

**SUMMER VILLAGE OF BIRCHCLIFF
ORGANIZATIONAL MEETING
JULY 17, 2025**

*Minutes of an organizational meeting of Council held on July 17, 2025,
in the Summer Villages on Sylvan Lake Administration Office in the
Town of Sylvan Lake.*

PRESENT: Councillor Roger Dufresne
Councillor Ann Zacharias
Councillor Jonathan Paulgaard

STAFF PRESENT: Teri Musseau, Recording Secretary

CALL TO ORDER

Teri Musseau, called the meeting to order at 9:03 a.m.

AGENDA

BCC-25-084 MOVED by Councillor Zacharias that the agenda be accepted as presented. **CARRIED**

SELECTION OF MAYOR

Teri Musseau called for nominations for Mayor.

BCC-25-085 MOVED by Councillor Zacharias
Mayor THAT Councillor Dufresne be appointed as Mayor. **CARRIED**

Teri Musseau turned the meeting over to Mayor.

SELECTION OF DEPUTY MAYOR

Mayor Dufresne called for nominations for the position of Deputy Mayor.

BCC-25-086 MOVED by Councillor Paulgaard
Deputy Mayor THAT Councillor Zacharias be appointed as Deputy Mayor. **CARRIED**

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2025
FINANCIAL YEAR**

BCC-25-087 MOVED by Mayor Dufresne
Assessor THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Birchcliff. **CARRIED**

BCC-25-088 MOVED by Mayor Dufresne
Auditor That the Metrix Group be appointed as Auditors for the 2025 Financial Year. **CARRIED**

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

BCC-25-089
MPC

MOVED by Deputy Mayor Zacharias
THAT the following be appointed to the Municipal Planning
Commission:

- Council Representative – Deputy Mayor Zacharias
- Council Representative – Councillor Paulgaard
- Citizen at Large Representative – Michael Wells
- Citizen at Large Representative – Jordan Fleck
- Citizen at Large Representative – Sarah Askin

CARRIED

BCC-25-090
SDAB

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

- Council Representative – Mayor Dufresne
- Citizen at Large Representative – Jim Freake
- Citizen at Large Representative – Karen McCaffery
- Citizen at Large Representative – Terry Sommerville
- Recording Secretary - Teri Musseau

CARRIED

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

BCC-25-091
Joint Services
Committee

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

CARRIED

BCC-25-092
BIR Emergency
Management

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

CARRIED

BCC-25-093
LREMP

MOVED by Deputy Mayor Zacharias
THAT Deputy Mayor Zacharias be appointed as Council
Representative to the Lacombe Emergency Management Plan
Advisory Committee with Councillor Paulgaard as the alternate.

CARRIED

BCC-25-094
IDPC

MOVED Deputy Mayor Zacharias
THAT Mayor Dufresne be appointed as Council Representative to the
Intermunicipal Development Plan Committee with Councillor Paulgaard
as the alternate.

CARRIED

BCC-25-095
SLRWWC

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

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

BCC-25-096
PRLB

MOVED by Mayor Dufresne
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-25-097
ADJOURNED

ADJOURNMENT

MOVED by Mayor Dufresne
THAT being the agenda matters have been concluded, the meeting adjourned at 9:18 a.m.

CARRIED

Roger Dufresne, Mayor

Tanner Evans, Administrator

Initials