

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 16, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:00 a.m. by Mayor Joyce Megson with the following being present:

Mayor:	Joyce Megson
Deputy Mayor:	Thom Jewell
Councillor:	Michael Wells
Administrator:	Phyllis Forsyth
Recording Secretary:	Kara Kashuba
Development Officer:	Koralyn Coughlin
Accounting Technician:	Tina Leer

AGENDA APPROVAL: JOYCE MEGSON:
That the March 16, 2017 Regular Meeting Agenda be adopted as amended.

1198/17 Additions: E6. Red Deer County **CARRIED**

CONFIRMATION OF MINUTES: THOM JEWELL:
That the February 16, 2017 Regular Meeting Minutes be adopted as presented.

1199/17 **CARRIED**

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 and the ongoing projects in all villages.

MICHAEL WELLS:
That Council accepts as information.

1200/17 **CARRIED**

FINANCIAL & ADMINISTRATIVE:

2. Financial Reports

Tina Leer provided Council with the following financial reports:

- Accounts Payable Cheque Listing.
- Operating Budget Report to March 9, 2017.

THOM JEWELL:
That Council accept the financial reports as presented.

1201/17 **CARRIED**

FINANCIAL & ADMINISTRATIVE:

3. 2017 – 2019 Capital Projects Budget

Tina Leer provided Council with the proposed Capital Projects Budget for the years 2017-2019.

JOYCE MEGSON:



Initials

That Council adopt with amendments.

1202/17

CARRIED

Tina Leer left the meeting at 9:35 a.m.

**COUNCIL &
LEGISLATIVE:**

1. MGA Regulations

Administration provided Council with the first round of draft regulations:

- Qualifications of Assessor Regulation
- Municipal Corporate Planning Regulation
- Public Participation Policy
- Municipal Gas Systems Core Regulations
- Muniserp Investment Regulation

MICHAEL WELLS:

That Administration submit comments as discussed.

1203/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. 2016 Census Update

Administration provided Council with information from the long form census that was completed in 2016 with population changes for all the Summer Villages and the impact these changes have on the Joint Budget Agreement for 2018.

THOM JEWELL:

That Council accept the 2016 Census Update as presented.

1204/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

3. Ministers Awards for Municipal Excellence

Administration provided Council with information on the 2017 Minister's Awards for Municipal Excellence.

JOYCE MEGSON:

That Administration submit the Birchcliff Forest Management Strategy for Practices Small Municipalities.

1205/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. Election Information

Administration presented to Council the 2017 proposed election and training dates to all Councils.

MICHAEL WELLS:

That Council accept as presented.

1206/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

5. Signing Authorities

Administration provided Council with a suggestion to bring forward the concept of a signing limit for Administration.



Initials

MICHAEL WELLS:

That Administration draft a policy that outlines the process and occurrences when administration might sign cheques.

1207/17

CARRIED

Koralyn Coughlin joined the meeting at 10:21

**COUNCIL &
LEGISLATIVE:**

6. Red Deer County

Phyllis Forsyth provided Council with information received from Red Deer County administration to prepare 16 Intermunicipal Collaboration Frameworks in this region.

JOYCE MEGSON:

That Administration accept Red Deer County invitation for Regional Intermunicipal Collaboration Frameworks.

1208/17

CARRIED

PUBLIC WORKS:

1. Education Program

Administration provided Council with a request from a resident asking how to look after their tank system.

MICHAEL WELLS:

That Administration add information links in the next upcoming newsletter as well as suggest the Septic Sense Workshop.

1209/17

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn Coughlin reviewed the Development Update. There are currently 12 active development files in the summer village and 51 between all 5 Summer Villages.

JOYCE MEGSON:

That Council accept as information.

1210/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. MGA Regulations

Koralyn provided Council with information on the first round of draft regulations for planning and development; none affect the Summer Village.

THOM JEWELL:

That Council accept as information.

1211/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Fees Schedule

Koralyn presented Council with proposed amendments to the Fees Schedule.

JOYCE MEGSON:

That Administration amend Bylaw to reflect increase to Development permits.



Initials

1212/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Tiny House

Koralyn provided Council with an update on the tiny house located at 193 Birchcliff road.

THOM JEWELL:

That Council advise to remove the tiny house by the May long weekend and to contact Thom Jewell for options.

1213/17

CARRIED

**PLANNING &
DEVELOPMENT:**

5. Subdivision and Development Appeal Board

Administration presented to Council an issue that arose in one of our villages regarding members on a Subdivision and Development Appeal Board matter.

MICHAEL WELLS:

That Council ask administration to make Municipal Planning Commission alternates to the Subdivision Appeal Board.

INFORMATION:

1. Council Reports

Thom Jewell gave his report to Council on Sylvan Lake Regional Wastewater Committee.

Michael Wells gave his report to Council on Parkland Regional Library, Lacombe Regional Emergency Management Agency, and the Sylvan Lake Management Committee.

By consensus Council accepts as information.

2. 2016 Carbon Levy Implication Summary

Council provided the Carbon Levy Implication Summary

THOM JEWELL:

That Council accept as information.

1214/17

CARRIED

IN CAMERA:

1. Ongoing negotiations

Joyce Megson:

That Council meets as a committee of the Whole for the purpose of discussing ongoing negotiations at 11:21 a.m.

1215/17

CARRIED

Kara Kashuba left the meeting at 11:21 a.m.

JOYCE MEGSON:

The meeting reverts to an open meeting at 11:45 a.m.

1216/17

CARRIED



Initials

MEETING DATES: Birchcliff will hold their next meeting April 20th, 2017 at
9:00 a.m.

1217/17

CARRIED

ADJOURNMENT: The meeting adjourned at 11:46 a.m.

Joyce Megson, Mayor

Phyllis Forsyth, CAO



Initials