

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 20, 2018 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 9:00 a.m. by Mayor Dufresne with the following being present:

Mayor:	Roger Dufresne
Deputy Mayor:	Ann Zacharias
Councillor:	Marvin Hood
Administrator:	Phyllis Forsyth
Recording Secretary:	Teri Musseau
Accounting Technician:	Tina Leer
Public Works Coordinator:	Chris Loov
Development Officer:	Koralyn Lemmon

AGENDA APPROVAL: DEPUTY MAYOR ZACHARIAS:
That the September 20, 2018 Regular Meeting Agenda be adopted as amended:

1638/18 Oath of Office - Councillor Hood **CARRIED**

CONFIRMATION OF MINUTES: MAYOR DUFRESNE:
That the August 23, 2018 Regular Meeting Minutes be adopted as presented.
1639/18 **CARRIED**

CONFIRMATION OF MINUTES: DEPUTY MAYOR ZACHARIAS:
That the August 23, 2018 Municipal Planning Commission Minutes be adopted as amended.
1640/18 **CARRIED**

OATH OF OFFICE: Councillor Hood was sworn in as Councillor by Phyllis Forsyth, CAO.

STAFF REPORTS: 1. **Staff Reports**

Administration provided the following reports for Council consideration:

- Accounts Payable
- Financial
- Public Works
- Development

DEPUTY MAYOR ZACHARIAS:
That Council accepts the items as information and authorized payment of payables.
1641/18 **CARRIED**

FINANCE & ADMINISTRATION: 1. **Auditor Engagement**

Tina Leer provided Council the audit engagement letter received from the Metrix Group outlining the terms of their engagement to audit the financial statements.



Initials

MAYOR DUFRESNE:
That the Mayor sign the audit engagement letter as presented.
CARRIED

1642/18

**FINANCE &
ADMINISTRATION:**

2. Cheque Signing Policy

Tina Leer provided Council the amended Cheque Signing Policy which would allow for two members of Administration to sign cheques when members of Council are unavailable.

COUNCILLOR HOOD:
That Council approve the amended Cheque Signing Policy as presented.
CARRIED

1643/18

Tina Leer left the meeting at 9:40 a.m.

**COUNCIL &
LEGISLATIVE:**

1. AUMA Convention Resolutions

Administration provided Council a list of resolutions that will be voted on at the 2018 Alberta Urban Municipalities Association Convention.

DEPUTY MAYOR ZACHARIAS:
That Mayor Dufresne vote at the AUMA Convention on the resolutions as he sees fit during bear pit session.

1644/18

CARRIED

**COUNCIL &
LEGISLATIVE:**

2. AEMA Stakeholders Summit

Administration provided Council information on the upcoming Alberta Emergency Management Association Stakeholders Summit being held in Edmonton December 4 & 5, 2018.

MAYOR DUFRESNE:
That Deputy Mayor Zacharias attend the Alberta Emergency Management Summit on behalf of Council.

1645/18

CARRIED

PUBLIC WORKS:

1. Wastewater Connection Exemption Policy

Chris Loov provided Council with a draft Wastewater Connection Exemption Policy for residents who are not connected to a pressurized water system.

COUNCILLOR HOOD:
That Council approve the Wastewater Connection Exemption Policy as amended.

1646/18

CARRIED

Recess for public hearing at 10:07 a.m.

Meeting reconvened at 10:11 a.m.

**PLANNING &
DEVELOPMENT:**

1. Fees Bylaw

Council discussed the public hearing held for the Amendment Fees Bylaw #213-18.



Initials

