

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
SEPTEMBER 16, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 15th, 2021
 - Organizational Meeting Minutes, July 15th, 2021

D. DELEGATION

- 1) Collin Watts

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works
- 3) Development Update

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Merging of SLRWC and SLRWWC
- b) Pier Captain Discussion
- c) Request to Strike IDP Committee
- d) Cleaning up Municipal Reserve Land
- e) Alberta Urban Municipalities Association
- f) Association of Summer Villages of Alberta

2) Public Works

- a) Shoreline Protection

3) Finance & Administration

- a) Bank Fees
- b) Strategic Planning

- 4) **Development & Planning**
 - a) Encroachment Agreement Request
 - b) LUB Model

G. COUNCIL REPORTS

1) Council Reports

- a) Roger Dufresne
- b) Ann Zacharias
- c) Frank Tirpak

2) Upcoming Meetings

- a) Next Council Meeting – October 21st, 2021

H. ADJOURNMENT

*Minutes of a Regular Council Meeting of the Summer Village of Birchcliff,
Province of Alberta, held July 15, 2021, in the Summer Village Administration
Office at Sylvan Lake, Alberta.*

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Teri Musseau
	Gallery:	Rita Johnson via Zoom

CALL TO ORDER The Meeting was called to order at 9:28 a.m. by Mayor Dufresne.

AGENDA APPROVAL

BCC-21-121 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

 E.1.E. Gallery

 CARRIED

CONFIRMATION OF MINUTES

BCC-21-122 MOVED by Councillor Tirpak that the minutes of the Regular Meeting of
 Council held on June 17, 2021, be approved as presented.
 CARRIED

BCC-21-123 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal
 Planning Commission held on June 16, 2021, be approved as presented.
 CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report

Tina Leer left the meeting at 9:48 a.m.

- 3) Public Works Report
- 4) Speed Sign Report
- 5) Development Report
- 6) Results of AIM Questions

BCC-21-124 MOVED by Deputy Mayor Zacharias that the information items be accepted as
 information.

 CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

BCC-21-125 Sylvan Lake Management Plan
 MOVED by Councillor Tirpak that Council rescind the Sylvan Lake Management
 Plan.

 CARRIED

BCC-21-126 Munis 101 Councillor Training
 MOVED by Deputy Mayor Zacharias that Council authorize Administration to arrangement for all Councillors to attend the Munis 101 Council Orientation training in September.
 CARRIED

BCC-21-127 Subdivision and Development Appeal Board Training
 MOVED by Councillor Tirpak that Council authorize Administration to enroll all SDAB members for the required SDAB training in September for returning members and in October for new members.
 CARRIED

BCC-21-128 Land Use Bylaw Revisions
 MOVED by Deputy Mayor Zacharias that Council authorize administration to create a list of potential Land Use Bylaw amendments for consideration, including a model of how things would move forward without a Municipal Planning Commission.
 CARRIED

Kara Kashuba left the meeting at 10:55 a.m.

BCC-21-129 Gallery
 MOVED by Deputy Mayor Zacharias that Council continue providing a zoom link to allow people to attend the Council meetings virtually with the requirement that gallery identify themselves.
 CARRIED

PUBLIC WORKS

BCC-21-130 Pathway Capital Budget
 MOVED by Councillor Tirpak that Council increase the capital budget Pathway Phase 2 from \$135,000 to \$190,000 with funding to come from MSI grants.
 CARRIED

Chris Loov and Rita Johnson left the meeting at 11:21 am.

COUNCIL REPORTS

Mayor Dufresne

- Joint Services Committee

Deputy Mayor Zacharias

- No reports

Councillor Tirpak

- Invitation from Church Camp for Council visit
- Suggestions for Council over their term of office

BCC-21-131 MOVED by Councillor Tirpak to accept the reports as information.
 CARRIED

NEXT MEETING

BCC-21-132

MOVED by Mayor Dufresne that the next meeting of Council be held September 16, 2021, at 9:00 a.m.

CARRIED

ADJOURNMENT

BCC-21-133

Moved by Councilor Tirpak that being the agenda matters have been concluded, the meeting adjourned at 11:50 a.m.

CARRIED

MAYOR DUFRESNE, MAYOR

TANNER EVANS, CAO

**SUMMER VILLAGE OF BIRCHCLIFF
ORGANIZATIONAL MEETING
JULY 15, 2021**

Minutes of an organizational meeting of Council held on Thursday, July 15, 2021, in the Summer Village Administration Office in the Town of Sylvan Lake.

PRESENT: Roger Dufresne
Ann Zacharias
Frank Tirpak

STAFF PRESENT: Tanner Evans, CAO
Teri Musseau, Recording Secretary
Tina Leer, Finance Officer via Zoom
Chris Loov, Public Works Coordinator via Zoom
Kara Kashuba, Development Officer

GALLERY: Rita Johnson via Zoom

CALL TO ORDER

Tanner Evans, C.A.O. called the meeting to order at 9:07 a.m.

AGENDA

BCC-21-105 MOVED by Councillor Zacharias that the agenda be accepted as presented.

CARRIED

SELECTION OF MAYOR

Tanner Evans, C.A.O., called for nominations for Mayor.

BCC-21-106 MOVED by Councillor Tirpak
Mayor THAT Councillor Dufresne be appointed as Mayor.

CARRIED

Tanner Evans turned the meeting over to Mayor Dufresne.

SELECTION OF DEPUTY MAYOR

Mayor called for nominations for the position of Deputy Mayor.

BCC-21-107 MOVED by Councillor Tirpak
Deputy Mayor THAT Councillor Zacharias be appointed as Deputy Mayor.

CARRIED

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2021
FINANCIAL YEAR**

BCC-21-108 MOVED by Deputy Mayor Zacharias
Assessor THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Birchcliff.

CARRIED

BCC-21-109 MOVED by Deputy Mayor Zacharias
Auditor That the Metrix Group be appointed as Auditors for the 2021 Financial Year.

CARRIED

**APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS
AND BOARDS**

BCC-21-110
MPC

MOVED by Councillor Tirpak
THAT the following be appointed to the Municipal Planning
Commission:

- Council Representative – Deputy Mayor Zacharias
- Council Representative – Councillor Tirpak
- Citizen at Large Representative – Michael Wells
- Citizen at Large Representative – Don Bell

CARRIED

BCC-21-111
SDAB

MOVED by Mayor Dufresne
THAT the following be appointed to the Subdivision Development
Appeal Board:

- Council Representative – Mayor Dufresne
- Citizen at Large Representative – Jim Freake
- Citizen at Large Representative – Thompson Jewell
- Citizen at Large Representative – Karen McCaffery
- Citizen at Large Representative – Steven Johnson
- Recording Secretary - Teri Musseau

CARRIED

**APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL
COMMITTEES, COMMISSIONS AND BOARDS**

BCC-21-112
Joint Services
Committee

MOVED by Mayor Dufresne
THAT Mayor Dufresne be appointed as Council Representative to the
Joint Services Committee.

CARRIED

BCC-21-113
BIR Emergency
Management

MOVED by Councillor Tirpak
THAT Mayor Dufresne, Deputy Mayor Zacharias, and Councillor
Tirpak be appointed as Council Representatives to the Birchcliff
Emergency Management Committee.

CARRIED

BCC-21-114
SLMC

MOVED by Deputy Mayor Zacharias
THAT Mayor Dufresne be appointed as Council Representatives to the
Sylvan Lake Management Committee.

CARRIED

BCC-21-114
SLRWWC

MOVED by Councillor Tirpak
THAT Deputy Mayor Zacharias be appointed as Summer Village of
Birchcliff Representative to the Sylvan Lake Regional Wastewater
Commission with Councillor Tirpak as alternate.

CARRIED

BCC-21-115
LREMAC

MOVED by Councillor Tirpak
THAT Deputy Mayor Zacharias be appointed as Summer Village of
Birchcliff Representative to the Lacombe Regional Emergency
Management Advisory Committee with Councillor Tirpak as the
alternate.

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

- BCC-21-116
PRLB

MOVED by Deputy Mayor Zacharias
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all 5 Summer Villages to the Parkland Regional Library Board.

CARRIED
- BCC-21-117
FCSS

MOVED by Deputy Mayor Zacharias
THAT a representative from the Summer Village of Sunbreaker Cove be appointed as Council Representative for all 5 Summer Villages to the Family Community Support Services Board.

CARRIED
- BCC-21-118
Sylvan Lake
Library
Board

MOVED by Deputy Mayor Zacharias
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as Council Representative for all 5 Summer Villages to the Sylvan Lake Library Board.

CARRIED

DATE AND PLACE OF THE 2021 ANNUAL INFORMATION MEETING

- BCC-21-119
Annual Meeting

MOVED by Deputy Mayor Zacharias
THAT the 2021 Annual Information Meeting be held on July 23, 2022, at Sunnyside Camp.

CARRIED
- BCC-21-120
Adjournment

Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 9:25 a.m.

CARRIED

Roger Dufresne, Mayor

Tanner Evans, Administrator

Initials

Summer Village of Birchcliff

September 16, 2021

Agenda Item: *Delegation – Collin Watts*

Background:

Collin Watts is joining Council to discuss his application for an encroachment agreement which is also on this agenda. Attached is a drawing of the subject property along with some photos. The encroachment policy is included in the later request for decision regarding this subject.

Options for Consideration:

1. That Council accept as information.

Administrative Recommendations:

- 1) That Council accept as information.

Authorities:

N/A

Summer Village of Birchcliff

Administration and Finance

Council Date: September 16, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 86,610.92

The following list identifies any payments over \$3,000:

- | | |
|--|--------------|
| 1. SL Regional Wastewater Comm | \$ 5,915.22 |
| a. Wastewater Services-July 2021 | |
| 2. Summer Village of Norglenwold | \$ 12,103.84 |
| a. June 2021 Muni Specific Cost | |
| b. June 2021 Monthly Shared Cost | |
| 3. WSP Canada Inc. | \$ 3,732.75 |
| a. Birchcliff Trail Construction | |
| 4. Summer Village of Norglenwold | \$ 17,991.81 |
| a. July 2021 Monthly Shared Costs | |
| 5. Urban Dirtworks Inc. | \$ 14,884.10 |
| a. Birchway Forcemain Repair | |
| b. Removal of Dangerous Trees in Pathway | |
| c. Connector Trail to the Slopes | |

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date
2021-09-09 10:01 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-09-09
Batch: 2021-00058 to 2021-00067

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
931	2021-07-31	Ace Line Locating Ltd. 4961	Line Locating	1,785.00	1,785.00
932	2021-07-31	Falcon Homes Ltd 1748Completion	Completions Deposit Refund	5,000.00	5,000.00
933	2021-07-31	Green Oasis 82577	Oxeye Daisy Sprayed	236.25	236.25
934	2021-07-31	Parkland Regional Library 210031	3rd Quarter Requisition	262.59	262.59
935	2021-07-31	Red Deer River Watershed JULY2021	2021 Contribution	259.07	259.07
936	2021-07-31	Roaddata Services Ltd 00076567	Road Permits	15.75	15.75
937	2021-07-31	SL Regional Wastewater Comm 1475 1492	Governance & Admin 2021 Wastewater Services June 2021	3,195.89 5,915.22	9,111.11
938	2021-07-31	Wild Rose Assessment Service 8289	Assessment Fees	2,021.25	2,021.25
939	2021-08-31	Ann and Desmond Zacharias 509 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
940	2021-08-31	Michael Bartsch 578 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
941	2021-08-31	Black Press Group Ltd 34104668 34118964	June Invoice-Election Notice July Inv.- Election Notice Ad	648.62 972.93	1,621.55
942	2021-08-31	Lane & Katherina Cummins 557 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
943	2021-08-31	Jordan Fleck 537 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
944	2021-08-31	Shelly & Jim Freake 582 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
945	2021-08-31	Green Oasis 85703	Oxeye Daisy Sprayed	236.25	236.25
946	2021-08-31	Patricia Hannas 280 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
947	2021-08-31	Jason & Alisa McDonald 553 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
948	2021-08-31	Paul & Brenda Kusch 574 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
949	2021-08-31	Todd & Sherry Lockyer 525 2021 Pier	2021 Pier Refund OS8W	204.44	204.44

Report Date
2021-09-09 10:01 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-09-09
Batch: 2021-00058 to 2021-00067

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
950	2021-08-31	SL Regional Wastewater Comm			
		1502	Wastewater Services-July 2021	5,915.22	5,915.22
951	2021-08-31	Triangle Construction Inc			
		1452	Removal of Downed Tree on Path	315.00	315.00
952	2021-08-31	Glen & Laurel Dean Winchester			
		533 2021 Pier	2021 Pier Refund OS8W	204.44	204.44
EFT:					
202	2021-07-14	Summer Villages of Norglenwold			
		2021-00115	Election Mail Outs & Salaries	1,030.52	
		2021-00118	RMA-ATS -Dog Leash Sign	200.00	
		2021-00120	Ballots, Land Titles & MGAs	107.32	
		2021-00126	June 2021 Monthly Shared Costs	10,766.00	12,103.84
203	2021-08-04	Alberta One Call Corporation			
		IN168712	Notifications	72.77	72.77
204	2021-08-04	Empringham Disposal Corp			
		24586	Weekly Collection	1,255.80	1,255.80
205	2021-08-04	Rugged West Maintenance Inc.			
		1183	Mowing and Trimming June 10-25	1,417.50	1,417.50
206	2021-08-04	Urban Dirtworks Inc			
		3923	Hydrovac Around Curb Stop	1,014.83	1,014.83
207	2021-08-04	WSP Canada Inc			
		1021572	Birchcliff Trail Construction	3,732.75	3,732.75
208	2021-08-11	Summer Villages of Norglenwold			
		202100132	July 2021 Monthly Shared Costs	17,991.81	17,991.81
209	2021-08-11	Summer Villages of Norglenwold			
		2021-00131	Weigh Scales & Munis 101	1,020.50	1,020.50
210	2021-09-07	Alberta One Call Corporation			
		IN169511	July 2021 Notifications	46.31	46.31
211	2021-09-07	Empringham Disposal Corp			
		25369	July 31 Weekly Collection	1,255.80	1,255.80
212	2021-09-07	Rugged West Maintenance Inc.			
		1199	Mowing & Trimming July 7 & 21	1,155.00	1,155.00
213	2021-09-07	Urban Dirtworks Inc			
		3965	Birchway Forcemain Repair	9,361.52	
		3975	Remove Dangerous Trees-Path	1,231.65	
		3985	Connector Trail to the Slopes	4,290.93	14,884.10
214	2021-09-07	WSP Canada Inc			
		1032844	Project Pathway- Construction	1,836.47	1,836.47
				Total for MAIN:	86,610.92

Report Date
2021-09-09 10:01 AM

Summer Village of Birchcliff
List of Accounts for Approval
As of 2021-09-09
Batch: 2021-00058 to 2021-00067

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This September 9, 2021

Mayor

Administrator

Summer Village of Birchcliff

September 16, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

The following will provide council an update on Public Works projects and programs:

- Asphalt repair and paving will be completed in late September. Pavement will be laid in the areas where culverts were installed last Fall as part of the west end drainage improvements. Areas of the road with failing asphalt will be cut out and resurfaced and potholes will be filled in. Administration has applied for Federal Gas Tax grants to cover these expenses.
- Notices regarding the noxious weed Oxeye Daisy were sent out to residents with visible weeds on their properties.
- Construction of phase 2 of the community pathway is underway. The Construction of the Slopes development pathway has also begun, and the two paths have been connected at the west end of the Birchcliff pathway.
- 10 trees that died along the phase 1 of the pathway have been replaced under warranty and Administration is monitoring remaining trees that seem stressed.
- Communal dock removal is scheduled for September 22. Administration is working to provide pricing to dock groups so that each group has the option to have a contractor remove their dock sections. Administration has confirmed with Sunnyside Camp that dock sections can be stored on their property for a price similar to what was used in 2020.
- Administration will draft a contract and RFQ package to enter a 3-year contract with a company to handle the yearly install and removal of all community docks.
- Administration is acquiring pricing for sewer main flushing to be completed in early October.
- Barricades at RR15 access have been removed for Fall removal of boat lifts and dock sections.

- On August 17 Administration was made aware of a potential sewer main leak at the top of the hill near Sunnyside Camp. A slow flow of sewage was seeping up through the ground. Urban Dirtworks was contacted immediately to investigate the issue. On August 18 the issue was identified which was a small break in the sewer main connection near the curb stop coming in from Sunnyside Camp. The area was isolated, and Sunnyside Camp was notified to temporarily turn off their system. On August 19, once parts were acquired, the line was repaired and additional piping was installed to allow more room for the pipe to flex due to pressure changes and other factors that may have contributed to this line break. The system was fully functional after repairs were made and Sunnyside Camp was notified to continue operating their septic system as usual. Photos of the broken pipe are attached below. The total cost of the repairs was \$8,915.73.



Options for Consideration:

Accept as information.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Birchcliff

September 16, 2021

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (33 in Birchcliff, 2 in Half Moon Bay, 9 in Jarvis Bay, 23 in Norglenwold, and 19 in Sunbreaker Cove).

Current Developments:

1. 13 Sunnyside Cabin	Cabin Renovation	Issued in 2016
<i>(Deck must be completed by April 15th, 2021 – incomplete, deduction made from CD)</i>		
2. 110 Birchcliff Road	Attached Garage	Issued in 2018
<i>(Require AB site plan & site inspection)</i>		
3. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Landscaping incomplete)</i>		
4. 381 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Development incomplete, revisions being made)</i>		
5. 570 Birch Way	Dwelling	Issued in 2018
6. 41 Birchcliff Road	Sport Court	Issued in 2019
7. 127 Birchcliff Road	Demolition	Issued in 2019
8. 183 Birchcliff Road	Renovations & Garage	Issued in 2019
9. 129 Birchcliff Road	Demolition	Issued in 2019
10. 337 Birchcliff Road	Demolition	Issued in 2019
11. 349 Birchcliff Road	Retaining Wall	Issued in 2019
12. 337 Birchcliff Road	Dwell, Gar., & GuestHouse	Issued in 2019
13. 183 Birchcliff Road	Retaining Wall	Issued in 2020
14. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
15. 137 Birchcliff Road	Driveway	Issued in 2020
16. 27A Sunnyside Cabin	Deck	Issued in 2020
17. 93 Birchcliff Road	Deck Addition	Issued in 2020
18. 87 Birchcliff Road	Dwelling	Issued in 2020
19. 141 Birchcliff Road	Driveway	Issued in 2020
20. 71 Birchcliff Road	Demolition	Issued in 2020
21. 83 Birchcliff Road	Dwelling Relocation	Issued in 2021
22. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
23. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021

24.553 Birch Close	Accessory Building	Issued in 2021
25.14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
26.33 Sunnyside Cabin	Deck	Issued in 2021
27.83 Birchcliff Road	Dwelling	Issued in 2021
28.369 Birchcliff Road	Garage W Guest House	Issued in 2021
29.94 Birchcliff Lane	Dwelling	Issued in 2021
30.111 Birchcliff Road	Detached Garage	Issued in 2021
31.383 Birchcliff Road	Asphalt Paving	Issued in 2021
32.325 Birchcliff Road	BBQ Pergola	Issued in 2021 (NEW)
33.59 Birchcliff Road	Driveway	Issued in 2021 (NEW)

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff

September 16, 2021

Council and Legislation

Request for Decision

Agenda Item: *Merging of SLRWC and SLRWWC*

Background:

Administration has received the attached request from the Keith Boras from Lacombe County, requesting municipalities pass a motion authorizing the disestablishment of the Sylvan Lake Regional Water Commission and authorizing the change in name and services of the Sylvan Lake Regional Wastewater Commission.

Options for Consideration:

- 1) That Council accept as information.
- 2) That the Council of the Summer Village of Birchcliff hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the commission be authorized to provide water services in accordance with its bylaws.

Administrative Recommendations:

- 1) That the Council of the Summer Village of Birchcliff hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the commission be authorized to provide water services in accordance with its bylaws.

Authorities:

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.



Sylvan Lake Regional Wastewater Commission

c/o Lacombe County

RR 3

Lacombe, AB T4L 2N3

tevans@sylvansummervillages.ca

July 27, 2021

Tanner Evans
 Sylvan Lake Summer Village Administration
 Bay 8, 14 Thevenaz Industrial Trail
 Sylvan lake AB T4S 2J5

Dear Mr. Evans:

Re: Merging of the SLRWC and SLRWWC

At the April 26th meeting of the SLRWC the Board unanimously approved a resolution to disestablish the SLRWC and transfer any assets to the SLRWWC. With the disestablishment of the Commission approved by the SLRWC Board, the next step was to have all member municipalities' Councils pass a resolution authorizing the disestablishment of the Commission.

With all member municipalities having now provided this resolution, the SLRWWC Board is requesting all member municipalities pass the following resolution to deal with the change in name and services. These proposed changes must be advertised weekly for a period of two consecutive weeks in at least one newspaper or other publication circulating in the area.

Council of [Municipality] hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):

- *The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;*
- *The Commission be authorized to provide water services in accordance with its bylaws.*

Once the name of the Commission and scope of services are changed, the next step will be amending the renamed Commission's bylaws to finalize the process. This will be dealt with at the next Commission meeting scheduled for Monday, September 27, 2021.

Should you have any questions please feel free to contact me by phone at 403.782.8959 or email cao@sylvanlakeregional.com.

Sincerely,

Keith Boras
 Chief Administrative Officer

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *Pier Captain Discussion*

Background:

This past boating season we were successful in implementing the pilot program and expanding it to a number of different community docks. As part of this process, it would be prudent to have a “lessons learned” discussion with each dock captain to ensure the program and policy is operating the way it is intended to, and to see if there are ways we can improve for future years. While council members are open to discussion at any time, it is our opinion that this conversation should happen between administration and the dock captains with a report to council to follow.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to direct administration to have a “lessons learned” conversation regarding community docks with each dock captain.

Administrative Recommendations:

- 1) Council to direct administration to have a “lessons learned” conversation regarding community docks with each dock captain.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Birchcliff**Council and Legislation****Request for Decision****Agenda Item: *Request to Strike IDP Committee*****Background:**

The Intermunicipal Development Plan was completed at the end of 2020. Section 10.2.5 discusses the need for an Intermunicipal Development Plan Committee which shall be established between the partner municipalities. This "IDPC" shall be comprised of one elected official and one non-voting administrative staff from each of the 8 participating municipalities, and will meet annually or on an as needed basis to monitor, review, discuss, and/or resolve any issues of mutual interest or as opportunities arise.

What the IDP does not do is state which municipality will initiate the process of striking the IDPC. As Chair of the Sylvan Lake Management Committee, Mayor Roger Dufresne has offered to begin the process. Attached is a letter to be signed and sent to the other 7 partner municipalities, should council agree.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to direct administration to send the letter to the other 7 participating municipalities and appoint a member to the IDPC.

Administrative Recommendations:

- 3) Council to direct administration to send the letter to the other 7 participating municipalities and appoint a member to the IDPC.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

September 9, 2021

**To the Participating Municipalities of the Sylvan Lake Intermunicipal Development Plan
Re: Intermunicipal Development Plan Committee**

Last year we completed a large undertaking with the successful adoption of our Intermunicipal Development Plan (IDP). The collaborative work each municipality put into the IDP is something that we will continue to accomplish moving forward, working together proactively to enhance and improve the area around Sylvan Lake for the benefit of all parties involved.

Section 10.2.5 – 10.2.9 of the IDP speaks to the necessity of forming an Intermunicipal Development Plan Committee (IDPC):

- 10.2.5 An intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.
- 10.2.6 The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.
- 10.2.7 The Intermunicipal Development Plan Committee shall meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.
- 10.2.8 The mandate of the Intermunicipal Development Plan Committee shall include the following:
 - a. Oversight for the implementation of the Sylvan Lake Intermunicipal Development Plan's policies and required follow-up studies/plan/initiatives;
 - b. Monitoring the Sylvan Lake Intermunicipal Development Plan's progress;
 - c. Reviewing any proposed amendments to the Sylvan Lake Intermunicipal Development Plan;
 - d. Reviewing any proposed annexations;
 - e. Discussing any other joint Sylvan Lake Intermunicipal Development Plan opportunities or issues that may arise;
 - f. Assisting with the resolution of disputes in accordance with policies 10.2.32 10.2.34.

- 10.2.9 Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

The Summer Village of Birchcliff has passed a motion to establish the Intermunicipal Development Plan Committee, and appointed an elected official and one non-voting administrative staff member to the committee. We kindly request that your council consider making a similar motion and appointment so that the IDPC can be established and the work can begin on the terms of reference for this committee. The first IDPC meeting will take place on December 3rd, Between 1:30 & 3:30PM at the Summer Villages Offices located at #2 Erickson Drive, Sylvan Lake Alberta, AB, T4S 1P5.

Thank you,

Roger Dufresne
Mayor of Birchcliff
Chair – Sylvan Lake Management Committee

Summer Village of Birchcliff**Council and Legislation****Request for Decision****Agenda Item: *Cleaning up Municipal Reserve Land*****Background:**

Over the past year Council has been actively rectifying encroachments onto municipal lands by directing administration to contact landowners who may be encroaching onto EOS lands and having them removed. Along with this, discussion has taken place about the storing of personal property such as docks and lifts on municipal lands.

