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| **1.** | **Call to Order** |  |  |
| **2.** | **Agenda** | a) | Thursday, June 19th, 2025 Regular Council Meeting*(that Council approve as is or as amended)* |
| **3.** | **Minutes:***Pages 1-5* | a) | Thursday, April 17th, 2025 Regular Council Meeting*(approve as presented or with amendments)* |
| **4.**  | **Public Hearings:***Pages 6-8**Bylaw 165-2025**Draft Land Use Bylaw (1st Reading Version April 17th, 2025)* |  | *(****Motion****:* ***that the Regular Meeting be recessed to move into a Public Hearing regarding Land Use Bylaw 165-2025 at 4:05 p.m. which will resume upon adjournment of the Public Hearing)***4:05 p.m. – Land Use Bylaw 165-2025 – a Bylaw to establish regulations for how land can be developed within the Summer Village of Birch Cove. First reading to this bylaw was given at the April 17th, 2025 Regular Council meeting. The Public Hearing package is attached which includes the Notice of Public Hearing that was mailed out on May 19th, 2025 and any written submissions received prior to the deadline of June 12th, 2025. Any late submissions received will be distributed to Council at meeting time. Refer to the attached Public Hearing Agenda. The Regular meeting resumed at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bylaw 165-2025, Draft Land Use Bylaw (1st Reading Version April 17th, 2025) – subsequent to the Public Hearing, it is now in order for Council to discuss matters and for Council to:*(take action on the matter (consider any amending motions to the Bylaw and to give consideration to second and third readings of the Bylaw); schedule the matter for later Council deliberation, postpone the matter for additional staff work or other reasons, or some other direction as given by Council at meeting time)* |
| **5.** | **Delegations/****Appointments:** |  |  |
| **6.** | **Business Arising:**  | a) |  |
| **7.** | **Bylaws & Policies***Bylaw 166-2025**CAO and Designated Officers Bylaw**Pages 9-21* | a) | Bylaw 166-2025, Chief Administrative Officer and Designated Officer Bylaw – Section 205 of the *Municipal Government Act* (MGA) requires that municipalities establish by Bylaw a position of Chief Administrative Officer (CAO) and Section 201 of the MGA allows Council to establish by Bylaw one or more positions to carry out the powers, duties and functions of a designated officer. The Summer Village of Birch Cove currently has a CAO Bylaw and a number of other Bylaws that establish designated officer positions. Many of these Bylaws name specific people in the various roles, so each time the person changes, the Bylaw must be repealed and replaced. Based on current best practices, a new Bylaw has been drafted to create the positions of the CAO and designated officers. The Bylaw also creates three new designated officer positions - Administrative Assistant, Finance Officer and Safety Codes Officer. This new Bylaw repeals the previous CAO Bylaw, as well as all the other designated officer bylaws. Both the draft Bylaw and the Bylaws that would be repealed are included in the agenda package. Council may pass one, two or all three readings today. However, administration is recommending all three readings. *(that Bylaw 166-2025, being a Bylaw to establish the positions of Chief Administrative Officer and Designated Officers, be given first reading as presented)**(that Bylaw 166-2025, CAO and Designated Officers Bylaw be given second reading as presented)**(that unanimous consent be given to proceed to third reading of Bylaw 166-2025 in one sitting)**(that Bylaw 166-2025, CAO and Designated Officers Bylaw be given third and final reading as presented)**Or**(that draft Bylaw 166-2025 be accepted for information)**Or**(some other direction as provided by Council at meeting time)* |
| **8.** | **New Business:***Pages 22-26* | a) | Association of Summer Villages of Alberta – (ASVA) 2025 Annual Conference & AGM. Registration is now open for the ASVA 2025 Annual conference happening October 16-17, 2025 at the Wyndham Edmonton Hotel & Conference Center. We have booked a block of hotel rooms to ensure that we have them for any Councillors and Administration who are attending the Conference. There are no cancellation fees for any rooms we do not use. The Conference registration is $349 and there is a $50 cancellation fee. Registration is open until September 30th, 2025. Last year the conference filled up and there were Councillors in nearby communities that were unable to attend because of this. The ASVA has changed venues this year and we are hopeful that there will be room for everyone who wants to attend. We are able to register Councillors for the conference and then confirm their names after the election. In past, only one wished to attend this Conference so we did budget an amount for one to attend, however if more than one Council member wishes to attend, we will absorb the cost within the 2025 budget. *(that one Council member be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17, 2025 and further that if more than one Council member wishes to attend, costs will be absorbed in the 2025 budget)**Or* *(that the information on the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17, 2025 be accepted for information)**Or**(some other direction as provided by Council at meeting time)* |
|  | *Pages 27-38* | b) | Municipal Accountability Program (MAP) Report – Summer Village of Birch Cove – the Municipal Accountability Program, the purpose of which is to strengthen municipal accountability and transparency, particularly in relation to legislative compliance and best practices. All municipalities with a population of 2,500 or less must participate in the program and undergo a review every 5 years. The Summer Village of Birch Cove’s MAP review was done in 2024. As you will see in the report, the review is very thorough. Eight legislative gaps were noted for Birch Cove: 1. Signing of Municipal Documents – the Administrative Assistant was not identified as a designated officer with signing authority (page 9 of the report)
2. The Bylaw appointing the CAO – the report referenced Bylaw 110-13, which was repealed in November of 2024 by Bylaw 164-24 (page 21 of the report)
3. This gap referenced the consolidation of the Municipal Development Plan and Land Use Bylaw; upon discussion with municipal affairs, this should not have been identified as a gap as these two documents are not consolidated (page 25 of the report)
4. The Summer Village did not have a capital budget adopted prior to January 1st (page 31 of the report)
5. Three Year Operating and Five Year Capital Plans – are mandatory annually (page 32 of the report)
6. Council must designate one member of the Assessment Review Board as chairperson (page 40 of the report)
7. Land Use Bylaw – the LUB from 2010 required some revisions to bring the LUB up to date (page 61 of the report)
8. The Municipal Planning Commissions Bylaw must include meeting procedures to be followed by the committee (page 64 of the report)

Administration has prepared and submitted to Municipal Affairs our response to the report. Due to its size, Council has been sent the report separately, and administration’s response has been included in the meeting package, along with Municipal Affairs acknowledgement. Once Council has accepted the report and responses for information, they will be posted to the Summer Village website. *(that the Municipal Accountability Program (MAP) Report and Administration’s response be accepted for information for the Summer Village of Birch Cove)* |
|  | *Page 39* | c) | Family and Community Support Services (FCSS) – the amount available for FCSS funding this year for Birch Cove is $1,122.73. Of this allocation, $625.30 is the cost of the All-Net system leaving a balance of $497.43. In past Council has approved the balance to be paid to the Birch Cove Community League. Administration is asking for Council approval to allocate the FCSS funds for 2025 either in the same way or consider another organization. *(that the Family and Community Support Services allocation for the Summer Village of Birch Cove be utilized as follows:**All-Net System $625.30**Birch Cove Community League $497.43)**(that the Family and Community Support Services allocation for the Summer Village of Birch Cove be utilized as follows: …………..)**(some other direction as given by Council at meeting time)* |
|  |  | d) | Appointment of Members to Local Assessment Review Board – Section 454.1 of the *Municipal Government Act* requires Council to appoint at least three persons to its Assessment Review Board (ARB), prescribe their terms of office, and prescribe remuneration and expenses payable. Section 456 requires Council to appoint a Clerk for the ARB. Birch Cove has an Agreement with the Capital Region Assessment Services Commission (CRASC) to provide an Assessment Review Board. This Agreement outlines the remuneration payable to the Board but still requires Birch Cove to appoint its ARB members for the calendar year. CRASC is recommending that we make the following appointments for the 2025 year: * ARB Chairperson – Raymond Ralph
* ARB Clerk – Gerryl Amorin
* ARB Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph

*(that the following appointments be made for the 2025 Summer Village of Birch Cove’s Local and Composite Assessment Review Boards with the Capital Region Assessment Service Commission:** *ARB Chairperson – Raymond Ralph*
* *ARB Clerk – Gerryl Amorin*

*ARB Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph)* |
|  |  | e) | Appointment of Members to Subdivision and Development Appeal Board (SDAB) – Bylaw 2023-09, Subdivision and Development Appeal Board Bylaw, Section 2.1 require the Summer Village to appoint members to the SDAB by resolution for a term not to exceed three years. Administration could not find any indication that the Summer Village of Birch Cove has appointed members to the SDAB and therefore Administration is recommending that a motion be made to appoint board members. Birch Cove currently has a contract with Milestone Municipal Services for the provision of an SDAB and they have provided a list of their current board members. As well, we need to appoint the SDAB Clerks. The following are available to be appointed to our SDAB; if there are any persons on the list that Council believes have a conflict of interest in their capacity as a Board member, it should be noted at meeting time and person taken off the list:* Denis Meier
* John Roznicki
* Rainbow Williams
* Chris Zaplotinsky
* Tony Siegel
* Jamie-Lee Kraley
* Jason Shewchuk
* John McIvor
* Angela Duncan

The following are appointed Clerks of the SDAB:* Emily House
* Janet Zaplotinsky
* Cathy McCartney

*(that Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jamie-Lee Kraley, Jason Shewchuk, John McIvor, and Angela Duncan be appointed to the Summer Village of Birch Cove Subdivision and Development Appeal Board and further that the Subdivision and Development Appeal Board Clerks as designated officers be confirmed as Emily House, Janet Zaplotinsky and Cathy McCartney**(some other direction as given by Council at meeting time)* |
|  | *Pages 40-41* | f) | Road Repair and Crack Sealing Project – Border Paving Ltd. has provided a quote for the required road repair areas in the Summer Village and crack sealing where required. The estimate for the road repair is $28,060.14 and the crack sealing is $5,383.08 for a total of $33,443.22. Council has given the go ahead for this work and we need a motion to ratify and utilize grant funding for the project(s). *(that Council approve the road repair project and crack sealing for the Summer Village of Birch Cove in the amount of $33,443.22 in the quote provided by Border Paving Ltd. and that the road repair/crack sealing project be funded through available grant funding)**Or**(some other direction as given by Council at meeting time)* |
|  | *Page 42* | g) | Waste Token Phase Out Discussion – Administration has received notification from Lac Ste. Anne County that the waste token disposal system for the Summer Village of Birch Cove will be discontinued at the end of 2025. Some options on how to navigate this moving forward are: * Curbside Pickup – although this is common in some summer villages, it is a relatively high cost, especially in seasonal communities
* Community Collection – some municipalities hire staff (PW) to collect garbage on a regular cycle and deliver tonnage to the regional landfill; this option requires year round staff, and additional administrative work, although may be cheaper than curbside pickup
* Community Bins – a few other villages use this option, mid range cost for set up, low cost to operate but the issue with this is managing “unauthorized material” ending up in the bins
* Individual Service – residents can either get their own bin, or plan to take their own garbage to the regional landfill (closer to Gunn rather than Rich Valley Transfer Station)
* Request purchase of County Transfer Station Cards – for 2025 the cost is approximately $204/household (for 2 cards). We have not approached the County with this option, however certainly could have a discussion with them
* Approach County of Barrhead to negotiate some sort of agreement to utilize the Dunstable Transfer Station

Although this does not take affect until the end of 2025, Administration would like some direction from Council so we can plan moving forward sooner rather than later. *(direction as given by Council at meeting time)* |
|  | *Pages 43-52* | h) | Occupational Health & Safety (OH&S) – Summer Villages (unless an incident has occurred) have not had OH&S inspections in the past, however in the past several years there has apparently been a tragic spike in the number of incidents province wide for workplace related injuries and incidents. Unknown to Administration, OH&S began routine inspections to verify compliance with smaller municipalities. On June 4th, 2025, we were contacted by our local OH&S Officer, Adetokunbo Taliwo to review compliance regarding the Summer Village. Our park maintenance workers are employed by the Summer Village consequently fall under the direction of the Summer Village. The OH&S officer met with Administration on June 1st, 2025 and then met with Mr. McKendry on June 4th, 2025 to review the requirements to be met for compliance. A Hazard Assessment for the work that Mr. McKendry does in this position is required for compliance by the due date of June 18th, 2025. Mr. McKendry completed this deficiency on June 5th, 2025 and submitted it to OH&S. Administration has received confirmation that this deficiency has now been met. We appreciate the attention to this matter from Mr. McKendry. *(that the Contact Report provided by Occupational Health & Safety (OH&S) on June 4th, 2025, the Hazard Assessment & Control Report and Re-inspection Contact Report of June 9th, 2025 be accepted for information)**(some other direction as given by Council at meeting time)* |
|  |  | i) | Next Meeting – meetings for the Summer Village are normally scheduled for the third Thursday of the month, every second month. Nomination Day is scheduled for Saturday, June 21st with the election (if required) scheduled for July 19th, 2025. If Council wishes, we could set the next meeting for Thursday, July 24th, 2025 at which time we could have the Organizational Meeting along with the Regular meeting as well as possibly schedule the required Part 1 of the Councillor Orientation (we are currently having the Alberta Summer Village Association (ASVA) provide the training, if they are available at the beginning of the meeting). They are providing this training via zoom and anticipate that it takes approximately 25 minutes, depending on whether Council members have questions or not. We then could skip the August 21st, 2025 meeting if Council so wishes. *(that the Organizational Meeting and Regular Council meeting be scheduled for Thursday, July 24th, 2025 at 4:00 p.m. and further that the August 21st, 2025 meeting be cancelled)**(that the Regular Council meeting proceed July 17th, 2025 and that an Organizational Meeting be scheduled for Thursday, August 21st, 2025)**(some other direction as given by Council at meeting time)* |
|  |  | j) |  |
|  |  | k) |  |
|  |  | l) |  |
| **9.** | **Financial** | a) | Income and Expense Statement – May 31st, 2025*(that the May 31st, 2025 Income and Expense Statement, included in the Draft Budget be accepted as presented)* |
| **10.** | **Correspondence***Page 53* | a) | May 12th, 2025 letter from Ric McIver, Minister of Municipal Affairs confirming the 2025 Local Government Fiscal Framework (LGFF) allocations of $68,127 Capital and $9,230 Operating. |
|  | *Pages 54-60* | b) | Yellowhead Regional Library 2024 Annual Report |
|  | *Pages 61-65* | c) | Bill 50, Municipal Affairs Statutes Amendment Act, 2025 received royal assent and was proclaimed on June 1st. There were sweeping changes of legislation regarding this Bill including, but not limited to the repeal of the Councillor Codes of Conduct, Collaborative Frameworks, Governance Procedures, CAO Accountability, Election Administration and more. Administration will be staying informed and proactive to ensure the changes are implemented for the Summer Village of Birch Cove.  |
|  | *Pages 66-73* | d) | Alberta Municipalities - Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official – prepare for Municipal Affairs survey on the recall of a municipal elected official. |
|  |  | e) |  |
|  |  | f) |  |
|  |  | g) | *(that the correspondence items be accepted for information)* |
| **11.** | **Council Reports** | a)b)c) | Mayor Deputy Mayor Councillor *(that the Council Reports be accepted for information)* |
| **12.** | **Chief Administrative Officer Report** | a)b)c)d)e)f) | To Do List – April 17th, 2025Website - Discussion*(that the Chief Administrative Officer Reports be accepted as information)* |
| **13.** | **Confidential Matters** |  | N/A |
| **14.** | **Adjournment** |  |  |

Next Meetings:   October 16th and 17th, 2025 ASVA Convention (location TBA)

 November 12th – 14th, 2025 ABMunis Convention & Trade Shoe (Calgary TELUS Convention Centre)

 Saturday, June 21st, 2025 – Nomination Day 10:00 a.m. – 12:00 p.m. Community

 Shelter

 Monday, July 14th, 2025 – Advance Vote (if required) 4:00 p.m. – 7:00 p.m. Community Shelter

 Saturday, July 19th, 2025 – Election Day (if required) 10:00 a.m. – 7:00 p.m.

 Community Shelter