

Summer Village of Birchcliff
Regular Meeting Minutes
February 26, 2026

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held February 26, 2026, 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:	Vicki Hensley
	Finance Manager:	Tina Leer
	Development Officer:	Kara Hubbard

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

AGENDA

BCC-26-014 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-26-015 MOVED by Councillor Paulgaard that the minutes of the regular meeting of Council held on January 15, 2026, be approved as presented.
CARRIED

BCC-26-016 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting of Council held on February 12, 2026, be approved as presented.
CARRIED

TABLED ITEMS

COUNCIL & LEGISLATION

BCC-26-017 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

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) 4th Quarter Financial Report
- 3) Public Works Report
- 4) Development Report
- 5) CAO Report

BCC-26-018 MOVED by Councillor Paulgaard that Council accept the information items as presented.
CARRIED

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Council Recessed at 10:37am

Council Reconvened at 10:45am

REQUEST FOR DECISION

FINANCE

BCC-26-019 Police Funding Model 5-Year Estimate
MOVED by Deputy Mayor Zacharias that Council accept the Police Funding Model 5-Year Estimate as information.
CARRIED

BCC-26-020 2025 Audit Plan
MOVED by Deputy Mayor Zacharias that Council approve the 2025 Audit Plan and authorize the Mayor and CAO to sign the engagement letter.
CARRIED

COUNCIL & LEGISLATIVE

BCC-26-021 ABmunis Convention Resolutions
MOVED by Deputy Mayor Zacharias that Council accept the ABmunis Convention Resolutions as information.
CARRIED

BCC-26-022 Alberta Invasive Species Conference
MOVED by Councillor Paulgaard that Council purchase one ticket for the Alberta Invasive Species Conference for Mayor Dufresne to attend Day 2.
CARRIED

BCC-26-023 Alberta Invasive Species Letter Writing Campaign
MOVED by Deputy Mayor Zacharias that Council support the Provincial Aquatic Invasive Species Task Force's recommendations by participating in the letter writing campaign and sending a letter to the provincial Government .
CARRIED

PUBLIC WORKS

BCC-26-024 Pedestrian Crosswalk Control
MOVED by Deputy Mayor Zacharias that Council approve and install two dual RRFB flashers and one push button post with PXO scene light at the Birchcliff Lane location. If council is satisfied after testing the flashers at this location administration is to proceed with the addition of another pedestrian controlled flashing crosswalk with two dual RRFB flashers at the OS8 location. Further, administration is to discover if PXO scene lights can be added to all posts, and if so, have them installed.
CARRIED

BCC-26-025 Radar Speed Sign
MOVED by Councillor Paulgaard that Council does not replace the radar speed sign at this time and further, the sign to be relocated to Birch Way in the area of OS8 just east of the Church camp corner.
CARRIED

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PLANNING & DEVELOPMENT

Bylaw #261-25 Fees & Penalties Bylaw
BCC-26-026 MOVED by Deputy Mayor Zacharias that Council give 1st reading as amended to the Fees & Penalties Bylaw #261-25.

CARRIED

BCC-26-027 Encroachment Agreement Template
MOVED by Mayor Dufresne that Council table and amend the Encroachment Agreement Template and bring back to the next meeting.

CARRIED

BCC-26-028 MOVED by Deputy Mayor Zacharias that Council approve extending the meeting to exceed 4 hours.

CARRIED

BCC-26-029 Encroachment Agreement Request
MOVED by Deputy Mayor Zacharias that Council table entering into an encroachment agreement for the property located at 431 Birchcliff Road for the newly proposed staircase

CARRIED

BCC-26-030 Land Purchase Request
MOVED by Mayor Dufresne that Council of the Summer Village of Birchcliff accept the correspondence and request from Marc & Eilidh Liboiron, property owners of 73 Birchcliff Road, regarding the proposed purchase of a portion of adjacent municipal land for lot consolidation and related improvements, as information.

CARRIED

COUNCIL REPORTS

Mayor Dufresne

- Joint Services Meeting

Deputy Mayor Zacharias

- LREMP Advisory Committee meeting

Councillor Paulgaard

- No Reports

COMMITTEE REPORTS

- Joint Services Committee Meeting Minutes

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CORRESPONDENCE

- ASVA Fire & Dock Insurance
- ABmunis Property Taxes
- National Police Federation

SBC-26-031 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.
CARRIED

NEXT MEETING

BCC-26-032 MOVED by Mayor Dufresne that the next meeting of Council be held March 19, 2026, at 9:00 a.m.
CARRIED

ADJOURNMENT

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:23pm.
CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO