

Summer Village of Birchcliff  
Regular Meeting Minutes  
July 17, 2025

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held July 17, 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  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 9:20 a.m. by Mayor Dufresne.

**AGENDA**

**BCC-25-098** MOVED by Councillor Paulgaard that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**BCC-25-099** MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on June 12, 2025, be approved as amended to add the following wording to motion BCC-25-078 "... with the \$6,356.70 cost to come from the IT reserve."  
CARRIED

**BCC-25-100** MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on June 12, 2025, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Public Works Report

**BCC-25-101** MOVED by Councillor Paulgaard that public works pursue opportunity #3 to explore pressure switches being installed at each air release valve to send out an alert when pressures fall outside of chosen thresholds via a developed information system.  
CARRIED

- 3) Development Report
- 4) CAO Report

**BCC-25-102** MOVED by Deputy Mayor Zacharias that Council approve the Council and Board Remuneration Policy as presented.  
CARRIED

- 5) Bylaw Challenge Update

**BCC-25-103** MOVED by Councillor Paulgaard that Council accept the information items as presented.  
CARRIED

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**REQUEST FOR DECISION**

**COUNCIL & LEGISLATION**

**BCC-25-104**                    Association of Summer Villages of Alberta Resolutions  
MOVED by Councillor Paulgaard that Administration draft resolutions based on population growth as discussed.

CARRIED

**BCC-25-105**                    Municipal Planning Commission LUB Project  
MOVED by Deputy Mayor Zacharias that Council approve payment of the outstanding balance of \$20,133.75 to Municipal Planning Services for the completed Land Use Bylaw Rewrite with the funds to come from the Environmental Reserve.

CARRIED

**COUNCIL REPORTS**

Deputy Mayor Zacharias

- Annual Information Meeting
- Sylvan Lake Regional Water and Wastewater Commission
- Lacombe Regional Emergency Management Partnership

Councillor Paulgaard

- Annual Information Meeting

Council recessed at 10:26 am

Council reconvened at 10:32

Mayor Dufresne

- Annual Information Meeting
- Fire Smart Program

**BBC-25-106**                    MOVED by Mayor Dufresne that Council host a Fire Smart event in OS8, commencing on August 22 and concluding at 12:00 p.m. on September 7, 2025, which will include a Council-hosted BBQ. In preparation for the event, Administration is directed to provide appropriate signage and share notice via the Tuesday email blast; and further, Administration is to bring forward a proposal outlining the total event costs, including expenses related to a collection bin and arborist services for wood bucking, along with a recommendation on potential funding sources to include grant funding.

CARRIED

**BBC-25-107**                    MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.

CARRIED

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**NEXT MEETING**

**BCC-25-108**

MOVED by Mayor Dufresne that the next meeting of Council be held August 21, 2025, at 9:00 a.m.

CARRIED

**ADJOURNMENT**

**BCC-25-109**

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:04 a.m.

CARRIED

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ROGER DUFRESNE, MAYOR

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TANNER EVANS, CAO