

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held April 24, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:04 a.m. by Deputy Mayor Dufresne with the following being present:

Deputy Mayor:	Roger Dufresne
Councillor:	Ann Zacharias
Administrator:	Phyllis Forsyth
Recording Secretary:	Teri Musseau
Delegates:	Craig Bondy Phil Swanson

AGENDA APPROVAL: COUNCILLOR ZACHARIAS:
That the April 24, 2018 Regular Meeting Agenda be adopted as amended:

F-A-3 Sewage Waste Fee Increase before F-A-2 Mill Rate Bylaw and D-2 Wade Noble LLP Delegation to end of agenda.

1508/18

CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the March 22, 2018 Regular Meeting Minutes be adopted as presented.

1509/18

CARRIED

DELEGATION: 1. **Craig Bondy, Missing Link Internet**

Craig Bondy and Phil Swanson from Missing Link Internet joined Council to discuss obtaining an encroachment agreement to run the fiber optic backbone underground through the Summer Village.

Chris Loov joined the meeting at 9:09 a.m.

COUNCILLOR ZACHARIAS:
That Council authorize Administration to sign encroachment agreement with Missing Link Internet to install fiber optic backbone underground through the Summer Village.

1510/18

CARRIED

Craig Bondy, and Phil Swanson left the meeting at 9:22 a.m.

Tina Leer and Kara Kashuba joined the meeting at 9:25 a.m.

STAFF REPORTS:

FINANCIAL & ADMINSTRATIVE: 1. **Administrator's Quarterly Report**

Phyllis Forsyth provided an update on annual programs for the first quarter of 2018 including project lists, shared budget report, allocation of time report and enforcement update.



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**FINANCIAL &
ADMINISTRATIVE:**

2. Quarterly Financial Report

Tina Leer provided Council with the Quarterly Financial Reports:

- Accounts payable cheque listing to April 18, 2018
- Operating budget report to March 31, 2018
- Council expenses to March 31, 2018
- Alberta school foundation fund report to March 31, 2018
- General ledger trail balance report to March 31, 2018
- Bank balances and allocated reserve funds to March 31, 2018
- Outstanding taxes to date

PUBLIC WORKS:

1. Public Works Report

Chris Loov provided Council an update on Public Works projects and programs:

- Monitoring for drainage issues and clearing culverts
- Signs to be reinstalled and straightened after thaw
- Spring Cleanup sign ordered
- Researching costs for resident package with emergency exit plans
- Researching costs for recycling programs
- Preparing re-naturalization plan for OS11 by Birch Close

**PLANNING &
DEVELOPMENT:**

1. Development Update

Kara Kashuba provided Council an update on active permits. There are currently 68 active permits in all 5 summer villages and 13 in the Summer Village of Birchcliff.

**PLANNING &
DEVELOPMENT:**

2. Sylvan Lake Management Committee

Kara Kashuba provide Council with the revised Terms of Reference, Strategic Action Plan and request from the Technical Advisory Team.

COUNCILLOR ZACHARIAS:

That Council accepts the items as information.

1511/18

CARRIED

Chris Loov and Kara Kashuba left the meeting at 9:28 a.m.

REQUESTS FOR DECISION:

**FINANCE &
ADMINISTRATION:**

5. Sylvan Lake Regional Wastewater Interim Business Plan

Administration provided Council with the Sylvan Lake Regional Wastewater Commission Interim Business Plan.

DEPUTY MAYOR DUFRESNE:

That the Council of the Summer Village of Birchcliff approve the 2018 Business Plan dated March 27, 2018 as presented by the Sylvan Lake Regional Wastewater Commission and agree to the



Initials

rates for wastewater services and the allocation of expense as set out in the Plan.

1512/18

CARRIED

DEPUTY MAYOR DUFRESNE:

That the Council of Birchcliff

1. recognizes the need to adopt a current Business Plan to support the request of the Sylvan Lake Regional Wastewater Commission to the Minister of Municipal Affairs to extend the Debt Limit of the Commission to enable the Commission to proceed with the development of the Primary Transmission System, and

2. agrees to consider an interim version of the 2018 Business Plan dated March 27, 2018 for the purposes of enabling the Primary System Project to move ahead on the understanding that the outstanding issues among the Members that have arisen from the existing 2015 Business Plan will be addressed as part of a comprehensive review of the Business Plan to be undertaken over the next few months.

1513/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

3. Sewage Waste Fee Increase

Tina Leer provided Council with information on the sewage waste fee increase which will increase the average ratepayers yearly invoice to \$660.00 from the current \$271.60.

COUNCILLOR ZACHARIAS:

That Council keep wastewater costs to residents at 2017 rates with \$32,000.00 to be transferred from reserves until Wastewater Commission fees stabilize at which time fees can be re-evaluated.

1514/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

1. 2018 – 2020 Updated Budget

Tina Leer provided Council with the amended 2018 – 2020 budget to include 2018 assessment and government requisitions added resulting in a less than 1% tax rate increase.

DEPUTY MAYOR DUFRESNE:

That Council approve the 2018 – 2020 Capital Budget as presented.

1515/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

2. 2018 Mill Rate Bylaw #211-18

Tina Leer provided Council with the 2018 Mill Rate Bylaw #211-18.

FIRST READING to By-law No. 211-18 was moved by Councillor Zacharias.

1516/18

CARRIED

SECOND READING to By-law 211-18 was moved by Deputy Mayor Dufresne.

1517/18

CARRIED



Initials

1518/18 COUNCILLOR ZACHARIAS:
That third reading to By-law No. 211-18 be taken at this Meeting.
CARRIED UNANIMOUSLY

1519/18 THIRD READING to By-law No. 211-18 was moved by Deputy
Mayor Dufresne.
CARRIED

Council recessed at 9:56 a.m. for Public Hearing.

Council reconvened at 10:52 a.m. with the same people as at the beginning of the meeting with the exception of Craig Bondy and Phil Swanson and the addition of Kara Kashuba and Chris Loov.

**COUNCIL &
LEGISLATIVE:**

**1. Code of Conduct for Members of Council and
Committees Bylaw**

Administration provided Council with the Code of Conduct for Members of Council and Committees Bylaw #207-18 as required by the Municipal Government Act Section 146.1.

1520/18 FIRST READING to By-law No. 207-18 was moved by Councillor Zacharias.
CARRIED

1521/18 SECOND READING to By-law 207-18 was moved by Deputy Mayor Dufresne.
CARRIED

1522/18 COUNCILLOR ZACHARIAS:
That third reading to By-law No. 207-18 be taken at this Meeting.
CARRIED UNANIMOUSLY

1523/18 THIRD READING to By-law No. 207-18 was moved by Deputy Mayor Dufresne.
CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Parental Leave Bylaw

Administration provided Council with the Code of Conduct for Members of Council and Committees Bylaw #208-18 as per Section 144.1 of the Municipal Government Act

1524/18 FIRST READING to By-law No. 208-18 was moved by Deputy Mayor Dufresne.
CARRIED

1525/18 SECOND READING to By-law 208-18 was moved by Councillor Zacharias.
CARRIED

1526/18 DEPUTY MAYOR DUFRESNE:
That third reading to By-law No. 208-18 be taken at this Meeting.
CARRIED UNANIMOUSLY



Initials

THIRD READING to By-law No. 208-18 was moved by Councillor Zacharias.

1527/18

CARRIED

**COUNCIL &
LEGISLATION:**

3. Minister's Seniors Service Awards

Administration provided Council with information on the Minister's Seniors Service Awards.

COUNCILLOR ZACHARIAS:
That Council accept as information.

1528/18

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Land Use Bylaw Amendment Bylaw #202-18

Council discussed comments received at the Public Hearing regarding proposed changes to the Land Use Bylaw.

Amendments were discussed as follows:

Part One: 1.3 Definitions, add the following definition: "tourist home" – remove wording "without compensation".

