

Summer Village of Birchcliff
Regular Meeting Minutes
December 18, 2025

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held December 18, 2025, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Roger Dufresne
Deputy Mayor: Ann Zacharias
Councillor: Jonathan Paulgaard via Zoom
CAO: Tanner Evans
Recording Secretary: Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Dufresne.

AGENDA

BCC-25-153 MOVED by Mayor Dufresne that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-25-154 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on November 20, 2025, be approved as presented.
CARRIED

TABLED ITEMS

COUNCIL & LEGISLATION

BCC-25-155 Use of Reserves, Parks and Pathways Bylaw Challenge
MOVED by Deputy Mayor Zacharias that Council accept the Use of Reserves, Parks and Pathways Bylaw Challenge as information.
CARRIED

BCC-25-156 Community Pier Policy
MOVED by Councillor Paulgaard that Council adopt the Community Pier Policy as amended; and further, Administration to send correspondence to existing and eligible residents advising of changes to the policy.
CARRIED

PUBLIC WORKS

Speed Control & Pedestrian Illumination
Item to come forward at the next meeting.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Report
- 4) CAO Report (verbal)
- 5) Enforcement Report

BCC-25-157 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.
CARRIED

Summer Village of Birchcliff
Regular Meeting Minutes
December 18, 2025

REQUEST FOR DECISION

FINANCE

- BCC-25-158** Cheque Signing Policy
MOVED by Deputy Mayor Zacharias that Council adopt the Cheque Signing Policy as presented.
- CARRIED

PLANNING & DEVELOPMENT

- BCC-25-159** Encroachment Request
MOVED by Mayor Dufresne that Council defer entering into an encroachment agreement for the property at 431 Birchcliff Road for the existing lakeside stairs, wood deck, and shed on municipal land, due to concerns with the development approval process including conditions, pending further advice.
- CARRIED

COUNCIL REPORTS

Deputy Mayor Zacharias

- Sylvan Lake Regional Water & Wastewater Commission

Mayor Dufresne

- Upcoming Joint Services HR Sub-Committee Meeting
- Upcoming Joint Services Meeting
- Winter Newsletter

Councillor Paulgaard

- No Reports

CORRESPONDENCE

- National Policing Association

- SBC-25-160** MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.
- CARRIED

NEXT MEETING

- BCC-25-161** MOVED by Mayor Dufresne that the next meeting of Council be held January 15, 2026, at 9:00 a.m.
- CARRIED

Summer Village of Birchcliff
Regular Meeting Minutes
December 18, 2025

ADJOURNMENT

BCC-25-162

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:58 a.m.

CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO