

*Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held December 20, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 8:59 a.m. by Mayor Dufresne with the following being present:

Mayor:	Roger Dufresne
Deputy Mayor:	Ann Zacharias
Councillor:	Marvin Hood
Administrator:	Phyllis Forsyth
Recording Secretary:	Kara Kashuba
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Development Officer:	Koralyn Lemmon Tanner Evans

**AGENDA APPROVAL:** DEPUTY MAYOR ZACHARIAS:  
That the December 20, 2018 Regular Meeting Agenda be adopted as presented.

**1681/18** CARRIED

**CONFIRMATION OF MINUTES:**

**1. November 15, 2018 Regular Meeting Minutes**

COUNCILLOR HOOD:  
That Council approve the November 15, 2018 Regular Meeting Minutes as presented.

**1682/18** CARRIED

**STAFF REPORTS:**

**1. Staff Reports**

Administration provided the following reports for Council consideration:

- Accounts Payable
- Municipal Accountability Program
- Financial
- Municipal Enforcement
- Public Works
- Development
- 375 Birchcliff Road

DEPUTY MAYOR ZACHARIAS:  
That Council accepts the items as information and authorized payment of payables and to move Municipal Enforcement report to C2 of the agenda.

**1683/18** CARRIED

**FINANCE & ADMINISTRATION:**

**1. Sylvan Lake Regional Wastewater Commission**

Administration provided information to discuss with Council Amendments to Bylaw 7 and 8 of the Sylvan Lake Regional Wastewater Commission Business Plan.

COUNCILLOR HOOD:  
That Council accept as information.

**1684/18** CARRIED



Initials

**COUNCIL &  
LEGISLATION:**

**1. 5 Year Capital Plan**

Council discussed the 5 Year Capital Plan reviewing projects and years for completion.

MAYOR DUFRESNE:

That Council table and Administration schedule a working meeting for a January or February evening.

**1685/18**

**CARRIED**

Tina Leer left the meeting at 10:03 a.m.

**COUNCIL &  
LEGISLATION: 2.**

**Subdivision & Development Appeal Board Members**

Administration provided Council with a recommendation to amend the Subdivision and Development Appeal Board Bylaw.

DEPUTY MAYOR ZACHARIAS:

That Council accept as information and table until needed.

**1686/18**

**CARRIED**

**COUNCIL &  
LEGISLATION: 3.**

**Vacation Time**

Council discussed a request received from Administration to hold their Organizational Meeting in July and take the month of August off.

COUNCILLOR HOOD:

That Council accept to not have a Council meeting in August, but to still receive an update on finances.

**1687/18**

**CARRIED**

**PUBLIC WORKS:**

**1. Engineering Quotes**

Chris Loov provided Council with quotes from engineers to assess and provide recommendations regarding the drainage issues along the west end of the Summer Village.

COUNCILLOR HOOD:

That Council accept the quote from WSP for the 2019 project and Administration to apply for grant funding.

**1688/18**

**CARRIED**

**PUBLIC WORKS:**

**2. Municipal Enforcement**

Chris Loov provided Council with a brief history and the priority requirements for the 2018 season for each Municipality.

MAYOR DUFRESNE:

That Council reviewed priorities and confirmed for 2019.

**1689/18**

**CARRIED**



Initials

**PLANNING &  
DEVELOPMENT:**

**1. Land Use Bylaw Amendments**

Koralyn Lemmon provided Council possible amendments to the Land Use Bylaw for 2019 pertaining to cannabis, accessory buildings, projections over yards, driveways, temporary buildings and side yard setbacks.

DEPUTY MAYOR ZACHARIAS:

That Council accept and Administration to draft a bylaw for January.

**1690/18**

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**2. 87 Birchcliff Road**

Koralyn Lemmon requested Councils permission to separate the title on 87 Birchcliff Road as there are two dwellings on one title and there can only be one dwelling per property.

MAYOR DUFRESNE:

That Council approve the request to separate the title into two properties.

**1691/18**

**CARRIED**

Koralyn Lemmon, Tanner Evans and Chris Loov left the meeting at 11:00 a.m.

Tina Leer joined the meeting at 11:00 a.m.

**INFORMATION ITEMS:**

**COUNCIL REPORTS:** Mayor Dufresne provided his report to Council on Sylvan Lake Regional Wastewater Commission.

Deputy Mayor Zacharias provided her report to Council on the Alberta Emergency Management Agency conference she attended.

Correspondence was received from Julie Maplethorpe, Sylvan Lake Library Board.

By consensus Council accepts the reports as information.

**MEETING DATES:**

The Summer Village of Birchcliff Council will hold their next meeting on January 17, 2019 at 9:00 a.m.

**1692/18**

**CARRIED**

**REQUEST FOR  
DECISION:**

**1. 2019 – 2022 BUDGET**

Tina Leer provided Council the draft 2019 – 2022 Budget amended from the November Council meeting.

DEPUTY MAYOR ZACHARIAS:

That Council approve the 2019-2022 Budget with a 2% increase.

**1693/18**

**CARRIED**



Initials

**ADJOURNMENT:** The meeting adjourned at 11:49 a.m.

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Roger Dufresne, Mayor

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Phyllis Forsyth, CAO



Initials