



Summer Villages Administration Office
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Ph: 887-2822

January 6, 2026

Dear resident of Birchcliff,

This letter is being written to you as you are either part of a community dock group or may be eligible to join one if you would like to. While you may not be thinking about boating in January, we want to ensure that everyone is happy when the ice breaks up and you can get back on the water!

Birchcliff Council has directed me to advise you of some updates to the Community Pier Policy, including some upcoming costs. As you are likely aware, the Community Piers are entirely funded by the members, and by new members who join – including any improvements to the docks or access through the municipal reserves. A couple of years ago, platforms were installed by Summer Village contractors to allow for the storage of dock sections on the municipal reserve without damaging any of the environment. This makes the installation and removal of the docks easier and cheaper, and we do not have to pay for storage fees to store the dock sections off-site. However, the municipality paid for these upgrades upfront. One third of these costs were covered with the 2025 invoices. A further \$267.63 per member will be charged in 2026 and 2027 to spread out the costs over 3 years total. After that, the annual fees will no longer include the extra expense.

To ensure fairness, any new members joining the community piers will be charged a flat \$900 upfront in order to pay for their share of the improvements. When new members join, those fees end up reducing the overall costs to existing members.

Birchcliff will also be implementing a registration sticker system for the 2026 boating season. Each community pier member is eligible to have one “slip” which would accommodate either one boat or 2 personal watercrafts. Stickers will be provided by our administration office and must be placed on the boats in a location that is easily visible when the boat is moored. This is to ensure that the correct boat is moored in the correct location and there are no unauthorized boats using the community pier and will make the enforcement of our policy much easier.

If you have any questions regarding the Community Pier Policy or you are interested in joining the Community Pier Program, please do not hesitate to reach out to our office.

Thank you very much,

Tanner Evans

Chief Administrative Officer, Summer Villages on Sylvan Lake

*Enclosed with this letter is a copy of the Community Pier Policy, along with a map outlining the Community Pier locations and designated areas for each property.



Policy Title Community Pier Policy	Date: July 2024 Amended December 2025	Resolution No. BCC-25-156
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1. Introduction:

The Summer Village of Birchcliff has a unique layout that provides the ability for every property owner to have access to the lake under the guidelines set by Alberta Environment and Parks. This policy ensures that everyone, including back lot owners, has a chance to have access to the lake in the form of a dock. It is the responsibility of everyone involved to be champions of stewardship to conserve the natural setting of the village and the health of Sylvan Lake and its watershed.

2. Goal:

To provide guidelines for a community dock program in the Summer Village for the use, access, and enjoyment of the residents.

3. Definitions:

In this policy, including this section, unless the context otherwise requires:

“Dock Captain” - A resident who is the point of contact for the dock in their respective area between administration and dock participants. The dock captain is responsible for submitting any changes to their pier configuration or improvements to the reserve area by January 31st for approval by administration. The dock captain will direct all conflicts to administration for resolution. A dock captain will be chosen by members of the shared dock and replaced by a majority vote at any time. Should Administration be unable to work with the current dock captain, a new one may be requested.

“Pier” - a platform supported on pillars or girders leading out from the shore into a body of water, used as a landing stage for boats.

“Reserve” - means a parcel of land owned and subject to the management of the municipality and reserved for use as natural environment preservation areas or walkways, parks, or playgrounds separating areas used for different purposes, and registered at the Land Titles Office as Reserve, Environmental Reserve or Municipal Reserve lot.

“Resident Area” – An area of properties designated to a particular pier.

“Shared Dock” - A dock, owned and operated by the municipality, that restricts use to a prescribed set of individuals or groups.

“Slip” – a docking place for a boat can be located along a walkway or along the terminal platform.

“Terminal Platform” – located at the end of the walkway.

“Viewpoint Park” – A classification of reserve lands outlined in the Birchcliff Open Space Plan.

“Walkway” – access from shore to terminal platform.

4. Policy:

1) 1 slip/watercraft per residence:

- a. Slips are for the sole use of the property owner.
 - i. Cannot be leased.
 - ii. Can be sold/transferred within our “resident area” and administered through the village, they need to be applied and paid for. Each residence shall only be permitted to have one slip.
- b. Slips can accommodate one boat or two personal watercrafts (sea-doo).
- c. A layout of the shared dock must be submitted to administration. The layout must include single 4 ft. wide sections only, platforms of more than one section side by side will not be permitted. Switching of slip locations is to be done via communication with administration. The slip will remain with the registered property in the event of a sale.
- d. Only one pier will be eligible for each viewpoint park, and that pier will be a community pier. Administration will work with Alberta Environment and Parks to ensure any unregulated piers on our reserves are removed.
- e. Each boat/personal watercraft must have a cradle/hoist or sea leg; tying to the dock is not acceptable.
- f. Boat slips are for participating community pier members only. Slips cannot be loaned out for non-member use. Members will be required to show proof of ownership for the boat in their slip to the Summer Village Administration. Any unauthorized dock sections or other water-related structures, equipment, watercraft, or recreational items, including but not limited to docks, piers, boat lifts, hoists, boats, personal watercraft, jet skis, rafts, floats, and all other floating, moored, or water-borne items installed or accessed by on the community pier without the approval of the Summer Village Administration will be subject to removal.

2) Initial buy in:

- a. The pier program is to be entirely funded by the participants in the shared pier.
 - i. A one-time, non-refundable buy-in fee of \$900 shall be collected from all new Community Pier Members. This fee is designated to offset the capital cost of infrastructure required for pier storage.
 - ii. The fee is non-refundable as the slip remains with the registered

property.

- iii. All associated costs will be paid for by the participating residents.
- iv. Once the fees are paid, the owner will receive one slip and an access agreement for permission to have the dock in the water and access it via the adjacent reserve. If the fee is not paid, there will be no access agreement granted. Slips and access agreements will be maintained by the Summer Village Administration.
- v. All cheques will be made payable to the Summer Village of Birchcliff as administration of the financial transactions associated with the Community Pier will be handled through the Summer Village Administration office.
- vi. Future slips for those who do not immediately buy in may be considered by applying to the Summer Village. The application will be awarded or rejected based on what our DLO allows (must fall into our "resident area").
- vii. Future buy in cost will include a portion of the shared line extending out into the water and any previous improvements made to the reserve/stairs.

3) Spring Installation and Fall Removal

- a. To be managed by Administration. The Public Works department will contract out the spring installation and fall removal.
- b. If the dock location needs to be altered or new sections added in order to reach a specific dept, this needs to be identified by the dock members and dock captain and communicated to Administration prior to spring installation taking place. Without this input, the dock will be installed as it was in previous years. Any additional costs for alterations will be covered by the community pier requesting the changes.
- c. Boats and lifts must be removed by the September long weekend. Late removal may be possible depending on the weather each year. If late removal is possible, this will be communicated via Birchcliff's email blast and to the dock captains directly. If boats or lifts are left after that date, it creates difficulties in removing the community dock. These difficulties translate into increased costs from our contractors, and those additional costs will be billed to the members of the community pier in question.

4) Signage

- a. Appropriate signage to be posted, to be managed by Administration. No unauthorized signage will be permitted and will be removed by Administration.
- b. Each community pier member will be issued a sticker from the Summer Village that must be placed on the watercraft (port or starboard) that faces the shoreline, for identification purposes.

5) Annual Fee Collection

- a. A budget will be completed annually by administration and divided equally between communal docks. It will be adjusted for inflation annually and will include:
 - i. Administration time fee of 5%
 - ii. Annual costs
 - iii. Late fee will be substantial – 20% per month.
 - iv. Land improvements, repairs, or changes to the reserve land and/or access can be applied for and if approved will be paid for by the individual dock group making the application.

6) Parking

- a. Comply with the Summer village Traffic Bylaw #221-19. Unauthorized parking under the Traffic Bylaw may result in a ticket.

7) Storage

- a. No storage of resident owned equipment will be allowed on the reserves. Storing of the community pier on the adjacent reserve will be arranged by Administration. Hoists cannot be stored on municipal lands.

8) Fueling

- a. Absolutely no storage of fuel containers allowed on the dock or within the reserve area.

9) Garbage

- a. Pack out what you pack in.
- b. Any waste from fishing shall not be dumped at the dock or the swimming area.

10) Lake Access to Range Road 15

- a. Will be closed June 1st – September 1st of each year according to the Summer village Open Space Maser Plan as it is to be used as a winter access road.
- b. Residents are to have lifts in before that time, the barrier can be moved only by request to administration.

11) Noise

- a. Quiet time to be respected with no operation of equipment during the following hours as stated in the Community Standards Bylaw #160-11; section 3.4 *“Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day”*.
- b. Be mindful of our neighbors, the shared piers and respective open spaces are not private party spots. Community Standard’s Bylaw #160-

11; section 3.3 *“In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:*

- 1. Type, volume, and duration of the sound;*
- 2. Time of day and day of the week;*
- 3. Nature and use of the surrounding area”*

12) Alcohol or Cannabis

- a. No alcohol or cannabis consumed on Municipal land as stated in the Cannabis Consumption Bylaw # 214-18.

13) Fires

- a. No fires or BBQ will be allowed in municipal reserves or on the shared piers.

14) Pets

- a. Pets are permitted on piers but must be leashed at all times. Any messes created on the dock by pets must be cleaned up immediately by the pet owner.

15) Violation

- a. The Summer Village retains the right to revoke the access agreement should this policy, the Reserves, Parks, and Pathways Bylaw or the Community Standards Bylaw not be followed. Any member who is in violation will be given a written warning. Repeat offences (any more than 3 offences in a 3-year period) will result in a forfeit of the access agreement. No refunds will be given.

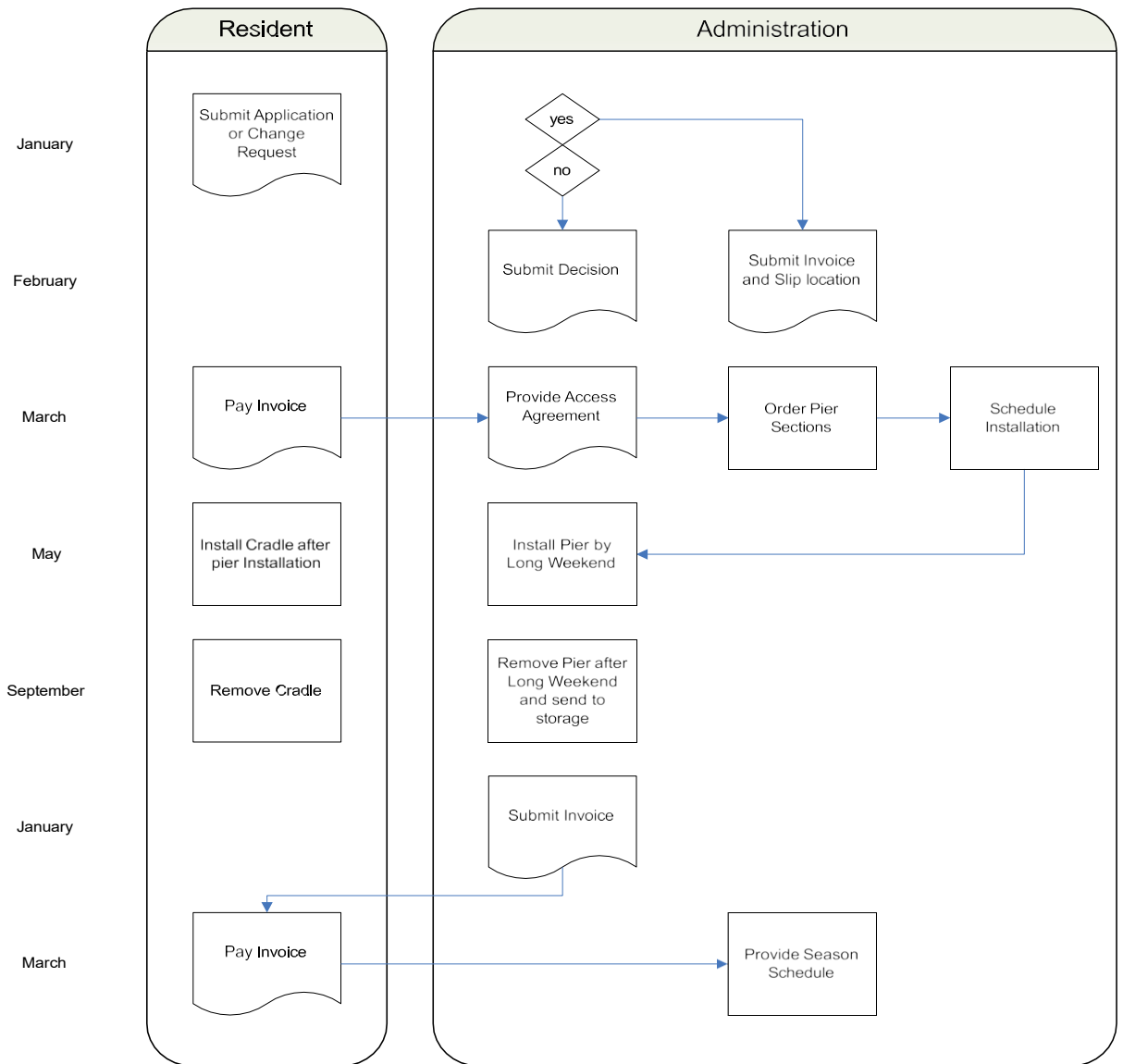
16) Improvements

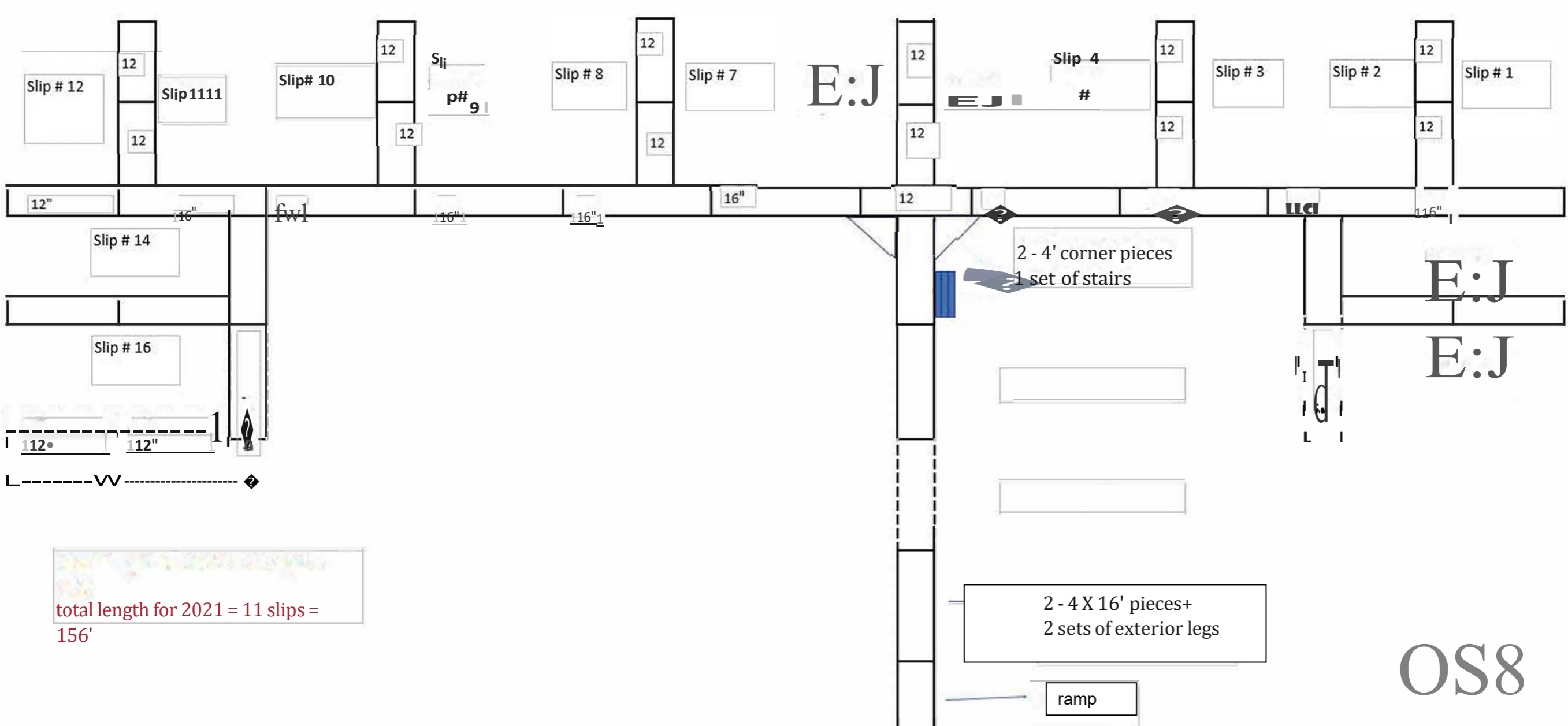
- a. Any improvements to the reserve area must be done via a “change request” be applied for prior to January 31st (see step one of Community Pier Life Cycle on following page). This application is to be submitted to Administration and will be presented to Council for decision as any works done on municipal lands require Council approval. Any improvements to the reserve area will be paid for entirely by the community pier group using that reserve for access.

17) Process – Any changes to the community pier, such as the addition of members and dock sections must be applied for via a “change request” prior to January 31. See diagram on the following page.

18) Diagrams - The attached diagrams show the dock layouts at full build out for each reserve area, should each slip be used.

COMMUNITY PIER LIFE CYCLE



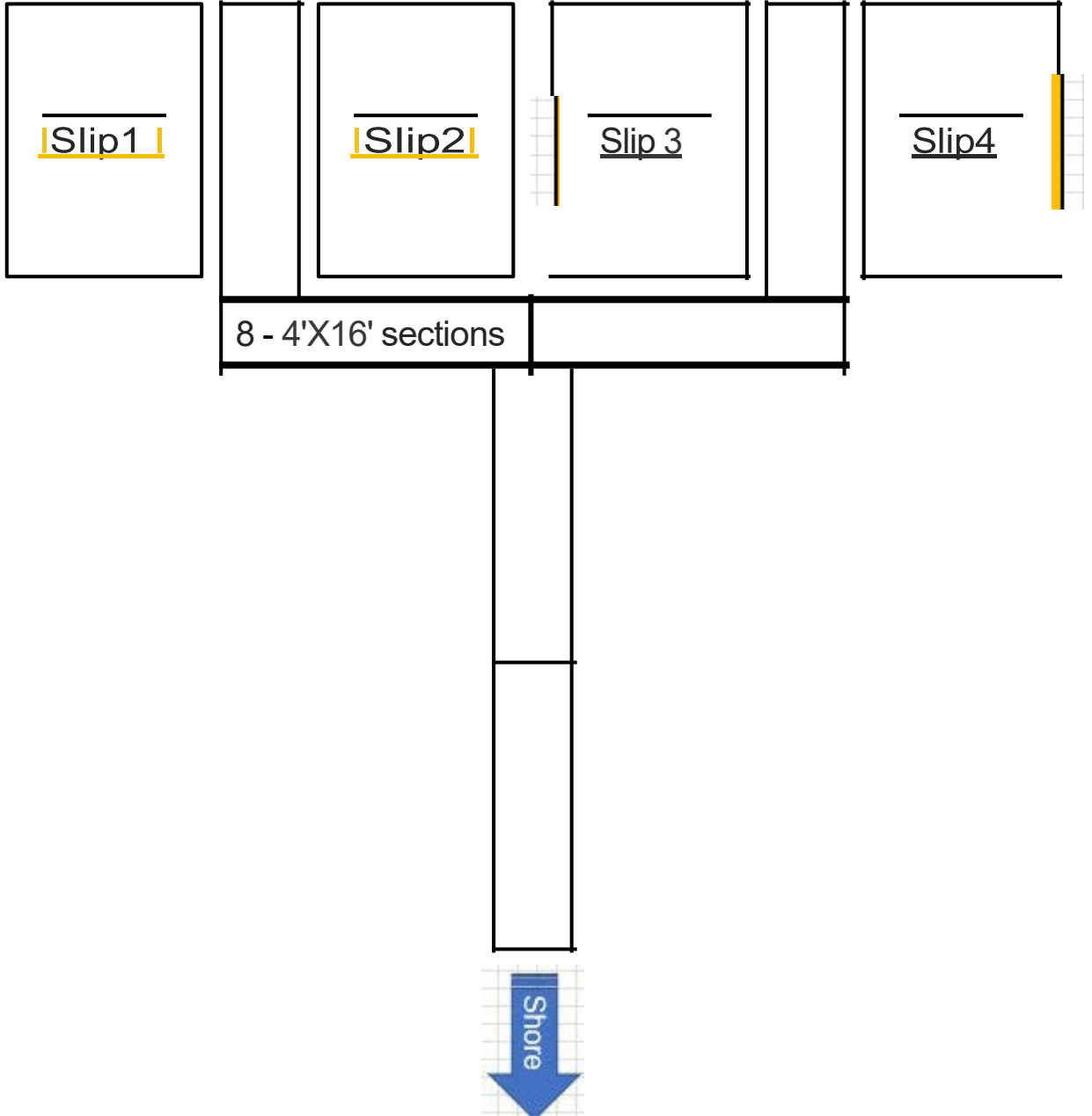


total length for 2021 = 11 slips = 156'

OS8

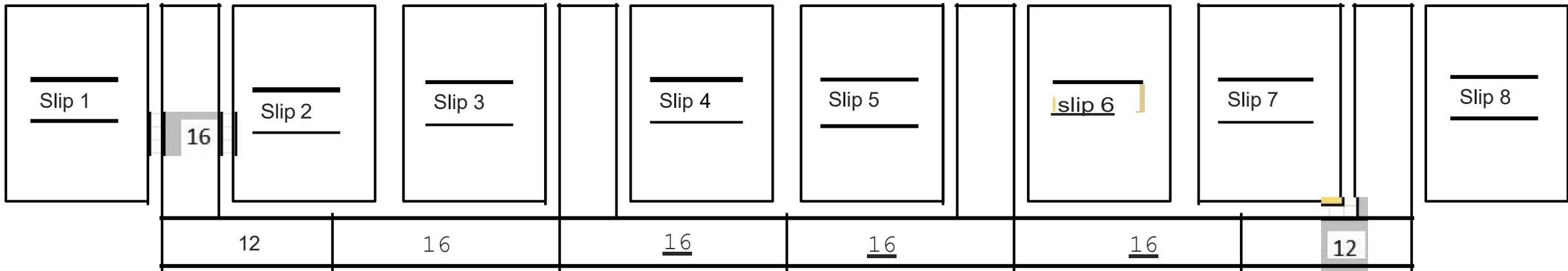
RA4

48.6% of reserve **width**



10s_{16 & 19}

Total 48.7% of Reserve width



Residents from
397 - 405 Birchcliff Rd
will join OS 18/19

Residents from
375 - 383 Birchcliff
Road will join OS 16

Residents from 417 - 425
will join either OS 18/19 or
OS 16 depending on space on a
first come first served basis.

OS 18/19

OS 16

OS 8W

Residents from
501 - 553 Birch close and
557 - 582 and 280 Birch Way
will join OS 8W on a first come
first served basis as only 16 slips
are available. The remaining 4
properties will join OS 1

RA 4

Residents from 90 -126
Birchcliff Road will join
RA 4. There are only 4
slips available so
others will join at OS1.

OS 1

SYLVAN LAKE

SUMMER VILLAGE OF BIRCHCLIFF

Civic Address Map
February 2020

1 cm = 99 meters

