

Summer Village of Birchcliff
February 12, 2026
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held February 12, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias
Council Member:	Jonathan Paulgaard
Member-at-Large:	Michael Wells
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Vicki Hensley
Applicants:	Nehad Debaji Marilynn Debaji Chad Johnson

CALL TO ORDER Chair Zacharias called the meeting to order at 9:00 a.m.

AGENDA:

MPC-26-001 Moved by Member-at-Large Wells that the agenda be approved as presented.

CARRIED

DEVELOPMENT APPLICATIONS

1. 431 Birchcliff Road (Lot 3, Block 3, Plan 3515RS)

Application for approval for construction of lakeside stairs down the escarpment at 431 Birchcliff Road (Lot 3, Block 3, Plan 3515RS) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney and applicants left the meeting at 9:18am.

DECISION(S)

1. 431 Birchcliff Road (Lot 3, Block 3, Plan 3515RS)

MPC-26-002 MOVED by Chair Zacharias that the Municipal Planning Commission approve the application for construction of lakeside stairs down the escarpment for the property located at 431 Birch Close subject to the following conditions being met to the satisfaction of the Development Officer:

- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- The construction shall be completed within 12 months, and any landscaping shall be completed within 2 years of the date of permit issuance.
- Any damage to public roads or the carriageways due to the construction shall be repaired immediately at the expense of the permit holder.

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- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Approval is subject to the property owner entering into an agreement with the Summer Village of Birchcliff allowing the encroachment of the proposed lakeside stairs and existing deck.
- The existing shed within the municipal land may be required to be removed in the subsequently required encroachment agreement. The existing sidewalk-block path shall be removed and disposed of, and landscaping in the form of coco mat or equivalent to be used where the blocks have been removed or any other vegetation is removed for stabilization, quick vegetation growth and moisture retention until the roots can take hold. All wood supports and wood retaining structures are to be left in place.
- The amount required by the Development Authority shall be:
 - a. A completions deposit of \$10,000 and may be in the form of an irrevocable letter of credit ; and
 - b. A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the landscaping and drainage plan(s) within 1 growing season after the completion of the development. If the landscaping does not survive a 2-year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping. The amount shall serve as a security for the fulfillment of development permit conditions and may be drawn upon in the event of non-compliance, delays, or failure to complete the required work within the specified timeline.
- Any required provincial approvals must be obtained and submitted to Administration.
- In order to maintain stability of the slope, the requirements of the geotechnical report are to be adhered to for preventing surface erosion specifically in construction areas. (Page 8, a)-f)).
- Final as built real property report from an Alberta Land Surveyor at the completion of construction.
- Landscaping to be completed in accordance with the landscaping plan, only minor vegetation where the new stairs will be constructed is permitted, and new vegetation is required to be planted in place of the existing sidewalk block-path. Plantings to be selected from the Summer Village native plantings list.
- Proper drainage must be maintained in order to maintain the stability of the slope.
- Land located below the top of bank/land with slope areas of gradient of 15% or more area to retain in natural state. Variance granted by the Municipal Planning Commission that land is to be left in a natural state, and all areas to remain as is, but screw piles and staircase can be constructed to complete a safe lake access over the escarpment area.

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ADJOURNMENT:

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:50 am.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

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