

Summer Village of Birchcliff
Regular Meeting Minutes
November 20, 2025

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held November 20, 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 via Zoom
Finance Manager: Tina Leer
Development Officer: Kara Hubbard
Public Works Manager: Matt Miller
Recording Secretary: Teri Musseau

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

AGENDA

BCC-25-188 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-25-139 MOVED by Councillor Paulgaard that the minutes of the regular meeting of Council held on October 23, 2025, be approved as presented.
CARRIED

BCC-25-140 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on October 30, 2025, be approved as presented.
CARRIED

TABLED ITEMS

COUNCIL & LEGISLATION

BCC-25-141 Use of Reserves, Parks and Pathways Bylaw Challenge
MOVED by Mayor Dufresne that Council accept the Use of Reserves, Parks and Pathways Bylaw Challenge as information.
CARRIED

BCC-25-142 Community Pier Policy
MOVED by Mayor Dufresne that Council table the Community Pier Policy until the next meeting for amendments.
CARRIED

PUBLIC WORKS

BCC-25-143 Speed Control & Pedestrian Illumination
MOVED by Mayor Dufresne that Council table the Speed Control & Pedestrian Illumination item until the next meeting.
CARRIED

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INFORMATION ITEMS

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

BCC-25-144 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.

CARRIED

Council recess at 9:57 a.m.

Council reconvened at 10:06 a.m.

REQUEST FOR DECISION

FINANCE

BCC-25-145 2026 Operating & Capital Budgets
MOVED by Councillor Paulgaard that Council adopt the 2026 Operating Budget as amended; and further, Administration to provide Council the garbage and wastewater charges for the utility billing.

CARRIED

BCC-25-146 MOVED by Deputy Mayor Zacharias that Council adopt the 2026 Capital Budget as amended.

CARRIED

BCC-25-147 Penalty Waiver Request
MOVED by Mayor Dufresne that Council approve the request to waive the late penalty fees for 425 Birchcliff Road due to supporting documentation showing payment was returned to the residents account due to wrong email address.

CARRIED

BCC-25-148 Red Deer River Watershed Alliance
MOVED by Deputy Mayor Zacharias that Council support the Red Deer River Request for funding in the amount of \$0.50 per capita for the 2026-2027 funding process.

CARRIED

COUNCIL & LEGISLATION

BYLAW #262-25 Development Authority Bylaw
BCC-25-145 MOVED by Deputy Mayor Zacharias that Council give 1st reading to the Development Authority Bylaw #262-25.

CARRIED

BCC-25-146 MOVED by Councillor Paulgaard that Council give 2nd reading to the Development Authority Bylaw #262-25.

CARRIED

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BCC-25-147 MOVED by Deputy Mayor Zacharias that by unanimous consent Council give 3rd reading to the Development Authority Bylaw #262-25 at this meeting.

CARRIED UNANIMOUSLY

BCC-25-148 MOVED by Mayor Dufresne that Council give 3rd and final reading to the Development Authority Bylaw #262-25.

CARRIED

PLANNING & DEVELOPMENT

BCC-25-149 Encroachment Agreement Renewal
MOVED by Mayor Dufresne that Council approve the 5-year encroachment renewal agreement for the property located at 27 Birchcliff Road for two retaining walls.

CARRIED

COUNCIL REPORTS

Deputy Mayor Zacharias

- Sylvan Lake Regional Water and Wastewater Commission
- Elected Official Emergency Management Training
- Lacombe Regional Emergency Management Exercise

Mayor Dufresne

- Elected Official Emergency Management Training
- Lacombe Regional Emergency Management Exercise
- ABmunis Convention

Councillor Paulgaard

- No Reports

COMMITTEE REPORTS

Julie Maplethorpe

- Association of Summer Villages of Alberta

SBC-25-150 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee reports as information.

CARRIED

NEXT MEETING

BCC-25-151 MOVED by Mayor Dufresne that the next meeting of Council be held December 18, 2025, at 9:00 a.m.

CARRIED

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ADJOURNMENT

BCC-25-152

MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 11:40 a.m.
CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO