

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 22, 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 Deputy Mayor Dufresne with the following being present:

Mayor:	Thom Jewell via Zoom
Deputy Mayor:	Roger Dufresne
Councillor:	Ann Zacharias
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Development Officer:	Koralyn Lemmon
Recording Secretary:	Teri Musseau

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

1472/18 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the February 26, 2018 Regular Meeting Minutes be adopted as amended.

1473/18 CARRIED

CONFIRMATION OF MINUTES: MAYOR JEWELL:
That Administration send letter to the Association of Summer Villages of Alberta asking for an opinion on the Police Letter Writing Campaign and how it impacts Summer Villages.

1474/18 CARRIED

CONFIRMATION OF MINUTES: MAYOR JEWELL:
That the February 22, 2018 Municipal Planning Commission Minutes be adopted as presented.

1475/18 CARRIED

REQUESTS FOR DECISION:

FINANCIAL & ADMINSTRATIVE: 1. **2018 – 2020 Updated Budget**

Tina Leer provided Council with the updated 2018 – 2020 budget to include 2018 assessment and the capital budget.

COUNCILLOR ZACHARIAS:
That Council approve the 2018 – 2020 Capital Budget, with a final budget and mill rate set in spring when property tax levy for education purposes is set by the province.

1476/18 CARRIED



Initials

**FINANCIAL &
ADMINISTRATIVE:**

2. Sewage Waste Fee Increase

Tina Leer provided Council with the Sewage Waste Fee Increase to offset rising costs from the Sylvan Lake Regional Wastewater Commission.

MAYOR JEWELL:

That Administration send letter on behalf of Council requesting information on what projected future billing look like.

1477/18

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

3. Livestock Bylaw

Administration provided Council with information on a request received to increase the size of Chicken Coops to 200 sq. ft. from 100 sq. ft. in the Livestock Bylaw #201-17.

COUNCILLOR ZACHARIAS:

That Council approve the request to increase Chicken Coop size to 200 sq. ft. and ask Administration to draft amending bylaw.

1478/18

CARRIED

Council recessed at 9:47 a.m.

Council reconvened at 10:23 a.m. with the same people as at the beginning of the meeting with the exception of Tina Leer.

**COUNCIL &
LEGISLATIVE:**

1. 3 Year Operational Plan

Administration provided Council with a draft 3 Year Operational Plan.

DEPUTY MAYOR DUFRESNE:

That Council accept the plan format as information.

1479/18

CARRIED

**COUNCIL &
LEGISLATION:**

2. 5 Year Planning

Administration provided Council with a draft 5 Year Capital Plan.

COUNCILLOR ZACHARIAS:

That Council have 5 year strategic planning session to identify priorities and years for completion.

1480 /18

CARRIED

**COUNCIL &
LEGISLATION:**

3. Regional Assessment Review Board Bylaw #206-18

Administration provided Council with the Regional Assessment Review Board Bylaw #206-18 with changes to make it compliant with the Municipal Government Act.

FIRST READING to By-law No. 206-18 was moved by Councillor Zacharias.

1481/18

CARRIED



Initials

1482/18 SECOND READING to By-law 206-18 was moved by Deputy Mayor Dufresne. CARRIED

1483/18 MAYOR JEWELL:
That third reading to By-law No. 206-18 be taken at this Meeting. CARRIED UNANIMOUSLY

1484/18 THIRD READING to By-law No. 206-18 was moved by Councillor Zacharias. CARRIED

COUNCIL & LEGISLATION:

4. Regional Assessment Review Board Agreement

Administration provided Council with the amended Regional Assessment Review Board Agreement to allow for cost recovery on complaints that are withdrawn 6 or less calendar days prior to a hearing.

1485/18 MAYOR JEWELL:
That Council approve the agreement as amended. CARRIED

COUNCIL & LEGISLATION:

5. Process for Delegation Addressing Council

Administration provided Council with the Process for Delegation Addressing Council Policy.

1486/18 MAYOR JEWELL:
That Council adopt the Process for Delegation Addressing Council Policy to include no recording of meetings and proper attire and decorum requested. CARRIED

COUNCIL & LEGISLATION:

6. Municipal Planning Commission Bylaw #203-18

Administration provided Council with the Municipal Planning Commission Bylaw to include no recording of meetings and proper attire and decorum requested.

1487/18 FIRST READING to By-law No. 203-18 was moved by Deputy Mayor Dufresne. CARRIED

1488/18 SECOND READING to By-law 203-18 was moved by Mayor Jewell. CARRIED

1489/18 COUNCILLOR ZACHARIAS:
That third reading to By-law No. 203-18 be taken at this Meeting. CARRIED UNANIMOUSLY

1490/18 THIRD READING to By-law No. 203-18 was moved by Deputy Mayor Dufresne. CARRIED



Initials

**COUNCIL &
LEGISLATION:**

7. Subdivision & Development Appeal Board Bylaw #204-18

Administration provided Council with the Subdivision and Development Appeal Board Bylaw to include no recording of meetings and proper attire and decorum requested.

FIRST READING to By-law No. 204-18 was moved by Mayor Jewell.

1491/18

CARRIED

SECOND READING to By-law 204-18 was moved by Deputy Mayor Dufresne.

1492/18

CARRIED

COUNCILLOR ZACHARIAS:

That third reading to By-law No. 204-18 be taken at this Meeting.

1493/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 204-18 was moved by Mayor Jewell.

1494/18

CARRIED

**COUNCIL &
LEGISLATION:**

8. Procedural Bylaw #205-18

Administration provided Council with the amended Procedural Bylaw #205-18 to include no recording of meetings and proper attire and decorum requested.

FIRST READING to By-law No. 205-18 was moved by Deputy Mayor Dufresne.

1495/18

CARRIED

SECOND READING to By-law 205-18 was moved by Councillor Zacharias.

1496/18

CARRIED

MAYOR JEWELL:

That third reading to By-law No. 205-18 be taken at this Meeting.

1497/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 205-18 was moved by Deputy Mayor Zacharias.

1498/18

CARRIED

**COUNCIL &
LEGISLATION:**

9. 2018 Minister's Award for Municipal Excellence

Administration provided Council with information received from Municipal Affairs asking for nominations for the Minister's Award for Municipal Excellence.

MAYOR JEWELL:

That Council accept as information.

1499/18

CARRIED



Initials

**PLANNING &
DEVELOPMENT:**

1. Development Fees

Koralyn Lemmon presented proposed development fees to Council.

MAYOR JEWELL:

That Council table for further information and recommendations.

1500/18

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Land Use Bylaw Amendments Bylaw #202-18

Koralyn Lemmon presented proposed amendments for the Land Use Bylaw.

FIRST READING to By-law No. 205-18 was moved by Deputy Mayor Dufresne as amended.

1501/18

CARRIED

COUNCILLOR ZACHARIAS:

That Council hold the Public Hearing for the Land Use Bylaw Amendments bylaw #202-18 on April 24, 2018 at 10:00 a.m.

1502/18

CARRIED

Council break at 11:26 a.m.

Reconvened at 11:28 a.m.

**PLANNING &
DEVELOPMENT:**

3. 127 Birchcliff Road

Koralyn Lemmon provided Council an update on the request sent to the owners of 127 Birchcliff Road requesting they submit an engineering certificate proving stability of their bank and neighboring properties or pay a penalty of \$1500.00.

DEPUTY MAYOR DUFRESNE:

That Council seek legal opinion on municipal liability.

1503/18

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Bank Instability

Koralyn Lemmon provided Council information on the bank instability along the summer village due to erosion from natural occurrences.

Tina Leer joined the meeting at 11:36 a.m.

MAYOR JEWELL:

That Administration send out informative letters to private properties, and further, Administration to obtain quotes for shoreline stabilization and Council discuss during 5 year planning.

1504/18



Initials

**PLANNING &
DEVELOPMENT:**

5. Sylvan Lake Management Committee

Koralyn Lemmon provided Council information from the Sylvan Lake Management Committee on the Team Up to Clean Up event.

MAYOR JEWELL:

That Council approve the request for decision of the Spring Shoreline Clean-Up to be held on May 26th, 2018, Administration forward the summer village's plans for the event to the Sylvan Lake Management Committee, and Administration mail out notices to all residents.

1505/18

CARRIED

PUBLIC WORKS:

1. Tree Planting

Chris Loov provided Council quotes received from Parkland Nursery & Landscaping for the purchase of 300 plants with delivery of the plants at a rate of \$150/hour.

MAYOR JEWELL:

That Administration proceed with Tree Planting Program with 600 trees for 2018.

1506/18

CARRIED

STAFF REPORTS

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn Lemmon provided Council on update on active permits. There are currently 68 active permits in all 5 summer villages and 13 in the Summer Village of Birchcliff.

**FINANCE &
ADMINISTRATION:**

1. Financial Report

Tina Leer provided Council the following financial reports:

- Accounts Payable Cheque Listing to March 13, 2018
- Operating Budget Report to February 28, 2018
- Payroll Journal – February 28, 2018

**PROTECTIVE
SERVICES:**

1. 2017 Enforcement Report

Phyllis Forsyth provided Council the 2017 Enforcement Report received from the Town of Sylvan Lake showing percentage of patrol hours, percentage of citations written and percentage of municipal complaints.

By consensus Council accepts the reports as information.

Tina Leer and Koralyn Lemmon left the meeting at 11:56 a.m.



Initials

INFORMATION ITEMS:

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

Councillor Zacharias provided her written report to Council on Parkland Regional Library Board and verbal report on the Lacombe Regional Emergency Advisory Committee.

Deputy Mayor Dufresne provided his report to Council on the Sylvan Lake Management Committee.

COMMITTEE REPORTS:

Julie Maplethorpe, Summer Village of Jarvis Bay provided her written report to Council on the Sylvan Lake Library Board.

Ted Hiscock, Summer Village of Half Moon Bay provided his written report to Council on Elder Abuse.

By consensus Council accepts the reports as information.

MEETING DATES:
1507/18

Birchcliff will hold their next meeting on April 24, 2018 at 9:00 am.
CARRIED

ADJOURNMENT:

The meeting adjourned at 12:05 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials