Summer Village of Birchcliff
Organizational Meeting Minutes
July 16, 2026

Minutes of an Organizational Meeting of the Summer Village of Birchcliff, Province of Alberta, held July 16, 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

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by CAO Evans.

AGENDA APPROVAL

BCC-26-096 MOVED by Councillor Paulgaard that the agenda be adopted as presented.
CARRIED

SELECTION OF MAYOR

Tanner Evans, CAO, called for nominations for Mayor.

BCC-26-097 MOVED by Councillor Zacharias that Councillor Dufresne be appointed as Mayor.
CARRIED

SELECTION OF DEPUTY MAYOR

CAO Evans called for nominations for Deputy Mayor.

BCC-26-098 MOVED by Councillor Paulgaard that Councillor Zacharias be appointed as Deputy Mayor.
CARRIED

APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2026 FINANCIAL YEAR

Assessor

BCC-26-099 MOVED by Deputy Mayor Zacharias that Wild Rose Assessment be appointed Assessor for the Summer Village of Birchcliff.
CARRIED

Auditor

BCC-26-100 MOVED by Mayor Dufresne that the Metrix Group be appointed Auditors for the Summer Village of Birchcliff.
CARRIED

APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS

Municipal Planning Commission

BCC-26-101 MOVED by Mayor Dufresne that the following be appointed to the Municipal Planning Commission:

- Council Representative – Ann Zacharias
- Council Representative – Jonathan Paulgaard
- Member-at-Large – Jordan Fleck
- Member-at-Large – Michael Wells

CARRIED

Subdivision and Development Appeal Board

BCC-26-102 MOVED by Deputy Mayor Zacharias that the following be appointed to the Subdivision and Development Appeal Board:

- Council Representative – Roger Dufresne
- Member-at-Large – Karen McCaffery
- Member-at-Large – Terry Somerville
- SDAB Secretary – Teri Musseau

CARRIED

APPOINTMENTS TO VARIOUS INTERMUNICIPAL COMMITTEES, COMMISSIONS AND BOARDS

Joint Services Committee

BCC-26-103 MOVED by Deputy Mayor Zacharias that Mayor Dufresne be appointed as the Council Representative to the Joint Services Committee.

CARRIED

Birchcliff Emergency Advisory Committee

BCC-26-104 MOVED by Mayor Dufresne that Mayor Dufresne, Deputy Mayor Zacharias, and Councillor Cuthbertson be appointed as Council Representatives to the Birchcliff Emergency Advisory Committee.

CARRIED

Lacombe Regional Emergency Management Partnership Advisory Committee

BCC-26-105 MOVED by Mayor Dufresne that Deputy Mayor Zacharias be appointed as the Council Representative to the Lacombe Regional Emergency Management Partnership Advisory Committee with Councillor Paulgaard as the alternate.

CARRIED

Sylvan Lake Intermunicipal Development Plan Steering Committee

BCC-26-106 MOVED by Deputy Mayor Zacharias that Mayor Dufresne be appointed as the Council Representative to the Sylvan Lake Intermunicipal Development Plan Steering Committee with Councillor Paulgaard as the alternate.

CARRIED

Sylvan Lake Regional Water & Wastewater Commission

BCC-26-107 MOVED by Councillor Paulgaard that Deputy Mayor Zacharias be appointed as the Council Representative to the Sylvan Lake Regional Water & Wastewater Commission with Councillor Paulgaard as the alternate.

CARRIED

APPOINTMENTS TO VARIOUS COMMITTEES AT LARGE

Parkland Regional Library Board

BCC-26-108 MOVED by Deputy Mayor Zacharias that a representative from the Summer Village of Norglenwold be appointed as the Council Representative for the 5 Summer Villages to the Parkland Regional Library Board.

CARRIED

ADJOURNMENT

MOVED by Mayor Dufresne that being the agenda matters have been concluded; the meeting be adjourned at 9:07 a.m.

CARRIED

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ROGER DUFRESNE, MAYOR

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TANNER EVANS, CAO