Currently your statutory documents state that personal property cannot be stored on municipal lands, and requests from ratepayers to store docks on EOS lands have previously been denied. If the intention of this council is to enforce this further and clean up the municipal reserves, this should be communicated to the residents prior to taking place. In the opinion of administration, we should be communicating this during the off season, allowing the storage of docks and hoists on the reserves for this off-season with the message that the storage of personal property or further encroachments will no longer be tolerated after next boating season. This allows residents enough time to come up with alternative plans for next year.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to direct administration to draft and send out communication to all residents regarding the storage of docks, piers, and other personal property on municipal reserves.

Administrative Recommendations:

- 1) Council to direct administration to draft and send out communication to all residents regarding the storage of docks, piers, and other personal property on municipal reserves.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *AUMA Convention*

Background:

Administration has received information about the upcoming AUMA Convention. The AUMA Conference is being held November 17-19, 2021, at the Edmonton Convention Center. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after October 25th.

Options for Consideration:

Council has allocated \$829 in the 2021 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2021 Budget

Summer Village of Birchcliff

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 21st virtually. The featured keynote speaker will be Doug Griffiths who will be speaking about the 13 ways to kill your community.

Administration has received confirmation that there is no cost for attendance to the conference, should all Councillors wish to attend.

Options for Consideration:

Council has allocated \$414 in the 2021 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2021 Budget

Summer Village of Birchcliff**September 16, 2021****Public Works****Request for Decision****Agenda Item: *Shoreline Protection*****Background:**

As requested by Council Administration has investigated options for shoreline armoring and determined that the most effective and cost-efficient option for protecting the municipal reserves from erosion would be vegetated rip rap. This is the option that is recommended by Alberta Environment and would involve the placement of large boulders (likely limestone) along the shoreline with shrubs planted every 2-3 meters. Shrubs that would be planted would include species such as willows, saskatoons or dogwoods that have deep binding roots which help stabilize the shoreline, as well as help filter runoff into the lake, and provide habitat for insects to promote the health of the lake and fish population.

This work will be eligible for MSI funding and should be completed during the winter to reduce costs and potential impacts on the environment. Estimated costs to complete this work in the following reserves is as follows:

OS1, RA3, RA4, RA5, OS4, OS8E, OS8W, OS15S, RA6

Total shoreline length is approx. 390 meters

Estimated cost \$200,000.00

RA7, OS17, OS18, OS20

Total shoreline length is approx. 690 meters

Estimated cost \$350,000.00

A map is attached showing the location of each of the municipal reserves as well as photos of the current condition of the lakeshore at each reserve.

Options for Consideration:

1. Council move that Administration obtain pricing to complete vegetated rip rap armoring along the shoreline in front of all municipal reserves.
2. Council move that Administration obtain pricing to complete vegetated rip rap armoring along the shoreline in front of specified municipal reserves.
3. Accept as information

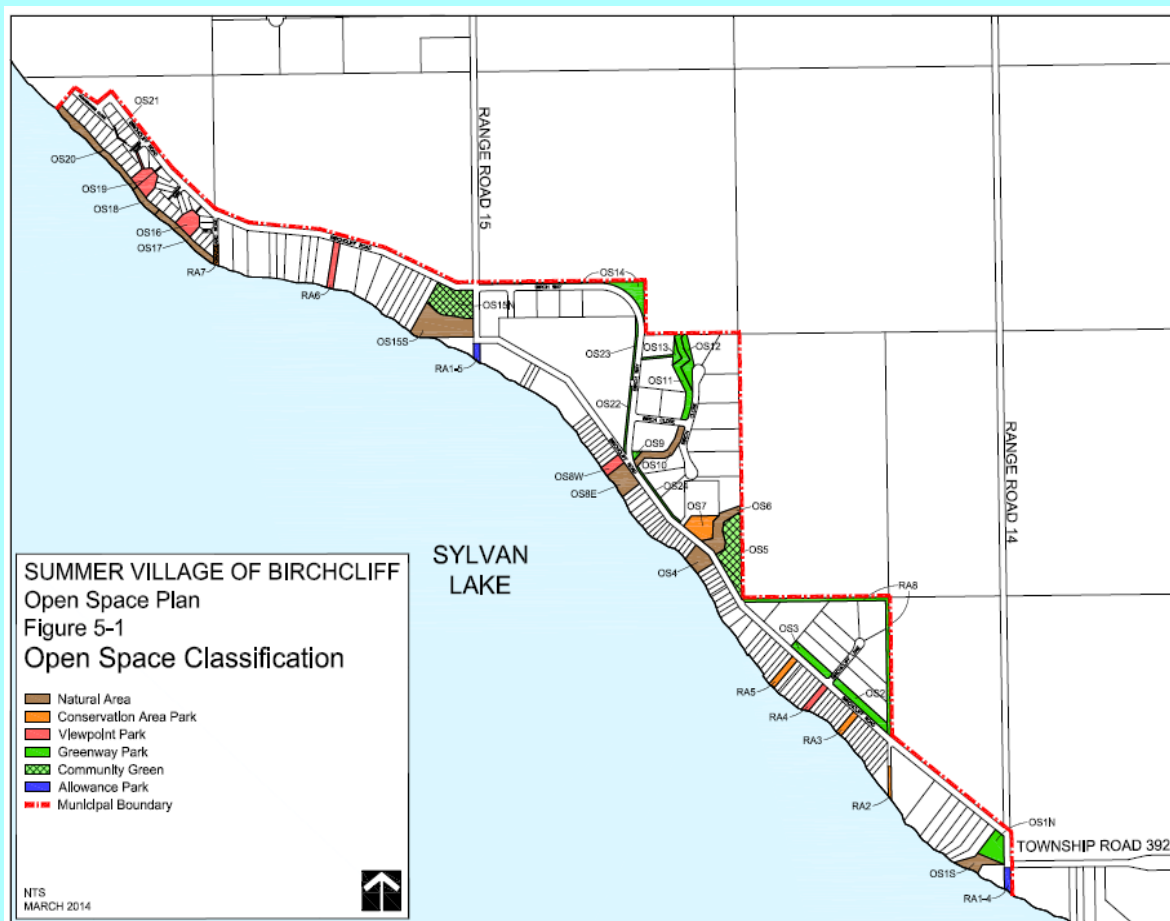
Administrative Recommendations:

Council move that Administration obtain pricing to complete vegetated rip rap armoring along the shoreline in front of specified municipal reserves.

Authorities:

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"



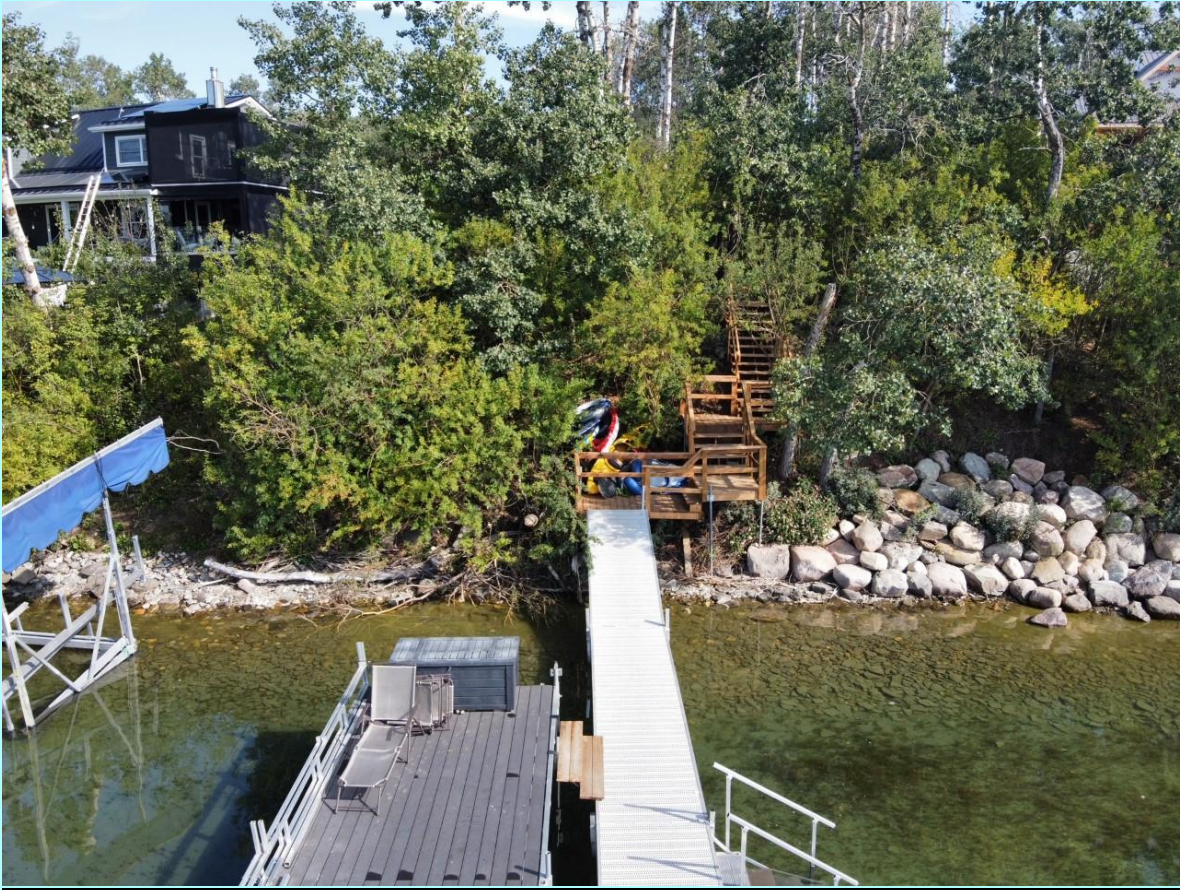
OS1



RA3



RA4



RA5



OS4



OS8W, OS8 and OS8E



OS15S



RA6



OS17, OS18 and OS20



Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Bank Fees Update*

Background:

Administration would like to provide the following Banking Fees information to Council.

During the month of July, while taking payments for taxes and utilities, the Summer Village of Birchcliff incurred \$2,792.70 in the following fees:

- \$1,548.20 in VISA fees
- \$1,200.15 in MC fees
- \$44.35 in monthly Moneris (Debit/Credit Machine) fees

****This is approximately \$.06 per debit transaction, 1.64% on each MC transaction and 1.55% on all VISA transaction (last quote given).****

Municipal Affairs does not allow Municipalities to add on individual costs to credit card users. These fees must be budgeted for in banking costs in the yearly operating budgets.

During the 2021 tax payment process, Administration had received some feedback from Residents who were frustrated by the inability to pay their taxes and utilities online and at their financial institutions. Many expressed that our office should keep up with the times, similar to larger Municipalities, and allow this as a payment option.

Currently we offer VISA, Mastercard, Debit, Cash, Cheque, Money Order, Plastic and Electronic Tax Withdrawals as a form of payment.

Administration was given the following quote from our financial institution to set up online banking access at the 5 large banks:

Sample of other FI Corporate Creditor Pricing 2021

Sample of Competitors Corporate Creditor Service Pricing				
FI	Implementation Fee	Monthly Fee	Per Item Fee	Report
BMO	\$125.00	\$25.00	\$0.00	\$0.00
Scotiabank	\$125.00	\$25.00	\$0.00	\$2.50
RBC	\$125.00	\$25.00	<100 \$0.065 101-1,000 \$0.060 > 1000 \$0.055	\$1.25
TD	\$125.00	\$25.00	< 20 \$0.00 21-200 \$10.00 > 200 \$10.00 / 100	\$0.00
CIBC	\$125.00	\$25.00	\$0.055	\$1.25

In order to set up these 5 banks for online payment ability, the Summer Village of Birchcliff would incur:

- \$625 in one time Implementation Fees
- \$1500 per year in monthly fees + fees per items in some branches.

Options for Consideration:

- 1) Continue allowing in-person debit payments for taxes, utilities, invoices & development permits and discontinue all in-person credit card payments (credit card payments may be paid through the PlastiQ online payment system only).
- 2) Set up Online bill payments for the 5 main banks at the above quoted costs.
- 3) Keep the credit card payment ability as it currently is.

Administrative Recommendations:

- 1) That Council discuss the costs of keeping the in person credit card payment ability as an option to pay and/or whether to add online banking as a better more cost efficient option to pay.
- 2) That Council provide direction to Administration on what payment types to accept.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Strategic Planning*

Background:

According to the calendar for the Joint Service Committee (JSC), September is the month for strategic planning. We plan what we want to accomplish next year at this time so that we can put some potential costing together before beginning work on budgeting for 2022.

In the past under previous administration, each Summer Village was allowed 3 projects. However, this was not an effective strategy as there was no definition for what a project was or how much time it would take up. This means that one municipality may have a very large project taking up a lot of administrative time while another would have a project that took up a fraction of the time, but they were considered the same.

Administration has proposed a project dashboard that was taken to the JSC at their last meeting. It was agreed that it would be a useful tool moving forward. This is a high-level tool that looks at how administrative time is spent and how much time we have available to allocate to any “projects”, meaning capital projects or anything else outside of our regular administrative duties. We are not suggesting activity-based costing down to the minute, and this is a high level tool, so this has been split up into an estimated number of days spent on any given project.

The Annual Days Available for Projects spreadsheet shows the percentage of time that each department has to allocate to projects. Each Summer Village understands that things change in any given year and that some villages will inevitably have more going on than others depending on the year (for example this year Sunbreaker Cove’s wastewater project was a large undertaking, and it will be HMB’s turn for wastewater next). Despite that caveat, on the spreadsheet time is split up based on equalized assessed value which is also how your shared costs to the shared administration is divided. This gives us the number of total days available to each village for projects. The goal behind this is to ensure that administration is not being overloaded and your expected level of service is being obtained. The JSC will also act as a Program Review Board, reviewing each village’s potential projects throughout the year as projects may change, to ensure that the totals stay somewhere reasonable.

In 2021, we found that overall we are running at about 118% for administrative time. This new tool should help us decide if the demands on administration are too high. If they are, it shows us that either villages need to rethink their annual projects to put less burden on the administrative team, administration needs to hire new staff, or an individual village needs to hire outside consultants to do extra projects that they want done.

Also attached is a list of potential projects for 2021. This is split up into departments showing the complexity of the project, the duration, and which departments are responsible or consulted for each project. These totals feed into the total number of days discussed above. Administration is asking Council to review these potential projects and discuss any new potential projects for 2021.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 2) Council to discuss and provide direction to administration.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

	Workweeks/year	Annual Days Available for Projects									Total
		Available for Days	Projects	Available Days						JSC	
					JB	NGW	HMB	SBC	BC		
					20%	24%	5%	15%	18%	18%	
CAO	45	225	30%	67.5	14	16	3	10	12	12	68
Admin	46	184	35%	64.4	13	15	3	10	12	12	65
					24%	28%	6%	18%	24%		
Development	46	230	30%	69	17	19	4	12	17		69
Public Works	46	230	30%	69	17	19	4	12	17		69
Finance	45	180	16%	28.8	7	8	2	5	7		29
Finance 2	46	184	0%	0	-	-	-	-	-		-
Total Available Days					67	79	17	50	64	24	300

Village	Year	Category	Project	Complexity 1 - High 2 - Medium 3 - Low	Duration Months	R - Responsible C - Consulted										Total Days	
						CAO		Development		Public Works		Finance		Admin			
						Role	Days	Role	Days	Role	Days	Role	Days	Role	Days		
BC	2022	Public Works	Shoreline armouring		3	2	C	2		0	R	2	C	2		0	6
BC	2022	Public Works	Road Resurfacing Plan		3	2	C	2		0	R	2		0		0	4
BC	2022	Development	Community Pier		2	2	C	2	C	2	C	2	C	2	R	4	12
BC	2022	Development	Bylaw amendments		3	2	C	2	R	2		0		0		0	4
BC	2022							0		0		0		0		0	-
Total Time							8		4		6		4		4		26

Summer Village of Birchcliff

September 16, 2021

Planning and Development

Request for Decision

Agenda Item: Encroachment Agreement Request

Background:

The homeowners of 93 Birchcliff Road have requested an Encroachment Agreement for their current encroachments onto the Open Space RA4. The encroachments include fence and the use of the land of approximately 3,600 ft².

The Open Space Master Plan states (Part three, 9.1):

A fundamental part of the community character of Birchcliff is the conservation of the Summer Village's natural attributes. While also reported in Section 5.2 of this Open Space Plan, some of the highly relevant statements in the Birchcliff Municipal Development Plan 2013 also bear reporting here.

Vision statement (portion thereof): The natural attractiveness of the community continues to be conserved by the residents' attitudes of respect and stewardship of the landscapes, views, wildlife, vegetation, shoreline, and water quality of the provincially significant Sylvan Lake (Section 3.1 of the MDP).

Core value: To conserve the natural setting of the village and the health of Sylvan Lake and its watershed (Section 3.2 of the MDP)

Goal statements:

- *To sustain the ambiance of existing shoreline and backland residential areas (Section 5.2 of the MDP)*
- *To conserve, wherever possible, areas having natural attributes, so they remain an integral part of the community fabric (Section 7.2 of the MDP).*

A part of the community character, or essence, of Birchcliff as expressed in Policy 4.3.2 is that public areas remain accessible.

Encroachment Policy is enclosed.

Options for Consideration:

1. Approve the agreement for a 5-year term that shall include a new real property report obtained by the homeowner.

2. Deny the agreement request and administration to notify the residents that encroachments must be removed within 30 days of a letter.

Administrative Recommendations:

Administration recommends that Council deny the encroachment request and direct administration to notify the residents that encroachments must be removed within 30 days of a letter. Birchcliff Council has directed administration to actively work on cleaning up encroachments in the village. The Summer Village administration works proactively with property owners to remove encroachments for all lands owned and managed by the municipality.

Authorities:

Encroachment Policy 2015

SUMMER VILLAGE OF BIRCHCLIFF

Encroachment Policy

Passed: August 20, 2015

Purpose:

The Summer Village of Birchcliff has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

Statement:

The Summer Village of Birchcliff asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove **encroachments** for all lands owned, leased and managed by the municipality.

Definitions:

“building(s)” includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

“development” means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A **building** or an addition to, or replacement or repair of a **building** and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the use of the land or **building**; or
- (d) A change in the intensity of use of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the intensity of use of the land or **building**.

“encroachment(s)” means a **building** or **development** that illegally extends onto an adjacent property.

General:

- 1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the **encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
- 2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.

3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Birchcliff shall have a fee review every 5th year.

Encroachment on Environmental Reserve Lands

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land.

Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storing of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee assessed at time of agreement and reassessed every five years. Fee is calculated on actual square foot assessment of adjacent property (i.e. 1200 sq. ft. lot assessed at 16,000 land value – **encroachment** is 10 sq. ft. $(16,000 / 1200 = 13.33$ assess value per square foot) $(10 \times 13.33 = 133.30$ **encroachment** value) times the mill rate for the current year.

Summer Village of Birchcliff

September 16, 2021

Planning and Development

Information Item

Agenda Item: LUB Model

Background:

Earlier this year there were discussions about our current Municipal Planning Commission model and how alternative models could work. We discussed potentially having a 5 person MPC made up of one member from each Summer Village, changing the format to have 1 member of Council and 2 members at large, or potentially getting rid of the MPC in Birchcliff altogether.

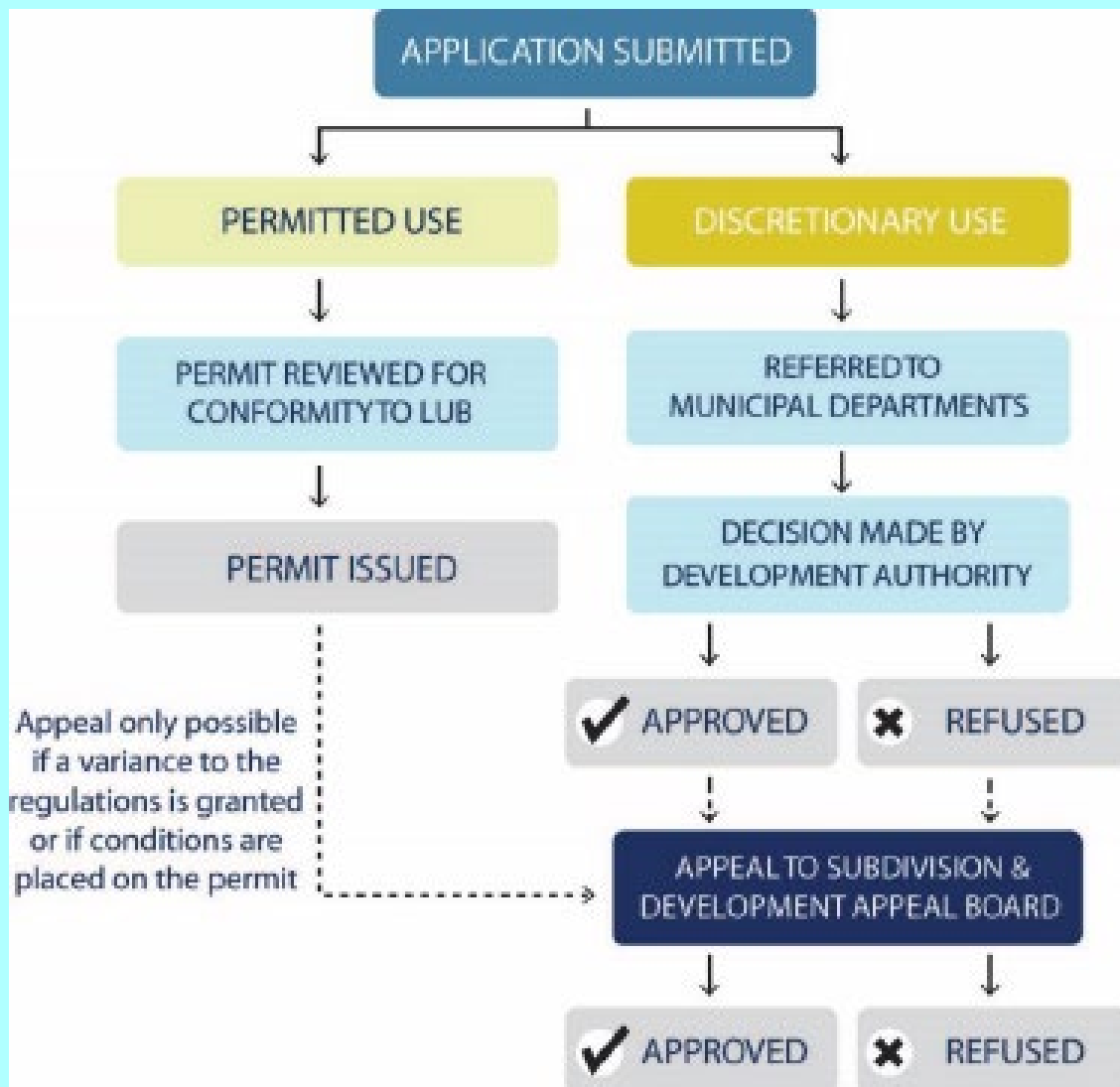
While eliminating the MPC is an option as having one is not a requirement, it would take significant amendments to the multiple areas of the Land Use Bylaw. Essentially the Development Officer would be named as the Development Authority for all applications. There is no change to permitted or discretionary uses, but they are decided on by the Development Officer alone. Appeals of those decisions would still go to the Subdivision and Development Appeal Board. Below is a model of what having no Municipal Planning Commission could look like.

Pros

- It can streamline the process because you don't have to schedule and hold Municipal Planning Commission meetings.
- It keeps Council out of the decision-making process for development decisions.

Cons

- It puts much more pressure on the Development Officer.
- When Council is more involved, they have a better understanding of the development challenges of the community – the loss of any decision-making powers by Council and members at large can make the community feel that the administration office has too much control over the Summer Village.



Administrative Recommendations:

Council to accept as information.

Authorities:

Summer Village of Birchcliff Land Use Bylaw 170/13

Summer Village of Waskatenau Land Use Bylaw 686-2021

Summer Village of Birchcliff

September 16th, 2021

Council Reports

Information Item

Council Reports:

Roger Dufresne

Ann Zacharias

Frank Tirpak

Committee Reports:

Correspondence:

Upcoming Meetings:

Next Council Meeting: October 21st, 2021

SAVE THE DATE: October 21, 2021 @ 4pm MDT (virtual)

Association of Summer Villages of Alberta

2021 AGM & Annual Conference:

“The Power of Connection”



Featured Keynote: Doug Griffiths

(13 Ways to Kill Your Community)



EVERYTHING IS ABOUT TO CHANGE

Disruptions have impacted almost every industry over the past 50 years, yet our communities remain relatively unchanged. In the very near future, communities will be forced to change, and the basics won't cut it!

Technology and social changes will challenge communities, and those who aren't prepared will not prosper.

Your preparation for tomorrow starts today! In this keynote, Doug Griffiths explores the lack of change in North American communities and provides strategies to move your community forward.