

Summer Village of Birchcliff
Regular Meeting Minutes
June 12, 2025

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff,
Province of Alberta, held June 12, 2025, in the Summer Villages on Sylvan
Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Roger Dufresne
Deputy Mayor: Ann Zacharias
CAO: Tanner Evans
Recording Secretary: Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:01 a.m. by Mayor Dufresne.

AGENDA

BCC-25-072 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

Next meeting date: July 17, 2025

CARRIED

Councillor Paulgaard joined the meeting at 9:03 a.m.

CONFIRMATION OF MINUTES

BCC-25-073 MOVED by Councillor Paulgaard that the minutes of the regular meeting of Council held on May 15, 2025, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Report
- 4) CAO Report
- 5) Bylaw Challenge Update

BCC-25-074 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

BCC-25-075 Surplus Distribution
MOVED by Deputy Mayor Zacharias that Council bring back the draft amendments to the surplus allocations and policy to the next meeting along with the capital plan.

Roads, Streets, etc.	\$150,000
IT & Facilities	\$ 9,710
Infrastructure	- \$159,710

CARRIED

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COUNCIL & LEGISLATION

BCC-25-076 Bullrush Award
MOVED by Deputy Mayor Zacharias that Council nominate the Summer Village of Birchcliff for for developing a scalable climate plan resulting in the following completed actions:
1) restoring 650 meters of shoreline to date;
2) adopting fire smart practices in its recently adopted land use bylaw;
3) implementation of a community wildfire prevention program; and
4) active 10-year roads resurfacing capital plan.
CARRIED

BCC-25-077 Life Membership Award
MOVED by Deputy Mayor Zacharias that Council accept as information.
CARRIED

COUNCIL REPORTS

Deputy Mayor Zacharias

- Email exchange with Michael Minchin from SLRWWC regarding water line

Councillor Paulgaard

- No report

Mayor Dufresne

- Recruitment of Sarah Askin to MPC as member-at-large
- Remuneration Policy discussion

BCC-25-078 MOVED by Mayor Dufresne that Administration provide council with municipal I-phones for use during their term and to keep there after with the \$6,356.70 cost to come from the IT reserve.
CARRIED

Council recessed at 9:55 a.m.

Council reconvened at 10:03 a.m. with the addition of Kara Hubbard, Development Officer, Brad MacDonald, Planner, MPS, and Thom Jewell.

PUBLIC HEARING

Mayor Dufresne gave opening remarks for the public hearing.

Mayor Dufresne declared the Public Hearing for Bylaw #258-25, Land Use Bylaw Amendment Bylaw, open at 10:03 a.m.

Mayor Dufresne provided the procedure for the public hearing.

Tanner Evans, CAO, introduces the proposed bylaw.

Brad MacDonald, from Municipal Planning Services provided a report on the proposed changes to the current Land Use Bylaw which include:

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- Updated information about the development permit application and notification processes;
- Updated information about the subdivision process;
- Updated regulations for development and subdivision appeals;
- Updated regulations describing the enforcement process;
- The inclusion of additional and revised definitions to address common terms and land uses;
- Updated regulations affecting major site grading/landscaping;
- Updated regulations affecting development within hazardous or environmentally sensitive areas.

Written submissions included in the agenda package were received from:

Cajun Paradis, Lacombe County – requested information be added from Intermunicipal Development Plan

Other written submissions were received from:

Red Deer County

No further written submission were received.

The floor was opened to comments from the public.

Thom Jewell – 365 Birchcliff Road
- Supports bylaw

Mayor Dufresne asked if anyone else would like to speak.

No one else was present to speak.

Mayor Dufresne asks Council if they have any additional questions from any speaker, Administration, or the planner.

None were received.

Mayor Dufresne asks if everyone in attendance feels they had an opportunity to be fairly heard.

Mr. Jewell, as the only attendee, agreed he had been fairly heard.

Seeing there were no further comments, Mayor Dufresne declared the Public Hearing for Bylaw 258-25 closed at 10:41 a.m.

Council recessed at 10:41 a.m.

Council reconvened at 10:52 a.m. without Kara Hubbard, Development Officer, Brad MacDonald, Planner, MPS, and Thom Jewell.

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PLANNING & DEVELOPMENT

- Bylaw #258-25** Land Use Bylaw
BCC-25-079 MOVED by Deputy Mayor Zacharias that Council give 2nd reading to the Land Use Bylaw #258-25.
CARRIED
- BCC-25-080** MOVED by Councillor Paulgaard that Council give 3rd and final reading to the Land Use Bylaw #258-25.
CARRIED

COMMITTEE REPORTS

- Parkland Regional Library Board Return on Investment

CORRESPONDENCE

- Safe Quiet Lakes

- SBC-25-081** MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.
CARRIED

NEXT MEETING

- BCC-25-082** MOVED by Mayor Dufresne that the next meeting of Council be held July 17, 2025, at 9:00 a.m.
CARRIED

ADJOURNMENT

- BCC-25-083** MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:00 a.m.
CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO