

Summer Village of Sunbreaker Cove
August 28, 2025
Municipal Planning Commission Minutes
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Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held August 28, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Kelsey Finch via Zoom
Member-at-Large:	Fred Barham via Zoom
Member-at-Large:	Debbie Ricalton via Zoom
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
CAO:	Tanner Evans
Recording Secretary:	Teri Musseau
Applicant(s):	Paulette Poirie via Zoom Colette Gilbert via Zoom Jarrod Gatzke via Zoom

CALL TO ORDER: Chair Finch called the meeting to order at 9:03 a.m.

AGENDA:

MPC-25-022 Moved by Debbie Ricalton to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

1. 609 Fox Crescent (Lot 4, Block 1, Plan 1823MC)

Application for 619 Fox Crescent (Lot 4, Block 1, Plan 1823MC) requesting a development permit for the operation of a tourist home.

2. 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC)

Application for 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC) requesting a development permit for the operation of a tourist home.

3. 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS)

Application for 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS) requesting a development permit for the operation of a tourist home.

4. 1353 Balm Road (Lot 16, Block 5, Plan 5969MC)

Application for 1353 Balm Road (Lot 16, Block 5, Plan 5969MC) requesting a development permit for a guest house that has already been constructed.

Kara Hubbar Sarah Cheney and applicant left the meeting at 9:27 a.m.

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DEVELOPMENT DECISION(S)

MPC-25-023 **1. 609 Fox Crescent (Lot 4, Block 1, Plan 1823MC)**
Moved by Debbie Ricalton that the Municipal Planning Commission approve the application for a development permit for the operation of a tourist home at 609 Fox Crescent with the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 6.
- The owner/operator of the tourist home is responsible from informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom.
- Any damage to the road allowance shall be repaired immediately at the expense of the permit holder.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- Proof of short term rental/vacation property insurance coverage required.

CARRIED

MPC-25-024 **2. 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC)**
Moved by Fred Barham that the Municipal Planning Commission approve the application for a development permit for the operation of a tourist home at 685 Fox Crescent with the following conditions being met to the satisfaction of the Development Officer:

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- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The owner/operator of the tourist home is responsible from informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom.
- Any damage to the road allowance shall be repaired immediately at the expense of the permit holder.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- Proof of short term rental/vacation property insurance coverage required.

CARRIED

MPC-25-025

3. 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS)

Moved by Debbie Ricalton that the Municipal Planning Commission approve the application for a development permit for the operation of a tourist home at 1126 Breakers Way with the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required

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at that time should the application wish to continue with the tourist home use.

- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 8.
- The owner/operator of the tourist home is responsible from informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom.
- Any damage to the road allowance shall be repaired immediately at the expense of the permit holder.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- Proof of short term rental/vacation property insurance coverage required.

CARRIED

MPC-25-026

4. 1353 Balm Road (Lot 16, Block 5, Plan 5969MC)

Moved by Debbie Ricalton that the Municipal Planning Commission approve the application for a development permit for a guest house at 1353 Balm Road with the following conditions being met to the satisfaction of the Development Officer:

- The construction shall be completed within 12 months of the date of permit issuance.
- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use Bylaw under which the permit was issued.
- The payment of a \$1,000.00 completions deposit to ensure all conditions of this development permit have been met. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- A final as-built Real Property Report (RPR), prepared by an Alberta Land Surveyor, shall be submitted upon completion of development. The RPR must include the total parcel coverage. Any encroachments

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identified, and without written consent from the municipality shall be removed and reflected in the RPR.

- The guest house must be brought into the setback requirement of a minimum 3 m from the rear parcel boundary.
- All other accessory buildings on the property shall be relocated to meet the required setbacks in the Land Use Bylaw.
- Landscaping to remain according to the landscaping plan.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not to be rented out to a separate party other than those renting the detached dwelling.
- A maximum of one guest house is allowed on a parcel.

CARRIED

ADJOURNMENT:

MPC-25-027

Moved by Chair Finch that the Municipal Planning Commission meeting be adjourned at 10:05 a.m.

CARRIED

KELSEY FINCH, CHAIR

TANNER EVANS, CAO

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