

Summer Village of Birchcliff
Regular Meeting Minutes
March 19, 2026

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 19, 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
CAO: Tanner Evans
Recording Secretary: Teri Musseau
Finance Manager: Tina Leer
Development Officer: Kara Hubbard
Delegations: Stephen Webber, Metrix Group via Zoom

CALL TO ORDER The Meeting was called to order at 8:59 a.m. by Mayor Dufresne.

AGENDA

BCC-26-033 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-26-034 MOVED by Councillor Paulgaard that the minutes of the regular meeting of Council held on February 26, 2026, be approved as presented.
CARRIED

TABLED ITEMS

COUNCIL & LEGISLATION

BCC-26-035 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

DELEGATION

Stephen Webber from Metrix Group joined Council to present the 2025 audited financial statements.

Nathan Getschel, Murray Vogt and Ron Zook joined the meeting at 9:26 a.m.

BCC-26-036 MOVED by Deputy Mayor Zacharias that Council approve the 2025 audited financial statements as presented.
CARRIED

Stephen Webber left the meeting at 9:46 a.m.

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Residents from Birchcliff Lane joined Council to submit a formal request in making revisions to the community dock system located at RA4 to allow for additional slips.

Council recessed at 10:05 a.m.

Council reconvened at 10:08 a.m.

BCC-26-037 MOVED by Mayor Dufresne that Council deny the request from the Birchcliff Lane residents for revisions to the community dock system located at RA4 to allow for 4 additional slips and Council accept the delegation as information.

CARRIED

TABLED ITEMS CONTINUED

PLANNING & DEVELOPMENT

Bylaw #261-25 Fees & Penalties Bylaw #261-25

Nathan Getschel, Ron Zook and Murray Vogt left the meeting at 10:32 a.m.

Council recessed at 10:33 a.m.

Council reconvened at 10:36 a.m.

BCC-26-038 MOVED by Mayor Dufresne that Council accept the Fees & Penalties Bylaw as information and bring back to the next meeting with amendments.

CARRIED

Council recessed at 11:27 a.m.

Council reconvened at 11:35 a.m.

BCC-26-039 Encroachment Agreement Template
MOVED by Mayor Dufresne that Council approve the Encroachment Agreement Template with amendments.

CARRIED

BCC-26-040 Encroachment Agreement Request
MOVED by Mayor Dufresne that Council approve entering into an encroachment agreement for the property located at 431 Birchcliff Road for the newly proposed staircase and landing deck using the new encroachment agreement template.

CARRIED

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INFORMATION ITEMS

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

BCC-26-041 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

BCC-26-042 Amended Operating Budget 2026-2029
MOVED by Councillor Paulgaard that Council approve the amended 2026-2029 operating budget as presented.

CARRIED

Bylaw #263-26 Mill Rate Bylaw
BCC-26-043 MOVED by Deputy Mayor Zacharias that Council give 1st reading to the 2026 Mill Rate Bylaw #263-26.

CARRIED

BCC-26-044 MOVED by Councillor Paulgaard that Council give 2nd reading to the 2026 Mill Rate Bylaw #263-26.

CARRIED

BCC-26-045 MOVED by Mayor Dufresne that Council by unanimous consent give 3rd reading to the 2026 Mill Rate Bylaw #263-26 at this meeting.

CARRIED UNANIMOUSLY

BCC-26-046 MOVED by Deputy Mayor Zacharias that Council give 3rd and final reading to the 2026 Mill Rate Bylaw #263-26.

CARRIED

PUBLIC WORKS

BCC-26-047 Road Right of Way Maintenance Policy
MOVED by Councillor Paulgaard that Council adopt the Road Right of Way Maintenance Policy as amended.

CARRIED

COUNCIL REPORTS

Deputy Mayor Zacharias

- No reports

Councillor Paulgaard

- No Reports

Mayor Dufresne

- Joint Services Committee

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SBC-26-048 MOVED by Deputy Mayor Zacharias that Council accept the Council reports as information.

CARRIED

NEXT MEETING

BCC-26-049 MOVED by Mayor Dufresne that the next meeting of Council be held April 16, 2026, at 9:00 a.m.

CARRIED

ADJOURNMENT

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:42 p.m.

CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO