

Summer Village of Birchcliff
Regular Meeting Minutes
September 15, 2025

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 15, 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
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 1:00 p.m. by Mayor Dufresne.

AGENDA

BCC-25-110 MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

BCC-25-111 MOVED by Councillor Paulgaard that the minutes of the regular meeting of Council held on July 17, 2025, be approved as amended:

Remove motion BCC-25-106
CARRIED

BCC-25-112 MOVED by Mayor Dufresne that the minutes of the Organizational meeting of Council held on July 17, 2025, be approved as presented.
CARRIED

BCC-25-113 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on July 24, 2025, be approved as presented.
CARRIED

BCC-25-114 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on July 31, 2025, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Report
- 5) CAO Report
- 6) Bylaw Challenge
- 7) Enforcement Report
- 8) Parking on Trail

BCC-25-115 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.
CARRIED

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REQUEST FOR DECISION

COUNCIL & LEGISLATION

- BCC-25-116** Association of Summer Villages of Alberta Silent Auction
MOVED by Deputy Mayor Zacharias that Council approve a donation of \$150 for the Association of Summer Villages of Alberta Silent Auction.
CARRIED
- Bylaw #260-25** Tax Installment Payment Plan Bylaw (TIPP)
BCC-25-117 MOVED by Deputy Mayor Zacharias that Council give 1st reading to the Tax Installment Payment Plan Bylaw (TIPP).
CARRIED
- BCC-25-118** MOVED by Councillor Paulgaard that Council give 2nd reading to the Tax Installment Payment Plan Bylaw (TIPP).
CARRIED
- BCC-25-119** MOVED by Mayor Dufresne that by unanimous consent Council give 3rd reading to the Tax Installment Payment Plan Bylaw (TIPP) at this meeting.
CARRIED UNANIMOUSLY
- BCC-25-120** MOVED by Deputy Mayor Zacharias that Council give 3rd and final reading to the Tax Installment Payment Plan Bylaw (TIPP).
CARRIED
- BCC-25-121** Community Pier Policy
MOVED by Mayor Dufresne that Council table the Community Pier Policy for amendments.
CARRIED

PUBLIC WORKS

- BCC-25-122** Speed Control & Pedestrian Illumination
MOVED by Councillor Paulgaard that Council table and direct Administration to bring more options on illuminated signs to next meeting.
CARRIED

PLANNING & DEVELOPMENT

- BCC-25- 123** Land Purchase Request
MOVED by Mayor Dufresne that Council accept as information.
CARRIED
- BCC-25- 124** Lacombe County Notice of Development Application
MOVED by Mayor Dufresne that Council accept as information and add to the email blast as information.
CARRIED
- BCC-25- 125** Moved by Mayor Dufresne
WHEREAS Drew and Jen Zieglgansberger (the “Developers” and “Property Owners”) have proposed to construct a pedestrian pathway along the quarter section adjacent to Range Road 15 and Birchcliff Road

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to be completed by the Summer of 2026, at an estimated cost of \$125,000;

AND WHEREAS the Property Owners have committed to replacing existing barbed wire fencing with post-and-rail fencing (including a single strand of interior electric wire for livestock control), constructing one bridge at the southeast corner to accommodate the steep ditch, building a 6–8 foot wide pathway with weed mat and gravel surface (3–6 inches thick depending on elevations and contours), and installing approximately six (6) 16” plastic/LDP culverts for drainage;

AND WHEREAS the Property Owners have undertaken to pass on the final incurred cost to the Summer Village upon completion, while providing periodic updates on construction progress and expenditures, and communicating any incremental costs prior to incurring them;

AND WHEREAS the Property Owners and the Summer Village intend to execute a Right-of-Way Agreement for the use and management of the pathway, with the Summer Village indemnifying the Property Owners from any legal action related to use of the pathway by residents or others;

AND WHEREAS the Right-of-Way Agreement shall run in perpetuity;

AND WHEREAS the Right-of-Way Agreement shall be subject to review every five (5) years;

AND WHEREAS the Property Owners have further agreed to provide a final as-built survey upon completion of construction to establish the formal Right-of-Way map;

NOW THEREFORE BE IT RESOLVED that Council approve, in principle, the Developers’ and Property Owners’ pathway proposal and authorize Administration to begin construction and finalize a Right-of-Way Agreement consistent with the terms outlined, with the final agreement to be brought back to Council.

CARRIED

COUNCIL REPORTS

Mayor Dufresne

- Association of Summer Villages of Alberta Resolutions

Deputy Mayor Zacharias

- Sylvan Lake Regional Water and Wastewater Commission

Councillor Paulgaard

- No Reports

CORRESPONDENCE

- RCMP

SBC-25-125

MOVED by Mayor Dufresne that Council accept the Council and Committee reports as information.

CARRIED

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NEXT MEETING

BCC-25-126 MOVED by Mayor Dufresne that the next meeting of Council be held
October 23, 2025, at 9:00 a.m.
CARRIED

ADJOURNMENT

BCC-25-127 MOVED by Mayor Dufresne that being the agenda matters have been
concluded, the meeting adjourned at 4:05 p.m.
CARRIED

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO