

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held February 26, 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 Mayor Thom Jewell with the following being present:

Mayor:	Thom Jewell
Deputy Mayor:	Roger Dufresne
Councillor:	Ann Zacharias
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Recording Secretary:	Teri Musseau

AGENDA APPROVAL: COUNCILLOR ZACHARIAS:
That the February 26, 2018 Regular Meeting Agenda be adopted as presented.

1446/18 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the January 18, 2018 Regular Meeting Minutes be adopted as amended.

1447/18 CARRIED

CONFIRMATION OF MINUTES: MAYOR JEWELL:
That the February 1, 2018 Subdivision and Development Appeal Board Minutes be adopted as presented.

1449/18 CARRIED

FINANCIAL & ADMINISTRATIVE: 1. **Quarterly Financial Reports**

Tina Leer provided Council with the following quarterly financial reports:

- Accounts Payable Cheque Listing to February, 2018
- Operating Budget Report to December 31, 2017
- Project Budget Report to December 31, 2017
- Payroll Journal – January 2018
- Alberta School Foundation Fund Report to December 31, 2017
- Bank balances and allocated funds
- Unpaid taxes

DEPUTY MAYOR DUFRESNE:
That Council accept the financial reports as presented.

1450/18 CARRIED

FINANCIAL & ADMINISTRATIVE: 2. **Preliminary 2018 – 2020 Budget**

Administration provided Council with the draft 2018 – 2020 budget with amendments made at the January Council meeting.

COUNCILLOR ZACHARIAS:
That Council approve the 2018-2020 operating budget as an interim budget with final budgets and mill rates set in spring when



Initials

property tax levy for education purposes is set by the province and property assessment is confirmed.

1451/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

3. Funding Request

Administration provided Council with a request received from the Sylvan Lake Quiet Enjoyment Initiative for any funding toward their 2018 budget.

MAYOR JEWELL:

That Council provide funding to the Quiet Enjoyment Initiative.

1452/18

DEFEATED

**FINANCIAL &
ADMINISTRATIVE:**

4. Audit Planning Letters to Council

Administration provided Council with information received from the auditors clarifying the audit scope, approach, strategies, timing, etc.

DEPUTY MAYOR DUFRESNE:

That Council accept as information.

1453/18

CARRIED

Tina Leer left the meeting at 11:15 a.m.

**FINANCIAL &
ADMINISTRATIVE:**

5. Council Calendar

Administration provided Council with a yearly calendar with tentative Council meeting dates and conference dates.

COUNCILLOR ZACHARIAS:

That Council accept as information.

1454/18

CARRIED

**COUNCIL &
LEGISLATION:**

1. 5 Year Planning

Administration provided Council with a list of projects for update and categorizing in the 5 year planning.

MAYOR JEWELL:

That Council accept as information, prioritize list and forward to Mayor Jewell to compile.

1455/18

CARRIED

**COUNCIL &
LEGISLATION:**

2. Police Funding Letter Writing Campaign

Administration provided Council with a request from the Association of Summer Villages of Alberta to participate in a letter writing campaign to signal the importance of inequities in police funding.

MAYOR JEWELL:

That Council accept as information.

1456/18

CARRIED



Initials

**COUNCIL &
LEGISLATION:**

3. Municipal Leaders Caucus

Administration provided Council with information on the upcoming Municipal Leaders Caucus being held at the Shaw Conference Centre in Edmonton March 14 & 15, 2018.

MAYOR JEWELL:
That Council accept as information.

1457/18

CARRIED

**COUNCIL &
LEGISLATION:**

4. Permission for Pier

Administration provided Council with a request from Jason McDonald to put his pier and hoist in the same location as it has been for the past few years.

MAYOR JEWELL:
That Council approve request from Jason McDonald to put his pier and hoist on OS8W in the same location as it has been for past few years for a one year term.

1458/18

CARRIED

**COUNCIL &
LEGISLATION:**

5. Ministers Award for Excellence

MAYOR JEWELL:
That Council table until next meeting.

1459/18

CARRIED

**PROTECTIVE
SERVICES:**

1. 2017 Enforcement Report

MAYOR JEWELL:
That Council table until their next meeting.

1460/18

CARRIED

PUBLIC WORKS:

1. Public Works Report

MAYOR JEWELL:
That Council table for next meeting.

1461/18

CARRIED

PUBLIC WORKS:

2. Grass Maintenance

Administration provided Council with a quote received from Don's Home and Lawn Maintenance for 2018.

DEPUTY MAYOR DUFRESNE:
That Council enter into a one year contract with Don's Home & Lawn Maintenance.

1462/18

CARRIED



Initials

PUBLIC WORKS:

3. Request for Exemption

Administration provided Council with a request received from Robert Parry asking for an exemption from connecting to the Municipal Sewer Line.

MAYOR JEWELL:

That Council uphold their bylaw and Administration send letter to resident advising of Council's decision.

1463/18

CARRIED

PUBLIC WORKS:

4. Tree Planting

MAYOR JEWELL:

That Council table until next meeting.

1464/18

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Update

MAYOR JEWELL:

That Council table for next meeting.

1465/18

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Land Use Bylaw Amendments 2018

DEPUTY MAYOR DUFRESNE:

That Council table for next meeting.

1466/18

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Development Fees

DEPUTY MAYOR DUFRESNE:

That Council table for next meeting.

1467/18

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Pathway Committee

Administration provided Council with WSP's revised fee schedule with an increase of \$21,730.00 and a request to remove Kelly Rowbotham from the Committee due to continued absenteeism.

DEPUTY MAYOR DUFRESNE:

That Council approve WSP's revised fee schedule increase of \$21,730 and Administration send letter to Kelly Rowbotham advising she has been removed from the Pathway Committee.

1468/18

CARRIED

**PLANNING &
DEVELOPMENT:**

5. Sylvan Lake Management Committee

DEPUTY MAYOR DUFRESNE:

That Council table for next meeting.

1469/18

CARRIED



Initials

**PLANNING &
DEVELOPMENT:**

6. Working Well Workshop

Administration provided Council with information on previous Working Well Workshops and inquired if Council would like to participate in another.

DEPUTY MAYOR DUFRESNE:

That Council approve Administration to host another workshop in the spring/fall 2018 with the other Summer Villages.

1470/18

CARRIED

MEETING DATES:

Birchcliff will hold their next meeting on March 22, 2018 at 9:00 am.

1471/18

CARRIED

ADJOURNMENT:

The meeting adjourned at 12:00 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials