

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

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

AGENDA APPROVAL: DEPUTY MAYOR DUFRESNE:
That the May 22, 2018 Regular Meeting Agenda be adopted as presented.

1542/18 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR ZACHARIAS:
That the April 24, 2018 Regular Meeting Minutes be adopted as presented.

1543/18 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the April 24, 2018 Public Hearing Minutes be adopted as presented.

1544/18 CARRIED

DELEGATION: 1. **Robert Parry**

Robert Parry, owner of 71 Birchcliff Road and his daughter, Tamara Anderson were in attendance to request a tie in extension to connect to the municipal wastewater collection system until a new structure is built or the property sold.

MAYOR JEWELL:
That Council table until later in the meeting.

1545/18 CARRIED

TABLED ITEMS FROM THE LAST MEETING:

PLANNING & DEVELOPMENT: 1. **Tree Pruning**

Koralyn Lemmon provided Council with information on the pruning of trees by the owners of 375 Birchcliff Road on their property as well as municipal property in which a letter was sent and no response received.



Initials

M AYOR JEWELL:
That Council amend the Fees Bylaw to include Tree Bylaw
contravention penalties.

1546/18

CARRIED

STAFF REPORTS: 1. Staff Reports

Administration provided the following reports for Council
consideration:

- Accounts Payable
- Financial
- Municipal Accountability Program
- Municipal Indicators
- Emergency Management Review
- Public Works
- Development

DEPUTY MAYOR DUFRESNE:
That Council accepts the items as information.

1547/18

CARRIED

REQUESTS FOR DECISION:

FINANCIAL & ADMINSTRATIVE: 1. Surplus Distribution

Tina Leer provided Council with a spreadsheet to determine
distribution of the 2017 surplus funds.

Koralyn Lemmon left the meeting at 10:30 a.m.

Robert Parry and Tamara Anderson joined the meeting at 10:46 am.

DEPUTY MAYOR DUFRESNE:
That Council accept the re-allocation of reserve funds as
discussed:

General Contingency	\$-160,000.00
Roads, Streets etc.	100,000.00
Water & Sewer Operations	-390,000.00
Wastewater Capital	390,000.00
Environmental	20,000.00
Pathway	159,000.00
Information Technology & Facilities	1,600.00

1548/18

CARRIED

Recessed at 10:48 a.m.

Reconvened at 10:49 a.m. with the addition of Robert Parry and Tamara Anderson and the
exception of Tina Leer and Koralyn Coughlin.



Initials

DELEGATION: 1. Robert Parry

Robert Parry, owner of 71 Birchcliff Road and his daughter, Tamara Anderson, were in attendance to request a tie in extension to connect to the municipal wastewater collection system until a new structure is built or the property sold.

Robert Parry and Tamara Anderson left the meeting at 11:05 a.m.

Council recessed at 11:05 a.m. for Public Hearing.

Council reconvened at 11:12 a.m. with the same people as at the beginning of the meeting with the exception of Tina Leer and Koralyn Lemmon.

MAYOR JEWELL:
That Council uphold the Wastewater Bylaw and not grant an extension or exemption.

1549/18 CARRIED

FINANCIAL & ADMINISTRATIVE: 2. Regional Intermunicipal Development Plan

Administration provided Council information on the Intermunicipal Development Plan Terms of Reference and Request for Proposal for consultants.

DEPUTY MAYOR DUFRESNE:
That Council approve the Terms of Reference as presented

1550/18 CARRIED

MAYOR JEWELL:
That Council approve the Request for Proposal as presented.

1551/18 CARRIED

COUNCILLOR ZACHARIAS:
That Council appoint Deputy Mayor Dufresne as the Member to the Steering Committee with Mayor Jewell as alternate.

1552/18 CARRIED

COUNCIL & LEGISLATIVE: 1. Annual Information Meeting

Administration provided Council with the 2017 Annual Information Meeting agenda as a guide in preparing the 2018 agenda.

DEPUTY MAYOR DUFRESNE:
That Administration prepare the 2018 Annual Information meeting agenda as directed.

1553/18 CARRIED



Initials

**COUNCIL &
LEGISLATIVE:**

2. Procedural Bylaw #212-18

Administration provided Council with the Procedural Bylaw # 212-18 to reflect changes made to the amended Municipal Government Act

FIRST READING to By-law No. 212-18 was moved by Mayor Jewell.

1554/18

CARRIED

SECOND READING to By-law 212-18 was moved by Councillor Zacharias.

1555/18

CARRIED

DEPUTY MAYOR DUFRESNE:

That third reading to By-law No. 212-18 be taken at this Meeting.

1556/18

CARRIED UNANIMOUSLY

THIRD READING to By-law No. 212-18 was moved by Mayor Jewell.

1557/18

CARRIED

**COUNCIL &
LEGISLATION:**

3. Public Participation Policy

Administration provided Council with the Public Participation Policy as per section 216.1(1) of the Municipal Government Act.

COUNCILLOR ZACHARIAS:

That Council adopt the Public Participation Policy as presented.

1558/18

CARRIED

**COUNCIL &
LEGISLATION:**

4. Strategic Plan

Deputy Mayor Dufresne provided Council with the Birchcliff Strategic Plan.

MAYOR JEWELL:

That Council adopt the Strategic Plan as presented.

1559/18

CARRIED

**COUNCIL &
LEGISLATION:**

5. 3 Year Operational Plan

Administration provided Council the 3 Year Operational Plan as per Section 283.1(2) of the Municipal Government Act.

MAYOR JEWELL:

That Council adopt the 3 Year Operational Plan as amended with inclusion of revenue stream.

1560/18

CARRIED

PUBLIC WORKS:

1. Green Space Maintenance Policy

Chris Loov provided Council with a new Green Space Maintenance Policy to ensure proper maintenance of all parks and green spaces.



Initials

MAYOR JEWELL:
That Council adopt the Green Space Maintenance Policy as presented.

1561/18

CARRIED

PUBLIC WORKS:

2. Birchcliff Shoreline Buoys

Chris Loov provided Council with the cost to place 27 buoys along the Summer Village shoreline.

DEPUTY MAYOR DUFRESNE:
That Council purchase 27 buoys for installation in 2018 with funds to come from general contingency.

1562/18

CARRIED

PUBLIC WORKS:

3. Request for Exemption

Chris Loov provided Council with a request received from Anne Sproat asking for an exemption from connecting to the Municipal Sewer Line.

THOM JEWELL:
That Council uphold their Wastewater Bylaw.

1563/18

CARRIED

Koralyn Lemmon joined the meeting at 12:24 p.m.

**PLANNING &
DEVELOPMENT:**

1. Fees Bylaw #209-18

Koralyn Lemmon presented proposed amendments for the Fees Bylaw.

SECOND READING to By-law 209-18 was moved by Mayor Jewell.
CARRIED

1564/18

THIRD READING to By-law No. 209-18 was moved by Councillor Zacharias.

1565/18

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Land Use Bylaw Amendments

Koralyn Lemmon provided Council with proposed amendments to the Land Use Bylaw as follows:

- Low impact development
- Buffer zones
- No development

DEPUTY MAYOR DUFRESNE:
That Administration prepare a brochure on Low Impact Development and Deputy Mayor Dufresne address at the Annual Information Meeting.

1566/18

CARRIED



Initials

**PLANNING &
DEVELOPMENT:**

3. Completions Deposit Policy

Koralyn Lemmon provided Council with the amended completions deposit policy.

DEPUTY MAYOR DUFRESNE:
That Council adopt the policy as presented.

1567/18

CARRIED

Koralyn Lemmon left the meeting at 12:37 p.m.

INFORMATION ITEMS:

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

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

Councillor Zacharias provided her report to Council on Parkland Regional Library and Pathway Committee.

**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:
1568/18**

Birchcliff will hold their next meeting on June 21, 2018 at 9:00 a.m.
CARRIED

ADJOURNMENT:

The meeting adjourned at 12:52 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials