

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
SEPTEMBER 28, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES

- Regular Meeting Minutes, July 19, 2021
- Organizational Meeting Minutes, July 19, 2021
- Special Meeting Minutes, August 5, 2021
- Municipal Planning Commission, Sept 14, 2021

D. DELEGATION

- 1) Derek Fulks
- 2) Debbie Young
- 3) Wendy Burton
- 4) Municipal Wastewater Line

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Resident Letters regarding Piers & Hoists

F. REQUESTS FOR DECISION

1) Finance & Administration

- a) Bank Fees Update
- b) Strategic Planning

2) Council & Legislation

- a) Intermunicipal Development Plan Committee (IDPC)
- b) Alberta Urban Municipalities Association (AUMA) Convention
- c) Association of Summer Villages of Alberta (ASVA) Conference
- d) Sylvan Lake Regional Water & Wastewater Commissions
- e) Utility Bylaw #165-21

3) Planning & Development

- a) Driveway Request

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Teresa Beets
- b) Jim Willmon
- c) Keith Kimball

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board

3) Upcoming Meetings

- a) Council Meeting – October 18, 2021

H. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
July 19, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 19, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Teresa Beets
Deputy Mayor:	Jim Willmon via Zoom
Councillor:	Keith Kimball
CAO:	Tanner Evans via Zoom
Public Works Coordinator:	Chris Loov via Zoom
Recording Secretary:	Teri Musseau
Delegates:	Michael Wuetherick Rhonda King via Zoom
Gallery:	

CALL TO ORDER The Meeting was called to order at 9:34 a.m. by Mayor Beets.

AGENDA APPROVAL

SBC-21-141 MOVED by Councillor Kimball that the agenda be adopted as amended:

F.1.E. Canada Pension Plan
E.3. Add – ice huts, grass cutting
E.4. Add - trailer on Deer Street
G.1.B. Add - mooring

CARRIED

CONFIRMATION OF MINUTES

SBC-21-142 MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on June 21, 2021, be approved as presented.

CARRIED

SBC-21-143 MOVED by Councillor Kimball that the minutes of the Municipal Planning Commission held on June 28, 2021, be approved as amended.

CARRIED

DELEGATION

Municipal Wastewater Line
Michael Wuetherick the Wastewater Technical Advisor, and Rhonda King Consultant, joined Council to discuss next steps moving forward with the Municipal Wastewater Line including a discussion on setting the utility rate.

Rhonda King, and Michael Wuetherick left the meeting at 10:48 a.m.

Council break at 10:48 a.m.

Council reconvened at 11:04 a.m. with the same people as at the beginning of the meeting except for Michael Wuetherick and Rhonda King, and the addition of Andrea Hunt.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update

SBC-21-144 MOVED by Councillor Kimball that the information items be received as information.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

SBC-21-145 Sylvan Lake Management Plan
MOVED by Deputy Mayor Willmon that Council rescind the Sylvan Lake Management Plan.

CARRIED

SBC-21-146 Munis 101 Councillor Training
MOVED by Deputy Mayor Willmon that Council authorize Councillors to attend the Munis 101 Councillor training.

CARRIED

SBC-21-147 Subdivision and Development Appeal Board
MOVED by Councillor Kimball that Administration register all SDAB members for the required SDAB training in September for returning members and in October for new members

CARRIED

SBC-21-148 Utility Rate Discussion
MOVED by Deputy Mayor Willmon that Council proceed with a 2-rate bylaw with the lower rate being applicable to residences that are not capable of being used in the winter, and further, Administration to prepare the Utility Rate Bylaw for the next meeting.

CARRIED

Chris Loov left the meeting at 12:06 p.m.

SBC-21-149 Canada Pension Plan
MOVED by Mayor Beets that Council accept as information.

CARRIED

COUNCIL REPORTS

Councillor Kimball

- No reports

Deputy Mayor Willmon

- Mooring discussion

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
July 19, 2021

C-1

- Mayor Beets
- No reports

SBC-21-150 MOVED by Deputy Mayor Willmon to accept the Council reports, Committee reports and information items as information.
CARRIED

NEXT MEETING

SBC-21-151 MOVED by Mayor Beets that Council hold a special meeting of Council on August 5, 2021, at 9:00 a.m.
CARRIED

SBC-21-152 MOVED by Mayor Beets that the next meeting of Council be held on September 20, 2021, at 9:00 a.m.
CARRIED

ADJOURNMENT

SBC-21-153 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 12:36 p.m.
CARRIED

MAYOR BEETS, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF SUNBREAKER COVE
ORGANIZATIONAL MEETING
JULY 19, 2021

Minutes of an organizational meeting of Council held on Friday, July 19, 2021, in the Summer Village Administration Office in the Town of Sylvan Lake.

- PRESENT:** Teresa Beets
Jim Willmon via Zoom
Keith Kimball
- STAFF PRESENT:** Tanner Evans, CAO
Chris Loov, Public Works via Zoom
Teri Musseau, Recording Secretary

GALLERY:

CALL TO ORDER

The C.A.O., Tanner Evans, called the Meeting to Order at 9:01 a.m.

AGENDA

- | | | |
|----------------------|--|----------------|
| SBC-21-124
Agenda | MOVED by Councillor Kimball
The agenda was accepted as presented. | CARRIED |
|----------------------|--|----------------|

SELECTION OF MAYOR

The C.A.O., Tanner Evans, called for nomination for the position of Mayor.

- | | | |
|---------------------|--|----------------|
| SBC-21-125
Mayor | MOVED by Councillor Willmon
That Teresa Beets be appointed as Mayor | CARRIED |
| | Tanner Evans turned the meeting over to Mayor. | |

SELECTION OF DEPUTY MAYOR

- | | | |
|----------------------------|---|----------------|
| SBC-21-126
Deputy Mayor | Mayor Beets called for nominations for the position of Deputy Mayor.

MOVED by Councillor Kimball
That Jim Willmon be appointed as Deputy Mayor. | CARRIED |
|----------------------------|---|----------------|

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2021
FINANCIAL YEAR**

- | | | |
|------------------------|---|----------------|
| SBC-21-127
Assessor | MOVED by Deputy Mayor Willmon
THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Sunbreaker Cove. | CARRIED |
| SBC-21-128
Auditor | MOVED by Deputy Mayor Willmon
The Matrix Group be appointed Auditor for the Summer Village of Sunbreaker Cove. | CARRIED |

**APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND
BOARDS**

Michael Wuetherick joined the meeting at 9:12 a.m.

SBC-21-129
MPC

MOVED by Councillor Kimball
THAT the following be appointed to the Municipal Planning Commission

- Council Representative – Councillor Keith Kimball
- Citizen at Large Representative – Debbie Ricalton
- Citizen at Large Representative – Fred Barham
- Citizen at Large Representative – Ron Wuetherick
- Citizen at Large Representative – Colette Gilbert
- Citizen at Large Representative – Marny Paul

CARRIED

SBC-21-130
SDAB

MOVED by Councillor Kimball
THAT the following be appointed to the Subdivision Development Appeal Board:

- Council Representative – Mayor Beets
- Alternate Council Representative – Jim Willmon
- Citizen at Large Representative – Garry Will
- Citizen at Large Representative – Gloria Johnston
- Citizen at Large Representative – Mike Bruni
- Citizen at Large Representative – Brian Skinner
- Citizen at Large Representative – Erin Skinner
- Secretary – Teri Musseau

CARRIED

SBC-21-131
MWWC

MOVED by Mayor Beets
THAT the following be appointed to the Wastewater Committee

- Council Representative – Mayor Beets
- Council Representative – Deputy Mayor Willmon
- Council Representative – Councillor Kimball
- Citizen at Large Representative – Michael Wuetherick

CARRIED

Rhonda King joined the meeting at 9:20 a.m.

**APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL
COMMITTEES, COMMISSIONS AND BOARD**

SBC-21-132
Joint Services
Committee

MOVED by Mayor Beets
THAT Deputy Mayor Willmon be appointed as Council Representative to the Joint Services Committee with Mayor Beets as alternate.

CARRIED

SBC-21-133
Emergency
Advisory
Committee

MOVED by Mayor Beets
THAT Mayor Beets, Deputy Mayor Willmon and Councillor Kimball be appointed as the Summer Village of Sunbreaker Cove Representatives to the Emergency Advisory Committee.

CARRIED

SBC-21-134
SLMC

MOVED by Mayor Beets
THAT Councillor Kimball be appointed as the Summer Village of Sunbreaker Cove Representative to the Sylvan Lake Management Committee with Mayor Beets as the alternate.

CARRIED

Initials

SBC-21-135
Sylvan Lake
Regional
Wastewater

MOVED by Mayor Beets
THAT Mayor Beets be appointed as Summer Village of Sunbreaker Cove Representative to the Sylvan Lake Regional Wastewater Commission with Deputy Mayor Willmon as alternate.

CARRIED

SBC-21-136
Lacombe
Emergency
Advisory

MOVED by Mayor Beets
THAT Councillor Kimball be appointed as Summer Village of Sunbreaker Cove Representative to the Lacombe Regional Emergency Advisory Committee with Mayor Beets as alternate.

CARRIED

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

SBC-21-137
Parkland
Regional
Library Board

MOVED by Mayor Beets
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as representative for all 5 summer villages to the Parkland Regional Library Board.

CARRIED

SBC-21-138
Family &
Community
Support
Services

MOVED by Mayor Beets
THAT Councillor Kimball be appointed as representative for all 5 summer villages to the Family & Community Support Services Board.

CARRIED

SBC-21-139
Sylvan Lake
Library Board

MOVED by Mayor Beets
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as representative for all five summer villages on the Sylvan Lake Library Board.

CARRIED

DATE AND PLACE OF 2022 ANNUAL MEETING

SBC-21-140
Annual Meeting

MOVED by Mayor Beets
THAT the Annual Information Meeting be held on June 11, 2022.

CARRIED

The meeting adjourned at 9:34 a.m.

Teresa Beets, Mayor

Tanner Evans, CAO

Initials

Summer Village of Sunbreaker Cove
Special Meeting Minutes
August 5, 2021

C-3

Minutes of a Special Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held August 5, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Teresa Beets via Zoom
Deputy Mayor: Jim Willmon via Zoom
Councillor: Keith Kimball via Zoom
CAO: Tanner Evans via Zoom

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

AGENDA APPROVAL

SBC-21-154 MOVED by Deputy Mayor Willmon that the agenda be adopted as presented.
CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

SBC-21-155 Mooring
MOVED by Deputy Mayor Willmon that Administration do a mailout within the next 2 weeks containing information regarding the work Council and Administration are doing on the piers and hoists policy.
CARRIED

ADJOURNMENT

SBC-21-156 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 11:09 a.m.
CARRIED

MAYOR BEETS, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held September 14, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Keith Kimball
Member-at-Large:	Debbie Ricalton via Zoom
Member-at-Large:	Fred Barham via Zoom
Member-at-large:	Colette Gilbert via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Kashuba
Recording Secretary:	Teri Musseau
Applicant(s):	Serena Franz
	Matthew Dupre
	Kim Schmitt

CALL TO ORDER: Chair Kimball called the meeting to order at 9:00 a.m.

AGENDA:

MPC-21-013 Moved by Fred Barham to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 641 Fox Crescent – Tourist Home

Application for a Tourist Home at 635 Fox Crescent (Lot 5 Block 2 Plan 1823MC)

2. 685 Fox Crescent– Tourist Home

Application for a Tourist Home at 685 Fox Crescent (Lot 5 Block 3 Plan 1823MC)

Kara Kashuba, Serena Franz, Matthew Dupre and Kim Schmitt left the meeting at 9:33 a.m.

DECISIONS

MPC-21-014 Moved by Keith Kimball to approve the application for a tourist home at 641 Fox Crescent subject to the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant 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 recreation vehicle shall be used as accommodation for tourist home guests.

Initials

- The maximum number of people staying overnight in a tourist home shall be 8.
- The owner/operator of the tourist home is responsible for 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.
- 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, of a minimum of one stall per bedroom.
- Owner is responsible to ensure smoke alarms and fire extinguishers are in place and comply with code.

CARRIED

MPC-21-015

Moved by Debbie Ricalton to approve the application for a tourist home at 685 Fox Crescent subject to the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant 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 recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 10.
- The owner/operator of the tourist home is responsible for 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.
- 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, of a minimum of one stall per bedroom.
- Owner is responsible to ensure smoke alarms and fire extinguishers are in place and comply with code.

CARRIED

ADJOURNMENT:

MPC-21-016

Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:34 a.m.

CARRIED

Initials



KEITH KIMBALL, CHAIR

-
TANNER EVANS, CAO

Initials

Summer Village of Sunbreaker Cove

September 28, 2021

Delegation

Agenda Item: *Derek Fulks*

Background:

Derek Fulks is in attendance to provide her comments for Council's consideration on the Summer Village of Sunbreaker Cove's mooring proposal.

Options for Consideration:

1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Tanner,

I've spent some time going over the mooring proposal along with what AEP is proposing for Alberta lakes.

As a lakefront owner, I've talked with a number of my neighbours and we have notable issues with the proposal that SBC is moving forward with.

The proposal seemingly advocates exclusively for backlot owners and disregards the obvious reality that lakefront owners should naturally be able to determine what's in front of their lot, rather than have administration dictate it.

I can appreciate the interest of backlot owners, as I used to be one. However, I don't think the proposal should be at the expense of lakefront owners and any mention of dock share or losing their dock rights certainly does. Specifically, I have no interest in sharing my dock simply because we've put the time, effort, and cost into maintaining it, and furthermore lakefront property is notably more expensive than backlot property. As AEP is suggesting, backlot owners have no rights, whereas semi-lakefront owners do. Inferring from all this that indeed lakefront owners should have priority access to what is in front of their lot.

I think equitable is that lakefront owners can continue to have one dock as they see fit, aligned to the AEP plan. Backlot owners can move ahead with a proposal to place their docks exclusively at the treed reserves as many of them already are. If this is not feasible, it's time for the community to consider marina-style mooring for backlot owners at a cost that can be equally shared with all lots.

Simply put, I (and many others) do not support the SBC proposal as there is potential that I lose my dock in front of my lakefront home, and/or, am forced into a scenario where I need to dock share with an owner whom may not respect my lakefront as much as I do. Long and short, AEP's proposal finally addresses the mess of docks that degrade SBC's lakefront, particularly as it stands East of Glen's Cove, whereas administration has not taken the responsibility to do so.

Lakefront owners deserve a say as frankly we have much to lose, and have the biggest cost/property sunk into the community.

I appreciate your response.

Derek

Summer Village of Sunbreaker Cove

September 28, 2021

Delegation

Agenda Item: *Debbie Young*

Background:

Debbie Young is in attendance to provide a proposal for Council's consideration on the for the Municipal Open Space at 1317 Birch Road.

Options for Consideration:

1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Municipal Environmental Open Space Proposal

1317 Birch Road (Lot 12 Plan 413NY)

Municipal Environmental Open Space Proposal

Agenda

- 1) New building development
- 2) Backfill and restore the area between the lake shore pressure ridge and slope to private property

Municipal Environmental Open Space Proposal

Agenda

- 1) New building development**
- 2) Backfill and restore the area between the lake shore and pressure ridge

Municipal Environmental Open Space Proposal

New Building Development - Background

- 1) Acquired property May 27, 2021
- 2) Demolition permit has been issued and demolition is in progress
- 3) Completing necessary documents to submit for development permit

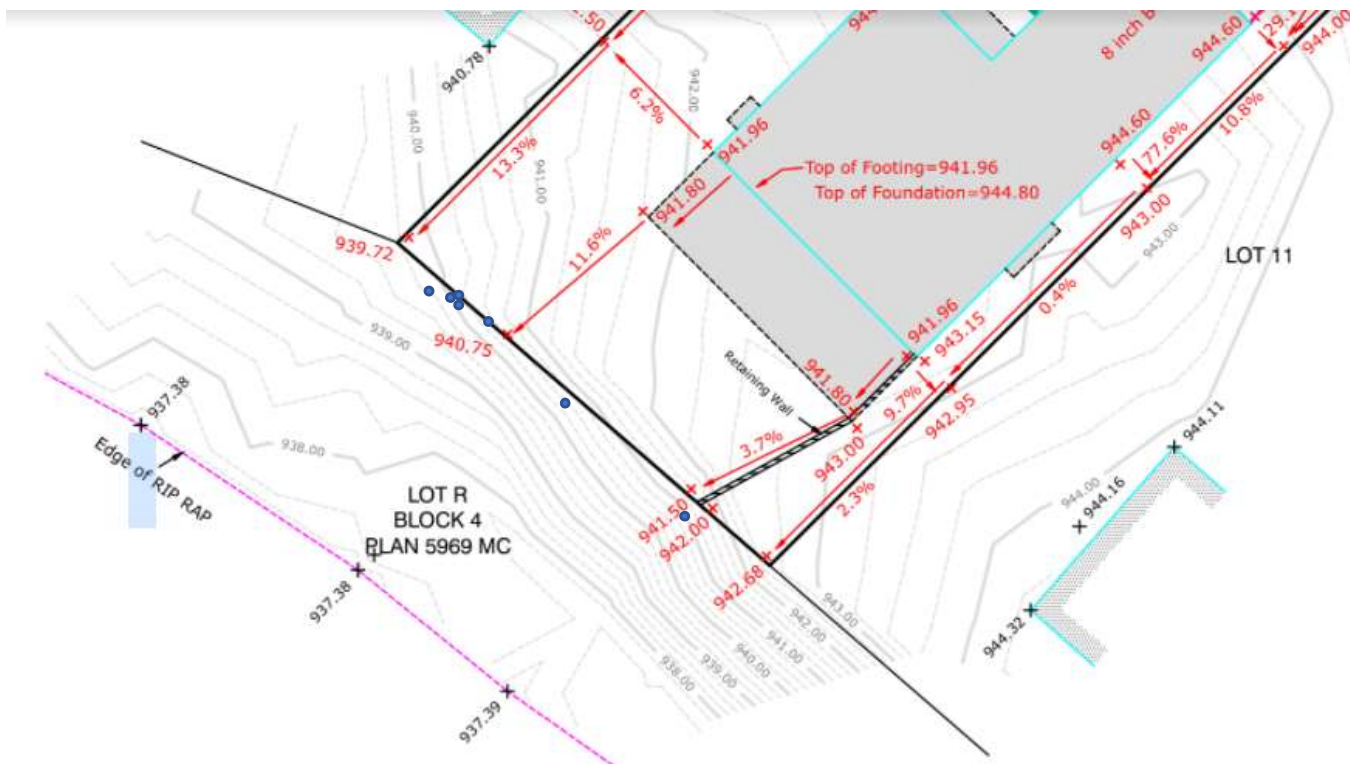
Municipal Environmental Open Space Proposal

New Building Development – Design Drawings



Municipal Environmental Open Space Proposal

New Building Development – EOS Request



Excavation may impact the integrity of the root system of existing trees (blue dot) in the EOS making them unsafe and require removal.

To support good drainage a retaining wall is being proposed. The footings needed to support the proposed retaining wall will need to be below the elevation at the property line. Therefore some removal of dirt from the slope on the EOS may need to be temporarily removed.

Municipal Environmental Open Space Proposal

New Building Development - Request

- 1) EOS has many maturing trees
- 2) Any trees removed will be replaced



Municipal Environmental Open Space Proposal

New Building Development – EOS Request

Questions and Answers

Municipal Environmental Open Space Proposal

Agenda

- 1) New building development
- 2) Backfill and restore the area between the lake shore and pressure ridge**

Municipal Environmental Open Space Proposal

Backfill and restore the area between the lake shore and pressure ridge

Background

- 1) Stephen Hicks presented to council on April 19, 2017 a request to backfill and restore the area between the lakeshore pressure ridge (EOS, Lot R Block 4 Plan 5969MC) and the private properties of 1317, 1319, and 13 Birch Road (Lots 12, 13, and 14, Block 9 Plan 413NY) – for this council's reference, documentation of the presentation and the council meeting minutes were provided with our request
- 2) This request was tabled until May for further consideration and research
- 3) On May 25th 2017, Council approved this request as submitted
- 4) Jason and Sherry Zabinski and Stephen and Kristy Hicks completed their restoration in 2017, unfortunately Eric and Carma Moore did not participate

Municipal Environmental Open Space Proposal

Backfill and restore the area between the lake shore pressure ridge and slope to private property

Request

- 1) To complete the execution of this approved proposal for Lot 12
- 2) Keeping with the proposal
 - 1) No trees will be removed
 - 2) We will use natural soil excavated during our development
 - 3) Final layer would be loam to promote growth of the reclaimed surface

Environmental Open Space District Restoration Proposal

Current view of Lot 12 looking East



Municipal Environmental Open Space Proposal

Backfill and restore the area between the lake shore and pressure ridge - Request

Questions and Answers

Municipal Environmental Open Space Proposal

For any issues regarding the proposal please contact:

Brian Young at +1 (403) 630-2942 or brianyoung5612@gmail.com

or

Debbie Young at +1 (403) 701-6568 or deb.young@shaw.ca

Summer Village of Sunbreaker Cove***Agenda Item******Planning and Development******Delegation*****Background:**

Stephen Hicks will present to Council his request to backfill and restore the area between the lakeshore pressure ridge (Municipal Environmental Open Space, Lot R Block 4 Plan 5969MC) and the private properties of 1317, 1319, and 1321 Birch Road (Lots 12, 13, and 14, Block 9 Plan 413NY).

Attached are the documents he will be presenting.

Recommendations:

Council to discuss and provide direction to Administration.

Environmental Open Space District Restoration Proposal



Sunbreaker Cove - Birch Road lots 12, 13, & 14

The Environmental Open Space District (EOS) adjacent to the lots 12, 13, & 14 on Birch Road in Sunbreaker Cove has changed over time and is in need of restoration. Numerous shoreline sustaining projects have been completed in the area to help manage erosion and ice related pressure ridges (riprap and gabions). With the erosion concern managed, and the ice related pressure ridge concern minimized it is requested that restoration activities be approved.

Permission is being requested to raise the grade level in the existing swale between the pressure ridge and the property lines. In alignment with the guidance provided by the document "Caring for Shoreline Properties – Changing the Way We Look at Owning Lakefront Property in Alberta", the intent would be to maintain a swale formation to prevent direct water runoff into the lake. From the top of the pressure ridge to the swale would be maintained a minimum of 4". Due to the varied height of the pressure ridge, raising the swale to within 4" of the pressure ridge would require 12"-18" of backfill material that would be a combination of native clay and topsoil. The final 6" of material would be loam to promote growth of the reclaimed surface.

Raising the grade level will require reclamation of the surface. The existing surface coverage is predominantly lawn. The intent of reclaiming the surface would be to return a portion back to lawn, and also take the opportunity to return a portion of the surface coverage back to native grasses and plants.

The following pictures show the existing condition of the shoreline:



View from area in front of lot 14 looking East

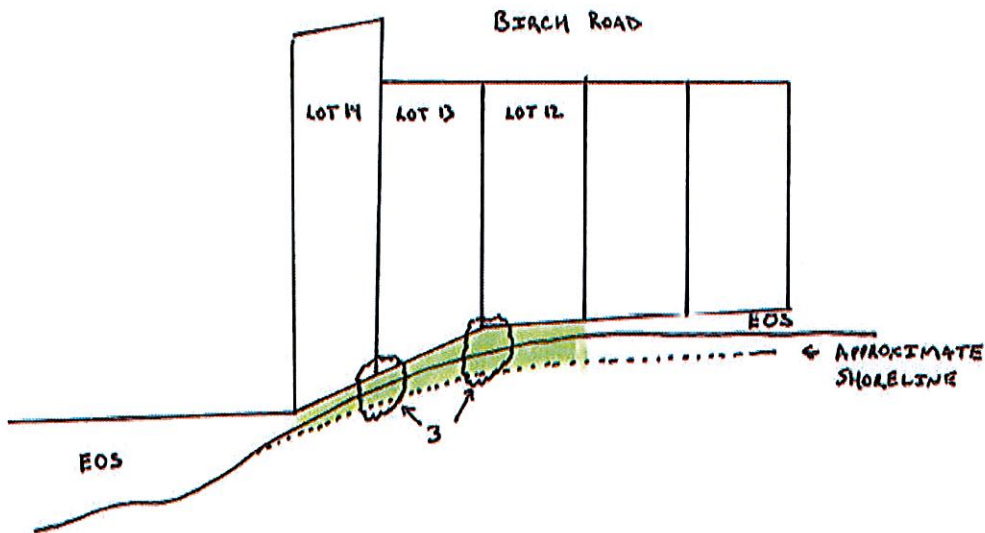


View from area in front of lot 14 looking East



View from area in front of lot 13 looking West

■ - AREA OF PROPOSED WORK.



NOTES:

- 1 - NO TREES TO BE REMOVED
- 2 - AREA TO BE FELLED IS CURRENTLY GRASS/CLOVER.
- 3 - LOCATION OF NEW NATIVE SHRUBS/TREES. WALKWAY ALONG THE SHORELINE TO BE MAINTAINED.

Plot plan sketch of proposed work.

Please contact Stephen Hicks for any issues regarding the proposal.



Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held April 19, 2017 in the Summer Village Administration Office at Sylvan Lake, Alberta.

CALL TO ORDER: The Meeting was called to order at 12:53 p.m. by Mayor Carr with the following being present:

Mayor:	Bill Carr
Deputy Mayor:	Teresa Beets
Councillor:	Ron Wuetherick
Administrator:	Phyllis Forsyth
Accounting Technician:	Tina Leer
Development Officer:	Koralyn Coughlin
Recording Secretary:	Teri Musseau
Delegation:	Jeannie Hawksworth Stephen Hicks

AGENDA APPROVAL: RON WUETHERICK:
That the April 19, 2017 Regular Meeting Agenda be adopted as amended:

1045/17 Move (H) to after (D) CARRIED

CONFIRMATION OF MINUTES: 1. February 23, 2017 Regular Meeting Minutes
BILL CARR:
That the February 23, 2017 Regular Meeting Minutes be approved as presented.

1046/17 CARRIED

CONFIRMATION OF MINUTES: 2. March 6, 2017 Regular Meeting Minutes
TERESA BEETS:
That the March 6, 2017 Special Meeting Minutes be approved as presented.

1047/17 CARRIED

DELEGATION: 1. Wade, Noble & Partners LLP
Jeannie Hawksworth from Wade, Noble & Partners LLP was present to present the 2016 Draft Financial Statements to Council.

BILL CARR:
That Council approve the 2016 Draft Financial Statement as presented.

1048/17 CARRIED

Jeannie Hawksworth and Tina Leer left the meeting at 1:17 p.m.

DELEGATION: 2. Stephen Hicks

Stephen Hicks joined Council to discuss a request to backfill and restore the area between the lakeshore pressure ridge (Municipal Environmental Open Space, Lot R, Block 4, Plan 5969 MC) and the private properties of 1317, 1319 & 1321 Birch Road (Lots 12, 13 & 14, Block 9, Plan 413 NY).

Stephen Hicks left the meeting at 1:53 p.m.

Initials



BILL CARR:

That Council table until May for further consideration, Administration research similar restorations in the past, and Administration consult Alberta Environment and Parks.

1049/17

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn provided Council with the development report. Currently there are 52 active development permits; 9 in the Summer Village of Sunbreaker Cove.

BILL CARR:

That Council accept as information.

1050/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Subdivision and Development Appeal Board Bylaw

Koralyn provided Council with the Subdivision and Development Appeal Board Bylaw #198-17 which will allow for the member-at-large to be pulled from the community to sit should the appointed members be unavailable provided they are not in conflict with the hearing.

FIRST READING to By-law No. 198-17 was moved by Teresa Beets.

1051/17

CARRIED

SECOND READING to By-law 198-17 was moved by Bill Carr.

1052/17

CARRIED

RON WUETHERICK:

That third reading to By-law No. 198-17 be taken at this Meeting.

1053/17

THIRD READING to By-law No. 198-17 was moved by Teresa Beets.

1054/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. 743 Elk Street

Koralyn provided Council with information on a letter received from the owners of 743 Elk Street asking for an extension on the deadline to remove the boathouse and asking Council to allow them to address Council's concerns so the boathouse can remain.

BILL CARR:

That Administration put a caveat on title until sale of property with removal of shed prior to title change.

1055/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. 1209 Pine Road

Koralyn provided Council with information on the boathouse located at 1209 Pine Road. There is no encroachment agreement for this boathouse and it is fully located on the Environmental Open Space.

RON WUETHERICK:

That Administration put a caveat on title until sale of property with removal of shed prior to title change.

1056/17

CARRIED

Initials



Summer Village of Sunbreaker Cove**Agenda Item****Planning and Development****EOS Restoration****Background:**

At the last Council meeting, Stephen Hicks presented his request to backfill and restore the area between the lakeshore pressure ridge (Municipal Environmental Open Space, Lot R Block 4 Plan 5969MC) and the private properties of 1317, 1319, and 1321 Birch Road (Lots 12, 13, and 14, Block 9 Plan 413NY).

Research was done to see if Council approved any remediation within the last five years for Linda McLevin's property, and Administration wasn't able to find anything in the meeting minutes or her roll file.

AEP was also contacted for comment, they stated: *"It is hard to see the need for this as the shoreline seems stable at this point. Disturbance always raises the risk of runoff into the lake. Having said that, as long as precautions are made to protect the lake from erosion and no activity occurs on the bed and shore, it really is your call on ER lands or private lands. Certainly, more shoreline cover is better."*

On May 2nd, Steven Hicks stated he was still interested to pursue his request.

Recommendations:

Council to discuss and provide direction to Administration.

Koralyn Coughlin joined the meeting at 3:16 p.m.

TERESA BEETS:

That Administration send request to Lacombe County asking permission to install a speed bump at the village boundary and Summer Village Public Works have a 4 Way Stop put in at Marine Drive, Breakers Way and Sunhaven Drive intersection, and the speedbump be moved from Sunhaven Way to west of Elk Street.

1095/17

CARRIED

**PLANNING &
DEVELOPMENT:**

1. Development Update

Koralyn provided Council with the development report. Currently there are 53 active development permits; 8 in the Summer Village of Sunbreaker Cove.

BILL CARR:

That Council accept as information.

1096/17

CARRIED

**PLANNING &
DEVELOPMENT:**

2. Sylvan Lake Management Committee

Koralyn provided Council with the Sylvan Lake Management Committee's final draft Terms of Reference.

TERESA BEETS:

That Council approve the 2017 Sylvan Lake Management Committee Terms of Reference as presented.

1097/17

CARRIED

**PLANNING &
DEVELOPMENT:**

3. Encroachments

Koralyn provided Council with information on the following encroachments:

649 Fox Crescent – no record of an encroachment agreement in their file or on title.

623 Fox Crescent – encroachment approved by the Summer Village in 2000 by a Right-of-Way and Easement Agreement registered on title.

BILL CARR:

That Council accept as information.

1098/17

CARRIED

**PLANNING &
DEVELOPMENT:**

4. Environmental Open Space Restoration

Koralyn provided Council with information on the request received from Stephen Hicks to backfill and restore the area between the lakeshore pressure ridge and the properties located at 1317, 1319 and 1321 Birch Road.

BILL CARR:

That Council approve the request from Stephen Hicks to backfill and restore the area between the lakeshore pressure ridge and the properties located at 1317, 1319 and 1321 Birch Road as per submitted plan.

1099/17

CARRIED

Initials



Summer Village of Sunbreaker Cove

September 28, 2021

Delegation

Agenda Item: *Wendy Burton*

Background:

Wendy Burton is in attendance to provide her comments for Council's consideration on the Municipal Wastewater billing for summer residents.

Options for Consideration:

1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Hello,

I was talking to Caroline from your office and she told me to write an email to voice any concerns about the septic system.

She said the summer village administration had not finalized the pricing for the annual usage of the new septic system.

My concern is the billing for summer residences versus permanent residents. I think there should be three pricing levels.

One level would be for three season cabins who winterize their cabins and do not use their plumbing systems from October through to May every winter.

The second price level would be for the newer builds who keep their buildings heated and plumbing usable year around yet are not full time residents. These homes usually have clothes washers, dishwashers and multiple showers, toilets and bathtubs which generate a substantial increase in wastewater.

The final pricing level would be for full time/permanent residents whose homes are lived in all year long. These homes have the same plumbing usage as 'city dwellers' and their pricing certainly does not need to be subsidized by the other property owners of the Summer Village. Key word 'Summer' Village.

In summary, the older three season cabins who completely shut down their water and septic for half the year should not pay the same as the newer cabins that have the ability for septic usage throughout the entire year and permanent residents who use the system 365 days of the year need to be billed accordingly.

For these reasons I believe two pricing levels are not enough and the pricing has to be based on potential usage based on the type of build you have.

No decisions can be made without getting feedback from ALL property owners in Sunbreaker Cove. Anything less is favouritism to new builds with new, modern wastewater demands at the cost to the original cabins in our community that may be 30-60 years old. The billing has to be split between the three very distinct levels of buildings.

Please involve the community as a whole before making a decision that is following what other summer villages have done. Our community is very distinct as we have learned with the new proposed piers and hoists/mooring rules.

I would appreciate your response to these concerns and suggestions before you make a decision.

Sincerely,

Wendy Burton

A black rectangular redaction box covering the signature area.

Summer Village of Sunbreaker Cove

September 28, 2021

Delegation

Information Item

Agenda Item: *Municipal Wastewater Line*

Background:

Delegates will be in attendance to discuss the next steps in moving forward with the Municipal Wastewater Line.

Options for Consideration:

- 1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Summer Village of Sunbreaker Cove

Administration and Finance

Council Date: September 20, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 789,535.59

The following list identifies any payments over \$3,000:

1. Darwindurnie Consulting Corp	\$	4,383.75
a. Wastewater Project		
2. SL Regional Wastewater Comm	\$	4,883.99
a. 2021 Governance & Admin		
b. Share of June 2021 Debenture		
3. Tar-ific Const. Ltd	\$	5,013.75
a. Clear Trees, Bushes & Grass		
b. Shim Concrete Benches		
4. Arndt Motor and Pump Service Ltd	\$	165,125.52
a. 67 Grinder Pumps		
5. Pidherney's	\$	403,486.16
a. Wastewater Project		
6. Summer Village of Norglenwold	\$	10,385.89
a. June Muni Specific Costs		
b. June Monthly Shared Costs		
7. Rugged West Maintenance Inc.	\$	3,150.00
a. Mowing and Trimming June 2021		
8. Summer Village of Norglenwold	\$	15,272.64
a. July Muni Specific Costs		
b. July Monthly Shared Costs		
9. Stantec Consulting Ltd	\$	133,582.17
a. Wastewater Project		

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date
2021-09-10 3:00 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-08-31
Batch: 2021-00056 to 2021-00070

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
744	2021-07-31	Clarence Berube	Refund for Grinder Pump Paymen		
1313BREAKERS		197-191-847 - WW - Grinder Pump	Refund for Grinder Pump P	2,650.00	2,650.00
745	2021-07-31	Black Press Group Ltd	Notice of Election		
34104669		212-400-220 - Council Mtg Expens	Notice of Election	617.74	
		312-000-260 - GST Paid Refundat	GST Tax Code	30.88	648.62
746	2021-07-31	Darwindurnie Consulting Corp.	Financial Management		
202106		297-191-840 - Project - Wastewat	Financial Management	4,175.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	208.75	4,383.75
747	2021-07-31	Richard and Amie Dowell	Refund for Grinder Pump		
709ELK		197-191-847 - WW - Grinder Pump	Refund for Grinder Pump	2,650.00	2,650.00
748	2021-07-31	Richard and Margaret Draves	Refund Payment-Grinder Pump		
679FOX		197-191-847 - WW - Grinder Pump	Refund Payment-Grinder Pu	2,650.00	2,650.00
749	2021-07-31	James and Theresa Macleod	Refund of Payment-Grinder Pump		
713SUN		197-191-847 - WW - Grinder Pump	Refund of Payment-Grinder	2,650.00	2,650.00
750	2021-07-31	Terry and Laura Markiewich	Refund Payment-Grinder Pump		
705SUN		197-191-847 - WW - Grinder Pump	Refund Payment-Grinder Pu	2,650.00	2,650.00
751	2021-07-31	John Morrison and	Refund for Grinder Pump		
1310BALM		197-191-847 - WW - Grinder Pump	Refund for Grinder Pump	2,650.00	2,650.00
752	2021-07-31	Heath and Erin Sande	Refund for Grinder Pump Paymen		
1331BIRCH		197-191-847 - WW - Grinder Pump	Refund for Grinder Pump P	2,650.00	2,650.00
753	2021-07-31	SL Regional Wastewater Comm	Governance & Admin 2021		
1480		242-000-250 - SLR WasteWater C	Governance & Admin 2021	3,195.89	3,195.89
1481		242-000-250 - SLR WasteWater C	Share of June 2021 Debent	1,688.10	1,688.10
				Payment Total:	4,883.99
754	2021-07-31	Tar-ific Const. Ltd	Clear Trees, Brushes and Grass		
057808		232-000-270 - Pathway Program	Clear Trees, Brushes and	4,625.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	231.25	4,856.25
057804		272-000-510 - Parks & Playgrounc	Shim Concrete Benches	150.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.50	157.50
				Payment Total:	5,013.75

Report Date
2021-09-10 3:00 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-08-31
Batch: 2021-00056 to 2021-00070

Page 2

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
755 1105BRIAR	2021-07-31	Vernon Vleck 197-191-847 - WW - Grinder Pump	Refund-Payment of Grinder Pump Refund-Payment of Grinder	2,650.00	2,650.00
756 709SUN	2021-07-31	Robert and Rita Weir 197-191-847 - WW - Grinder Pump	Refund-Grinder Pump Refund-Grinder Pump	2,650.00	2,650.00
757 701SUNHAVEN	2021-08-06	Barbara Schmidt 197-191-847 - WW - Grinder Pump	Refund for Grinder Pump Refund for Grinder Pump	2,650.00	2,650.00
758 1205PINEREFUND	2021-08-06	Ronald George Williams 312-000-211 - Taxes Receivable C 312-000-272 - Account Receivable	Dup. Cheq Sent for Tax/Utility Dup. Cheq Sent for Tax/Ut Dup. Cheq Sent for Tax/Ut	2,233.56 107.00	2,340.56
759 6	2021-08-31	Valerie Dowell 272-000-500 - Buoys	Final Payment for 23 Buoys Final Payment for 23 Buoy	2,521.50	2,521.50
760 IN015229	2021-08-31	Arndt Motor and 297-191-847 - WW - Grinder Pump 312-000-260 - GST Paid Refund	67 Grinder Pumps 67 Grinder Pumps GST Tax Code	157,262.40 7,863.12	165,125.52
761 34118965	2021-08-31	Black Press Group Ltd 212-400-220 - Council Mtg Expenses 312-000-260 - GST Paid Refund	Notice of Election-July 1st Ad Notice of Election-July 1 GST Tax Code	308.87 15.44	324.31
762 AB21-034	2021-08-31	Black Dragon Fireworks Inc. 272-000-515 - Regatta 312-000-260 - GST Paid Refund	2021 Regatta 2021 Regatta GST Tax Code	1,428.57 71.43	1,500.00
763 2021 Regatta	2021-08-31	Madonna Chad 272-000-515 - Regatta	2021 Regatta 2021 Regatta	237.18	237.18
764 2021REGATTA	2021-08-31	Ken and Kim Jaszan 272-000-515 - Regatta	2021 Regatta 2021 Regatta	596.68	596.68
765 MAY28SDAB	2021-08-31	Linda McLevin 261-000-215 - SDAB Costs	May 28 SDAB Rec'd Aug 30 May 28 SDAB Rec'd Aug 30	100.00	100.00
766 129504	2021-08-31	Pidherney's 297-191-840 - Project - Wastewater 312-000-260 - GST Paid Refund	Wastewater Project Wastewater Project GST Tax Code	384,272.53 19,213.63	403,486.16
767 2021	2021-08-31	Joann Swanson 272-000-515 - Regatta	2021 Regatta 2021 Regatta	621.18	621.18
768 Regatta 2021	2021-08-31	Catherine Jamieson-Taylor 272-000-515 - Regatta	2021 Regatta 2021 Regatta	53.49	53.49

Report Date
2021-09-10 3:00 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-08-31
Batch: 2021-00056 to 2021-00070

Page 3

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
769	2021-08-31	Triangle Construction Inc.	Removal of 5 Trees on Birch RD		
1418		232-000-240 - Tree Removal	Removal of 5 Trees on Birch	1,425.00	
		312-000-260 - GST Paid Refund	GST Tax Code	71.25	1,496.25
EFT:					
209	2021-07-14	Summer Villages of Norglenwold Mail Outs & Advance Polls			
2021-00117		297-191-840 - Project - Wastewater Office WW Mail Out		84.00	
		297-191-840 - Project - Wastewater Printing WW Mail Out		84.00	
		297-191-840 - Project - Wastewater Post WW Mail Out		378.00	
		212-400-220 - Council Mtg Expenses Office Election Mail Out		41.90	
		212-400-220 - Council Mtg Expenses Print Election Mail Out		41.90	
		212-400-220 - Council Mtg Expenses Post Election Mail Out		377.10	
		212-400-220 - Council Mtg Expenses Office & Advance Poll Sal		872.12	1,879.02
2021-00123		272-000-510 - Parks & Playgrounc	ATB MC Bollard Key Replac	7.98	
		232-000-200 - Green Space Progr	ATB MC Washer for Benches	2.06	
		212-400-220 - Council Mtg Expenses	ATB MC Baskets for Electi	3.75	
		212-400-220 - Council Mtg Expenses	ATB MC Lunch Advance Poll	11.50	
		212-400-220 - Council Mtg Expenses	ATB MC Ballots	135.00	
		212-400-220 - Council Mtg Expenses	ATB MC Queen's Printer MG	112.00	
		212-400-220 - Council Mtg Expenses	Entry Error of Advance Sa	202.29	
		261-000-110 - Development Servic	ATB Registered Letter	21.64	
		232-000-270 - Pathway Program	ATB Weed Wacker Blade	77.48	
		272-000-510 - Parks & Playgrounc	ATB MC Wahsers for Benche	2.20	171.32
2021-00129		212-100-110 - Salaries	Salaries	6,940.79	
		212-100-130 - Training	Training	74.59	
		212-100-140 - Benefits	Shared Benefits	179.04	
		212-100-210 - Travel & Subsistenc	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	164.87	
		212-200-215 - Postage/Freight/Co	Postage/Freight	196.56	
		212-200-500 - Printing Costs	Printing Costs	145.13	
		212-200-510 - Office Supplies	Office Supplies	148.37	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	92.20	
		212-300-540 - Utilities	Utilities	197.35	
		212-300-250 - Facility Improvemer	Facility Improvements	0.00	
		212-300-255 - Facility Maintenanc	Facility Maintenance	66.08	
		212-300-263 - Condominium Cost	Condominium Cost	0.00	
		212-300-240 - Computer Software/	Computer Software	0.04	
		212-300-242 - IT Equipment	IT Equipment	35.78	
		212-300-265 - Equipment Mainten	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	80.08	
		212-300-510 - Other Contingency	Contingency	14.67	
		212-300-530 - Building Insurance	Building Insurance	0.00	8,335.55
Payment Total:				10,385.89	
210	2021-08-04	Accelerated Surveys LTD	Surveys-Pathway Program		
21-189		232-000-270 - Pathway Program	Pathway Program	724.55	

Report Date
2021-09-10 3:00 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-08-31
Batch: 2021-00056 to 2021-00070

Page 4

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refundat	GST Tax Code	36.23	760.78
211	2021-08-04	Alchemy Communications Inc. Wastewater Project			
2715		297-191-840 - Project - Wastewater	Wastewater Project	150.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	7.50	157.50
212	2021-08-04	Empringham Disposal Corp Weekly Collection-June			
24587		243-000-200 - Waste Removal Co	Weekly Collection	1,248.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	62.40	1,310.40
213	2021-08-04	Rugged West Maintenance Inc. Mowing and Trim June 3,6 & 28			
1182		232-000-200 - Green Space Progr	Mowing and Trim June 3,6	3,000.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	150.00	3,150.00
214	2021-08-11	Summer Villages of Norglenwol	Weigh Scale,Tree Replace,Train		
2021-00134		272-000-510 - Parks & Playgrounc	Weigh Scale 222559	5.00	
		232-000-240 - Tree Removal	Weigh Scale 222705	10.90	
		232-000-240 - Tree Removal	Weigh Scale 222687	23.10	
		232-000-200 - Green Space Progr	Weigh Scale 224185	5.00	
		232-000-270 - Pathway Program	Weigh Scale 223915	24.50	
		211-203-212 - Council Education (Munis 101- Teresa		275.00	
		211-203-212 - Council Education (Munis 101- Jim & Keith		550.00	
		232-000-270 - Pathway Program	Parkland-Replace Trees	419.00	
		261-000-110 - Development Serviv	AB Land Titles 42251205	10.00	
		261-000-110 - Development Serviv	AB Land Titles 42267997	20.00	1,342.50
2021-00139		212-100-110 - Salaries	Salaries	12,018.69	
		212-100-130 - Training	Training	128.48	
		212-100-140 - Benefits	Shared Benefits	268.57	
		212-100-210 - Travel & Subsistenc	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	226.29	
		212-200-215 - Postage/Freight/Co	Postage/Freight	8.67	
		212-200-500 - Printing Costs	Printing Costs	66.31	
		212-200-510 - Office Supplies	Office Supplies	533.90	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	92.20	
		212-300-540 - Utilities	Utilities	183.71	
		212-300-250 - Facility Improvemer	Facility Improvements	0.00	
		212-300-255 - Facility Maintenanc	Facility Maintenance	266.68	
		212-300-263 - Condominium Cost	Condominium Cost	0.00	
		212-300-240 - Computer Software/	Computer Software	0.00	
		212-300-242 - IT Equipment	IT Equipment	96.60	
		212-300-265 - Equipment Mainten	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	40.04	
		212-300-510 - Other Contingency	Contingency	0.00	
		212-300-530 - Building Insurance	Building Insurance	0.00	13,930.14
				Payment Total:	15,272.64
215	2021-09-09	Hoogstraten, William	TIPPS Return		

Report Date
2021-09-10 3:00 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-08-31
Batch: 2021-00056 to 2021-00070

Page 5

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
TIPPSRETURN		212-400-910 - Tax Changes	TIPPS Return	318.12	318.12
216 25371	2021-09-10	Empringham Disposal Corp	July Weekly Collection		
		243-000-200 - Waste Removal Co	July Weekly Collection	1,248.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	62.40	1,310.40
217 15150873	2021-09-10	Go Services Inc.	July Portable Toilet Rental		
		272-000-510 - Parks & Playgrounc	July Portable Toilet Rent	185.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	9.25	194.25
218 1196	2021-09-10	Rugged West Maintenance Inc.	Tree Removal/Mow & Trim-July		
		232-000-200 - Green Space Progr	Tree Removal/Mow & Trim-J	2,150.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	107.50	2,257.50
219 1625917	2021-09-10	Stantec Consulting Ltd	Project-Wastewater System		
		297-191-840 - Project - Wastewat	Project-Wastewater System	84,507.83	
		312-000-260 - GST Paid Refundat	GST Tax Code	4,225.39	88,733.22
1633936		297-191-840 - Project - Wastewat	Wastewater Project	42,713.29	
		312-000-260 - GST Paid Refundat	GST Tax Code	2,135.66	44,848.95
Payment Total:					133,582.17
220 1032850	2021-09-10	WSP Canada Inc.	July 4 to Aug 7 Drainage		
		297-191-841 - Project - Drainage	July 4 to Aug 7 Drainage	860.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	43.00	903.00
Other:					
2839-Man MPC-06282021	2021-08-31	Debbie Ricalton	June 28 MPC-Rec'd Aug 9		
		261-000-220 - MPC Costs	June 28 MPC-Rec'd Aug 9	100.00	100.00
Total for MAIN:					789,535.59

Certified Correct This August 31, 2021

Mayor

Administrator

Summer Village of Sunbreaker Cove**September 28, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

The following will provide Council an update on Public Works current projects and programs:

- Urban Dirtworks will begin work on the Larch Road drainage project on September 20th. Notice has been sent to adjacent landowners.
- Administration has acquired pricing for rip-rap shoreline armoring near Elk Street.
- Construction on the new set of stairs between Elk Street and Fox Crescent will begin September 13. Lakeview Contracting will be doing this work and the stairs will be built into the bank. There has been coordination with Pidherney's on this project to ensure it does not interfere with the wastewater project.
- Bollards have been removed for the Fall removal of docks and boat hoists.
- The second outhouse at Glenn's Cove has been removed for the winter.
- Buoys have been removed for the winter. The buoy contract has expired so Administration will put a package together this winter to get pricing from contractors for a new buoy installation and removal contract.

Options for Consideration:

Accept as information

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Sunbreaker Cove

September 28, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (33 in Birchcliff, 2 in Half Moon Bay, 9 in Jarvis Bay, 23 in Norglenwold, and 19 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | |
|----------------------|---|
| 1. 809 Sunhaven Way | Shed |
| 2. 1206 Marine Drive | Demolition |
| 3. 717 Sunhaven Way | Addition |
| 4. 1105 Larch Road | Dwelling |
| 5. 669 Fox Crescent | Dwelling & Detached Garage |
| 6. 1211 Pine Road | Garage with Guest House |
| 7. 917 Deer Street | Addition |
| 8. 1319 Birch Road | Shed |
| 9. 1119 Poplar Road | Dwelling Addition |
| 10. 633 Fox Crescent | Deck Addition & Hot Tub |
| 11. 805 Sunhaven Way | Demolition & Detached Garage with Guest House |
| 12. 1317 Birch Road | Demolition (NEW) |
| 13. 711 Elk Street | Deck (NEW) |
| 14. 613 Fox Crescent | Driveway (NEW) |

Active development permits for the operation of a Tourist Home:

15. 1309 Breakers Way
16. 1126 Breakers Way
17. 1323 Birch Road **(NEW)**
18. 635 Fox Crescent **(NEW)**
19. 1318 Balm Road **(NEW)**

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

Council and Legislation

Information Item

Agenda Item: *Letters From Residents Regarding Pier and Hoist Plan*

Background:

Administration has received a number of phone calls and letters from concerned residents regarding the proposed plan for pier and hoists. A few letters have been attached for your consideration and review at the request of the residents.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to accept as information.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.

Hello Tanner

I am following up on your latest letter regarding the proposed changes to the Provincial moorage regulations. We know there were previous public consultations, but this was before the provincial regulations were enacted and the proposed regulations developed by SBC. We were wondering if there will be any further public consultation prior to the new regulations being enacted?.

Some comments we have:

- In the case of a sale of a semi-waterfront property, not having the ability to transfer their dock to a new owner, we feel this would significantly impact their property value as opposed to a back lot owner.
- Having the largest waterfront in SBC, we are wondering if there will be a limit to the number of docks located behind our property?
- As stated in your document there is no discussion regarding allowing lifts for personal watercraft, as in the provincial regulations.

We are wondering what the next steps are in preparing the formal regulations for SBC? Please do not hesitate to reach out if you have any questions.

Greg and Jean Kautz



Dear Tanner Evans,

We are property owners in Sunbreaker Cove (SBC) and are writing to express concern and non-support for the draft plan created by SBC Council regarding dock layouts for the area. Semi-Waterfront property owners were not appropriately consulted or informed of the draft plan that Council submitted to Alberta Environment and Parks (AEP). Currently the dock layouts of semi-waterfront owners along Birch Road meet the Provincial regulations that were recently put in place. The draft plan is an unsupported and unproven idea that only benefits the backlot owners and negatively impacts semi-waterfront owners. It is our position that SBC Council should consider options to support backlot owners access to dock space through the community reserves. At this time, we fully support the provincial regulations to manage the number of docks and boat lifts on the lake and will follow the registration process required by the province.

Thank you for your time. We would like to discuss this matter further with you at your convenience.

Stephen Hicks and Kristinn Meagher-Hicks



Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: *Bank Fees Update*

Background:

Administration would like to provide the following Banking Fees information to Council.

During the month of July, while taking payments for taxes and utilities, the Summer Village of Sunbreaker Cove incurred \$1,226.44 in the following fees:

- \$871.20 in VISA fees
- \$336.62 in MC fees
- \$42.25 in monthly Moneris (Debit/Credit Machine) fees

****This is approximately \$.06 per debit transaction, 1.64% on each MC transaction and 1.55% on all VISA transaction (last quote given).****

Municipal Affairs does not allow Municipalities to add on individual costs to credit card users. These fees must be budgeted for in banking costs in the yearly operating budgets.

During the 2021 tax payment process, Administration had received some feedback from Residents who were frustrated by the inability to pay their taxes and utilities online and at their financial institutions. Many expressed that our office should keep up with the times, similar to larger Municipalities, and allow this as a payment option.

Currently we offer VISA, Mastercard, Debit, Cash, Cheque, Money Order, Plastic and Electronic Tax Withdrawals as a form of payment.

Administration was given the following quote from our financial institution to set up online banking access at the 5 large banks:

Sample of other FI Corporate Creditor Pricing 2021

Sample of Competitors Corporate Creditor Service Pricing				
FI	Implementation Fee	Monthly Fee	Per Item Fee	Report
BMO	\$125.00	\$25.00	\$0.00	\$0.00
Scotiabank	\$125.00	\$25.00	\$0.00	\$2.50
RBC	\$125.00	\$25.00	<100 \$0.065 101-1,000 \$0.060 > 1000 \$0.055	\$1.25
TD	\$125.00	\$25.00	< 20 \$0.00 21-200 \$10.00 > 200 \$10.00 / 100	\$0.00
CIBC	\$125.00	\$25.00	\$0.055	\$1.25

In order to set up these 5 banks for online payment ability, the Summer Village of Birchcliff would incur:

- \$625 in one time Implementation Fees
- \$1500 per year in monthly fees + fees per items in some branches.

Options for Consideration:

- 1) Continue allowing in-person debit payments for taxes, utilities, invoices & development permits and discontinue all in-person credit card payments (credit card payments may be paid through the PlastiQ online payment system only).
- 2) Set up Online bill payments for the 5 main banks at the above quoted costs.
- 3) Keep the credit card payment ability as it currently is.

Administrative Recommendations:

- 1) That Council discuss the costs of keeping the in person credit card payment ability as an option to pay and/or whether to add online banking as a better more cost efficient option to pay.
- 2) That Council provide direction to Administration on what payment types to accept.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Sunbreaker Cove

Council and Legislation

Request for Decision

Agenda Item: *Strategic Planning*

Background:

According to the calendar for the Joint Service Committee (JSC), September is the month for strategic planning. We plan what we want to accomplish next year at this time so that we can put some potential costing together before beginning work on budgeting for 2022.

In the past under previous administration, each Summer Village was allowed 3 projects. However, this was not an effective strategy as there was no definition for what a project was or how much time it would take up. This means that one municipality may have a very large project taking up a lot of administrative time while another would have a project that took up a fraction of the time, but they were considered the same.

Administration has proposed a project dashboard that was taken to the JSC at their last meeting. It was agreed that it would be a useful tool moving forward. This is a high-level tool that looks at how administrative time is spent and how much time we have available to allocate to any “projects”, meaning capital projects or anything else outside of our regular administrative duties. We are not suggesting activity-based costing down to the minute, and this is a high level tool, so this has been split up into an estimated number of days spent on any given project.

The Annual Days Available for Projects spreadsheet shows the percentage of time that each department has to allocate to projects. Each Summer Village understands that things change in any given year and that some villages will inevitably have more going on than others depending on the year (for example this year Sunbreaker Cove’s wastewater project was a large undertaking, and it will be HMB’s turn for wastewater next). Despite that caveat, on the spreadsheet time is split up based on equalized assessed value which is also how your shared costs to the shared administration is divided. This gives us the number of total days available to each village for projects. The goal behind this is to ensure that administration is not being overloaded and your expected level of service is being obtained. The JSC will also act as a Program Review Board, reviewing each village’s potential projects throughout the year as projects may change, to ensure that the totals stay somewhere reasonable.

In 2021, we found that overall we are running at about 118% for administrative time. This new tool should help us decide if the demands on administration are too high. If they are, it shows us that either villages need to rethink their annual projects to put less burden on the administrative team, administration needs to hire new staff, or an individual village needs to hire outside consultants to do extra projects that they want done.

Also attached is a list of potential projects for 2021. This is split up into departments showing the complexity of the project, the duration, and which departments are responsible or consulted for each project. These totals feed into the total number of days discussed above. Administration is asking Council to review these potential projects and discuss any new potential projects for 2022.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 2) Council to discuss and provide direction to administration.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

	Workweeks/year	Available for Days	Available for Projects	Available Days	Annual Days Available for Projects						Total
					JB	NGW	HMB	SBC	BC	JSC	
					20%	24%	5%	15%	18%	18%	
CAO	45	225	30%	67.5	14	16	3	10	12	12	68
Admin	46	184	35%	64.4	13	15	3	10	12	12	65
					24%	28%	6%	18%	24%		
Development	46	230	30%	69	17	19	4	12	17		69
Public Works	46	230	30%	69	17	19	4	12	17		69
Finance	45	180	16%	28.8	7	8	2	5	7		29
Finance 2	46	184	0%	0	-	-	-	-	-		-
Total Available Days					<u>67</u>	<u>79</u>	<u>17</u>	<u>50</u>	<u>64</u>	<u>24</u>	<u>300</u>

						R - Responsible		C - Consulted								
						CAO		Development		Public Works		Finance		Admin		
Village	Year	Category	Project	Complexity	Duration	Role	Days	Role	Days	Role	Days	Role	Days	Role	Days	Total Days
				1 - High	Months											
				2 - Medium												
				3 - Low												
SBC	2022	Administration	Wastewater		3	R	3		0	C	3	C	3	C	3	12
SBC	2022	Administration	2 rate wastewater billing		3	C	2		0		0	R	2	C	2	6
SBC	2022	Public Works	Rip-rap 90m Elk Street		3		0		0	R	2	C	2		0	4
SBC	2022	Public Works	Birch Road Drainage		2		0		0	R	4	C	2		0	6
SBC	2022	Public Works	All roads but Sunhaven and Breakers		2	C	2		0	R	4	C	2		0	8
SBC	2022	Public Works	resurface pathways		3	C	2		0	R	2	C	2		0	6
SBC	2022	Administration	Pier and Hoist policy		2	C	2	C	2	C	2		0	R	4	10
SBC	2022	Development	Bylaw amendments		3	C	2	R	2		0		0		0	4
Total Time							13		4		17		13		9	56

Summer Village of Sunbreaker Cove**Council and Legislation****Request for Decision****Agenda Item: *Request to Strike IDP Committee*****Background:**

The Intermunicipal Development Plan was completed at the end of 2020. Section 10.2.5 discusses the need for an Intermunicipal Development Plan Committee which shall be established between the partner municipalities. This "IDPC" shall be comprised of one elected official and one non-voting administrative staff from each of the 8 participating municipalities and will meet annually or on an as needed basis to monitor, review, discuss, and/or resolve any issues of mutual interest or as opportunities arise.

What the IDP does not do is state which municipality will initiate the process of striking the IDPC. As Chair of the Sylvan Lake Management Committee, Mayor Roger Dufresne has offered to begin the process. Attached is a letter to be signed and sent to the other 7 partner municipalities, should council agree.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"



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

September 9, 2021

To the Participating Municipalities of the Sylvan Lake Intermunicipal Development Plan
Re: Intermunicipal Development Plan Committee

Last year we completed a large undertaking with the successful completion of our Intermunicipal Development Plan (IDP). The collaborative work each municipality put into this document is something that we will continue to accomplish moving forward, working together proactively to enhance and improve the area around Sylvan Lake for the benefit of all parties involved.

Section 10.2.5 – 10.2.9 of the IDP speaks to the necessity of forming an Intermunicipal Development Plan Committee (IDPC):

- 10.2.5 An intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.
- 10.2.6 The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.
- 10.2.7 The Intermunicipal Development Plan Committee shall meet annually or on an asneeded basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.
- 10.2.8 The mandate of the Intermunicipal Development Plan Committee shall include the following:
 - a. Oversight for the implementation of the Sylvan Lake Intermunicipal Development Plan's policies and required follow-up studies/plan/initiatives;
 - b. Monitoring the Sylvan Lake Intermunicipal Development Plan's progress;
 - c. Reviewing any proposed amendments to the Sylvan Lake Intermunicipal Development Plan;
 - d. Reviewing any proposed annexations;
 - e. Discussing any other joint Sylvan Lake Intermunicipal Development Plan opportunities or issues that may arise; f. Assisting with the resolution of disputes in accordance with policies 10.2.32 - 10.2.34.



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

10.2.9 Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

The Summer Village of Birchcliff has passed a motion to establish the Intermunicipal Development Plan Committee, and appointed an elected official and one non-voting administrative staff member to the committee. We kindly request that your council consider making a similar motion and appointment so that the IDPC can be established and the work can begin on the terms of reference for this committee.

Thank you,

Roger Dufresne
Mayor of Birchcliff
Chair – Sylvan Lake Management Committee

Summer Village of Sunbreaker Cove

Council and Legislation

Request for Decision

Agenda Item: *AUMA Convention*

Background:

Administration has received information about the upcoming AUMA Convention. The AUMA Conference is being held November 17-19, 2021, at the Edmonton Convention Center. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after October 25th.

Options for Consideration:

Council has allocated \$829 in the 2021 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2021 Budget

Summer Village of Sunbreaker Cove

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 21st virtually. The featured keynote speaker will be Doug Griffiths who will be speaking about the 13 ways to kill your community.

Administration has received confirmation that there is no cost for attendance to the conference, should all Councillors wish to attend.

Options for Consideration:

Council has allocated \$829 in the 2021 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2021 Budget

Summer Village of Sunbreaker Cove

September 28, 2021

Council and Legislation

Request for Decision

Agenda Item: *Merging of SLRWC and SLRWWC*

Background:

Administration has received the attached request from the Keith Boras from Lacombe County, requesting municipalities pass a motion authorizing the disestablishment of the Sylvan Lake Regional Water Commission and authorizing the change in name and services of the Sylvan Lake Regional Wastewater Commission.

Options for Consideration:

- 1) That Council accept as information.
- 2) That the Council of the Summer Village of Sunbreaker Cove hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the commission be authorized to provide water services in accordance with its bylaws.

Administrative Recommendations:

- 1) That the Council of the Summer Village of Sunbreaker Cove hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):
 - the name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;
 - the commission be authorized to provide water services in accordance with its bylaws.

Authorities:

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.



Sylvan Lake Regional Wastewater Commission

c/o Lacombe County

RR 3

Lacombe, AB T4L 2N3

tevans@sylvansummervillages.ca

July 27, 2021

Tanner Evans
 Sylvan Lake Summer Village Administration
 Bay 8, 14 Thevenaz Industrial Trail
 Sylvan lake AB T4S 2J5

Dear Mr. Evans:

Re: Merging of the SLRWC and SLRWWC

At the April 26th meeting of the SLRWC the Board unanimously approved a resolution to disestablish the SLRWC and transfer any assets to the SLRWWC. With the disestablishment of the Commission approved by the SLRWC Board, the next step was to have all member municipalities' Councils pass a resolution authorizing the disestablishment of the Commission.

With all member municipalities having now provided this resolution, the SLRWWC Board is requesting all member municipalities pass the following resolution to deal with the change in name and services. These proposed changes must be advertised weekly for a period of two consecutive weeks in at least one newspaper or other publication circulating in the area.

Council of [Municipality] hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (the "Commission"):

- *The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission, and;*
- *The Commission be authorized to provide water services in accordance with its bylaws.*

Once the name of the Commission and scope of services are changed, the next step will be amending the renamed Commission's bylaws to finalize the process. This will be dealt with at the next Commission meeting scheduled for Monday, September 27, 2021.

Should you have any questions please feel free to contact me by phone at 403.782.8959 or email cao@sylvanlakeregional.com.

Sincerely,

Keith Boras
 Chief Administrative Officer

Summer Village of Sunbreaker Cove

Council and Legislation

Request for Decision

Agenda Item: *Utility Bylaw*

Background:

Administration has written the first draft of the Sunbreaker Cove Utility Bylaw for consideration. After discussions regarding a split utility rate, administration has tried to capture that option in schedule "B". Administration is looking for comment and direction from Council in order to finalize this draft and bring it back for the required readings.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.

**SUMMER VILLAGE OF SUNBREAKER COVE
UTILITY BYLAW
BY-LAW 165-21**

A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO REGULATE THE RATES, BILLING, AND COLLECTION OF FEES FOR THE MUNICIPAL WASTEWATER SYSTEM IN THE SUMMER VILLAGE OF SUNBREAKER COVE.

Being a Bylaw of the Summer Village of Sunbreaker Cove to provide for the connection to and provision of sewage services to residents of the Summer Village of Birchcliff.

WHEREAS The Municipal Government Act, RS.A. 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting public utilities;

NOW THEREFORE the Council of the Summer Village of Sunbreaker Cove in the Province of Alberta, duly assembled, hereby enacts as follows:

1 TITLE AND GEOGRAPHIC SCOPE

- 1.1 This Bylaw may be referred to as the "Summer Village of Sunbreaker Cove Utility Bylaw".
- 1.2 This Bylaw shall only be applicable within the boundaries of the Summer Village of Sunbreaker Cove, as depicted in Schedule "A" attached hereto.

2 DEFINITIONS AND INTERPRETATION

- 2.1 In this Bylaw:
 - a) "Council" means the Council of the Summer Village of Sunbreaker Cove.
 - b) "Customer" means any person who is the Owner or occupant of any premises connected to or provided with utility services pursuant to this Bylaw.
 - c) "Chief Administrative Officer" means the Chief Administrative Officer for the Summer Village of Sunbreaker Cove or his or her delegate.
 - d) "Minimum Rate" means the rate established in Schedule "B" of this Bylaw.
 - e) "Owner" means the registered Owner of land and includes the purchaser thereof, and where the context so requires the Owner of the land receiving goods or services pursuant to this Bylaw.
 - f) "Person" means a human being, a corporation or other legal entity.
- 2.2 The Preamble and Schedules attached to this Bylaw form part of this Bylaw.
- 2.3 In this Bylaw the reference to the male gender shall include the female, and the singular shall include the plural and vice versa.

2.4 Where a word or term in the Bylaw is defined by this Bylaw, derivatives of that word or term shall be interpreted to have the same general meaning as the defined word or term, as the context may require.

3 DELEGATION OF AUTHORITY

3.1 Council hereby delegates to the Chief Administrative Officer authority to do all things necessary in order to fulfill the responsibilities and duties of the Summer Village with respect to the delivery of utility services under the Municipal Government Act and this Bylaw. The Summer Village Chief Administrative Officer is responsible for the operation of the sewage system in accordance with:

3.1.1 Provincial and Federal Statutes and Regulations

3.2.2 This Bylaw and related Regulations

3.2 The Summer Village Chief Administrative Officer may delegate to one or more Summer Village employees any of the duties hereby delegated to the Summer Village Chief Administrative Officer.

4 RATES, BILLING AND COLLECTION

4.1 The rates to be charged to Customers for the disposal of wastewater to the Summer Village Wastewater System are prescribed in Schedule “B” of this Bylaw.

4.2 A utility bill showing actual or estimated amounts for all service charges to the Customer shall be prepared and delivered annually. The wastewater service charges and any other charge authorized by a Bylaw of the Summer Village of Sunbreaker Cove may be combined on a single Customer bill, but each charge shall be shown separately.

4.3 No reduction in rates or charges shall be made for any interruption of wastewater services during a billing period.

4.4 Owners opening a new account who are indebted to the Summer Village for utility services previously supplied shall not be entitled to receive utility services until payment of such outstanding account has been made in full.

4.5 All utility bills are due and payable upon receipt of billing with payment to be made at the Summer Village of Sunbreaker Cove office or at such other place as may be designated from time to time by the Summer Village Chief Administrative Officer.

4.6 Non-receipt of a utility bill shall not exempt the Customer from payment of the services rendered.

4.7 Any wastewater account balance which remains unpaid after the last day of the month in which the Summer Village office is regularly open shall have added to their account a late payment fee as specified in Schedule “C” based on the combined account balance including other services and charges included on the utility bill by the Summer Village

of Sunbreaker Cove.

- 4.8
- Where a utility account has been outstanding for a period of sixty (60) days, a notice shall be mailed to the Customer and the registered Owner of the property if the Customer is not the registered Owner, warning that wastewater service may be shut off unless full payment of the account is received within (7) seven days of the notice. If payment is not received with the seven (7) day period, the Summer Village may (but is not required to) hand deliver, or post a final notice on the property, warning the wastewater services shall be shut off unless full payment of the account is received within two (2) days of the final notice. Payment must be made by cash, certified cheque, debit card or internet banking, failing which, services may be disconnected.
- 4.9
- Where utility services have been shut off for non-payment of a utility account in accordance with Section 8.15, the sewer service shall not be turned on until such time as the account, including penalties and a reconnection fee as prescribed in Schedule “C” has been paid. Payment must be by cash, certified cheque, or debit card.
- 4.10
- Notwithstanding Section 4.9, where the Customer is unable to pay the entire amount of the outstanding utility account the Summer Village Chief Administrative Officer may, upon negotiation of a satisfactory repayment schedule, postpone the shut-off of wastewater services.
- 4.11
- Where a utility account or other charges under this Bylaw remain unpaid, the Summer Village Chief Administrative Officer may add the unpaid utility or other charges to the tax roll account of the property.
- 4.12
- The Summer Village Chief Administrative Officer may undertake collection of any unpaid utility accounts by any means provided by the law.
- 4.13
- Any person wishing to discontinue receiving wastewater services from the Summer Village shall give two (2) working days’ notice of the same to the Summer Village office, otherwise the rates will continue until such notice is given or the wastewater service is turned off.
- 4.14
- Where wastewater service is to be discontinued a final billing will be calculated on a prorated basis from the date of the last billing to the date of discontinuance of service.

5

PENALTIES

- 5.1
- Charges as prescribed in Schedule “C” will be imposed on any Customer issuing a cheque to the Summer Village of Sunbreaker Cove which is dishonored or returned with a notification of non-sufficient funds (NSF) and those charges shall be added to their account.
- 5.2
- Any Person who breaches or contravenes any provision of this Bylaw is guilty of an offence and upon conviction, is liable to pay a fine as prescribed in Schedule “D” of this Bylaw together with any further or other sanction a court may impose.

6

MISCELLANEOUS

This Bylaw shall come into full force and effect on the date of passing.

INTRODUCED AND GIVEN FIRST READING this__ day of ____, 2021.

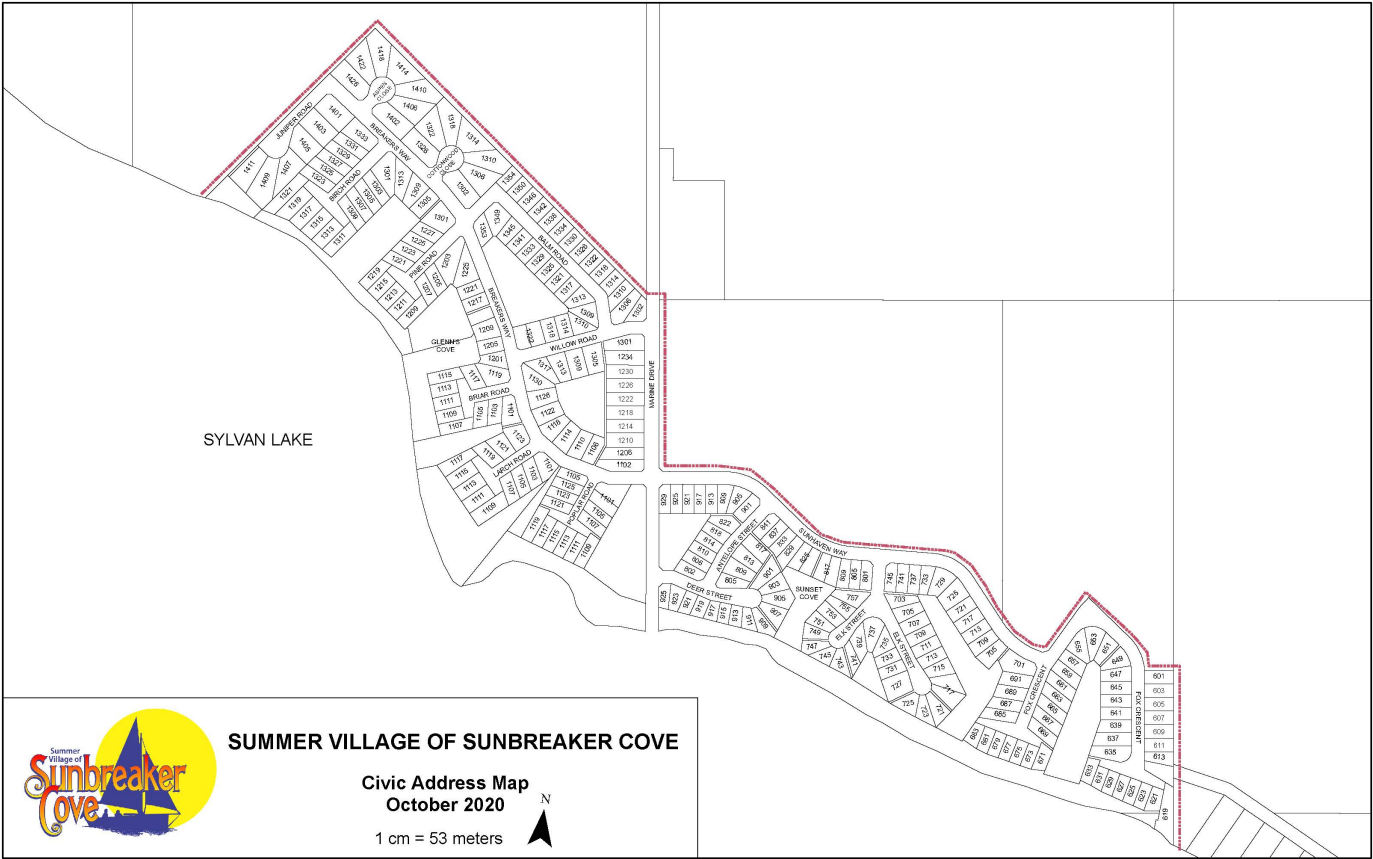
GIVEN SECOND READING this ____ day of ____, 2021

GIVEN THIRD AND FINAL READING this__ day of ____, 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

SCHEDULE “A”



SCHEDULE “B”

Residential Rates

Rates Effective _____, 2021

Each Customer shall pay for sewage services supplied to him the aggregate of amount determined as follows:

Customer will be invoiced on an annual basis a fixed fee and a consumption fee per year for sewage services. These fees will commence at the time of connection and consist of 2 rates:

1. If the home has the capacity to be used in the winter and does not need to be annually winterized, the charge will be 100% of the fee.
2. If the home is winterized and does not have the capacity to be used in the winter, and this has been communicated to the Summer Village Administration office prior to March 31 of each year, the charge will be 40% of the fee.
3. If the connection happens part way through any given year, the cost will be pro-rated depending on the month of connection.
4. Upon the commissioning of the line and each subsequent year, all lots (seasonal, full-time, connected or otherwise) will be charged the their equal share of fixed fees to the Sylvan Lake Regional Water and Wastewater Commission consisting of administration costs, maintenance costs, operational costs, and repair and maintenance reserve costs.

SCHEDULE “C”

Sewage Line Connection Rates	At Cost +25%
Repair to damaged stand pipe	At Cost +25%
Cleaning plugged sewage	At Cost +25%
After hours	At Cost +25%
Reconnection fee	\$250.00
Administration fee (initiating account)	\$15.00
Late payment fees	2% per month
N.S.F. Fee	\$150.00
Miscellaneous items at costs +25% as determined by the Summer Village Chief Administrative Officer.	

SCHEDULE “D”

OFFENSE	AMOUNT
1 st Offense	\$250.00
2 nd Offense	\$500.00
3 rd Offense	\$1,000.00

Summer Village of Sunbreaker Cove

September 28, 2021

Planning and Development

Request for Decision

Agenda Item: 613 Fox Crescent – Driveway Request

Background:

The homeowner of 613 Fox Crescent is requesting to construct a new driveway to access their property. There is currently no driveway access to the property other than a shared driveway that is no longer accessible. A development permit for a driveway was recently issued by administration for a driveway shown in the overhead photo, the newly requested driveway which is also shown on the diagram is being requested to Council as it would involve the driveway to be on municipal land and would require some tree removal.

Part Three: 4(8) Public Property Regulations:

(b) The removal of trees and/or shrubs, excavation, grading or drainage alteration on any municipal reserve, environmental reserve or other municipal owned land, without expressed written approval from the municipality, is prohibited.

(c) Private development on any municipal reserve, environmental reserve or other municipal owned land is prohibited.

(d) The prohibition in subsection (c) does not apply to any uses listed in an applicable land use district and subject to expressed written approval from the municipality.

Options For Consideration:

1. Council to accept as information.
2. Council to approve the homeowner of 613 Fox Crescent to construct the driveway across municipal land for access to the property.

Administrative Recommendation:

Council to approve the homeowner of 613 Fox Crescent to construct the driveway across municipal land with a maximum driveway width of 10', to have minimal tree removal, and to ensure the area is used for necessary access only, and for the homeowner to ensure the driveway does not impede the existing pathway. The proposed location of the driveway will result in far fewer large, healthy trees being removed, and the drainage from the new driveway will be directed into the existing MR rather than onto the road which, as there are no ditches in the area, could cause issues to the homes at the bottom of the hill. The work in the MR including the tree removal should be done in collaboration with

the Public Works department, with the Public Works Coordinator on site to ensure minimal tree removal and disturbance. A culvert also may be required by the Public Works coordinator and would be installed according to Summer Village standards at the expense of the homeowner. An agreement will be placed on title ensuring that the homeowner has no other rights to the lands other than access using the driveway.

Authorities:

Land Use Bylaw #99/13.



Approx
location
of requested
driveway.

IMB

DP issued for
this proposed
driveway

Fox Crescent

Page 3 of 8

SEPT. 14, 2021
613 FOX CRESCENT
SUNBREAKER COVE ALBERTA
T0C 0J0

TO: SUMMER VILLAGES OF SYLVAN LAKE
ATTENTION: KARA KASHUBA (DEVELOPMENT OFFICER)
TANNER EVANS (CHIEF ADMIN. OFFICER)
TERESA BEETS (MAYOR OF SUNBREAKER COVE)
RE: DRIVEWAY DEVELOPMENT PERMIT

THANK-YOU FOR RECENTLY APPROVING MY
DEVELOPMENT PERMIT. (SEPT. 3, 2021.)

HOWEVER IT HAS BEEN BROUGHT TO
MY ATTENTION THAT THE PROPOSED
ROAD BETWEEN 611 AND 613 FOX
CRESCENT WAS NOT SUITABLE FOR
THE FOLLOWING REASONS:

- MANY MATURE TREES WOULD HAVE TO BE REMOVED.
- DRAINAGE WOULD BE A PROBLEM BECAUSE THE EXISTING ROAD SLOPES TOWARDS MY GARAGE.
- THERE IS NOT ENOUGH ROOM TO BUILD A PROPER ROAD ON MY PROPERTY. NEIGHBOURS AT 611 FOX CRESC. ARE NOT WILLING TO SHARE ANY PROPERTY.
- I CANNOT GET INTO THE DRIVEWAY AS IT EXISTS TODAY.
- IF I REMOVE THE TREES THIS COULD CAUSE EROSION AND SLIDING OF LAND PROBLEMS.
- THE HILL IS VERY STEEP WHERE I PROPOSED TO BUILD THE ROAD.

(2)

- THERE WILL BE ONGOING ISSUES WITH THE NEIGHBOURS AT 611 FOX CRESO. IF I BUILD THE ROAD ADJACENT TO THEIR ROAD, THESE PEOPLE HAVE BEEN IMPOSSIBLE TO DEAL WITH IN A REASONABLE MANNER.

UNFORTUNATELY THIS IS THE ONLY OPTION FOR BUILDING A ROAD ON MY PROPERTY. I AM THEREFORE REQUESTING COUNCIL TO CONSIDER ALLOWING AN EASEMENT (WHICH WOULD INVOLVE MUNICIPAL

PROPERTY) TO BE BUILT ON THE SOUTH EAST CORNER OF FOX CRESO. (ACROSS THE ROAD FROM 621 FOX CRESO.) BETWEEN THE WALKWAY TO BLISSFUL BEACH AND THE THREE VALVES WHICH WERE RECENTLY INSTALLED FOR THE SEWER SYSTEM. ALTERNATIVELY WE COULD BUILD THE ENTRANCE ON THE WEST SIDE OF THE VALVES.

- THIS PROPOSED ROAD WOULD CREATE A "BUFFER" BETWEEN NEIGHBOURS PREVENTING ANY FURTHER TROUBLE.

- THE HILL IS LESS STEEP ON THE SOUTH SIDE. THEREFORE THERE WOULD BE LESS CHANCE OF EROSION ISSUES.

- THIS WOULD BE THE MOST ENVIRONMENTALLY FRIENDLY SOLUTION WITH THE LEAST AMOUNT OF TREES REMOVED. THERE WOULD

(3)

BE ONLY ONE MATURE TREE AND A HALF DOZEN 2½" CALIBRE TREES REMOVED ON MUNICIPAL LAND. ON MY PROPERTY THERE WOULD BE A HALF DOZEN 2½" TREES AND 4 LARGE TREES REMOVED. 2 OF THE LARGE TREES ARE DEAD.

THE ROAD WOULD BE BUILT OF GRAVEL AND SAND AND DRAINAGE WOULD GO ONTO MUNICIPAL PROPERTY.

THE PROPOSED ROAD IS FLAGGED IN CASE ANYONE WISHES TO INSPECT.

TREES WHICH WOULD NEED REMOVAL ARE ALSO FLAGGED.

WITH WINTER QUICKLY APPROACHING I AM CONCERNED ABOUT GETTING THE ROAD COMPLETED SO I CAN GET ACCESS TO MY WELL AND SEPTIC AND COMPLETE THE NECESSARY WORK BEFORE FREEZE-UP.

THANK-YOU FOR CONSIDERING MY REQUEST.

PLEASE FIND ATTACHED SKETCH OF PROPOSED EASEMENT.

SINCERELY, SHANE LEE
A.M. Lee





Summer Village of Sunbreaker Cove

September 28, 2021

Council Reports

Information Item

Council Reports:

Teresa Beets
Jim Willmon
Keith Kimball

Committee Reports:

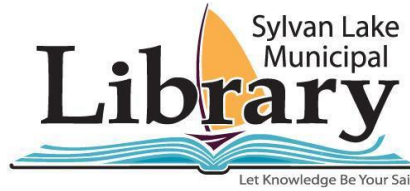
Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Information Items:

Upcoming Meetings:

Next Council Meeting – October 18, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – AUGUST 11, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

The Annual Operating Budget will be presented to the Town of Sylvan Lake near the end of the year once elections are completed.

2. Director's Report

The Director's Report was approved as presented.

Starting on September 7, 2021, the library hours of operation will change to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)

Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

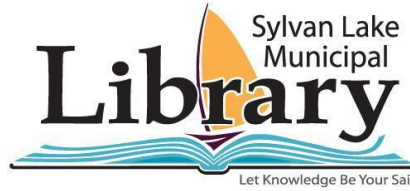
"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

Meeting adjourned at 7:25pm.

Next Regular Meeting – September 8, 2021, at 6:30pm



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 8, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

As of September 7, 2021, the library hours of operation changed to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)
Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

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On September 30, the library will modify hours of operation from 10:00am to 5:00pm (9:30am opening for vulnerable patrons). This modification of hours is in recognition of the National Day for Truth and Reconciliation, watch for special event announcements coming soon!

Meeting adjourned at 6:48pm.

Next Regular Meeting – October 13, 2021, at 6:30pm