

*Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held January 18, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**CALL TO ORDER:** The Meeting was called to order at 9:07 a.m. by Mayor Thom Jewell with the following being present:

Mayor:	Thom Jewell
Deputy Mayor:	Roger Dufresne
Councillor:	Ann Zacharias
Administrator:	Phyllis Forsyth
Development:	Koralyn Lemmon
Recording Secretary:	Teri Musseau
Delegates:	Pete Weddell Loreley Boutin Laurie Garner

**AGENDA APPROVAL:** MAYOR JEWELL:  
That the January 18, 2018 Regular Meeting Agenda be adopted as presented.

**1430/18** CARRIED

**CONFIRMATION OF MINUTES:** COUNILLOR ZACHARIAS:  
That the December 21, 2017 Regular Meeting Minutes be adopted as presented.

**1431/18** CARRIED

**CONFIRMATION OF MINUTES:** DEPUTY MAYOR DUFRESNE:  
That the December 21, 2017 Municipal Planning Commission Minutes be adopted as presented.

**1432/18** CARRIED

**DELEGATION:** 1. **Pete Weddell – Quiet Enjoyment Initiative**

Pete Weddell was in attendance to ask Council about the feasibility of receiving funding toward the Education/Awareness Program for the Quiet Enjoyment Initiative.

**DELEGATION:** 2. **Loreley Boutin – 109 Birchcliff Road**

Loreley Boutin was in attendance to discuss their current sewage system and request approval for the removal of the sewage service line/tanks that encroach onto the municipal street and reposition the line on their property.

MAYOR JEWELL:  
That Administration review proposal to be submitted by Xandel Backhoe. Proposal to meet Safety Codes, demolition of tanks located on municipal land done in accordance with industrial and environmental standards, and remaining lines located on municipal lands to remain on municipal lands and not for removal.

**1433/18** CARRIED



Initials

Koralyn Lemmon, Pete Weddell, Loreley Boutin and Laurie Garner left the meeting at 9:40 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.

Tina Leer joined the meeting at 9:44 a.m.

**1434/18**

MAYOR JEWELL:

That Council accept the Administrator Report as information.

**CARRIED**

**FINANCIAL &  
ADMINISTRATIVE:**

**2. Financial Reports**

Tina Leer provided Council with the following monthly financial reports:

- Accounts Payable Cheque Listing to December 31, 2017
- Operating Budget Report to December 31, 2017
- Payroll Journal
- Unpaid taxes

DEPUTY MAYOR DUFRESNE:

That Council accept the financial reports as presented.

**CARRIED**

**1435/18**

Recess 10:12 a.m.

Reconvened 10:15am.

**FINANCIAL &  
ADMINISTRATIVE:**

**3. Preliminary 2018 – 2020 Budget**

Administration provided Council with the draft 2018 – 2020 budget. The draft budget currently has a 16.5% increase in expenses due to:

Salaries – new position added and JCS funding recalculation.  
SLRWWC and Usage fees – double projections due to uncertainty of costs  
Development Projects – Increase to 10,000 for projects (IDP/ICF)  
Recreation – Town of Sylvan Lake cost sharing based on percentage of users.

MAYOR JEWELL:

That Council table the budget until later in the meeting.

**CARRIED**

**1436/17**

MAYOR JEWELL:

That Council table the remainder of the agenda until their next meeting with the exception of:



Initials

- E.5. Request to Pay
- H.5. Pathway Committee
- H.6. Intermunicipal Development Plan

1437/18

CARRIED

**FINANCIAL &  
ADMINISTRATIVE:**

**5. Request to Pay**

Administration provided Council with a request received from Deputy Mayor Dufresne to pay Michael Wells for a meeting that was held between the two of them to discuss the Sylvan Lake Management Committee.

MAYOR JEWELL:

That Council uphold the remuneration policy and not pay remuneration for informal meetings of Council members.

1438/18

CARRIED

Koralyn Lemmon joined the meeting at 11:25 a.m.

**PLANNING &  
DEVELOPMENT:**

**5. Pathway Committee**

Koralyn Lemmon provided Council with a request from the Pathway Committee for Council to include a brief information session in the next newsletter updating the public on the Committee so far.

The Committee is also requesting an extension of the current path from RR 15 to the far west end of Birchcliff Road.

Councillor Zacharias has also request clarification on the expectations of the Committee.

DEPUTY MAYOR DUFRESNE:

That Administration include a brief information section in the next newsletter and/or website, informing residents that the Committee has met a few times so far, and public engagement opportunities will be presented in March/April and at the AGM in July, as well as approve the extension of the pathway and provide direction to the Pathway Committee.

1439/18

CARRIED

MAYOR JEWELL:

That Council table disussion on additional costs and changes of scope until their next meeting.

1440/18

CARRIED

**PLANNING &  
DEVELOPMENT:**

**6. Intermunicipal Development Plan**

Administration provided Council information on a meeting held regarding the mandatory Intermunicipal Development Plan and a joint grant for an Alberta Community Partnership Grant.

MAYOR JEWELL:



Initials

Be it resolved that the Summer Village of Birchcliff be authorized to participate in an application for the Sylvan Lake Intermunicipal Development Plan project, submitted by Lacombe County under the Intermunicipal Collaboration component of the Alberta Community Partnership Program; and further that Birchcliff, a participant, agrees to abide by the terms and Conditional Grant Agreement governing the purpose and use of the grant funds.

1441/18

CARRIED

**FINANCIAL &  
ADMINISTRATIVE:**

**3. Preliminary 2018 – 2020 Budget Continued**

Council continued the preliminary budget discussions.

MAYOR JEWELL:

That Council table until next meeting for further consideration.

1442/17

CARRIED

**MEETING DATES:**

Birchcliff will hold their next meeting on February 26, 2018 at 8:30 am.

1443/17

**ADJOURNMENT:**

The meeting adjourned at 12:39 p.m.

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Thom Jewell, Mayor

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Phyllis Forsyth, CAO



Initials