Summer Village of Birchcliff
June 19, 2026
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held June 19, 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
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau

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

AGENDA:

MPC-26-016 Moved by Member Paulgaard that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 202 Birchcliff Road (Lot A,B,11,12,25-34, Block 1, Plan 4112EO)

Application for approval for construction for existing lakeside stairs and a deck within the lakeside escarpment area for the property located at 202 Birchcliff Road (Lot A,B,11,12,25-34, Block 1, Plan 4112EO) in the Summer Village of Birchcliff.

DECISION(S)

1. 202 Birchcliff Road (Lot A,B,11,12,25-34, Block 1, Plan 4112EO)

MPC-26-017 MOVED by Chair Zacharias that the Municipal Planning Commission deny the application for construction of existing lakeside stairs and a deck within the lakeside escarpment area for the property located at 202 Birchcliff Road for the following reasons:

Land Use Bylaw #258-25

- Escarpment Definition 3.2.58: “escarpment” means an extended linear topographical feature of relatively steep slope and significant change in elevation. Where the escarpment has been replaced by retaining walls or other man-made supports, the area extending from the high water mark to the retaining wall or other man-made support closest to the rear lot line; Where an escarpment line has been previously altered, the top of escarpment shall be considered from the original escarpment line as determined by an Alberta Land Surveyor.
- Section 9.10.7 - The following standards shall be required for all escarpment areas:
  (b) Proposals to alter an escarpment area must be accompanied by a geotechnical report and will only be considered below the top of escarpment where necessary in order to stabilize and prevent failure of the slope, not to accommodate walk out basements, firepits, or other aesthetic choices.

(c) Proposals for development for reasonable lake access may be considered upon successful application and must be accompanied by a geotechnical report and must also be under the maximum of 5.0 m (16.4 ft) and not exceed 20% of the width of the lot. The Development Authority must rule based on the merit of the application and the Summer Village's vision to keep the escarpment natural, as identified in the Summer Village's Municipal Development Plan and Climate Plan.
(f) A minimum 80% of the escarpment area shall be covered by native, deep rooting plants or trees planted in grass or topsoil (no gravel, mulch, or turf). Aside from the stairs and retaining walls, and point to point path, no hard landscaping will be permitted.

Area Structure Plan, Church Camp Bylaw #142-03

- 2) Church Camp Cottage Area
  (i) The Summer Village in discussion with the Church Camp Board will limit the number of stairways for lake access to a reasonable number, considering the usage required. Viewing decks and other such large, constructed areas will not be permitted on the stairways or on the Lake escarpment.

CARRIED

ADJOURNMENT:

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:48 a.m.

CARRIED

_____
ANN ZACHARIAS, CHAIR

_____
TANNER EVANS, CAO

Initials