

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

CALL TO ORDER: The Meeting was called to order at 9:01 a.m. by Mayor Thom Jewell with the following being present:

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

AGENDA APPROVAL: DEPUTY MAYOR DUFRESNE:
That the November 16, 2017 Regular Meeting Agenda be adopted as presented.

1389/17 CARRIED

CONFIRMATION OF MINUTES: MAYOR JEWELL:
That the October 13, 2017 Regular Meeting Minutes be adopted as presented.

1390/17 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR ZACHARIAS:
That the October 13, 2017 Public Hearing Minutes be adopted as presented.

1391/17 CARRIED

Chris Loov joined the meeting at 9:03 a.m.

PUBLIC WORKS: 1. Public Works Update

Public Works provided Council with an update on the status of current projects underway in the Summer Villages:

- Sewer lines flushed
- First snow ploughing complete
- Address signs for cottages ordered
- Researching options for tree planting by Birch Close
- Researching solution for grass growing through road edge
- Yellow posts not an issue for plough contractor

1392/17 DEPUTY MAYOR DUFRESNE:
That Council accept as information. CARRIED

PUBLIC WORKS: 2. Snow Removal Policy

Chris Loov provided Council with a draft Snow Removal Policy.



Initials

COUNCILLOR ZACHARIAS:
That Administration amend policy as directed and bring back
to Council with updated costs.

1393/17

CARRIED

Chris Loov left the meeting at 9:37 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.

MAYOR JEWELL:

That Council accept the Administrator Report as information.

1394/17

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

2. Monthly Financial Reports

Tina Leer provided Council with the following quarterly financial
reports:

- Accounts Payable Cheque Listing
- Operating Budget Report
- Payroll Journal
- Unpaid taxes

COUNCILLOR ZACHARIAS:

That Council accept the financial reports as presented.

1395/17

CARRIED

Tina Leer left the meeting at 9:46 a.m.

**FINANCIAL &
ADMINISTRATIVE:**

3. Elected Officials Training

Administration provided Council with information on the upcoming
Emergency Management Training for Elected Officials on January
17, 2017.

DEPUTY MAYOR DUFRESNE:

That Council authorize Councillors to attend and have
Administration make arrangements.

1396/17

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

4. AIM Location

Administration presented Council with information received from
Sunnyside Camp to host the Annual Information Meeting.

COUNCILLOR ZACHARIAS:

That Council accept the offer from the Church Camp to host the
Annual Information Meeting.

1397/17

CARRIED



Initials

**COUNCIL &
LEGISLATIVE:**

3. Council Strategic Goals

Administration provided Council with a layout of mandatory items that may need to be reviewed or developed along with 5year cycle as part of the 5 year planning.

MAYOR JEWELL:

That the meeting recess for the Livestock Bylaw #201-17 Hearing at 10:00 a.m.

1398/17

CARRIED

The meeting reconvened at 10:08 a.m. with the same people present as at the beginning of the meeting with the exception of Tina Leer.

**COUNCIL &
LEGISLATIVE:**

3. Council Strategic Goals Continued

MAYOR JEWELL:

That Administration schedule a brainstorming session to allow Council to discuss priorities.

1399/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

4. Service Level Review – Planning and Development

Administration provided Council the services provided by the Planning and Development Department.

COUNCILLOR ZACHARIAS:

That Council leave service levels as presented.

1400/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

1. Joint Service Committee Request for Decision

Administration provided Council two items from the Joint Service Committee meeting for decision.

DEPUTY MAYOR DUFRESNE:

That Administration provide feedback as discussed to the Joint Service Committee.

1401/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Joint Service Committee 2018 Budget

Administration provided Council the 2018 proposed Shared Costs that was discussed and amended at the Joint Service Committee meeting.

MAYOR JEWELL:

That Council approve the 2018 Joint Service Committee Budget as presented.

1402/17

CARRIED



Initials

Koralyn Lemmon joined the meeting at 11:45 a.m.

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn Lemmon reviewed the Development Update. There are currently 15 active development files in the Summer Village and 63 between all 5 Summer Villages.

DEPUTY MAYOR DUFRESNE:
That Council accept as information.

1403/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Livestock Bylaw

Koralyn Lemmon provided Council a draft bylaw regarding livestock (chickens).

DEPUTY MAYOR DUFRESNE:
That Council give second reading to the Livestock Bylaw #201-17.

1404/17

CARRIED

COUNCILLOR ZACHARIAS:
That Council give third and final reading to the Livestock Bylaw #201-17.

1405/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Land Use Bylaw Amendments Bylaw

Council discussed the Land Use Bylaw Amendments Bylaw #199-17.

MAYOR JEWELL:
That Council give second reading to the Land Use Bylaw Amendments Bylaw #199-17.

1406/17

CARRIED

DEPUTY MAYOR DUFRESNE:
That Council give third and final reading to the Land Use Bylaw Amendments Bylaw #199-17.

1407/17

CARRIED

Koralyn Lemmon left the meeting at 12:17 p.m.

INFORMATION:

1. Council Reports

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

Deputy Mayor Dufresne provided his report to Council on the Sylvan Lake Management Committee and Muni 101 Training.

Mayor Jewell gave his report to Council on the Sylvan Lake Regional Water/Wastewater Commission.



Initials

By consensus Council accepts as information.

IN CAMERA:

1. Joint Service Committee

MAYOR JEWELL:

That Council meets as a committee of the Whole for the purpose of discussing Freedom of Information and Protection of Privacy Act sections as below at 12:43 p.m.

Disclosure harmful to business interests of a Third party

16(1) The head of a public body must refuse to disclose to an applicant information

(b) that is supplied, explicitly or implicitly, in confidence,

(c) (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party.

1408/17

CARRIED

Teri Musseau left the meeting at 12:43 p.m.

MAYOR JEWELL:

The meeting reverts to an open meeting at 12:45 p.m. with the same people as at the start of the meeting with the exception of Tina Leer.

1409/17

CARRIED

DEPUTY MAYOR DUFRESNE:

To protect the privacy of individuals, as required by the Freedom of Information and Protection of Privacy legislation (FOIP), Division 2 16(1)(a), (c)(i), Council formally delegate its statutory authority for Human Resources policy, including CAO compensation, to the Joint Services Committee. It is agreed that all HR related matters will be conducted in camera and that the Joint Services Committee will report any financial impacts, regarding benefits and compensation, using blended aggregate numbers for all employees.

1410/17

CARRIED

MEETING DATES:

Birchcliff will hold their next meeting December 21, 2017 at 9:00 a.m.

1411/17

CARRIED

ADJOURNMENT:

The meeting adjourned at 12:49 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials