

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 13, 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
Public Works Coordinator:	Chris Loov
Recording Secretary:	Teri Musseau

AGENDA APPROVAL: COUNCILLOR ZACHARIAS:
That the October 13, 2017 Regular Meeting Agenda be adopted as presented.

1366/17 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the September 21, 2017 Regular Meeting Minutes be adopted as presented.

1367/17 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the September 21, 2017 Municipal Planning Commission Minutes be adopted as presented.

1368/17 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.

MAYOR JEWELL:

That Council accept the Administrator Report as information.

1369/17 CARRIED

FINANCIAL & ADMINISTRATIVE:

2. Quarterly Financial Reports

Tina Leer provided Council with the following quarterly financial reports:

- Accounts Payable Cheque Listing to October 5, 2017
- Operating Budget Report to September 30, 2017
- Bank Balance and allocated reserves
- Unpaid taxes

COUNCILLOR ZACHARIAS:

That Council accept the financial reports as presented.

1370/17 CARRIED



Initials

**FINANCIAL &
ADMINISTRATIVE:**

3. Sylvan Lake Regional Wastewater Commission

Administration provided Council with information received from the Sylvan Lake Regional Wastewater Commission noting Operating Budget.

DEPUTY MAYOR DUFRESNE:

That Council authorize the Sylvan Lake Regional Wastewater Commission overages to come from reserves upon receipt of invoice.

1371/17

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

4. Donations Review

Administration presented Council with their Support and Community Events Policy for discussion.

MAYOR JEWELL:

That Council donate \$300 to the Rotary Club and \$500 to sponsor two families at Christmas time through the Christmas Bureau.

1372/17

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

5. Donations Request

Administration provided Council with a request for a donation received from the Spirit of Sylvan Yuletide Festival.

MAYOR JEWELL:

That Council accept as information.

1373/17

CARRIED

**FINANCIAL &
ADMINISTRATIVE:**

6. Parkland Regional Library Budget

Administration provided Council with a copy of the Parkland Regional Library Board 2018 Budget.

DEPUTY MAYOR DUFRESNE:

That Council approve the 2018 Parkland Regional Library Budget as presented.

1374/17

CARRIED

MAYOR JEWELL:

That the meeting recess for the Infractions Bylaw Public Hearing at 9:58 a.m.

1375/17

CARRIED

The meeting reconvened at 10:55 a.m. with the same people present as at the beginning of the meeting with the exception of Tina Leer.



Initials

**COUNCIL &
LEGISLATIVE:**

1. AUMA Convention Resolutions

Administration provided Council information on the resolutions that will be voted on at the upcoming AUMA Convention.

COUNCILLOR ZACHARIAS:

That Mayor Jewell vote on the resolutions at the AUMA Convention as discussed.

1376/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. ALARIE Update

Administration provided an update to Council on the refund they will be receiving from the finalizing of operations of the Alberta Local Authorities Reciprocal Insurance Exchange.

MAYOR JEWELL:

That Council accept as information.

1377/17

CARRIED

PUBLIC WORKS:

1. Public Works Update

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

- Cleaning of culverts by Urban Dirtworks
- Sewer flushing upcoming

Koralyn Lemmon joined the meeting at 11:35 a.m.

- Grass mowed along north ditch of Township Road 392
- To review concerns with snow plowing contractor before winter
- Working on 5 year plan

COUNCILLOR ZACHARIAS:

That Council accept as information and Public Works to review/replace yellow barrier posts as part of the winter prep for plowing.

1378/17

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn Lemmon reviewed the Development Update. There are currently 17 active development files in the Summer Village and 68 between all 5 Summer Villages.

DEPUTY MAYOR DUFRESNE:

That Council accept as information.

1379/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Land Use Bylaw Public Hearing

Council discussed the Public Hearing held today and input received from the public.



Initials

MAYOR JEWELL:
That Council table for definition of "legal" survey and minimum height requirement for two story dwelling.

1380/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Livestock Bylaw

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

MAYOR JEWELL:
That Council give first reading to the Livestock Bylaw #201-17.

1381/17

CARRIED

MAYOR JEWELL:
That Council hold the Livestock Bylaw Public Hearing on November 16, 2017 @ 10:00 a.m.

1382/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Land Use Bylaw Amendments Bylaw 2018

Koralyn Lemmon provided Council proposed amendments for amendment to the Land Use Bylaw in 2018 regarding house rentals, recreation vehicles, accessory building size vs. footprint and definition for Tourist Home.

DEPUTY MAYOR DUFRESNE:
That Administration make amendments as directed and bring back to Council to schedule public hearing.

1383/17

CARRIED

**PLANNING &
DEVELOPMENT:**

5. Pathway Committee

Koralyn Lemmon provided Council a draft Terms of Reference for the Pathway Committee.

MAYOR JEWELL:
That Council accept the Terms of Reference as amended.

1384/17

CARRIED

DEPUTY MAYOR DUFRESNE:
That Council appoint the following members to the Pathway Committee:

Ann Zacharias - Chair
Chris Loov - Staff
Koralyn Lemmon - Staff
Mary Jewell
Rita Johnson
Cheryl Murdock
Pete Weddell
Kelly Rowbotham
Mike Virtue

1385/17

CARRIED



Initials

INFORMATION: 1. Council Reports

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

Koralyn Lemmon and Chris Loov left the meeting at 12:40 p.m.

By consensus Council accepts as information.

MEETING DATES: Birchcliff will hold their next meeting November 16, 2017 at 9:00 a.m.

1386/17

CARRIED

ADJOURNMENT: The meeting adjourned at 12:44 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials