

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held August 17, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:23 a.m. by Mayor Thom Jewell with the following being present:

Mayor:	Thom Jewell
Deputy Mayor:	Roger Dufresne
Councillor:	Ann Zacharias
Administrator:	Phyllis Forsyth
Recording Secretary:	Kara Kashuba
Development Officer:	Koralyn Lemmon
Public Works:	Chris Loov

AGENDA APPROVAL: MAYOR JEWELL:
That the August 17, 2017 Regular Meeting Agenda be adopted as presented.
1319/17 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the July 20, 2017 Regular Meeting Minutes be adopted as presented.
1320/17 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR ZACHARIAS:
That the July 20, 2017 Municipal Planning Commission Minutes be adopted as presented.
1321/17 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR ZACHARIAS:
That the July 20, 2017 Organizational Meeting Minutes be adopted as presented.
1322/17 CARRIED

Chris Loov joined the meeting at 9:30 a.m.

FINANCIAL & ADMINISTRATIVE: 1. **Administrator's Report**
Administration provided Council with an update on the status of current projects underway in the Summer Villages.

Council discussed the report.

1323/17 MAYOR JEWELL:
That Council accept the Administrator Report as information.
CARRIED

FINANCIAL & ADMINISTRATIVE: 2. **Financial Reports**
Phyllis Forsyth provided Council with the following financial reports:

- Accounts Payable Cheque Listing to August 13, 2017
- Operating Budget Report to August 13, 2017



Initials

- Unpaid taxes
- Tax payment methods breakdown

DEPUTY MAYOR DUFRESNE:

That Council accept the financial reports as presented.
CARRIED

1324/17

MAYOR JEWELL:

That the meeting recess for the Infractions Bylaw Public Hearing at 10:00 a.m.

1325/17

CARRIED

The meeting reconvened at 10:18 a.m. with the same people present as at the beginning of the meeting.

**FINANCIAL &
ADMINSTRATIVE:**

3. ASVA Convention Resolutions

Phyllis Forsyth provided Council with information received from the ASVA Board regarding resolutions being put forward at their fall convention.

COUNCILLOR ZACHARIAS:

That Administration draft resolutions regarding equalization of MSI funds and Provincial Disturbance Standards.

1326/17

CARRIED

**FINANCIAL &
ADMINSTRATIVE:**

4. AEMA Stakeholders Summit

Phyllis Forsyth provided Council with information on 2017 Alberta Emergency Management Summit being held at the Westin Edmonton December 5 & 6, 2017.

MAYOR JEWELL:

That any Council member attend should schedule permit.

1327/17

CARRIED

**FINANCIAL &
ADMINSTRATIVE:**

5. Request from Reserves

Phyllis Forsyth provided Council with information on the current server and a request to go to an "inoffice cloud" that would utilize the Office 365 annual subscriptions.

DEPUTY MAYOR DUFRESNE:

That Council approve Administration proceed once agreement from all partners have been approved.

1328/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

1. MMGA – Council Code of Conduct

Administration provided Council with information on the Municipal Government Amendment Act's requirement for Councils to establish a Code of Conduct for Councillors to ensure elected officials govern in an ethical and businesslike manner.



Initials

COUNCILLOR ZACHARIAS:
That Council accept as presented.

1329/17

CARRIED

COUNCIL &
LEGISLATIVE:

2. MMGA – Council and Council Committee Meetings Regulation

Administration provided Council with information on the Municipal Government Amendment Act's addition to make regulations defining "meeting" and additional classes of matter for which a meeting may be closed to the public to ensure transparency and hold municipal council accountable.

MAYOR JEWELL:
That Council accept as presented.

1330/17

CARRIED

COUNCIL &
LEGISLATIVE:

3. MMGA – Crowsnest Pass Regulation

Administration provided Council with information on the Municipal Government Amendment Act's regulation to provide for special rules regarding the Municipality of Crowsnest Pass.

DEPUTY MAYOR DUFRESNE:
That Council accept as presented.

1331/17

CARRIED

COUNCIL &
LEGISLATIVE:

4. MMGA – DETERMINATION OF POPULATION REGULATION

Administration provided Council with information on the Municipal Government Amendment Act's rules regarding population calculation in the Municipality of Crowsnest Pass which will be removed and incorporated in the Crowsnest Pass Regulation.

COUNCILLOR ZACHARIAS:
That Council accept as presented.

1332/17

CARRIED

COUNCIL &
LEGISLATIVE:

5. MMGA – INTERMUNICIPAL COLLABORATION FRAMEWORK

Administration provided Council with information on the Municipal Government Amendment Act's requirement for municipalities with a common border to create Intermunicipal Collaboration Frameworks with each other, within two years of the MMGA coming into force.

MAYOR JEWELL:
That Council authorize Administration to provide comment requesting more clarity be added to the regulation outlining the requirements for Intermunicipal Collaboration Framework.

1333/17

CARRIED

Koralyn Lemmon joined the meeting at 11:07 a.m.



Initials

PUBLIC WORKS:

1. Public Works Update

Public Works provided Council with an update on the status of current projects underway in the Summer Villages.

DEPUTY MAYOR DUFRESNE:
That Council accept as information.

1334/17

CARRIED

Chris Loov left the meeting at 11:15

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn Lemmon reviewed the Development Update. There are currently 14 active development files in the Summer Village and 58 between all 5 Summer Villages.

COUNCILLOR ZACHARIAS:
That Council accept as information.

1335/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. MGA REGULATIONS

Koralyn provided Council with information on the second draft regulations for public comment.

MAYOR JEWELL:
That Council accept as presented.

1336/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Public Hearing

Council discussed the comments received from the Public Hearing on the Infractions Bylaw #200-17.

DEPUTY MAYOR DUFRESNE:
That Second Reading of the Infractions Bylaw #200-17 be given at this meeting.

1337/17

CARRIED

COUNCILLOR ZACHARIAS:
That Third and final Reading of the Infractions Bylaw #200-17 be given at this meeting.

1338/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Land Use Bylaw Amendments

Council discussed the informal Open House being held at 6 p.m. and provided information on vacation rentals and chickens.

MAYOR JEWELL:
That Council remove the poultry section in the Land Use Bylaw and proposed amendments bylaw, and have Administration draft a separate Livestock Bylaw.



Initials

1339/17

CARRIED

**PLANNING &
DEVELOPMENT:**

5. ADOA Proclamation

Koralyn requested Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

MAYOR JEWELL:

That Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

1340/17

CARRIED

Koralyn Lemmon left the meeting at 11:30 a.m.

INFORMATION:

1. Council Reports

Mayor Jewell gave his report to Council on the Wastewater Commission.

By consensus Council accepts as information.

MEETING DATES:

Birchcliff will hold their next meeting September 21, 2017 at 9:00 a.m.

1341/17

CARRIED

IN CAMERA:

1. Personnel

MAYOR JEWELL:

That Council meets as the committee of the Whole for the purpose of discussing personnel.

1342/17

CARRIED

Kara Kashuba left the meeting at 11:54 a.m.

MAYOR JEWELL:

The meeting reverts to an open meeting at 12:25 p.m.

1343/17

CARRIED

ADJOURNMENT:

The meeting adjourned at 12:25 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials