which has a reserve designation on the certificate of title for the land pursuant to a former enactment (for example, R- Reserve) and which bears the traits of an environmental reserve as defined in the Act.

(f) **“Firearms”** means any weapon from which any shot, bullet or other projectile capable of causing bodily injury or death can be discharged and includes air guns, air rifles, air pistols, B.B. guns, sling shots, all types of archery equipment, and gas-powered guns.

(g) **“Highway”** means a highway as defined in the Alberta Traffic Safety Act, and amendments thereto and excludes pathways defined in h) below. In this Bylaw the term “road” is synonymous with the term “highway”.

(h) **“Off-highway Vehicle”** means an off-highway vehicle as defined in the Alberta Traffic Safety Act.

(i) **“Operator”** means a person who drives or is in actual physical control of any vehicle.

(j) **“Owner”** includes a person renting any vehicle or having exclusive use of that vehicle for a period of more than thirty days.

(k) **“Pathway”** means any paved, graveled, or natural walkway used by pedestrians and people using mobility aids, such as wheelchairs, and people using bicycles within the Summer Village.

(l) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer, or a Bylaw Enforcement Officer.

(m) **“Person”** means any person, individual, owner, public body, society, firm, or partnership.

- (n) **“Reserve”** means any area designated as a public reserve, environmental reserve, community reserve, or park, title to which is vested in the Summer Village of Birchcliff.
- (o) **“Snow Vehicle”** includes a recreational vehicle with motor, skis and tracks commonly known as a snowmobile or skidoo and is included in the term “off-highway vehicle”.
- (p) **“Structure”** means buildings, sheds, fences, tree houses, swings, and similar installations.
- (q) **“Summer Village”** means the Summer Village of Birchcliff.
- (r) **“Trailer”** means a vehicle so designated that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed, and equipped as a dwelling, sleeping, or living place.
- (s) **“Vehicle”** means a motor vehicle as defined in the Alberta Traffic Safety Act.

RESERVES, PARKS, AND PATHWAYS – GOALS

- 4. The Summer Village of Birchcliff is fortunate to have a rich resource in open space areas. These areas are largely undeveloped and enhance the rural setting of the Village. The open space goals as listed in the Municipal Development Plan and Open Space Plan are:
 - (a) To establish and implement policies for the dedication and use of municipal reserves, environmental reserves, and other spaces
 - (b) To conserve, wherever possible, areas having natural attributes, so they remain an integral part of the community fabric
 - (c) To encourage the provision of areas for passive recreation opportunities and pathway linkages
 - (d) To provide a network of open spaces which contribute to the character of the community
 - (e) To connect open spaces by a series of trails and pathways
 - (f) To provide access into open space appropriate to the intended use of the open space
 - (g) To conserve areas which are fragile or more susceptible to impairment from inappropriate use or magnitude of use

- (h) To provide amenities which promote and serve healthy leisure time activities

RESERVES, PARKS, AND PATHWAYS - RESTRICTIONS

5. On Village Reserves no person or persons shall:

- (a) Light a fire;
- (b) Abandon any garbage or refuse of any kind including animal droppings;
- (c) Cause or permit any noise that annoys or disturbs the peace of any other person, or cause any nuisance, as listed in Birchcliff's Community Standards Bylaw;
- (d) Be in possession of a firearm or other weapon;
- (e) Use a Reserve to launch trailered watercraft;
- (f) Use motorized vehicles or ATV's except for specific authorized tasks. Off-highway vehicle use is permitted along the RA15 right-of-way;
- (g) Cut or remove vegetation without Village approval;
- (h) Store any private property of any kind on Reserve land, ~~with exceptions where allowed through access and encroachment agreements.~~ Any private property found on Reserve land will result in the removal of the property at the owner's expense.

6. Notwithstanding Section 5(h), an Environmental Reserve may be used for the following purposes if authorized by Council:

- (a) construction of stairways to directly connect private property to the shores of Sylvan Lake; PROVIDED THAT:
 - (i) the owner of the private property has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:
 - A. that the owner must, at its sole cost, construct and maintain stairways in accordance with Summer Village policies, as established by the Summer Village from time; and
 - B. that the owner must pay all applicable fees imposed by the Summer Village; and

- (b) the temporary storage of dock pieces only (no boat lifts or hoists); PROVIDED THAT:
 - (i) the owner of the private property has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:
 - A. that the owner must, at its sole cost, store and maintain the dock pieces in accordance with Summer Village policies, as established by the Summer Village from time; and
 - B. that the owner must pay all applicable fees imposed by the Summer Village.
- 7. No Encroachment Agreement shall grant the exclusive right to use or occupy any portion of Environmental Reserve.
- 8. Except where permitted by this Bylaw, all encroachments on Environmental Reserve are prohibited, regardless of whether or not such encroachment predates this Bylaw coming into force. All existing encroachments shall be brought into compliance in accordance with this Bylaw.
- 9. Landowners with existing encroachments on Environmental Reserve shall, within one year of this Bylaw coming into force, either remove unauthorized encroachments and restore the Environmental Reserve or request a new authorization from the Summer Village.
- 10. All authorizations and agreements required under this Bylaw with respect to encroachments on Environmental Reserve shall be approved by Council, or its delegate, upon payment of applicable fees, if any
- 11. All expenses, cost, liabilities, or other risks associated with bringing an unauthorized encroachment into compliance with this Bylaw shall be the responsibility of the landowner.
- 12. All expenses, cost, liabilities, or other risk associated with an encroachment over Reserves shall be the responsibility of the landowner;
- 13. The provisions of this Bylaw do not apply to actions and operations of the Summer Village or persons acting upon the instructions of the Summer Village in respect to any activities within Environmental Reserve.
- 15. No vehicles, off-highway vehicles or trailers are allowed in any reserve or park at any time except for the following:
 - (a) Vehicles, off-highway vehicles, or trailers owned by utility companies who require access to their installations for construction, repair, or maintenance

purposes,

- (b) Any vehicle, off-highway vehicle or trailer authorized by Council, or the Administrator of the Summer Village, may enter any of the parks or reserves for the construction, repair, or maintenance of any structures or for any community event approved by Council,
- (c) Any emergency vehicle such as those used by Police, fire departments or ambulance services,
- (d) Snow vehicles and all-terrain vehicles used for winter recreational purposes as per Bylaw 230-21 - Off Highway Vehicles.

In addition:

- (e) Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by operation of their vehicles in any reserve or park.
- (f) Off-highway vehicles shall be fitted with a forestry approved spark arrester and muffler that meets OEM noise reduction specifications.

LIABILITIES

16. The Summer Village of Birchcliff assumes no liability for any equipment, or its use by the Owner or the Public.

SEVERABILITY

17. Should any section or part of the Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

CONTRAVENTIONS

18. A Designated Officer authorized to enforce this Bylaw under Part 13, Division 4 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and who has reasonable and probable grounds to believe that a person has contravened any section of this Bylaw, may under the authority of this Bylaw issue a written order, and where this written order is not paid by the offender, a Part 2 violation ticket may be issued under the Provincial Offences Procedures Act R.S.A 2000, Chapter P-34, to that person.
19. Any person who contravenes this section can be charged as well as assessed the cost of restoration. Any person who contravenes the provisions of this Bylaw shall be guilty of an offense and liable on summary conviction to the penalty as set out in Schedule "A".

20. In some situations, both the Summer Village and the Provincial Government may be involved and occasionally the Federal Government. As a result, penalties can be severe.

21. The Summer Village may use physical barriers to control abuse or encroachment rather than involve penalties.

Upon 3rd reading, Bylaw #229-21 is hereby rescinded.

READ a first time this 21st day of September 2023.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING held October 12th, 2023.

READ a second time this 12th day of October 2023.

READ a third and final time this 12th day of October 2023.

Roger Dufresne, Mayor

Tanner Evans, C.A.O.

E-1-C

Summer Village of Birchcliff

Use of Reserves, Parks, and Pathways

By-law 249-23

<u>SECTION</u>	<u>PARTICULARS</u>	<u>PENALTY</u>
Section 5 (a)	Light a fire	\$250.00 To \$2,500.00
(b)	Abandon any garbage or refuse of any kind, including animal droppings	\$250.00
(c)	Interfere with wildlife	\$100.00
(d)	Be in possession of a firearm or other weapon	\$250.00 to \$2500.00
(e)	Use a Reserve to launch trailered watercraft	\$100.00
(f)	Use motorized vehicles or ATV's except for specific authorized tasks	\$250.00
(g)	Cut or remove vegetation without village approval	\$500.00 To \$5,000.00 + cost to replant
(h)	Store any private property of any kind on Reserve land	\$100.00 + cost of removal

Summer Village of Birchcliff

September 21, 2023

Council and Legislation

Request for Decision

Agenda Item: *Community Pier Policy*

Background:

Administration was directed to bring back the Community Pier Policy with some minor amendments and potential options for dock layout designs at full build out.

Options for Consideration:

- 1) That Council Make a motion to adopt the policy by resolution.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council make a motion to adopt the policy by resolution.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

(a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.



Policy Title	Date:	Resolution No.
Community Pier Policy		

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. The layout must include single wide sections only, platforms of more than one section side by side will not be permitted. 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 resident owned equipment will be allowed on the reserves. Storing of the community pier on the adjacent reserve will be 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.

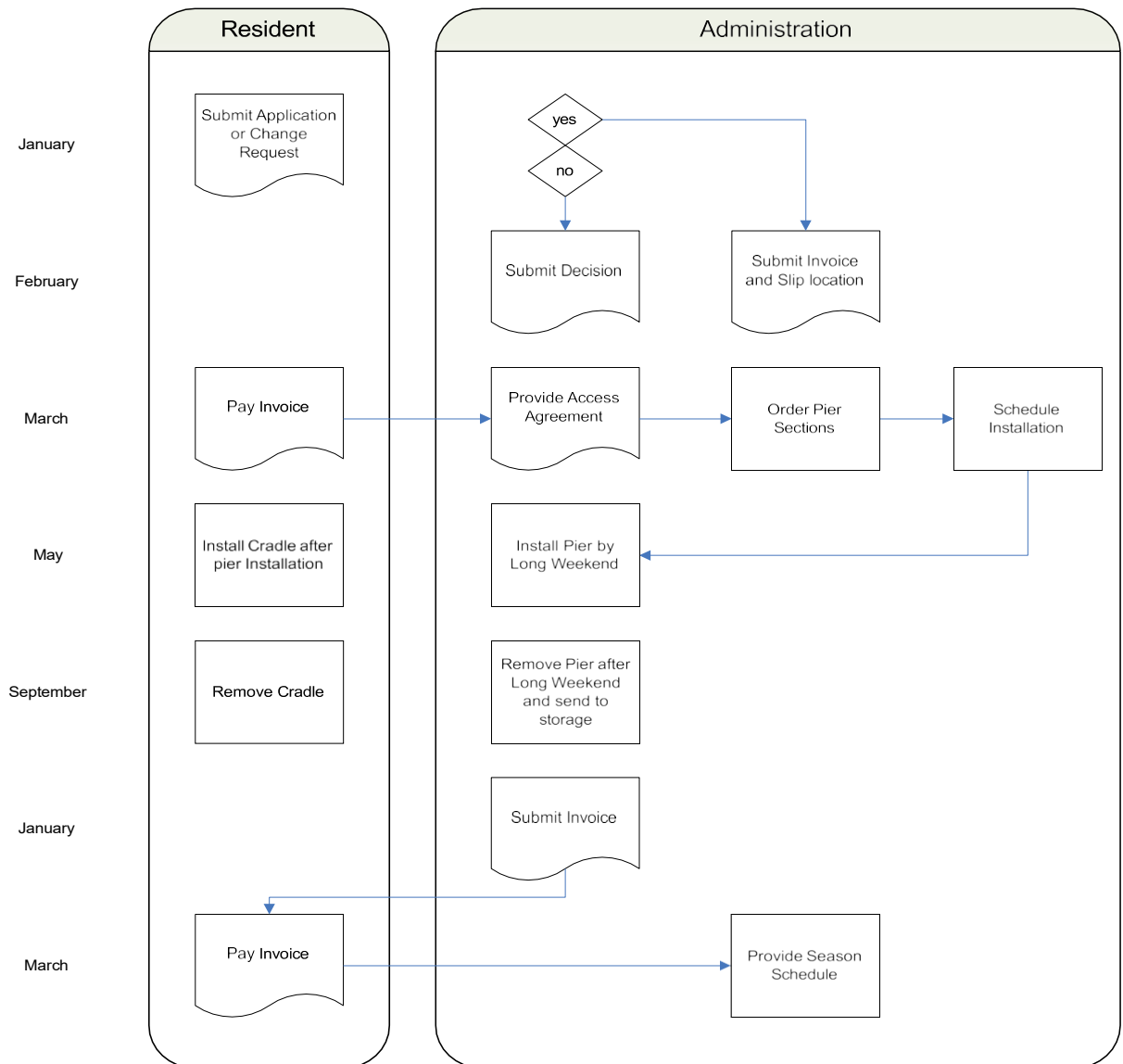
15) Improvements

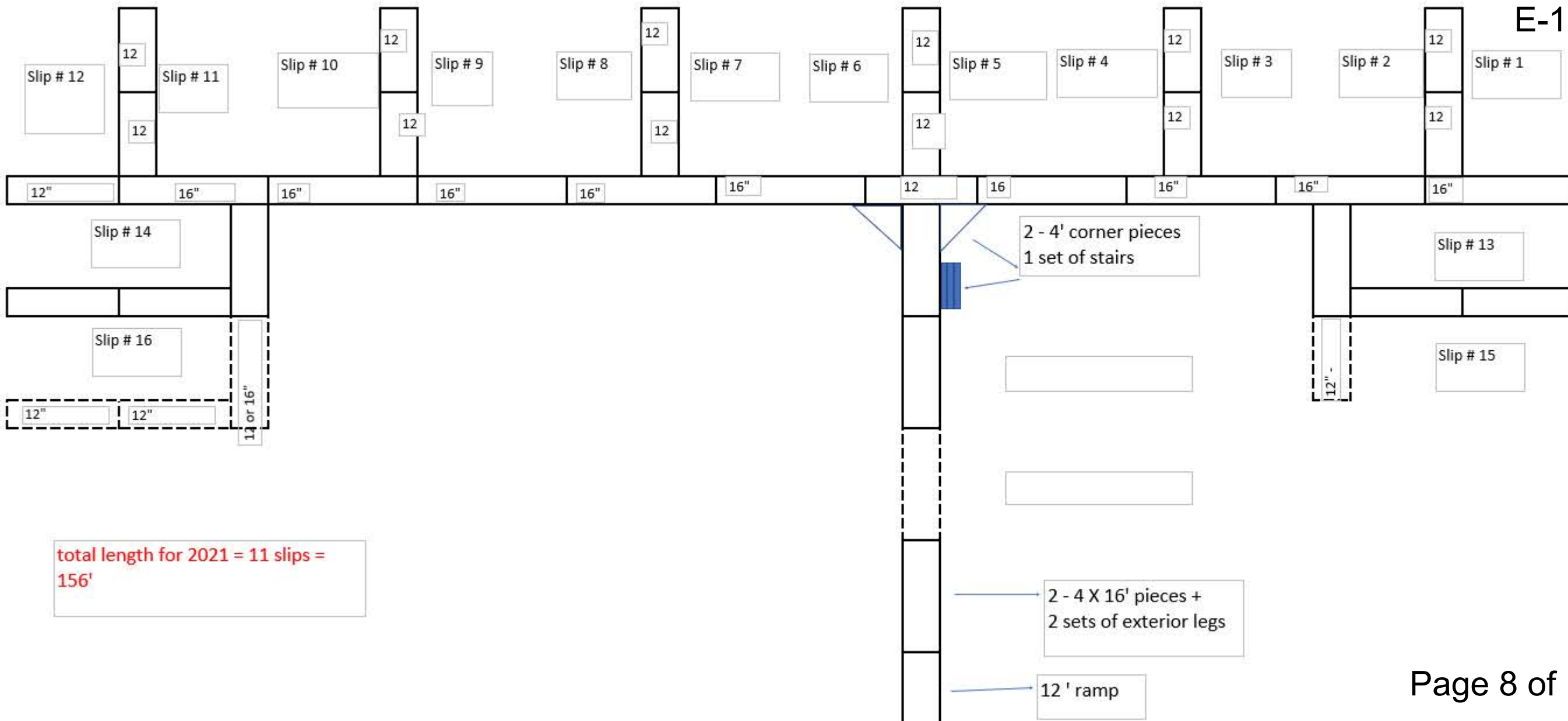
- a. Any improvements to the reserve area must done via a "change request" be applied for prior to January 1 (see step one of Community Pier Life Cycle on following page). This application is to be submitted to Administration, and will be presented to Council for decision as any works done on municipal 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.

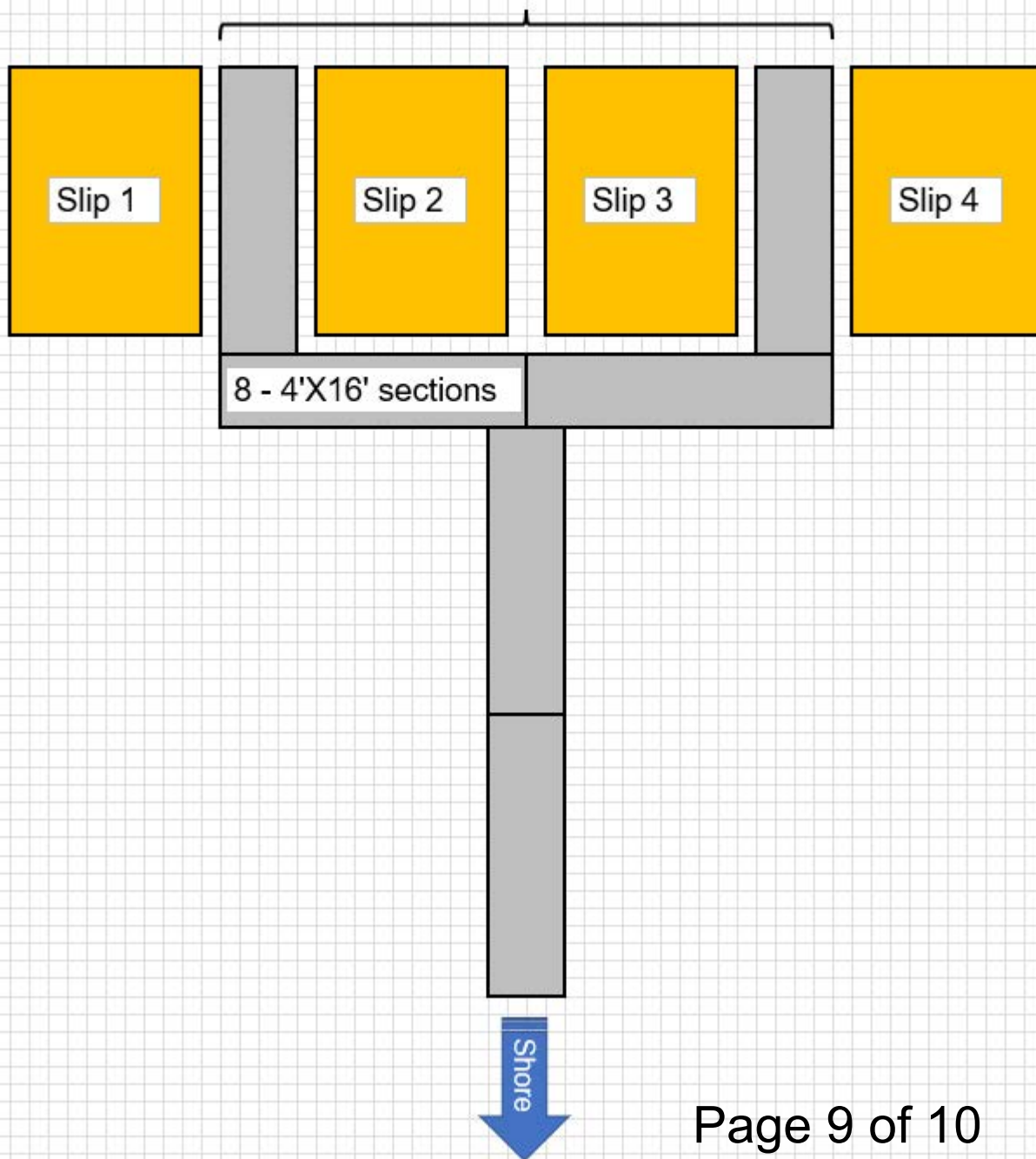
16) Process – Any changes to the community pier, such as the addition of members and dock sections must be applied for via a “change request” prior to January 31. See diagram on the following page.

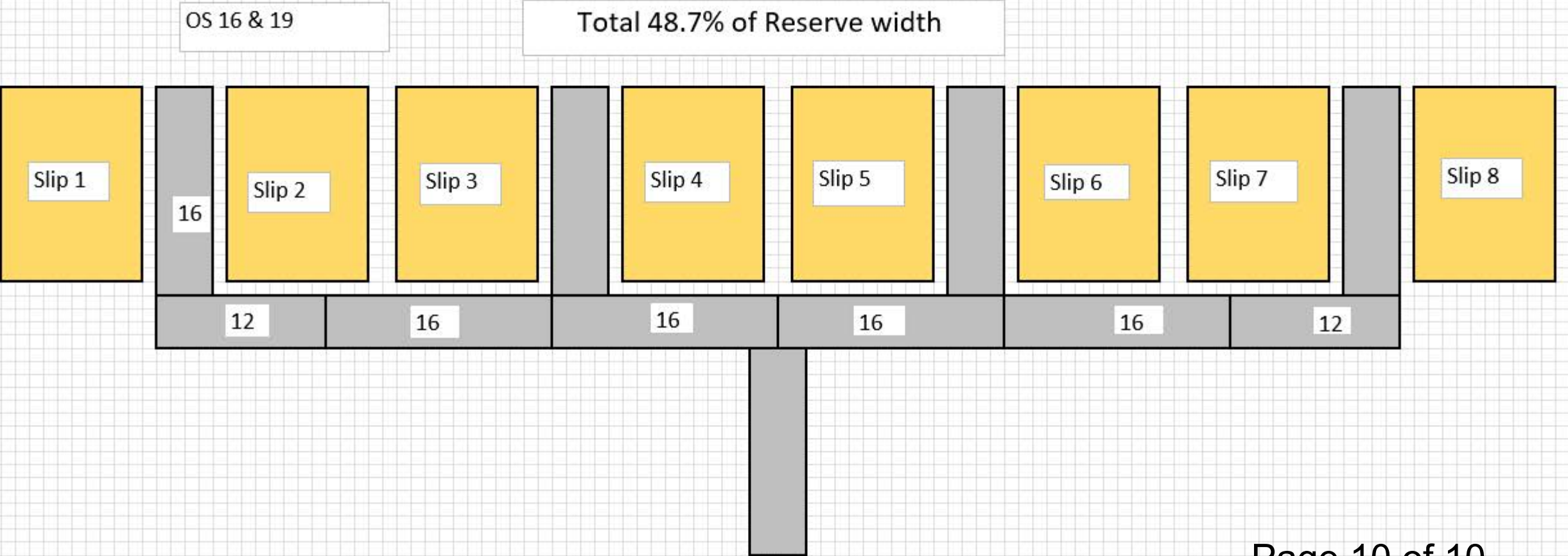
17) Diagrams - The attached diagrams show the dock layouts at full build out for each reserve area, should each slip be used.

COMMUNITY PIER LIFE CYCLE









Summer Village of Birchcliff

Public Works

Request for Decision

Agenda Item: *Approval for residential extra waste bin*

Background:

Some residents in Birchcliff have requested an extra garbage waste bin, as with the new contract, each resident only receives 1 waste bin (household garbage and yard waste), and 1 recycle bin. Some of these properties with larger yards and extra guest houses, it would be difficult to manage the waste with only one bin. This does not provide an effective level of service for the residents. The extra cost would be entirely on the homeowner and they would be responsible to pay for an extra utility bill for the waste pick up.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council approve this request

Administrative Recommendations: That the Summer Village of Jarvis Bay council approve this request.

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

Summer Village of Sunbreaker Cove

September 21, 2023

Planning and Development

Request for Decision

Agenda Item: *Agreement Renewal – 27 Birchcliff Road*

Background:

Administration has received a request from the homeowner of 27 Birchcliff Road to renew their License to Occupy agreement as it is up for renewal.

Administration has on file a License to Occupy agreement from 2001 reflecting the retaining wall encroachment, which was then renewed again by administration in 2017. The License to Occupy only reflects that the agreement is for the retaining wall encroachment. The new real property report reflects the encroachment of two retaining walls, sidewalk blocks and landing, and metal stairs. The homeowner has provided options for Council consideration:

#1 Request to Purchase Reserve land:

Steps for administration to complete this process would be to re-zone the lands and amend the village open space master plan to a different designation in order to have the ability to sell the lands, the village would be required to consult with the public on this change and potentially go through the subdivision process.

#2 Request to renew agreement as an encroachment agreement to cover the whole property. Administration would create a new agreement that reflects the current encroachments and would require council approval for renewal every 5 years.

Enclosed are the homeowners request documents, a real property report and the current Encroachment Agreement Policy.

Options for Consideration:

- 1) Approve to enter into a new encroachment agreement for a 5-year term for all encroachments and require the homeowner to have the stairs inspected to ensure they are up to Safety Codes Standards.
- 2) Approve to enter into a new encroachment agreement for a 5-year term for the retaining walls only and all other structures to be removed from municipal land within an acceptable timeframe.
- 3) Deny entering into a new encroachment agreement and administration notify the residents that encroachments must be removed within an acceptable timeframe.

Administrative Recommendations:

That Council discuss and direct administration.

Authorities:

Birchcliff Encroachment Policy – August 20, 2015

Alberta Land Surveyor's
Real Property Report

LEGAL DESCRIPTION

Lot(s) 4 Block 1 Plan 842 0452

CLIENT

MUNICIPAL ADDRESS

#27 BIRCHCLIFF ROAD, S.V. OF BIRCHCLIFF, ALBERTA

CERTIFICATION

I hereby certify that this report was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

- The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property;
- The improvements are entirely within the boundaries of the property, (Except concrete retaining wall, metal stairs, landing, sidewalk blocks, stone retaining wall and dock all into Lot 6 MR and the driveway)
- No visible encroachments exist on the property from any improvements situated on an adjoining property,
- No visible encroachments exist on registered easements or rights-of-way affecting the extent of property,

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a land conveyance, a mortgage application, a submittal to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 14th day of July 2023


Alberta Land Surveyor

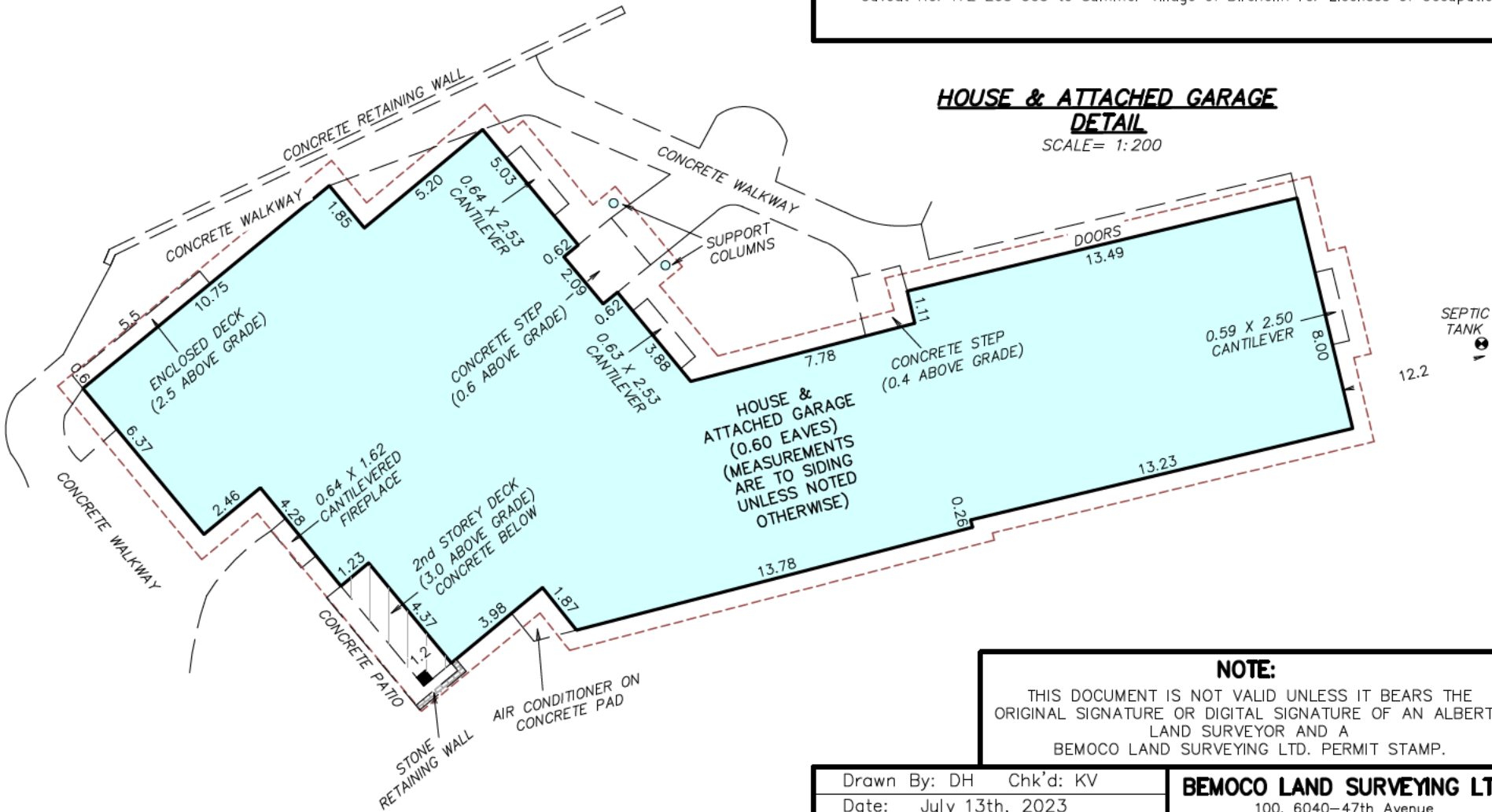
© KEVIN VENNARD, A.L.S., 2023 © MICHAEL METCALFE, A.L.S., 2023

LEGEND

- Distances to building corners are at right angles from property lines, unless shown otherwise.
- Date of Survey: May 14th, 2020 and June 27th, 2023
- Date of Title Search (A copy of which is attached) July 13th, 2023
- Unless otherwise specified, the building dimensions shown relate to the greatest extent of the exterior walls.
- Eaves are dimensioned to the line of the fascia and are shown thus: ---x---
- Distances are in metres and decimals thereof.
- Fences are shown thus: ---x---
- Statutory iron posts found are shown thus: ●
- Iron bars found are shown thus: ◆
- Support columns are shown thus: ■
- Unless shown otherwise, fences are within 0.20 metres of the property line
- Area referred to bounded thus: ---x---
- (R).....Radial
- Property is subject to:
Easement No. 199FJ
Caveat No. 842 038 509 to Summer Village of Birchcliff
Utility Right of Way No. 972 264 453 to Gull Lake Deer Creek Gas Co-op Ltd
Caveat No. 172 205 503 to Summer Village of Birchcliff re: Licenses of Occupation

HOUSE & ATTACHED GARAGE
DETAIL

SCALE= 1:200



NOTE:

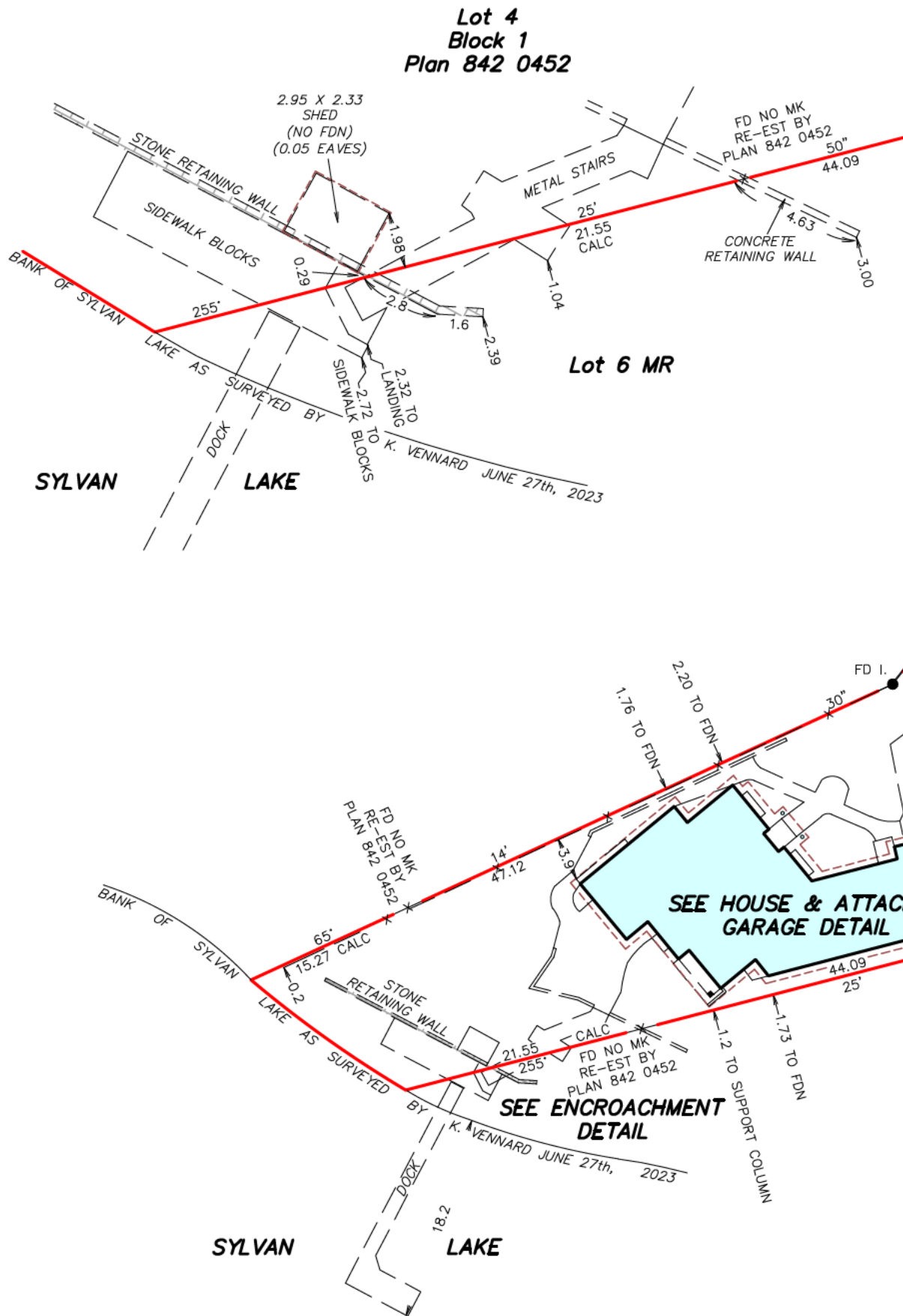
THIS DOCUMENT IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE OR DIGITAL SIGNATURE OF AN ALBERTA LAND SURVEYOR AND A BEMOCO LAND SURVEYING LTD. PERMIT STAMP.

Drawn By: DH Chk'd: KV
Date: July 13th, 2023
Scale: 1 : 500
File No.: S-034-20 RPR

BEMOCO LAND SURVEYING LTD
100, 6040-47th Avenue
Red Deer, Alberta
WWW.BEMOCO.COM PHONE: 403-342-2611

ENCROACHMENT DETAIL

SCALE= 1:200



SEE HOUSE & ATTACHED
GARAGE DETAIL

SEE ENCROACHMENT
DETAIL

Kara Hubbard

From: Kara Hubbard
Sent: Thursday, September 7, 2023 1:01 PM
To: Kara Hubbard
Subject: FW: #27 Birchcliff Road - [REDACTED] Property
Attachments: #27 Birchcliff Road- goggle map.pdf; #27 Birchcliff Rd- Licence to Occupy July 11, 2017.pdf; #27 Birchcliff Rd- Licence of Occupation(bed and Shore).pdf; #27 Birchcliff Rd- proposed Stairs to the lake.pdf; #27 Birchcliff Road -letter from Beta Surveys.pdf; #27 Birchcliff Rd- proposed Land purchase of 0.041 ha.pdf; #27 Birchcliff Road-Real Property Report showing 1.53m to PL.pdf; #27 Birchcliff Rd-goggle map with additional land.pdf

27 Birchcliff Road

Sylvan lake, Alberta

T4S-1R6

Aug 05, 2022

Summer Village Administration

#2 Erickson Dr,

Sylvan Lake, Alberta,

T4S-1P5.

Attention: Tanner Evans CAO

Re: # 27 Birchcliff Rd- [REDACTED] property

Tanner,

The current License to Occupy is set to expire. We would like to address items which should be considered in the renewal of the License to Occupy, or Encroachment Agreement, or [REDACTED] proposal, in order to resolve off-side items. We asked Council to consider either approving an Encroachment Agreement to cover the whole property **OR** selling to the [REDACTED] 0.041 ha of Municipal Reserve land as noted as OS1 in the Open Space Plan(lot 6 MR ,block 1).

History:

[REDACTED] and I purchased the lot named as #27 Birchcliff Rd in 1995 and later in 1999 built our dream home which we have enjoyed for many years. Not realizing at the time that, due to the shape of the lot, decisions we made and mistake made by our Surveyors, we find ourselves in non-compliance. Some were resolved by License agreements. These are the following non-compliance that need to be addressed;

1. Concrete retaining wall was constructed on the [REDACTED] Property and encroached onto Reserve Lot 6MR(approx. 12'). License to occupy was granted by the Summer Village on Aug 21, 2000 and re-issued in 2017 and now its time to be renewed. The reason for the retaining wall was to stabilize the top of the bank when the original railway ties and stairs were removed due to non-compliance from the previous owner.

2. Bank Stabilization on the Bed and Shore of Sylvan was completed by placing Limestone rock in an area of 18.66M x 2M. License of Occupation was granted by Alberta Environment Jan 24, 2001 (expires in 2026). In addition, we extended the Limestone rock 10m in front of OS1 (lot 6 MR, Block 1) to stabilize reserve area bank.
3. Steel constructed stairs on pilings were installed in 2000 to access the lake. We were not aware that bottom portion of the stairs encroached into the Municipal Reserve until recently. We made a mistake and there is no excuse for making that error. The mistake made by the surveyor maybe a factor. This will be very costly to correct the error and removing trees and vegetation which may cause erosion. Adding this encroachment under the existing License to Occupy Agreement or Encroachment Agreement could be a solution.
4. Side yard dimension of 1.53 rather than 1.71(letter from Beta Surveys). I found a letter from Summer Village regarding Discretionary Development Permit of 1.92 m to 1.72 m. Not to 1.53 m.
5. Alberta Government Disturbance Standard for Temporary Seasonal Docks. Due to shape of our lot, and using extended lot method it is impossible to place our dock and lift within the guidelines.
6. Storing dock and lift equipment will not be allowed to continue on Municipal reserve. Moving forward this equipment will be required to be hauled and stored at a storage facility.

In conclusion, I need to correct my mistakes, some I had control and some I did not, to be compliant. Purchasing 0.041 ha off the Lot 6 MR, Block 1 is the best solution and all the noncompliance's will be corrected. The area requested is mainly bank/shoreline area and not useable for the public. This will leave 200' of frontage of Lot 6 MR, Block 1. If accepted we would have an Licensed RECA Appraiser prepare a proposal on what would be a fair price to purchase the 0.041 ha as shown on the attachment-proposed land purchase(shaded in yellow). We would also be prepared to pay any cost occurred to purchase the property.

-OR-

Consider approving an Encroachment agreement to cover the whole property.

Attached for your reference:

- a. Google Map showing the shape of the lot.
- b. License to Occupy- retaining wall.
- c. License to Occupy- Bank Stabilization.
- d. Sketch of steel stairs to the lake.
- e. Letter from Beta Surveys Limited
- f. Real Property Report
- g. Bemoco Land Surveying- showing proposed subdivision(note that the proposed lot width is consistent at 28.1 m from the road to the lake).
- h. Google Map showing the property lines to the lake.

Thank you for your consideration and we look forward to finding a solution.

Your truly,

[REDACTED]
#27 Birchcliff Rd.
[REDACTED]

27 Birchcliff Rd

Legend

Birchcliff Rd #27

E-3-A

50 m

Google Earth

THIS AGREEMENT FOR A **LICENSE TO OCCUPY** made this 11 day of July 2017.

BETWEEN:

THE SUMMER VILLAGE OF BIRCHCLIFF

(herein called "the Grantor")

OF THE FIRST PART

-and-



(herein called "the Licensee")

OF THE SECOND PART

BACKGROUND:

- A. The Grantor is the owner of the following described lands location in the Summer Village of Birchcliff, in the Province of Alberta, legally described as:

Lot 6MR
Block 1
Plan 8420452
Expecting thereout all mines and minerals
(herein called "the Grantor's lands");

- B. The licensee is the registered owner of lands adjacent to the Grantor's lands legally described as:

Lot 4
Block 1
Plan 8420452
Expecting thereout all mines and minerals
(herein called "Licensee's Lands");

- C. A retaining wall has been constructed upon the Licensee's Land and extends approximately 12 lineal feet, prior to November 22nd 1999, onto the Grantor's Lands in the location shown designated in red on Schedule "A" annexed hereto;
- D. The Licensee desires a license to permit them to continue to occupy a portion of the Grantor's lands as outlined in red on Schedule "A" annexed hereto
(herein called "the licensed area");

NOW THEREFORE the parties agree together as follows:

GRANT OF LICENSE

1. (1) The preambles aforesaid shall be a part of this agreement.
- (2) Subject to clause 5, the Grantor hereby grants to the Licensee a license in, on and over the licensed area, to have and to hold the same for the purpose of continuing to maintain thereon a retaining wall (herein called "the works") to be maintained by the Licensee, subject to terms herein contained.

TERM OF LICENSE

2. (1) Subject to clause 3, this license is be for a term of five (5) years from the date hereof.
 - (2) Subject to clause 3, the term of the license will continue from year to year thereafter upon payment of such license fee as may be established by the Grantor for each subsequent year.
 - (3) Upon the expiration or other termination of the term or any renewal hereof, if the Licensee remains in possession of the licensed area without the consent of the Grantor, the Licensee shall be deemed to be a Licensee from month to month only, no tendency or other term of license shall be created by implication of law or otherwise and such month to month license shall be otherwise subject to all other terms of this agreement, expect that the same may be terminated by the Grantor upon thirty (30) days' notice.
3. This license may be terminated by either party upon six (6) months' notice to the other party.

LICENSE FEE

4. In consideration for this license, the Licensee shall pay to the Grantor the sum of Forty (\$40.00) Dollars (the "License Fee") on the execution of this agreement, and on the first day of January in each succeeding year shall pay the License Fee or such license fee as may be established by the Grantor for such succeeding year, so long as the license continues.

LICENSEE'S OBLIGATIONS

5. (1) The License shall:
- a) maintain the construction and installation of the works in a proper and safe manner in compliance with Provincial regulations respecting such works;
 - b) on removal of the works, restore the Grantor's lands to the same state it was prior to construction;
 - c) maintain the licensed area in a good and husbandlike manner to the satisfaction of the Grantor, including the refilling of any settlement of land affected by the works;
 - d) procure the immediate removal of all liens against the Grantor's lands arising in connection with the materials supplied for, and the construction or maintenance of the works;
 - e) observe and perform all those terms and provisions of this license and not to do, or suffer to be done, anything contrary to any term or provision of this license;
 - f) maintain and keep the works in good and safe repair;
 - g) comply with all statutes, by-laws, rules or regulations in any manner referring to or affecting works and the licensed area;
 - h) at the termination of this license, if required by the Grantor, remove the works from the licensed area and restore the area as reasonably as possible to its state prior to the removal of the works.
- (2) If the Licensee fails to perform the covenants required in clause 6(1), the Grantor shall have the right, after fifteen (15) days prior written notice to the Licensee advising him of the deficiency or default and requiring him to correct the same, with its own forces or through the services of an independent contractor, to enter upon the licensed area and perform such maintenance, or repairs to the works or the licensed area, or remove the works therefrom and restore the licensed area, or effect such work as may be necessary, and the Licensee shall pay to the Grantor all of the costs of such work on demand.

RESTRICTIONS ON LICENSEE'S RIGHTS

6. The Licensee shall not:
 - a) use the licensed area for any purpose other than for the maintenance of the existing retaining wall;
 - b) omit or permit anything to be done in the licensed area which shall be, or result in, a nuisance;
 - c) file, or attempt to file, a caveat on the Grantor lands.
7. The Licensee shall not, at any time hereafter, enlarge or extend the use or occupation of the licensed area beyond the area designation on Schedule "A" and that, in event of default of this covenant, the Grantor may terminate this agreement.
8. Within the time specified for termination in any notice of termination of the license given by the Grantor, the Licensee shall, if required by the Grantor, remove from the licensed area anything placed, erected or situated thereon. Should the Licensee refuse or fail to perform this covenant, the Grantor may cause the works and any article, structure or thing upon or overhanging the licensed area to be removed at the cost and expense of the Licensee. The Grantor shall be entitled to treat such amount as immediately due and owing without further demand and, in the event the Grantor retains solicitors to proceed with legal action to recover such amount, the Licensee shall pay the Grantor's full legal costs as between solicitor and client.

INDEMNIFICATION

9. The Grantor, its agents or employees shall not be liable for any loss, injury or damage caused to persons or property, including without restricting the generality of the foregoing, the Licensee's land, in any way whatsoever related to or associated with the license herein granted, or with the use of the licensed area by the Licensee, his invitees, agents or servants, and the Licensee shall indemnify and save the Grantor harmless from and against all liability, claims, actions, suits, proceedings, damages or expenses due to or in any way arising out of the granting of this license, or the use of the licensed area by the Licensee, his invitees, agents, or servants, or any act of neglect by the Licensee, their servants, agents or invitee in and about the licensed area, or due to or arising out of any

breach by the Licensee of any provision of this license, including damages to property or injury or damages to any person, including death.

10. The Licensee shall be responsible for the cost of repairing any damages to any utilities which may in anyway be caused directly or indirectly as a result of, arising, or be due to the use by the Licensee of the said lands.
11. As security for payment of any amount payable by the Licensee to the Grantor under the terms of this license, the Licensee grants a charge against the Licensee's land to the Grantor in the amount of \$1,000.00 to secure payment of such amount.

COVENANTS RUNNING WITH THE LAND

12. The Licensee's covenant herein contained are and shall for all purposes be deemed to be covenants running with the Licensee's lands in favor of the Grantor lands and the Grantor may file and maintain against the title of the Licensee's lands a Caveat to protect the covenants herein contained.

NON-WAIVER OF DEFAULT

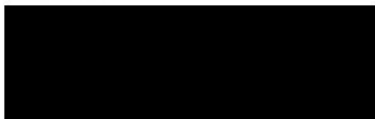
13. The waiver or acquiescence by the Grantor of, or in any breach by the Licensee of any covenant or condition herein shall not be deemed to be a waiver of such covenant or condition or any subsequent or other breach of any covenant or condition of this license.

NOTICES

14. Any written notice provided for in this license may be served upon the Grantor by personal service, or by mailing the same in a registered letter addressed to the Grantor at:

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

and in the case of the Licensee;



SUBSEQUENT PURCHASER BOUND

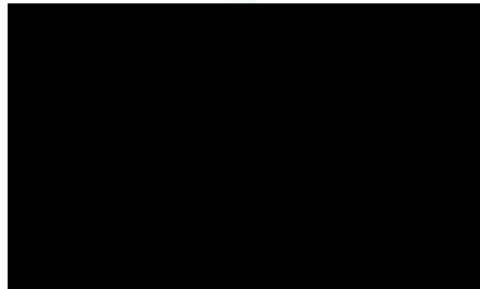
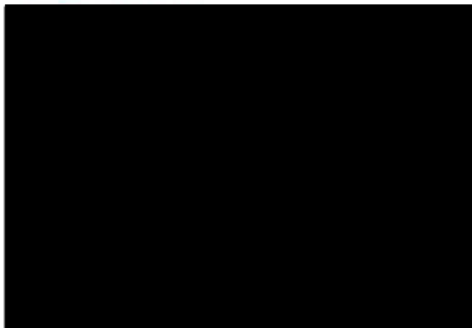
15. The Licensee shall secure from any subsequent purchaser of the Licensee's lands the agreement of such purchaser perform and carry out the covenants and conditions contained herein made by the Licensee in favor of the Grantor.

TIME TO THE ESSENCE

16. Time shall be of the essence of this agreement and this agreement shall ensure to the benefit of and be enforceable by the parties hereto, their heirs, executors, successors and assigns.

IN WITNESS WHEREOF the Grantor by its proper signing officers has affixed its corporate seal and the Licensee has set his hand and seal the day and year first above written.

SIGNED SEALED AND DELIVERED
in presence of:



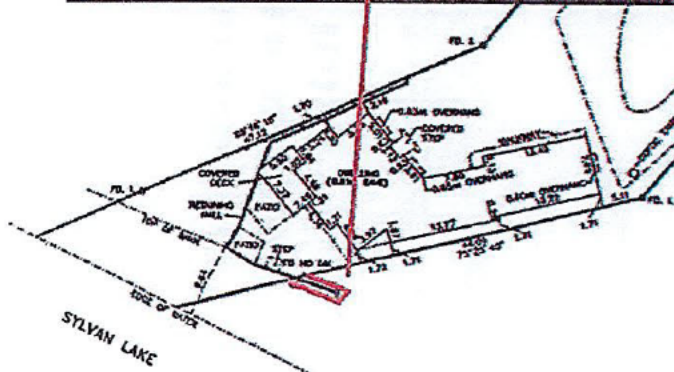
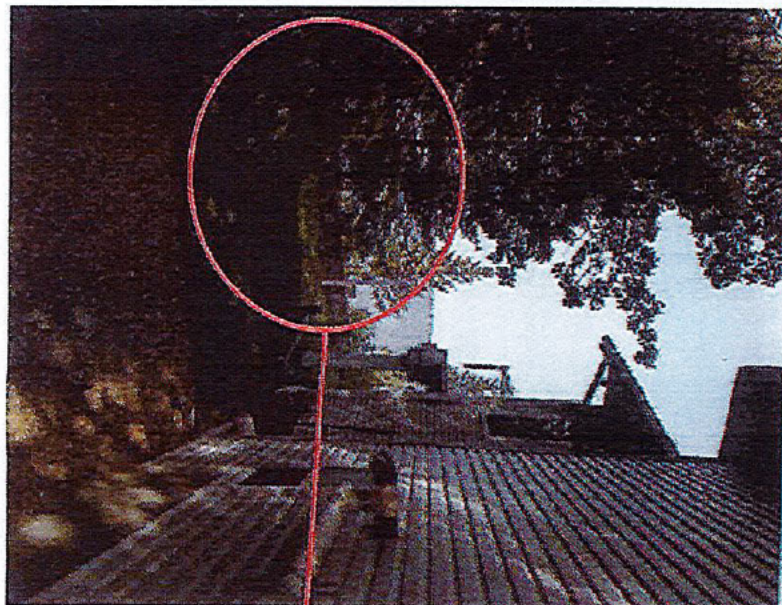
THE SUMMER VILLAGE OF BIRCHCLIFF


Phyllis Forsyth, CAO

(seal)

Alberta Land Surveyor's Real Property Report

SCHEDULE "A"



WOODLAND AVENUE

LEGAL DESCRIPTION:

LOT 4 BLOCK 1 PLAN B42 0452

CIVIC ADDRESS:

WOODLAND AVENUE, SUMMER VILLAGE OF BIRCHCLIFF, ALBERTA.

FOR:

I HEREBY CERTIFY THAT THIS REPORT WAS PREPARED AND PERFORMED UNDER MY PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE MANUAL OF STANDARD PRACTICE OF THE ALBERTA LAND SURVEYORS' ASSOCIATION AND SUPPLEMENTS THERETO, ACCORDING WITH THOSE STANDARDS AS OF THE DATE OF THIS REPORT.

I AM OF THE OPINION THAT:

1. THE PLAN ILLUSTRATES THE BOUNDARIES OF THE PROPERTY, THE PERMANENT VISIBLE IMPROVEMENTS SITUATED THEREON (THE "IMPROVEMENTS"), REGISTERED EASEMENTS, RIGHTS-OF-WAY, AND OTHER REGISTERED INSTRUMENTS AFFECTING THE EXTENT OF TITLE TO THE PROPERTY;
2. THE IMPROVEMENTS ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PROPERTY;
3. NO VISIBLE ENCROACHMENTS EXIST ON THE PROPERTY FROM ANY IMPROVEMENTS SITUATED ON AN ADJOINING PROPERTY;
4. NO VISIBLE ENCROACHMENTS EXIST ON REGISTERED EASEMENTS, RIGHTS-OF-WAY OR OTHER REGISTERED INSTRUMENTS AFFECTING THE EXTENT OF PROPERTY;

NOTES:

ALL MEASUREMENTS SHOWN ARE IN METRES.
ALL DISTANCES ON CURVES ARE ARC.
CURVE MEASUREMENTS ARE TO THE OUTSIDE FACE OF THE FASCIA.
BOUNDARIES ARE TO THE OUTER EXTENT OF WALLS.

PURPOSE: THIS REPORT AND THE RELATED PLAN AND SURVEY HAVE BEEN PREPARED AND PERFORMED ONLY FOR THE BENEFIT OF THE CLIENT. THE CLIENT'S PLAN WAS PREPARED TO FACILITATE A SALE AND ANY OF THEIR LEGAL ADVISORS/MORTGAGERS, WHERE APPLICABLE, REGISTERED EASEMENTS, UTILITY RIGHTS-OF-WAY, AND OTHER REGISTERED INSTRUMENTS AFFECTING THE EXTENT OF THE PROPERTY HAVE BEEN SHOWN. UNLESS OTHERWISE SHOWN, PROPERTY CORNER MARKERS HAVE NOT BEEN PLACED DURING THE SURVEY FOR THIS REPORT. THE PLAN SHOULD NOT BE USED TO ESTABLISH PROPERTY BOUNDARIES DUE TO THE HIGH DEGREE OF RISK OF THE USER MAKING AN ERROR IN MEASUREMENT.

DATE OF SURVEY: NOVEMBER 22, 1999.
DATE OF TITLE SEARCH: APRIL 26, 1999.

DATED AT RED DEER, ALBERTA
NOVEMBER 23, 1999.

ALBERTA LAND SURVEYOR
© WILHELM K. FANKE, A.L.S., 1999.



SCALE: 1:500

CLIENT FILE:

BETA SURVEYS LIMITED

8008 - 63rd STREET, RED DEER, ALBERTA

OUR FILE: RPR-6193

CAVEAT

**TO THE REGISTRAR OF THE NORTH ALBERTA LAND REGISTRATION
DISTRICT:**

TAKE NOTICE that WE, THE SUMMER VILLAGE OF BIRCHCLIFF, in the Province of Alberta claim an interest therein as Grantor Phyllis Forsyth, Chief Administrative Officer, and by virtue of an License to Occupy in writing, dated this 11 day of July, 2017 made against the estate of [REDACTED] of Birchcliff in the said Province therein as Grantees, and ourselves therein as Grantor, referring to:

PLAN 8420452

BLOCK 1

LOT 4

EXCEPTING THEREOUT ALL MINES AND MINERALS

being the lands described in Title No. 972152495 registered in the name of [REDACTED] [REDACTED] sole owners, and we forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estates or interest, unless the instrument title, as the case may be, is expressed to be subject to the Summer Village of Birchcliff claim.

I APPOINT, the Summer Village of Birchcliff, of Bay #8, 14 Thevenaz Industrial Trail, in the Town of Sylvan Lake, Province of Alberta, T4S 2J5 as the place at which notices and proceedings relating hereto may be served.

DATED this 19 day of July, 2017.

Phyllis Forsyth

Signature

(Seal)

CANADA
PROVINCE OF

ALBERTA

TO WIT:

)
)
)
)
)
)
)

I Phyllis Forsyth

of the Town of Sylvan Lake
in the Province of Alberta

MAKE OATH AND SAY AS FOLLOWS:

1. I am the agent for the above named Caveator.
2. I believe that the said Caveator has a good and valid claim upon the said land and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

SWORN before me at the Town of Sylvan)
Lake in the Province of Alberta,)
this 19 day of July, 2017.)

Phyllis Forsyth

Signature

(Seal)

Teri Musseau
A Commissioner for Oaths in and for the Province of Alberta

TERI MUSSEAU
COMMISSIONER FOR OATHS
EXPIRES DECEMBER 20, 2017



Land and Forest Service
Land Administration Division

Petroleum Plaza – South Tower
5th floor, 9915 – 108 Street
Edmonton, Alberta
Canada T5K 2G8
Tel. No. (780) 427-3570
Fax No. (780) 422-9670

File No. LOC 001034

January 25, 2001

[REDACTED]
27 Birchcliff Road
Birchcliff, Alberta, T4S1R6

Attention: Dear Mr. & Mrs. [REDACTED]

Dear Sir or Madam:

RE: Licence of Occupation No. LOC 001034
Pt. SE ¼ 17-39-1-W5M (Bed & Shore of Sylvan Lake) (.01 acre)
Purpose: Bank Stabilization
EXECUTION OF DOCUMENT

The attached documents, issued in your favour, have been executed on behalf of the department. Please complete the execution of these documents and return the one copy identified as **DEPT. COPY** to us within 60 days. If a corporation, indicate the position of the signing officer. **DO NOT MAKE ANY CHANGES TO THE DOCUMENT.**

Notification of charges/refund will follow under separate cover.

The annual rental, if applicable, is specified in the document.

Sincerely,


Norma Zavitz
Commercial/Gravel Shoreland Unit
Disposition Services Branch

Nz/

cc:Public Land Services - Ponoka
cc:Public Land Services - Red Deer
cc:NRS, Fish & Wildlife - Red Deer
cc: Water Resources - Parkland Region, Red Deer



Land and Forest Service
Land Administration Division

LICENCE OF OCCUPATION

LICENSEE: [REDACTED]

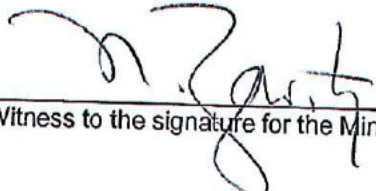
LICENCE NUMBER: LOC 001034
 ISSUE DATE: January, 25, 2001
 TERM: 25 years
 EXPIRY DATE: January, 24, 2026
 LUMP SUM RENTAL: \$50.00
 PURPOSE: Bank Stabilization


Pursuant to the Public Lands Act (hereinafter called the "Act") and the Dispositions and Fees Regulation (hereinafter called the "Regulation"), the above named licensee is hereby granted a licence to enter upon, possess and occupy the land more particularly described in the attached Appendix A (hereinafter called the "land") for the purpose described above.

THE MINISTER OF Environment (hereinafter called the "Minister") AND THE LICENSEE AGREE EACH WITH THE OTHER:

1. This licence shall be in effect for the term described above, unless terminated earlier by the Minister or the Licensee in accordance with the act or regulation.
2. The Licensee shall at all times during the subsistence of this licence perform, observe and comply with all the provisions, obligations and requirements which the Licensee is required to perform, observe and comply with by this licence, and by the act or by any acts hereafter enacted in substitution therefore, and by the regulation made under the authority of any such act, and the terms, conditions and provisions of all such acts and regulations shall be deemed to form part of this licence, which shall be read and construed as if the same had been set out and incorporated herein.
3. The Licensee shall pay to the Provincial Treasurer the first year's charge listed above prior to, or upon execution of this agreement and the annual rental listed above on or before each and every anniversary date of this licence. The annual rental shall remain in effect for a period of five years from the commencement of the term of this licence and thereafter the Minister may change the annual rental for each five-year period.
4. The Licensee shall pay and discharge all rates, assessments and taxes that are a proper charge on the land.
5. The Licensee may enter upon, possess and occupy the land only for the purpose described above.
6. The Licensee shall not sublet, transfer or assign the land or any part thereof without the written consent of the Minister.
7. The Licensee shall observe and comply with the terms and conditions set out in the attached Schedule "A" which Schedule is part of this licence.

IN WITNESS WHEREOF the parties have executed this licence.


 Witness to the signature for the Minister


 For the Minister of Environment

 Witness to the signature for the Licensee

 Licensee's signature

(CONDITIONS) SCHEDULE A

1. 001 **IN THIS DOCUMENT**, unless the context indicates otherwise:

"**approval (of a departmental officer)**" whenever required, must be in writing.

"**authority**" means: this document or the right to occupy public land granted by this document.

"**department**" means: Alberta Environment
Land and Forest Service
Land Administration Division
Petroleum Plaza, South Tower
9915 – 108th Street
Edmonton, Alberta
T5K 2G8
Telephone: (780) 427-3570

"**departmental officer**" means: an employee of the Alberta Environment, Land and Forest Service; or Alberta Agriculture, Food and Rural Development, Public Lands responsible for the management of surface activity on the land.

"**holder**" means: the recipient of the right to occupy public land granted by this document.

"**land(s)**" means: the specific land which the holder is authorized to occupy by this document.

"**minister**" means: the Minister of Environment.

payments required by this document are to be made payable to "**The Provincial Treasurer**" and may be delivered to the nearest Public Lands or Land and Forest Service office, or mailed to:

Alberta Environment
Land and Forest Service
Main Floor, Petroleum Plaza, South Tower
9915 – 108th Street
Edmonton, Alberta
T5K 2G8

a) The holder shall comply with all relevant laws in the Province of Alberta.

- b) A copy of this authority shall be retained on the job site during all phases of your activity, including, if applicable, preparation, construction, development, maintenance and abandonment.
- c) Schedule "B", attached lists any prior and subsisting authorizations and dispositions (prior rights) issued on the quarter sections included in this authority. The holder shall not conduct any activity on the land where prior rights have been issued without the consent of the holder of these prior rights.

Surface rights plot sheets showing dispositions listed on Schedule "B" may be viewed at, or further information obtained from, the Technical Services Branch, Land Administration Division, 2nd Floor, Petroleum Plaza, South Tower, 9915 – 108th Street, Edmonton, Alberta, T5K 2G8, Telephone: (780) 427-3509, Fax: (780) 422-4252.

Copies of these plots or any plan showing the location of a disposition may be purchased from IHS Energy Group, Main Floor, Petroleum Plaza, South Tower, 9915 – 108th Street, Edmonton, Alberta, T5K 2G8, Telephone: (780) 413-3380, Fax: (780) 413-3383.

- d) If a trapping area (TPA) is listed in Schedule "B", the holder shall contact the registered trapper at least FIVE DAYS PRIOR TO COMMENCING ANY ACTIVITY. This must be done by registered mail and we recommend personal communication follow-up. The trapper's name and address may be obtained from the Department of Resource Development, Calgary Information Centre, Telephone: (403) 297-6324. For other information concerning registered traplines, contact the Licencing Section, Natural Resources Service, Alberta Environment, Edmonton, Alberta, Telephone: (780) 427-6729, upon receipt of this approval. The holder may be responsible for any damage to traps, snares or other improvements.
- e) For oil and gas activity on land classified as being in the Green Area of the Province (identified on Schedule "B"), the department may, in addition to any other charges, assess a further charge of 50 cents per acre (\$1.24 cents per hectare) on every acre or part acre in this authority to fund the Trapper's Compensation Program.
- f) This authorization should not be construed as assuring that any other relevant approvals from this department or any other department or agency of the Alberta Government will be granted.
- g) This authorization is granted subject to further amendment by the Minister of Environment, or his designate, based upon evidence obtained from an Alberta Energy and Utilities Board hearing that relates to the subject matter of this authorization.

2. 154 The holder shall contact and advise the departmental officer of its intentions:
 - prior to entry upon the lands.
 - prior to any additional construction during the term of this authority.
 - at the completion of operations, and
 - upon abandonment of this activity or cancellation of this authority.**Public Land Services –Red Deer, Alberta, Telephone: (403) 340-5451.**
3. 043 Her Majesty is not responsible or liable for property loss, property damage or the relocation of facilities or installations resulting from flooding, water erosion or from water management activities whether or not such damage loss or relocation is caused by error, omission or negligence on the part of Her Majesty, Her Majesty's servants, agents, employees or contractors.
4. 631 Prior to commencement of construction, the holder shall obtain authority under the Water Act from Natural Resources Service of Alberta Environment at Red Deer, telephone: 403-340-7736.
5. 648 The holder may not conduct any activity incidental to this authority on land not included in this authority without prior approval from a departmental officer.
6. 649 The holder shall not restrict public access along the crown owned bed and shore.
7. 275 The holder shall not deposit or push debris, soil or other deleterious materials into or through any watercourse or water body or on the ice of any watercourse/water body.
8. 222 The holder shall carry out interim reclamation work concurrently with operations and full reclamation prior to cancellation and abandonment. Reclamation includes debris disposal, slope stabilization, recontouring, restoration of natural drainage(s), replacement of surface soil and revegetation.
9. In water activity using mechanical equipment is not permitted between October 1 and June 30.
10. Disturbance of the Bed and Banks of Sylvan Lake, arising from an activity or equipment used, it is to be kept to a minimum and confined to the immediate work site.
11. The holder must ensure that precautions are taken to prevent soil erosion. Measures must be taken to prevent siltation.
12. The holder must ensure that any equipment entering Sylvan Lake shall be free of silt, sands, clays or organic materials, oils, fuels, etc.
13. The holder must maintain any improvement erected or placed on the lands described in this authorization, and maintain any replacements, alterations or additions in good and substantial repair and condition.

13. The holder must ensure that no sand, silt, clay or organic material is allowed on top of or on the lake bed in front of the erosion protection or backfill.
14. The holder must ensure that upon cancellation and abandonment, the holder shall be responsible for the removal of all improvements and shall restore the disturbed lands to an acceptable land form and restore the natural drainage.
15. The holder must ensure that the bank stabilization project shall be constructed in accordance to the plans approved by the Department of Environment, Water Administration Branch, Red Deer, Alberta, Telephone: 403-340-7736.
16. Liability for all improvements on or occupying the bed and shore of Sylvan Lake are the responsibility of the licence holder.

All licences, authorizations and approvals issued under the Alberta Environmental Protection and Enhancement Act, Water Act or Public Lands Act should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Habitat Management, Central and Arctic Region, Fisheries and Oceans, 501 University Crescent, Winnipeg, Manitoba, R3T 2N6, phone: (204) 984-2505 in relation to the application of federal laws relating to the Fisheries Act (Canada) and the Navigation Protection Program, Canadian Coast Guard, 9021 - 46th Street, Edmonton, Alberta, phone: (780) 495-3701 relating to the Navigable Waters Protection Act.

/nz

LAND STATUS AUTOMATED SYSTEM

SCHEDULE "B"

ENR-LSAS

LAND STANDING REPORT

REPORT DATE: 2001-01-25

TIME: 09:00:38

REQUESTED BY: LSLCI22

- LSRC1130

PAGE 1

REQUESTED LAND LIST: INCLUDE
 TITLE INFORMATION : INCLUDE
 REQUEST LAND STATUS: EXCLUDE

SELECTION CRITERIA

SELECT GEO-ADMINISTRATIVE AREA: ALL
 SELECT ACTIVITIES:

INCL/EXCL	ACTIVITIES	MAX STATUS	ALL/NONE/SOME	IF SOME, SPECIFY TYPE
I	SURFACE DISP	6	ALL	
I	RESERVATIONS	6	ALL	
I	ENCUMBRANCES	6	ALL	
I	LAND POSTINGS	6	ALL	
I	INTERIM RECORDS	6	ALL	
I	SUBDIVISIONS	5	ALL	

REQUESTED ACTIVITY

REQUESTED ACTIVITY: LOC- 001034

REQUESTED LAND

REQUESTED LAND	OWNERSHIP STATUS	TITLE STATUS	ADMINISTERED BY	SURVEY STATUS	AREA IN HECTARES		AREA IN ACRES		
					LAND	TITLE	LAND	TITLE	
5-01-039-17-SE	FREEHOLD	TITLED	FRHOLD	SURVEYED	43.990	43.273	108.70	106.93	PARTLY WATER
TOTAL	FREEHOLD	TITLED		SURVEYED	43.990	43.273	108.70	106.93	PARTLY WATER

GEO-ADMINISTRATIVE AREAS

COAL DEVELOPMENT REGION

SETTLED

5-01-039

CODE: CDR-1

COUNTY

LACOMBE COUNTY

CODE: CTY-014

5-01-039-17-01-SE-SW	COVERED BY LAKE
5-01-039-17-01-SE-NW	PT
5-01-039-17-01-SE-NE	PT
5-01-039-17-01-SW-SE	COVERED BY LAKE
5-01-039-17-01-SW-SW	
5-01-039-17-01-SW-NW	COVERED BY LAKE
5-01-039-17-01-SW-NE	COVERED BY LAKE
5-01-039-17-01-NW-SE	PT
5-01-039-17-01-NW-SW	COVERED BY LAKE
5-01-039-17-01-NW-NW	PT
5-01-039-17-01-NW-NE	PT
5-01-039-17-01-NE-SE	COVERED BY LAKE
5-01-039-17-01-NE-SW	PT
5-01-039-17-02	

LAND STATUS AUTOMATED SYSTEM

ENR-LSAS
 REPORT DATE: 2001-01-25 TIME: 09:00:38 LAND STANDING REPORT REQUESTED BY: LSLCI22 LSRC1130
 PAGE 2

----- GEO-ADMINISTRATIVE AREAS -----

COUNTY	(CONTINUED)			
	5-01-039-17-07-SE-SW		COVERED BY LAKE	
	5-01-039-17-07-SW-SE		COVERED BY LAKE	
	5-01-039-17-07-SW-SW			
	5-01-039-17-07-SW-NW		COVERED BY LAKE	
	5-01-039-17-07-SW-NE		COVERED BY LAKE	
	5-01-039-17-07-NW-SW		COVERED BY LAKE	
	5-01-039-17-08-SE			
	5-01-039-17-08-SW-SE			
	5-01-039-17-08-SW-SW		PT	
	5-01-039-17-08-SW-NW		PT	
	5-01-039-17-08-SW-NE			
	5-01-039-17-08-NW-SE			
	5-01-039-17-08-NW-SW		PT	
	5-01-039-17-08-NW-NW		PT	
	5-01-039-17-08-NW-NE			
	5-01-039-17-08-NE			
ENVIRONMENT CONS. & RECL. DISTRICT	NO. 13			CODE: ERD-013
	5-01-039-17			
FOREST MANAGEMENT UNIT	ROCKY CLEARWATER FOREST	R01		CODE: FMU-R -51
	5-01-039			
FISH & WILDLIFE ADMIN REGION	CENTRAL REGION	RED DEER		CODE: FWA-2 -01
	5-01-039			
FISH AND WILDLIFE DISTRICT	CENTRAL REGION	RED DEER		CODE: FWD-2 -09
	5-01-039			
FISH & WILDLIFE REFERRAL LANDS				CODE: FWR-
	5-01-039-17-SE			
GENERAL LANDS CLASSIFICATION	WHITE			CODE: GLC-W
	5-01-039			
GRAZING ZONE	B			CODE: GRZ-B
	5-01-039			
PUBLIC LAND DISTRICT	CENTRAL REGION	PONOKA		CODE: PLD-2 -1
	5-01-039-17			
URBAN MUNICIPALITY	SUMMER VILLAGE	BIRCHCLIFF		CODE: UBM-SV -004
	5-01-039-17-01-SE-SE			
	5-01-039-17-01-SE-SW	E/LAKE		
	5-01-039-17-01-SE-NW	PT		
	5-01-039-17-01-SE-NE	PT		
	5-01-039-17-01-SW-SE	E/LAKE		
	5-01-039-17-01-SW-NW	E/LAKE		
	5-01-039-17-01-SW-NE	E/LAKE		
	5-01-039-17-01-NW-SE	PT		
	5-01-039-17-01-NW-SW	E/LAKE		
	5-01-039-17-01-NW-NW	PT		
	5-01-039-17-01-NW-NE	PT		
	5-01-039-17-01-NE-SW	PT		
	5-01-039-17-02-NE-SE	E/LAKE		

LAND STATUS AUTOMATED SYSTEM

ENR-LSAS

REPORT DATE: 2001-01-25 TIME: 09:00:38

LAND STANDING REPORT

REQUESTED BY: LSLCI22

LSRC1130

PAGE 3

GEO-ADMINISTRATIVE AREAS

URBAN MUNICIPALITY

(CONTINUED)

5-01-039-17-02-NE-NE	E/LAKE
5-01-039-17-07-SE-SE	
5-01-039-17-07-SE-SW	N/LAKE
5-01-039-17-07-SE-NW	
5-01-039-17-07-SE-NE	
5-01-039-17-07-SW-SE	N/LAKE
5-01-039-17-07-SW-NW	E/LAKE
5-01-039-17-07-SW-NE	N/LAKE
5-01-039-17-07-NW-SE	
5-01-039-17-07-NW-SW	E/LAKE
5-01-039-17-07-NW-NW	
5-01-039-17-07-NW-NE	
5-01-039-17-07-NE	
5-01-039-17-08-SW-SW	PT
5-01-039-17-08-SW-NW	PT
5-01-039-17-08-NW-SW	PT
5-01-039-17-08-NW-NW	PT

ACTIVITIES

ACTIVITY	STATUS/TYPE LAND ID	DATE HECTARES	EXPIRY ACRES	CLIENT/INTERIM REMARKS METES AND BOUNDS REMARKS	TOTAL AREA	
					ACRES	HECTARES
LOC- 001034	APPLICATION	ON 2000-MAY-17				
	5-01-039-17-SE	0.004	0.01	THE BED AND SHORE OF SYLVAN LAKE.	0.01	0.004
LOC- 950230	ACTIVE/DISPOSED	ON 1995-FEB-16	2020-FEB-15			
	5-01-039-17-SE	0.004	0.01	BED & SHORE OF SYLVAN LAKE	0.01	0.004

*** NOTE: THE FOLLOWING DISCLAIMER ***

LAND STATUS AUTOMATED SYSTEM

ENR-LSAS

LAND STANDING REPORT

REPORT DATE: 2001-01-25

TIME: 09:00:38

REQUESTED BY: LSLCI22

LSRC1130

PAGE 4

----- D I S C L A I M E R -----

THIS STANDING REPORT IS PROVIDED SUBJECT TO THE CONDITION THAT HER
MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ALBERTA AND HER EMPLOYEES:

- (1) HEREBY DISCLAIM AND ARE RELEASED FROM ANY AND ALL RESPONSIBILITY
FOR THE INFORMATION IN, AND ANY OMISSION OF THE INFORMATION FROM,
THIS REPORT;
- (2) SHALL NOT BEAR ANY RESPONSIBILITY FOR ANY LOSS OR DAMAGE OF ANY
KIND ARISING FROM OR IN RESPECT OF ANY ABSENCE OF INFORMATION OR
ANY ERRORS OR OMISSIONS (WHETHER THE AFORESAID OCCASIONED BY
NEGLIGENCE OR OTHERWISE) IN OR AFFECTING THIS REPORT OR THE
INFORMATION THEREIN.

THIS REPORT DOES NOT SHOW CAVEATS, BUILDERS' LIENS, OR OTHER
INSTRUMENTS, IF ANY, REGISTERED AT LAND TITLES OFFICE IN RESPECT OF
ANY LANDS OR INTERESTS THEREIN. PERSONS ARE ADVISED TO ALSO EXAMINE
RECORDS AT LAND TITLES OFFICE TO ASCERTAIN WHETHER OTHER INSTRUMENTS
THAT MAY CONCERN THE LANDS OR INTERESTS THEREIN HAVE BEEN REGISTERED.

*** END OF REPORT ***

APPENDIX A
 LEGAL DESCRIPTION
 FOR
 LOC 001034

EP PLAN NO: 20368 TL
 PURPOSE: BANK STABILIZATION

AFFECTED LANDS(MERIDIAN-RANGE-TOWNSHIP-SECTION-1/4SECTION-LEGAL SUBDIVISION
 -QUADRANT-QUARTER QUADRANT)

	HECTARES--	ACRES--	DETAILS-----
5-01-039-17-SE	0.004	0.01	
THE BED AND SHORE OF SYLVAN LAKE.			

AREA SUMMARY

THE TOTAL LANDS HEREIN DESCRIBED CONTAIN 0.004 HA (0.01 ACRES)
 MORE OR LESS

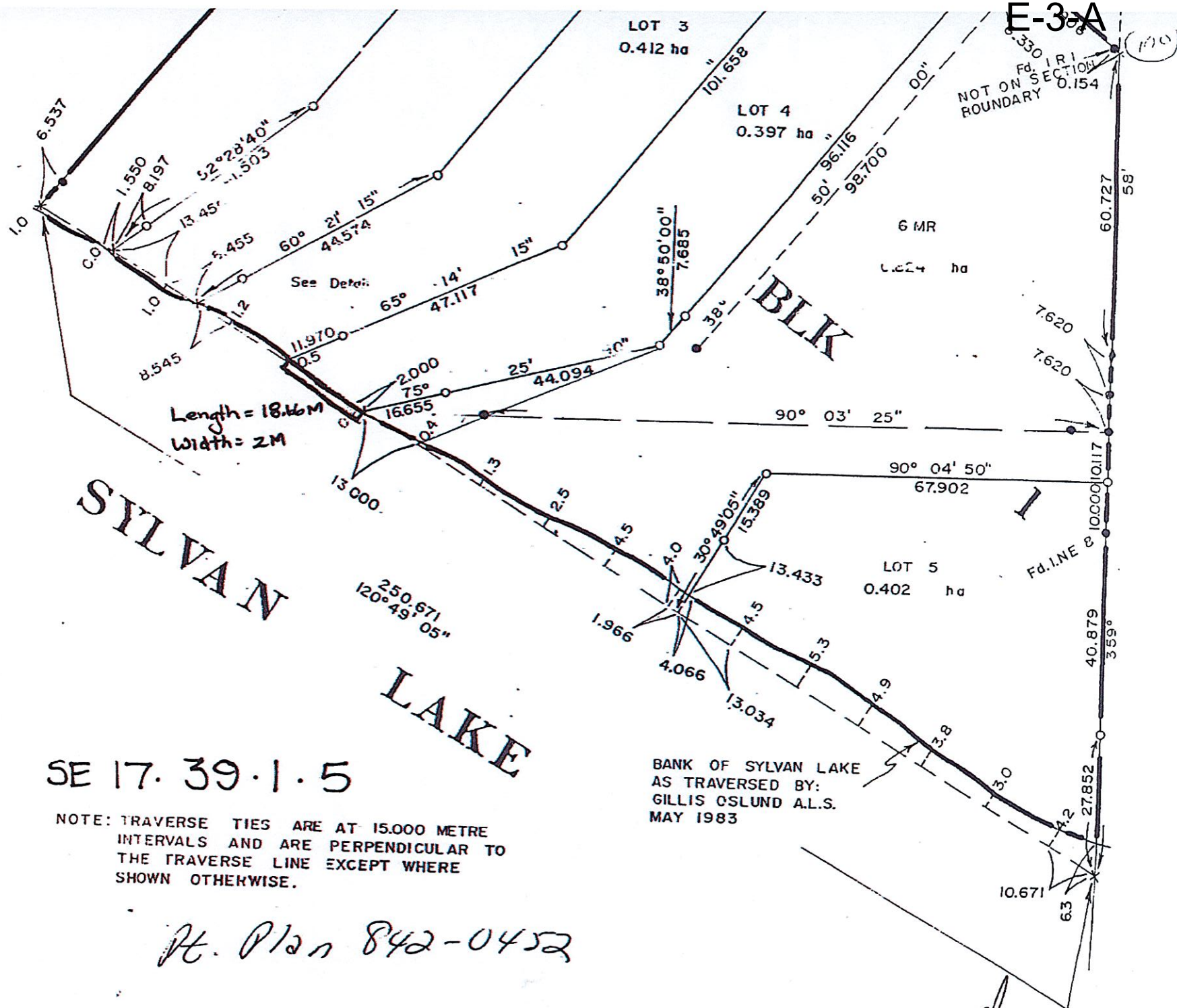
SUBJECT TO:

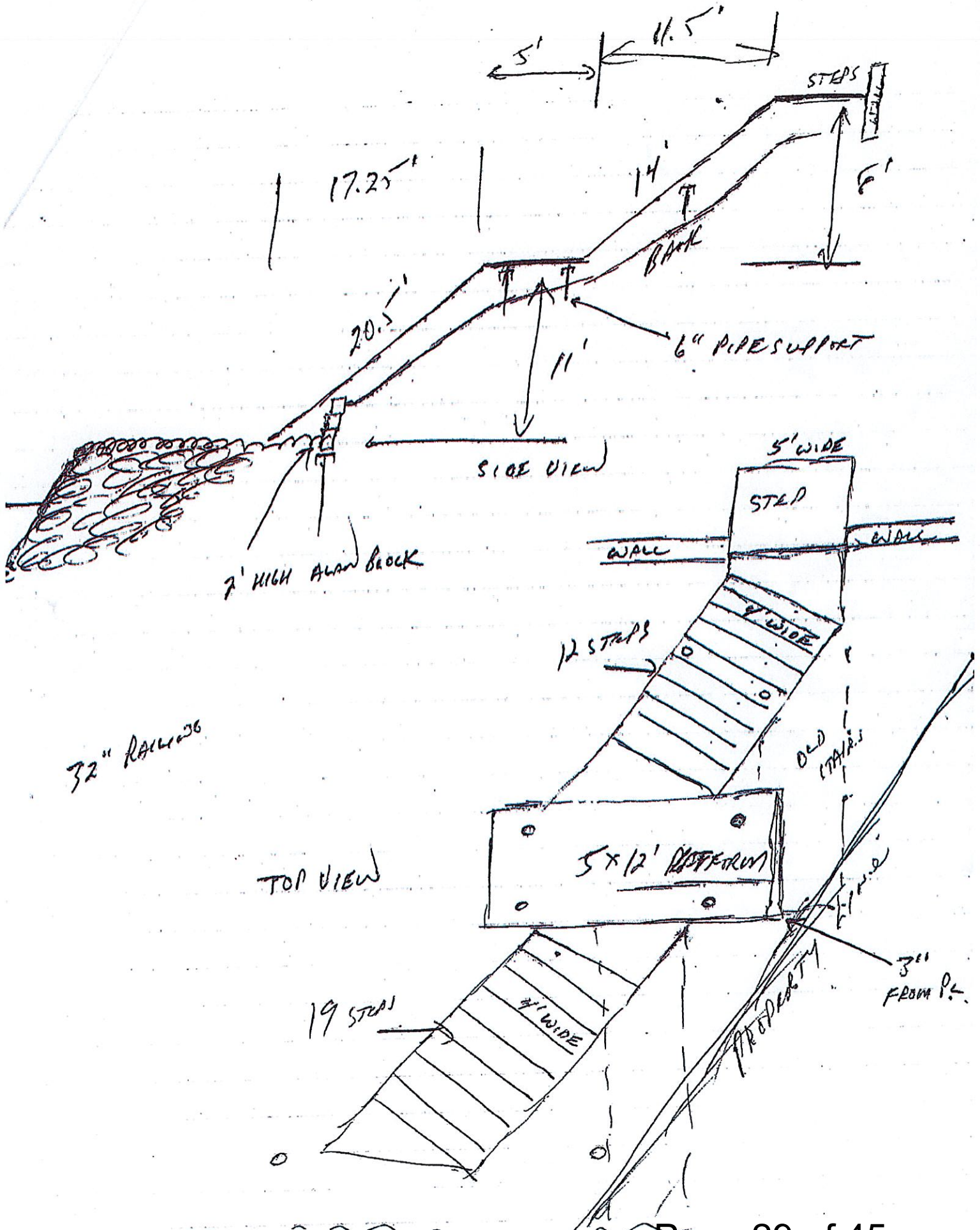
THE AUTHORIZATIONS AND DISPOSITIONS LISTED ON THE ATTACHED "SCHEDULE B", IF ANY, HAVE BEEN ISSUED ON THE QUARTER SECTIONS OF LAND ON WHICH YOUR DISPOSITION HAS BEEN ISSUED AND MAY BE PRIOR AND SUBSISTING AUTHORIZATIONS AND DISPOSITIONS TO YOUR DISPOSITION AND MAY RELATE TO AND AFFECT YOUR DISPOSITION AND THE LANDS ON WHICH YOUR DISPOSITION HAS BEEN ISSUED.

SUPPLEMENTARY INFORMATION

(LTO) - LAND TITLES OFFICE
 (AE) - ALBERTA ENVIRONMENT/LAND ADMINISTRATION DIVISION
 (ATS) - ALBERTA TOWNSHIP SURVEY
 (HA) - HECTARES
 1 HECTARE = 2.471054 ACRES

2001/01/25
 08:59:48
 SUBMITTED BY LSLCI22







BETA SURVEYS LIMITED

PROFESSIONAL LAND SURVEYORS

4605B - 63 Street Red Deer, Alberta T4N 7A6

Phone (403) 342-6203

Fax (403) 342-5334

File: RPR-6193

November 30, 1999

Infinity Construction
Suite 416, 6320 - 50 Avenue
RED DEER, Alberta
T4N 4C6

Dear Sir/Madam:

re: Real Property Report
Lot 4, Block 1, Plan 8420452
Summer Village of Birchcliff

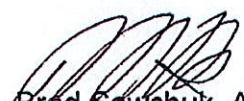
Enclosed please find three copies of a Real Property Report for the above noted location. This document supersedes that which was previously provided on November 24th.

The location of the jog along the southerly boundary of the dwelling where the house ties to the garage has been confirmed. When the original field survey measurements were made to locate the building on the property, ties were made only to the easterly and westerly extremities of the garage and house, and not to this jog. When the previously issued Real Property Report was computed and prepared, an assumption was made that this jog was square to the building.

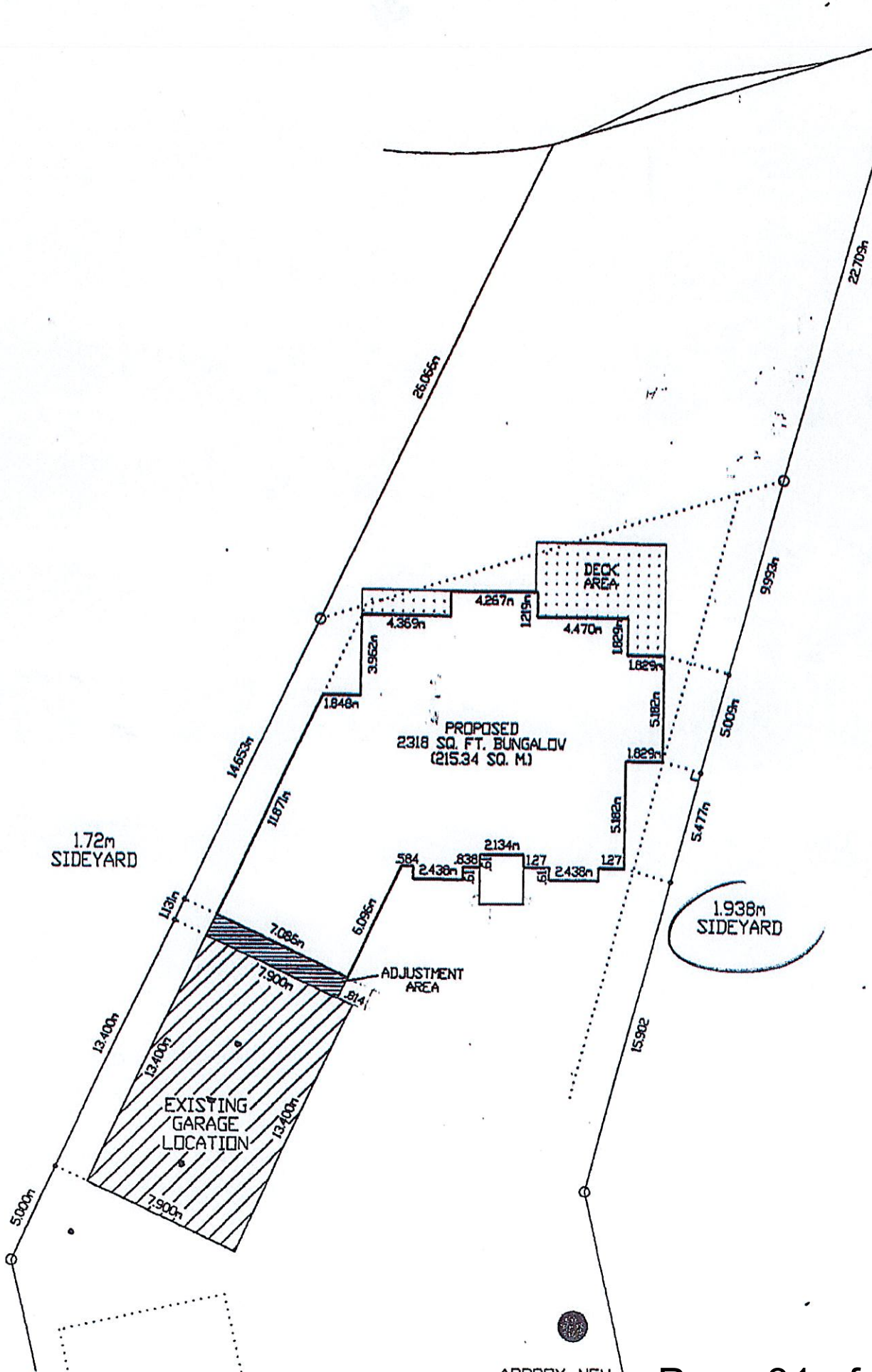
→ Unfortunately, this assumption was incorrect, causing a computed sideyard dimension of 1.53 rather than 1.71. We have now confirmed that the building wall is not square at this point, and in fact has been constructed at an angle to accomodate the misalignment of the garage wall with the property line.

I trust this explains the reason for the difference in the two documents.

Yours truly,


Brad Sawchuk, A.L.S.

1.938 m
1.53 m
0.406 m



IZATION
4 ha.

8
1N 4995 TR

Length = 18.46M
Width = 2M

VAN
LAKE

NETTIE CAROLINE PEDLAR

WITNESS

E-3-A

Fd. I. E. 1/4 17

WOODLAND AVENUE

SE. 1/4 SEC. 17-39-1-5

ROAD ALLOWANCE

(ROAD PLAN 3098 E.O.)

BLK.

BLK.

LOT 1
0.427 ha

LOT 2
0.423 ha

LOT 3
0.412 ha

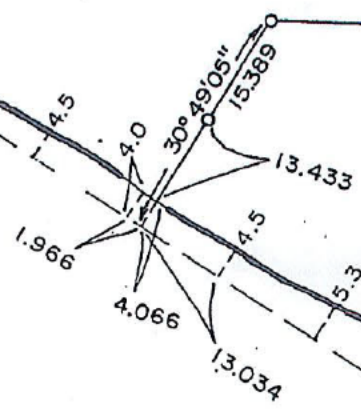
LOT 4
0.397 ha

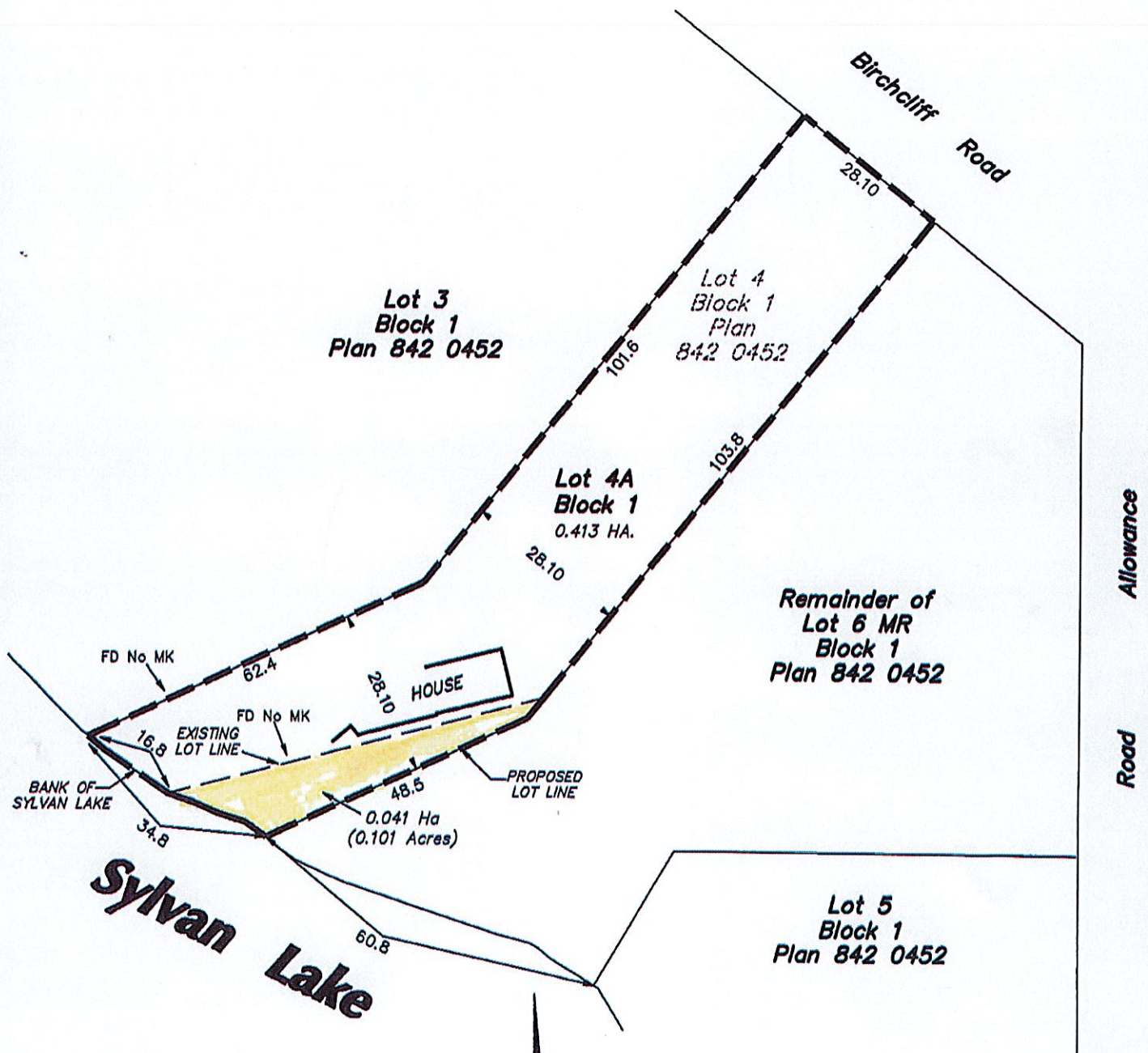
6 MR
0.024 ha

LOT 5
0.402 ha

NOT ON SECTION
BOUNDARY

250.671
120° 49' 05"





S.V. OF BIRCHCLIFF
TENTATIVE PLAN

SHOWING

PROPOSED SUBDIVISION


OF

LOTS 4 & 6 MR, BLOCK 1, PLAN 842 0452

WITHIN THE

N.E. 1/4 SEC. 8 & S.E. 1/4 SEC. 17,
TWP. 39, RGE. 1, W.5M.

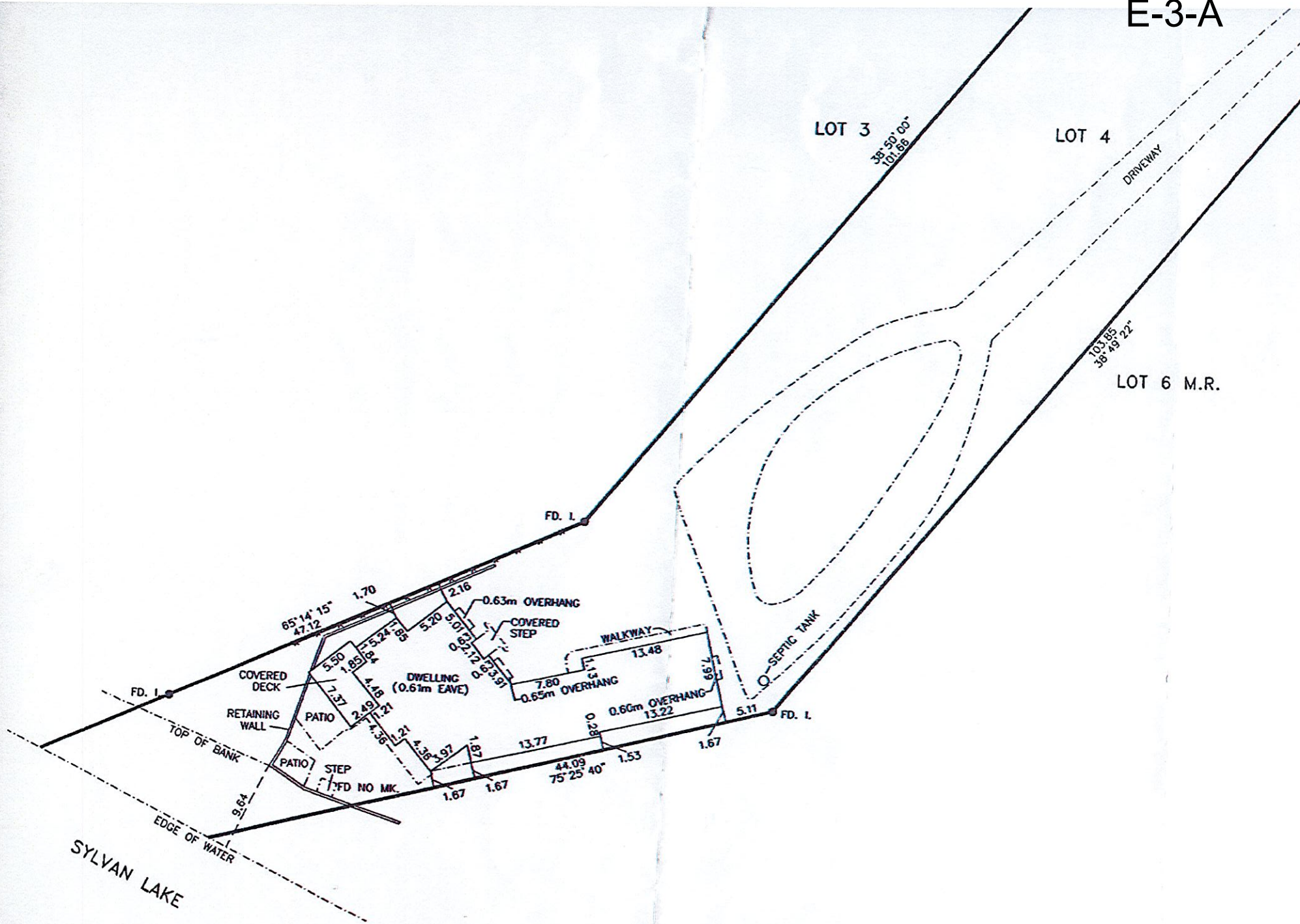
NOTES:

- Buildings are plotted from aerial photo and are approx.
- Distances shown are in metres.
- Area dealt with is bounded thus  and contains from:
- Lot 4, Block 1, Plan 842 0420 = 0.413 ha.
- Lot 6 MR, Block 1, Plan 842 0420 = 0.041 ha.
- Total = 0.454ha.

BEMOCO LAND
SURVEYING LTD.
100, 6040-47th AVENUE
RED DEER, AB., PH. 403-342-2611
WWW.BEMOCO.COM

REV	DATE	DESCRIPTION
4	JUNE 12, 2023	Issue
FILE No: S-034-20 tent		

E-3-A



#27 Birchcliff RD

Write a description for your map.

Legend

#27

Google Earth

N

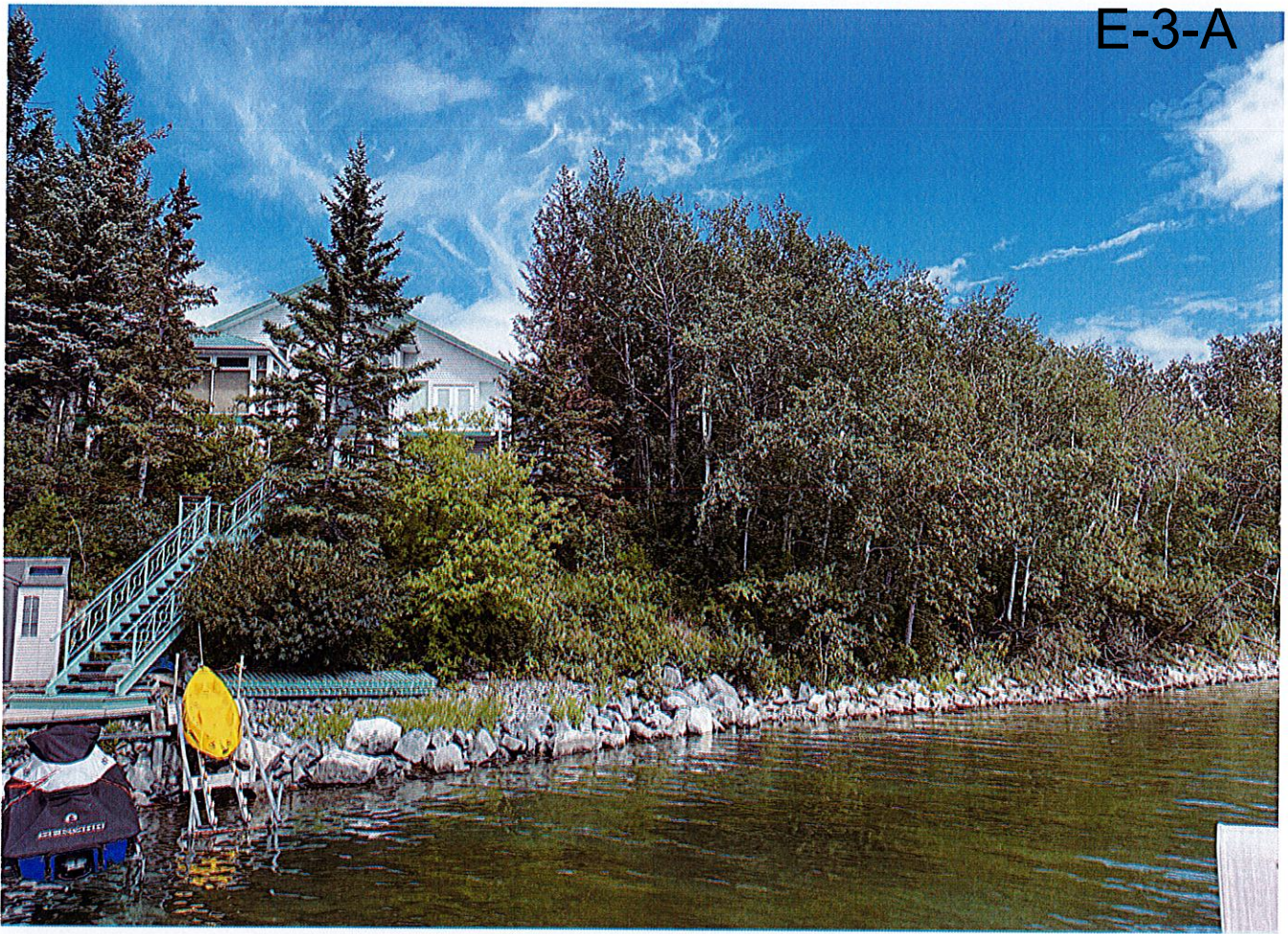
80 m

















SUMMER VILLAGE OF BIRCHCLIFF

Encroachment Policy

Passed: August 20, 2015

Purpose:

The Summer Village of Birchcliff has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

Statement:

The Summer Village of Birchcliff asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove **encroachments** for all lands owned, leased and managed by the municipality.

Definitions:

“building(s)” includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

“development” means:

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

“encroachment(s)” means a **building** or **development** that illegally extends onto an adjacent property.

General:

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the **encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.

3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Birchcliff shall have a fee review every 5th year.

Encroachment on Environmental Reserve Lands

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land.

Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee assessed at time of agreement and reassessed every five years. Fee is calculated on actual square foot assessment of adjacent property (i.e. 1200 sq. ft. lot assessed at 16,000 land value – **encroachment** is 10 sq. ft. $(16,000 / 1200 = 13.33$ assess value per square foot) $(10 \times 13.33 = 133.30$ **encroachment** value) times the mill rate for the current year.

Summer Village of Birchcliff

September 21, 2023

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Correspondence:

Upcoming Meetings:

Next Council Meeting: October 12, 2023



Parkland Update

Thursday, July 13, 2023

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

Stay up to date by visiting our [support site](#).

New Indigenous Kits



Parkland is excited to announce two new Indigenous Kits available for libraries to borrow. There is the Cree Games Kit 8+, which teaches children and adults about traditional Cree games and culture, and the Cree Language Learning Kit 5+, which will help you and your patrons learn the Cree language and Cree culture. Both of these kits are available for libraries to request on the [support site booking form](#).

We would like to extend a big thank you to Maria Buffalo, the Library Clerk at Maskwacis Library Service, for her hard work in creating these kits!



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Canadian Library Month Activities - October 2023

Based on feedback from Library Managers, we have decided to plan for both a library card sign-up contest and the regular Golden Ticket Contest for October. These public-facing contests will be paired with an internal membership drive. We have a lot of great prizes lined up this year! Library staff can find details and entry forms in the [Q drive](#).

Prizes:

Library Card Sign-Up & Renewal Patron Contest:

- 5 \$100 Visa gift cards

Golden Ticket Contest:

- 1 package containing the following:
 - 4 passes to West Edmonton Mall World Water Park
 - \$100 gas card
 - \$150 restaurant gift card
 - \$200 gift card for accommodation in Edmonton

Internal Membership Drive Contest:

- PS5 with 4 controllers for your library

LIBRARY NEWS

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

2023 Alberta Book Publishing Awards Shortlist Announced

The Book Publishers Association of Alberta is pleased to announce the [shortlist for the 2023 Alberta Book Publishing Awards](#).

The winners of the 2023 Alberta Book Publishing Awards will be announced at a gala reception at the Matrix Hotel in Edmonton on **Thursday, September 21, 2023**. The gala is open to the public and more information on how to purchase tickets will be shared on the [BPAA website](#) in mid-July.

Leading up to the gala, the featured categories and shortlisted titles will be highlighted on BPAA's [Facebook](#) and [Twitter](#) pages. Follow along and join in the conversation using the hashtags #ABPubShortlist and #ABPubAwards.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

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

Working with Community Partners to Offer Library Programming to Expectant Parents and Parents of Newborns Webinar

Wednesday, July 19
12pm

How can we reach expectant and new parents from underserved populations with the message that literacy begins before birth? The [Mother Goose on the Loose: Hatchlings](#) initiative is a research-based collaborative project aimed at expectant and new parents, many of whom may be from at-risk families or under-represented populations. [In this webinar](#), learn about this project's challenges, adaptations, and evaluations. Cost: \$79 USD.

Conflict Resolution Skills for Leaders Workshop

Wednesday, August 2
9am

When leaders fail to respond quickly and effectively to conflict, the people they lead suffer and workplace performance plummets. Many conflicts would not spiral out of control if leaders used conflict resolution techniques that are easy to learn and utilize. [This workshop](#) provides strategies for leading through conflict with clarity and confidence. Cost: \$139 USD

A.I. and Libraries: Enhancing Services and Engaging Communities Webinar

Wednesday, August 9
1pm

Explore the world of artificial intelligence (AI) and its potential applications for libraries for all sizes and types in [this webinar](#). Discover the various uses of AI, from data analysis to service development, learn practical tips on integrating AI using affordable and accessible tools, and hear the ethical considerations and challenges associated with AI implementation.

Get Off the Fundraising Treadmill: Thinking Outside the Box to Raise More For Your Cause Webinar

Thursday, August 31
11am

Join [this webinar](#) to review case studies and data to help you evaluate your fundraising strategy, get creative with your tactics and consider solutions that will make it possible for you to spend more time focused on your mission!

Censorship and Banned Books: How to Defend Intellectual Freedom Workshop

Wednesday, September 27

9am - 1pm

With an uptick in book challenges, it can be difficult to know your options for managing these challenges and advocating for intellectual freedom and diverse materials. [In this workshop](#), learn tangible ways to handle censorship, including tips for finding allies and building coalitions, tactics for school board meetings, and strategies to ensure your library policies are up to date and will appropriately defend intellectual freedom. Cost: \$179-\$226 USD.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Parkland Update

Thursday, August 10, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

Borrow Some Programming Kits Today!



Check out a few of Parkland's Programming Kits—we have If You Can't Bear Hug, Air Hug Book Club Kit (left) and Baby's First Storytime (right) available to borrow. Simply request your desired kit using the [booking form on the support site](#). More information on these kits can be accessed by library staff in the Q Drive: Q:\Collections\Program Kits.

OverDrive Together We Read



Together We Read is an opportunity for those with a valid library card to read the same digital title at the same time without any wait lists or holds. The selected title is *Hotline* by Dimitri Nasrallah. You can download [marketing materials here](#) to promote this to your library users.

Read Alike Flyers

Parkland has curated some lists and created flyers highlighting read-alikes and directing library users to new books in our system they might not discover otherwise. Eight flyers have already been [created in Canva](#) based on a variety of genres. These flyers can also be edited to suit your library's branding or needs. This link is also stored in Q:\Marketing\Promotional Material Links.xlsx.

Relais Maintenance Shutdown

Relais and Discovery will be unavailable due to a maintenance shutdown from **Saturday, August 12 at 6 am to Sunday, August 13 at 6 am**. Requests for Relais materials will not be available during this time. Please let your staff and colleagues know in advance.

Polaris Upgrade

An upgrade to Polaris has been scheduled for **Tuesday, August 15**. The upgrade will begin at **6:30 am** and is expected to take between 2-4 hours. Most likely it will be completed by 8:30 am. During the upgrade, you will not have access to Polaris LEAP, the reporting server, or the Patron Access Catalogue (PAC). Also please keep in mind that library users logging in with their barcode/PIN to third-party services (Overdrive, Cloud Library, etc.) may experience interruptions during the upgrade. There are no significant changes in the new version that will affect your workflows.

LIBRARY NEWS

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

Lorne MacRae Intellectual Freedom Fund Award

The Alberta Library Trustee Association has announced the return of **The Lorne MacRae Intellectual Freedom Fund**. This award is presented annually to recognize and exemplify the values and beliefs of Lorne MacRae and encourages, enlightens, and empowers the importance of Intellectual Freedom. This year's award is **valued at \$928** and is distributed to the winning individual(s), library boards, or Library. Previous winners can be viewed [here](#). The nominations and submission process is simple, with a winner being selected in October and the announcement and disbursement of funds in November. [Nominate](#) your board, library, or an individual who demonstrates the values of intellectual freedom!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** August 23 at 10am. Join on Teams from the calendar invite.

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

Project Outcome 101 Webinar

August 22, 2023

12pm

[Join this webinar](#) to learn about outcome measurement in libraries. Project Outcome is a free toolkit that helps libraries measure and assess the outcomes of key library

programs and services. Participants will be introduced to everything the Project Outcome toolkit has to offer. Learn how to measure meaningful learning outcomes and how Project Outcome can help at every step—from administering surveys to presenting the results.

**Get off the Fundraising Treadmill:
Thinking Outside the Box to Raise
More for your Cause Webinar**

August 31, 2023

11am

[This webinar](#) will use case studies and data to help you evaluate your fundraising strategy, get creative with your tactics, and consider solutions that will make it possible for you to spend more time focused on your mission!

**Strategic Planning with Your
Organization: The Why, The What,
and The How Webinar**

September 21, 2023

11am

[Register now](#) for this webinar that will teach nonprofit professionals how to develop a strategic plan for their organization. You will learn the tools necessary to facilitate the process and develop a roadmap for success.

**Getting Started with Libby
Webinar**

August 23, 2023

9am

[Join this webinar](#) Getting Started with Libby and learn how easy it is to help your library community with Libby. This live, 60-minute session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end users.

**Assertive Communication Virtual
Workshop**

September 20, 2023

8am

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

Marketing 101 Webinar

On Demand

Parkland recently delivered [Marketing 101 training](#) that went over the basics of Brand Guidelines, Copyright, and Social Media. This training has been recorded and is now available on Niche academy for anyone that missed it!



Parkland Update

Thursday, August 24, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

— 2023 **ANNUAL CONFERENCE** *Stronger Together*

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

Registration Now Open!

Registration is [NOW OPEN](#) for the 2023 Stronger Together Conference, hosted jointly by Northern Lights Library System, Parkland Regional Library System, Peace Library System, and Yellowhead Regional Library.

The conference will take place over three days, virtually on November 3rd and in person on November 9th and 10th. Each day will offer a new variety of sessions and speakers and cover topics such as leadership, board development, accessibility and diversity, library technology, and more!

- **Friday, November 3:** Virtual Stronger Together Conference
- **Thursday, November 9:** ALTA Symposium hosted by Alberta Library Trustees Association
- **Friday, November 10:** In-person Stronger Together Conference

Please note: If you register for either in-person day on the 9th, or 10th, you will receive complimentary access to the virtual conference on the 3rd.

For additional details about conference costs, accommodations, and conference details, please visit the [Stronger Together 2023 website](#) today! We welcome anyone with a passion for libraries to register. Please help to spread the word with anyone you think might be interested, and watch for updates in the Parkland Update and the [Alberta Stronger Together Conference Facebook page](#)! We can't wait to see you all virtually AND in person!

Welcome Tyler! Parkland's New IT Application Support Technician

Tyler makes the trek from Red Deer to join us here at Parkland. He's been in IT for almost four years and did graphic and web design for nine years before that. He is thrilled to have joined our team as the new Application Support Technician. He enjoys video games, Dungeons & Dragons, and comic books. His favourite book genres are fantasy and sci-fi and is currently knee-deep in Brandon Sanderson's Cosmere collection of books. Tyler is looking forward to helping get the new Parkland website up and running and getting to know the wonderful people (and their tech problems) in our library system.



Will You Solve the Mystery?



Our Whodunnit kit has had a complete revamp and is now for ages 12+, great for both teens and adults alike! Invite your patrons to solve the "Murder in the Library." Encourage players to dress up in character, grab their magnifying glasses, and solve the murderous crime. This murder mystery kit includes some costume items, invites, all the evidence, character details and scripts, and more! With each game having a new murder, you'll always have a mystery to solve.

[Book](#) [the](#) [kit](#) [today!](#)

Radon Kits Available September 1

With the colder months approaching we will be reactivating the Radon Screening Kits. Patrons can place holds on a [PRL Radon Screening Kit](#) through the catalogue.

Each kit contains a paper survey that should be filled out by the patron and returned to Parkland. Replacements can be printed from the digital copy in the Collections > Program Kits > Parkland Equipment > Radon Screener folder on the Q Drive. As well, Parkland has

created promotional material that you can use to highlight this service, also found in the same Q drive folder.

LIBRARY NEWS

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

Windspeaker Guide to Powwow Country

Windspeaker has put together a wonderful [Guide to Powwow Country](#) that includes informative articles, colouring sheets, as well as posters, and information for Powwows happening in the area.

Advocacy Resources for Fighting Censorship

We have all heard about the surge in book challenges for libraries in recent months. Prepare yourself with some of these resources.

- [American Library Association Fight Censorship Hub](#)
- [Center for Free Expression Library Challenges Database](#)
- [Center for Free Expression Library Initiative](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

How to Write Effective Survey Questions to Get Useful Data Webinar

September 7, 2023
12pm

Great marketers and planners don't guess what people want, and they don't presume to already know. They ask! Still, doing a "simple survey" isn't all that simple. If you don't know how to write and ask the questions, you may find out later that you didn't get any actionable data. [Join this webinar](#) to learn how to write effective survey questions. \$49 USD

**Bridgebuilding: Fostering
Community Engagement and
Dialogue Webinar**
September 12, 2023
12pm

Bridgebuilding is an approach for promoting engagement and dialog between groups of people with different perspectives. Recognizing libraries as trusted spaces, the Bridgebuilding Resource Hub was created to support and enhance the bridgebuilding capabilities of public libraries. [Join this webinar](#) to learn about the free tools in the Bridgebuilding Resource Hub, including methods for both conducting bridging activities and programs, and for measuring their effectiveness.

**Assertive Communication Virtual
Workshop**

September 20, 2023
8am

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

Conflict Resolution Skills Webinar
On Demand

The results of unhealthy and poorly managed conflict create a negative impact for individuals and groups. Those people who master essential conflict resolution skills create healthier, happier relationships and work environments. Many conflicts would not spiral out of control if people used conflict resolution techniques that are easy to learn and utilize. [This webinar](#) explores the various dynamics of conflict, including its sources and how it often escalates in predictable patterns. Viewers will learn skills for responding confidently and effectively to conflict.



Parkland Update

Thursday, September 7, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

— 2023 ANNUAL CONFERENCE *Stronger Together*

PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY

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Available Program Kit: Kids Cook



The Kids Cook kit is for ages 6-8. This kit features books about cooking and showcases the importance of food in culture. The kit includes a chef puppet and a variety of fake foods for kids to explore. [Book the kit today!](#)

LIBRARY NEWS

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

TELUS Indigenous Communities Fund

The [TELUS Indigenous Communities Fund](#) offers grants of up to \$50,000 for Indigenous-led social, health, and community programs. Find out if you're eligible for funding and good luck!

Coming Soon to Libby: One-Tap Magazines

Libby will soon introduce the following enhancements to how users discover and enjoy magazines:

- One-tap to read
- Streamlined access
- Easier subscriptions
- Improved discovery

Watch [this brief video](#) for a visual overview of one-tap magazines. These updates will be released in the upcoming weeks.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Libraries as Battlegrounds: Defending Access to Information in a Polarized World Webinar

September 11
11am

As institutions whose mandates often include the furthering of democracy and prioritizing equal access, libraries are becoming critical battlegrounds between

disparate forces, facing pressures to restrict collections, events, and even access to our public spaces. [Join this webinar](#) to learn about the vital role libraries play as defenders of free thought, and the increasing responsibility of libraries to protect everyone's access to information and ideas, now more than ever.

**The Basics of Helping Library
Patrons with Social Media
Webinar**

**September 13
12pm**

[This webinar](#) looks at the most helpful features and settings for the most popular social media networks, and will talk about how to help library patrons review privacy settings, how to save & share safely, how to close social media accounts, and generally how a "regular" library patron can make the most of their social media use.

**Passive Aggressive Behaviour:
Success and Solutions for Library
Workspaces Webinar**

**September 13, 2023
12pm**

Passive-aggressive behavior can be maddening. It catches us off guard and causes confusion, resentment, and low morale. What causes it and how can you help prevent it? [This webinar](#) will bring

together research from multiple fields on how to handle passive-aggressive behavior, with particular tips for librarians. It will also explore the causes of passive-aggressive behavior, the benefits of anger, gender biases around anger, and more. \$49 USD

Public Library Association Super Searchers Program Webinars
September 19 - December 12
1pm

Library staff are trusted facilitators and guides in boosting these information literacy skills. With growing challenges rooted in misinformation, this role is only becoming more important. Visit the [Super Searchers webpage](#) to register for any of the webinars in the series or [download the toolkit](#). This initiative was created to help equip more busy library staff with tools to help patrons search more efficiently and critically engage online information.

Transforming Libraries Through Trauma-Informed Services Webinar

September 20, 2023
12pm

Trauma is often a silent unknown event that many people experience. It can affect how people behave and interact with others. [In this webinar](#) you will learn how trauma can change the brain, the impact it has on individuals, and how trauma-informed services can transform the way we provide services to our patrons and connect with our community. You will leave this presentation with the tools you need to serve patrons with empathy, avoid re-traumatization, and strategies that are vital for self-care when providing trauma-informed services.

Public Library Services Branch Board Basics Workshops

September 23
9am - 4pm

The PLSB is pleased to announce that they will be presenting in-person workshops in Fall 2023! The first session will be held at the [Drumheller Public Library](#). This free workshop is open to all library board members and library managers. It is designed to help participants support effective public library service in their communities.

In order to reserve your seat, please

complete the [online registration form](#) before **Friday, September 15**. Participants will receive a handbook and copies of the Libraries Act and Libraries Regulation. Meals, travel, and any required accommodation will be the participants' responsibilities. If you have any questions, please contact PLSB at 780-427-4871 or libraries@gov.ab.ca.

**Using Passive Readers' Advisory
to Market Your Collection Webinar**
September 28
1pm

Book displays, bookmarks, online lists, and social media are great tools for passively marketing your library's collection and helping patrons find their next great read! Passive tactics also bring attention to midlist and overlooked titles and are a great way to introduce patrons to read-alike options for popular titles by diverse authors. [In this webinar](#), participants will learn the art of a well-curated book display and booklist that are both diverse and inclusive. \$79 USD

**Communicating Data Like a
Human with Statistics Canada
Webinar**
October 3
11:30am

[Learn how to use data to tell a story](#) with

Statistics Canada! This concise session covers fundamental ideas and methods involved in communicating statistics effectively. Learn how to communicate visually by adopting general data visualization guidelines to plan, organize, and visualize your data story.



Parkland Update

Thursday, July 27, 2023

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Stronger Together Registration Opens August 16th!

— 2023 ANNUAL CONFERENCE *Stronger Together*

*PARKLAND REGIONAL LIBRARY SYSTEM • PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM • YELLOWHEAD REGIONAL LIBRARY*

Started in 2020 as a response to the global pandemic, [Stronger Together](#) has since welcomed 1000s of participants from across the province, country, and world. This year, Stronger Together will be offered in a hybrid format, with one full conference day online and two in-person days at the [River Cree Resort](#) and Casino in Enoch, AB (west Edmonton). Participants can attend one, two, or three days of learning, with a variety of registration options and sessions suited for anyone who works with and loves libraries. Save the date(s) and plan to attend!

Online Stronger Together Conference

November 3rd, 2023

In-Person Trustee Development Day (hosted by the Alberta Library Trustees Association)

November 9th, 2023

In-Person Stronger Together Conference

November 10th, 2023**Library Marketing - Cardholder Retention**

In this [recent blog post](#) by superlibrarymarketing.com, library marketing expert Angela Hursch writes about strategies to retain and engage your cardholders. Angela also puts out [weekly videos on YouTube](#) and LinkedIn speaking about marketing challenges for libraries and how to overcome them.

LIBRARY NEWS

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2023 Alberta Book Publishing Awards Shortlist Announced

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TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Inclusion, Diversity, Equity, and Accessibility Fundamentals Course **On-Demand**

[This course](#) introduces core concepts and principles to help you establish foundational knowledge of inclusion, diversity, equity, and accessibility (IDEA). You will develop a clear baseline for further understanding of topics of diversity and inclusion. You will also explore the benefits of creating an inclusive, diverse, equitable, and accessible workplace and society. Through self-reflection activities, practical examples, and case studies, you will start your IDEA journey on the path to self-awareness and inclusion. \$99 CAD

AI and Libraries: Enhancing Services and Engaging Communities Webinar **Wednesday, August 9** **1pm**

Join [this webinar](#) to explore the world of artificial intelligence (AI) and applications for libraries. Learn about AI fundamentals,

Expense Management in Challenging Economic Times **On-Demand**

[This webinar](#) discusses how you can prepare your not-for-profit for uncertain times, and even find opportunities to thrive. Learn about planning, tools, and decisions you can make to help weather the storm and come out on top. From cash flow planning and expense reviews to personnel and strategy setting, we dig into all the areas that need your attention to prepare for and survive the economy ahead.

Public Library Association 2022 Survey Results **On Demand**

Understand how libraries use their unique programs, services, partnerships, and facilities in support of community needs—now and in the future. [This free on-demand webinar](#) provides an overview of results from the [Public Library Association's](#) (PLA) 2022 Public Library Services for Strong Communities Survey. Learn how libraries can apply the results

its relevance to libraries of all sizes and types, and how it can enhance services and engage communities. Discover various uses of AI, such as data analysis and service development, and gain practical tips on integrating AI using affordable and accessible tools. Ethical considerations and challenges associated with AI implementation will also be discussed, including privacy, security, and bias mitigation.

to planning and advocacy, and how to engage in PLA's ongoing data initiatives.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
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Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



Summer Village of Birchcliff

2021 Return on Investment

Your Membership

Total Financial Benefits

\$29,494.47

Return on Investment

\$1.00 = \$29.48

Based on a population of **117**, the membership levy for the Summer Village of Birchcliff was **\$1,000.35** in 2021.

The **direct financial return** to Sylvan Lake Municipal Library:

2021 materials allotment	\$ 132.21
Rural Library Services Grant ¹	<u>\$ 621.60</u>
TOTAL	\$ 753.81

Cost benefits of PRLS services

Technology Savings to Sylvan Lake Municipal Library:

Computers for library use	\$ 2,107.84
Software & Licensing	\$ 11,272.82
SuperNet connection	<u>\$ 10,200.00</u>
TOTAL	\$23,580.66

Potential non-resident savings for households in the S.V. of Birchcliff:

86 Households ² (from the 2021 Federal Census)	\$5,160.00
---	-------------------

Combined Savings

\$28,740.66



Additional System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 16 subscription online resources, including:
 - *Ancestry Library Edition*, a popular genealogical research resource.
 - *Consumer Reports* for thorough consumer product information.
 - *Grant Connect*, linking Canadian charities with funding programs.
 - *PressReader*, offering access to newspapers and magazines.
 - *Solaro*, an Albertan study and exam prep resource for grades 3-12.
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- Hosted and managed website with 24/7 technical support
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 38% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
 - Large print books
 - Audio books
 - Program kits (book-based, tech-based, gaming, virtual reality)
 - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Training for library staff and trustees

¹ The S.V. of Birchcliff assigned their population of 112 to the Sylvan Lake Municipal Library

² Number of county families eligible to save the \$60 non-resident fee