Part Three: 4(2) Private Pools and Decorative Ponds – remove "basement drain"

SECOND READING to By-law 202-18 was moved by Councillor Zacharias as amended.

1529/18

CARRIED

THIRD READING to By-law No. 202-18 was moved by Deputy Mayor Dufresne as amended.

1531/18

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Livestock Bylaw #210-18

Kara Kashuba presented proposed amendments for the Livestock Bylaw.

FIRST READING to By-law No. 210-18 was moved by Deputy Mayor Dufresne.

1530/18

CARRIED

SECOND READING to By-law 210-18 was moved by Councillor Zacharias

1531/18

CARRIED

DEPUTY MAYOR DUFRESNE:
That third reading to By-law No. 210-18 be taken at this Meeting.

1532/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 210-18 was moved by Councillor Zacharias

1533/18

CARRIED



Initials

**PLANNING &
DEVELOPMENT:**

3. Development Fees

Kara Kashuba provided Council the Development Fees Bylaw #209-18.

FIRST READING to By-law No. 209-18 was moved by Councillor Zacharias.

1534/18

CARRIED

DEPUTY MAYOR DUFRESNE:

That Council schedule a public hearing for the Development Fees Bylaw #209-18 to be held on May 22, 2018 at 11:00 a.m.

1535/18

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Completions Deposit Policy

Kara Kashuba provided Council with the Completions Deposit Policy for review.

Jeannie Hawksworth joined the meeting at 11:24 a.m.

DEPUTY MAYOR DUFRESNE:

That Administration amend and bring back to next meeting.

1536/18

CARRIED

**PLANNING &
DEVELOPMENT:**

5. Lot 18MR, Block 1, Plan 0224592

Kara Kashuba provided Council information on a fence that was constructed as well as trees planted on the municipal property located at 18MR, Block 1, Plan 0224592 between lots 13 and 14 with a width of 6.13 meters.

DEPUTY MAYOR DUFRESNE:

That Administration mail letters to both properties advising them of encroaching fences/trees on municipal reserve.

1537/18

CARRIED

**PLANNING &
DEVELOPMENT:**

6. Tree Pruning

Kara Kashuba provided Council with information on the pruning of trees by the owners of 375 Birchcliff Road on their property as well as municipal property in which a letter was sent and no response received.

DEPUTY MAYOR DUFRESNE:

That Council table for clarification from the Development Officer.

1538/18

CARRIED

Kara Kashuba left the meeting at 11:36 a.m.

DELEGATION:

2. Jeannie Hawksworth, Wade, Noble LLP

Jeannie Hawksworth from Wade Noble LLP presented the draft audited financial statements to Council.



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COUNCILLOR ZACHARIAS:
That Council accept the Financial Statements as presented
and authorize the Deputy Mayor to sign the Financial
Information Return.

1539/18

CARRIED

Jeannie Hawksworth left the meeting at 11:54 a.m.

PUBLIC WORKS: 1. Request for Extension

Chris Loov provided Council with a request received from Pete Weddell for a 10 year extension to connect to the main sewer system.

DEPUTY MAYOR DUFRESNE:
That Council uphold their bylaws and deny the request for an extension.

1540/18

CARRIED

Chris Loov left the meeting at 12:03 p.m.

INFORMATION ITEMS:

COUNCIL REPORTS: Deputy Mayor Dufresne provided his report to Council on the Sylvan Lake Management Committee.

CORRESPONDENCE: Municipal Affairs

COMMITTEE REPORTS: Julie Maplethorpe, Summer Village of Jarvis Bay provided her written report to Council on the Sylvan Lake Library Board.

By consensus Council accepts the reports as information.

MEETING DATES: Birchcliff will hold their next meeting on May 22, 2018 at 10:00 am.
1541/18 **CARRIED**

ADJOURNMENT: The meeting adjourned at 12:11 p.m.

Roger Dufresne, Deputy Mayor

Phyllis Forsyth, CAO



Initials