

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 21, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:11 a.m. by Mayor Thom Jewell with the following being present:

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

AGENDA APPROVAL: MAYOR JEWELL:
That the September 21, 2017 Regular Meeting Agenda be adopted as presented.
1346/17 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR ZACHARIAS:
That the August 17, 2017 Regular Meeting Minutes be adopted as presented.
1347/17 CARRIED

CONFIRMATION OF MINUTES: DEPUTY MAYOR DUFRESNE:
That the August 17, 2017 Municipal Planning Commission Minutes be adopted as presented.
1348/17 CARRIED

CONFIRMATION OF MINUTES: COUNCILLOR ZACHARIAS:
That the August 17, 2017 Public Hearing Meeting Minutes be adopted as presented.
1349/17 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.

1350/17 MAYOR JEWELL:
That Council accept the Administrator Report as information.
CARRIED

FINANCIAL & ADMINISTRATIVE: **2. Financial Reports**
Phyllis Forsyth provided Council with the following financial reports:

- Accounts Payable Cheque Listing to September 14, 2017
- Operating Budget Report to August 31, 2017
- Unpaid taxes



Initials

COUNCILLOR ZACHARIAS:
That Council accept the financial reports as presented.
CARRIED

1351/17

FINANCIAL &
ADMINISTRATIVE:

3. Shared Costs Update

Administration provided Council with the 2017 Shared Costs/Budget Update as of June 30, 2017.

DEPUTY MAYOR DUFRESNE:
That Council accept as information.

1352/17

CARRIED

FINANCIAL &
ADMINISTRATIVE:

4. MGA Regulations – Assessment and Taxation

Administration presented Council with information received from Municipal Affairs regarding the second round of draft regulations for Assessment and Taxation in the Municipal Government Act.

MAYOR JEWELL:
That Council accept as information.

1353/17

CARRIED

FINANCIAL &
ADMINISTRATIVE:

5. Tax Penalty Removal Request

Administration provided Council with a request from Darren Sweeney to waive his tax penalty of \$736.40 as he did not see his notice until August 21, 2017.

MAYOR JEWELL:
That Council approve the removal of the tax penalty for Darren Sweeney.

1354/17

DEFEATED

FINANCIAL &
ADMINISTRATIVE:

6. ASVA Silent Auction

Administration provided Council with a request received from the Association of Summer Villages of Alberta for a donation to the silent auction during their annual convention.

COUNCILLOR ZACHARIAS:
That Council authorize Administration \$250.00 to purchase a gift card for the silent auction at the Association of Summer Villages of Alberta.

1355/17

CARRIED

FINANCIAL &
ADMINISTRATIVE:

7. Council Education Opportunity

Administration provided Council information on the upcoming George Cuff Council Training Session being held on October 26, 2017. Administration has reserved 10 spots.

DEPUTY MAYOR DUFRESNE:
That Council authorize Councillors to attend should their schedules allow.

1356/17

CARRIED



Initials

**COUNCIL &
LEGISLATIVE:**

1. ASVA Board of Directors

Administration provided Council information on the current 5 vacancies on the Association of Summer Villages of Alberta Board of Directors.

COUNCILLOR ZACHARIAS:

That Council accept as information.

1357/17

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. Utility Hookups

Administration provided Council with information on the wastewater system hookups. Currently 67 properties remain unconnected.

MAYOR JEWELL:

That Administration send reminder letter to unconnected and developed properties.

1358/17

CARRIED

**MUNICIPAL
ENFORCEMENT:**

1. Municipal Enforcement Reports

Administration provided Council information received from the Town of Sylvan Lake Municipal Enforcement.

COUNCILLOR ZACHARIAS:

That Council accept as information.

1359/17

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:

- Final grass moving for the season was completed
- Lacombe County will be cutting grass in the ditch on north side of Township Road 392
- Ditch work has been completed along Sunnyside Camp and beside the oil lease road
- Several culverts along Sunnyside will need to be cleaned out with a hydrovac or steam truck

Koralyn Lemmon joined the meeting at 10:31 a.m.

Barry Virtue joined the meeting at 10:39 a.m.

DEPUTY MAYOR DUFRESNE:

That Council accept as information and authorize Public Works to mow the ditch between the Paint ball fields and the four way stop at RR 14

1360/17

CARRIED



Initials

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn Lemmon reviewed the Development Update. There are currently 17 active development files in the Summer Village and 61 between all 5 Summer Villages.

COUNCILLOR ZACHARIAS:

That Council accept as information.

1361/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Land Use Bylaw Amendments

Council discussed the informal Open House held on July 20, 2017 and provided four written submissions that were received from residents. Barry Virtue spoke to his recommendations.

Barry Virtue left the meeting at 11:00 a.m.

MAYOR JEWELL:

That Council schedule the Land Use Bylaw Amendments Bylaw Public Hearing on October 13, 2017 @ 10:00 a.m.

1362/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Vacation Rentals

Administration provided Council information on vacation rentals.

MAYOR JEWELL:

That Administration start drafting Amending Land Use Bylaw for Short Term Tourist Rentals.

1363/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. 127 Birchcliff Road

Koralyn Lemmon provided council photos of a wood retaining wall constructed without permission or a permit on the bank at 127 Birchcliff Road.

MAYOR JEWELL:

That Administration have another letter sent to the owner requesting an engineering certificate providing stability of bank of his and neighboring properties on both sides by October 31st, 2017, or a \$1500.00 penalty will be applied for failing to obtain permit.

1364/17

CARRIED

Koralyn Lemmon and Chris Loov left the meeting at 11:52 a.m.

INFORMATION:

1. Council Reports

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



Initials

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

Councillor Zacharias gave her report to Council on Parkland
Regional Library Board.

By consensus Council accepts as information.

MEETING DATES: Birchcliff will hold their next meeting October 13, 2017 at
9:00 a.m.

1365/17

CARRIED

ADJOURNMENT: The meeting adjourned at 12:26 p.m.

Thom Jewell, Mayor

Phyllis Forsyth, CAO



Initials