

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held July 19, 2018 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 Dufresne with the following being present:

Mayor:	Roger Dufresne
Deputy Mayor:	Ann Zacharias
Councillor:	Thom Jewell
Administrator:	Phyllis Forsyth
Recording Secretary:	Teri Musseau
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Development Officer:	Koralyn Lemmon

AGENDA APPROVAL: MAYOR DUFRESNE:
That the July 19, 2018 Regular Meeting Agenda be adopted as amended:

E.A. (.5)	By-Election
E.A.3.	Municipal Affairs Meeting
E.B.3.	Backfilling of Ditches
E.B.4.	Reserves

1606/18 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR ZACHARIAS:
That the June 21, 2018 Regular Meeting Minutes be adopted as presented.

1607/18 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR JEWELL:
That the June 21, 2018 Municipal Planning Commission Minutes be adopted as presented.

1608/18 CARRIED

STAFF REPORTS: 1. **Staff Reports**

Administration provided the following reports for Council consideration:

- Administrator's Quarterly
- Accounts Payable
- Quarterly Financial
- Public Works
- Development

COUNCILLOR JEWELL:
That Council accepts the items as information and authorized payment of payables.

1609/18 CARRIED

Koralyn Lemmon, Tina Leer and Chris Loov left the meeting at 9:28 a.m.



Initials

REQUESTS FOR DECISION:

**COUNCIL &
LEGISLATIVE:**

.5 By-Election and Resignation

Administration provided Council information on the resignation received from Thom Jewell from Council.

Administration has requested Teri Musseau be nominated as Returning Officer for the By-Election, Council to pass a resolution to allow vote by Special Ballot and the By-Election schedule to be as follows:

Nomination Day: September 15th from 10:00 a.m. – 12:00 p.m.
Advanced Poll: October 6th from 10:00 a.m. – 2:00 p.m.
By-Election: October 13th from 10:00 a.m. – 7:00 p.m.

DEPUTY MAYOR ZACHARIAS:

That Council appoint Teri Musseau as Returning Officer for the upcoming By-Election.

1610/18

CARRIED

DEPUTY MAYOR ZACHARIAS:

That Council allow voting by Special Ballot as per bylaw #195-17 with Special Ballots to be received to the Returning Officer no later than 4:00 p.m. on Friday, October 12, 2018.

1611/18

CARRIED

DEPUTY MAYOR ZACHARIAS:

That Council approve the proposed election dates as discussed.

1612/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

1. Sylvan Lake & District Victim Services Golf Tournament

Administration provided Council information on a request received from the Sylvan Lake & District Victim Services asking for support for their annual golf tournament.

DEPUTY MAYOR ZACHARIAS:

That Council uphold motion from last meeting.

1613/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Subdivision and Development Appeal Board Training

Administration provided Council with information on the Subdivision and Development Appeal Board mandatory training.

DEPUTY MAYOR ZACHARIAS:

That Council authorize Administration to register members for training where available.

1614/18

CARRIED



Initials

**COUNCIL &
LEGISLATIVE:**

3. Municipal Affairs Meeting

Administration provided Council with information received from Municipal affairs advising of a possible meeting with Minister Anderson at the Alberta Municipalities Association Convention.

DEPUTY MAYOR ZACHARIAS:

That Administration request meeting with Minister Anderson and Mayor Dufresne to discuss ongoing funding, equalized grant funding and municipalities at risk indicators for Summer Villages.

1615/18

CARRIED

Chris Loov joined the meeting at 9:47 a.m.

PUBLIC WORKS:

2. Wastewater Connection Extension

Chris Loov provided Council with another request from Pete Weddell to have an extension to tie into the municipal wastewater line.

DEPUTY MAYOR ZACHARIAS:

That applicant must submit development permit application by October 31, 2018 to bring property into compliance within one year.

1616/18

CARRIED

PUBLIC WORKS:

1. Pavement Maintenance

Chris Loov provided Council with a quote received from Border Paving to repair areas of the road that are beginning to fail.

COUNCILLOR JEWELL:

That Council authorize Administration to transfer \$10,900.00 from reserves for road maintenance.

1617/18

CARRIED

Koralyn Lemmon joined the meeting at 10:08 a.m.

PUBLIC WORKS:

3. Backfilling Ditches

Mayor Dufresne advised Council residents are backfilling the ditches in front of their properties to stop water from draining onto their properties during the spring thaw.

COUNCILLOR JEWELL:

That Administration obtain 3 quotes for drainage plan on Birchcliff Road.

1618/18

CARRIED

PUBLIC WORKS:

4. Reserves

Councillor Jewell addressed the issue with new residents being unaware that they cannot use the reserves as their own property.



Initials

COUNCILLOR JEWELL:

That Administration develop an information brochure for greenspaces and make available to all residents through mail out and include in welcome package for new residents.

1619/18

CARRIED

Chris Loov and Koralyne Lemmon left the meeting at 10:54 a.m.

INFORMATION ITEMS:

COUNCIL REPORTS: Councillor Jewell provided his report to Council on the Sylvan Lake Regional Water/Wastewater Commission.

CAO Forsyth provided an update on the Sylvan Lake Regional Wastewater Commission meeting for the CAOs.

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:

The Summer Village of Birchcliff Council will hold their next meeting on August 23, 2018 at 9:00 a.m.

1620/18

CARRIED

ADJOURNMENT:

The meeting adjourned at 11:43 a.m.

Roger Dufresne, Mayor

Phyllis Forsyth, CAO



Initials