

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
APRIL 13, 2026 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
- adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, March 6, 2026

D. DELEGATION

- 1) Metrix Group

E. TABLED ITEMS

1) FINANCE

- a) Police Funding Model

F. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Public Works Report
- 3) Development Report
- 4) CAO Report
- 5) Enforcement Report
- 6) Mobility Discussion

G. REQUEST FOR DECISION

1) FINANCE

- a) Mill Rate Bylaw
- b) Budget Amendment

2) COUNCIL & LESILATION

- a) ABmunis Convention
- b) ASVA Conference

3) PLANNING & DEVELOPMENT

- a) Fees Bylaw

H. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor
- b) Deputy Mayor
- c) Councillor

2) Correspondence

- a) Minister Letter
- b) Association of Summer Villages of Alberta

3) Upcoming Meetings

- a) Council Meeting May 11, 2026

I. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
March 6, 2026

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held March 6, 2026, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT Mayor: Mike Bruni
Deputy Mayor: Jim Willmon
Public Works Manager: Matt Miller
Recording Secretary: Teri Musseau

REGRETS Councillor: Kelsey Finch

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

AGENDA APPROVAL

SBC-26-023 MOVED by Deputy Mayor Willmon that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

SBC-26-024 MOVED by Mayor Bruni that the minutes of the Regular Meeting of Council held on February 6, 2026, be approved as presented.
CARRIED

SBC-26-025 MOVED by Deputy Mayor Willmon that the minutes of the Municipal Planning Commission meeting held on February 11, 2026, be approved as presented.
CARRIED

INFORMATION ITEMS

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

SBC-26-026 MOVED by Mayor Bruni that Council accept the information items as information.
CARRIED

REQUEST FOR DECISION

FINANCE

SBC-26-027 Police Funding Model 2026-2031
MOVED by Deputy Mayor Willmon that Council table the Police Funding Model discussion until the next meeting and Administration to bring back the 5 year budget and fees bylaw for review.
CARRIED

- SBC-26-028** 2025 Audit Plan
MOVED by Mayor Bruni that Council approve the 2025 audit plan and authorize the Mayor and CAO to sign the engagement letter.
CARRIED

COUNCIL & LEGISLATION

- SBC-26-029** ABmunis Convention Resolutions
MOVED by Deputy Mayor Willmon that Council accept the ABmunis Convention Resolutions item as information.
CARRIED

- SBC-26-030** Aquatic Invasive Species Request for Support
MOVED by Mayor Bruni that Council participate in the Provincial Aquatic Invasive Species Task Force's letter writing campaign.
CARRIED

PUBLIC WORKS

- SBC-26-031** Road Right of Way Maintenance Policy Adoption
MOVED by Deputy Mayor Willmon that Council adopt the Road Right of Way Maintenance Policy as presented.
CARRIED

PLANNING & DEVELOPMENT

- SBC-26-032** Encroachment Agreement Request
MOVED by Mayor Bruni that Council approve the Encroachment Agreement Request for 703 Elk Street for encroachments on municipally owner land (lane walkway).
CARRIED

COUNCIL REPORTS

- Mayor Bruni
- Municipal Governance Committee
- Deputy Mayor Willmon
- No Reports
- Councillor Finch
- Not in attendance to give report.

CORRESPONDENCE

- Joint Services Committee Meeting Minutes

COMMITTEE REPORTS

- National Police Federation

Summer Village of Sunbreaker Cove
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SBC-26-033 MOVED by Deputy Mayor Willmon that Council accept the Council Reports as presented.

CARRIED

NEXT MEETING

SBC-26-034 MOVED by Mayor Bruni that the next meeting of Council be held on April 13, 2026, at 9:00 a.m.

CARRIED

Council recessed at 9:46 a.m.

Council reconvened at 10:00 a.m.

PUBLIC HEARING

Public in attendance:

Roger Grant

Andrew Qucharek via Zoon

Jim Simon via Zoom

Mayor Bruni declared the Public Hearing for the Land Use Bylaw #205-25, open at 10:00 a.m.

Mayor Bruni introduced Council and staff present then provided the procedure for the public hearing.

Kara Hubbard, Development Officer, introduced the bylaw.

Brad MacDonald from Municipal Planning Services read the public hearing report.

A Land Use Bylaw is a planning document that regulates land use and development in a municipality. The Municipal Government Act (MGA) requires all municipalities to adopt a Land Use Bylaw. The Summer Village currently has a Land Use Bylaw (bylaw 99/13). This bylaw is not consistent with provincial legislation, Summer Village statutory plans, and does not address many current land use and development pressures facing the Summer Village.

A Land Use Bylaw establishes regulations to regulate how land is used and developed. It divides a municipality into different 'districts' (or 'zones') A Land Use Bylaw contains procedures for submitting, processing, and deciding upon subdivision and development applications. For some specific land use activities land use regulations are included to provide further clarity on how these activities may be developed in the municipality.

The broad purpose of a Land Use Bylaw is to separate uses that might conflict with each other, to establish a safe and orderly pattern of development appropriate for the municipality, and to protect property owners and residents from uses that may negatively impact the use and enjoyment of their property.

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
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The project team was comprised of Summer Village Council, Administration, and MPS (the Summer Village's planning consultants). Council and Administration met and provided direction setting recommendations to MPS through all stages of the project.

The project was initiated in late 2024. MPS worked with Council and Administration to discuss land use and development matters in the Summer Village, and goals for the project. By Spring 2025, MPS prepared a draft Land Use Bylaw based on Council's direction and MPS' research and review of the current Land Use Bylaw – and based on our work completing other Land Use Bylaws for other Sylvan Lake Summer Villages. Municipal Planning Services, Council, and Administration met to review proposed content for the Land Use Bylaw and discussed revisions to improve the document.

In July 2025, a project update notice was prepared and shared with Summer Village residents. The notice provided residents with a summary of the project's purpose, what a Land Use Bylaw is, and the project's next steps. The notice advised an online information session; at the session (August 12, 2025) MPS provided attendees with an overview of the proposed changes to the Summer Village's Land Use Bylaw and invited residents to provide feedback to the Summer Village.

The information session was attended by approximately 14 residents (not including MPS staff, Summer Village Administration, and members of Council). Following the session, a recording of the open house was uploaded to YouTube and was shared on the Summer Village's website. As of September 29, 2025, the recording had been viewed 22 times.

In October 2025, MPS prepared a 'What We Heard' Report for Council and Administration that compiled all responses and feedback to the project to date and shared the findings with Council. Following their review of the 'What We Heard Report,' Council directed MPS to make revisions to the draft Land Use Bylaw to address the feedback provided and to prepare the draft Land Use Bylaw for first reading. First reading of proposed bylaw 205-05 occurred on January 12, 2026. In February 2026, MPS circulated the draft Land Use Bylaw to adjacent municipalities, service providers, and agencies.

In accordance with the *Municipal Government Act*, the following municipalities, agencies, and organizations were notified with information about the proposed Land Use Bylaw, inviting them to provide feedback.

- Alberta Energy Regulator
- Alberta Arts, Culture, and the Status of Women
- Alberta Environment and Protected Areas
- Alberta Forestry and Parks
- Alberta Health Services (Provided recommended changes to reflect governing legislation, alignment with legislation governing short term rentals (Schedule A))
- Alberta Transportation and Economic Corridors
- Canada Post
- Telus Communications (No concerns)
- Fortis Alberta (Aquila Networks)
- Chinook Edge School Division
- GLDC Gas Co-op
- Red Deer County (No concerns)
- Lacombe County
- Town of Sylvan Lake
- The Summer Villages on Sylvan Lake

The public engagement program carried out, which included a newsletter, one survey, an in-person open house, and an online open house, satisfies and exceeds the public notification requirements in the *Municipal Government Act*. A Public Hearing notice was prepared in accordance with Section 606 of the *Municipal Government Act*.

There was a written submission received from Peter Schmaltz of 1301 Breakers Way was read into record by Kara Hubbard who pointed out a possible contradiction in Sections 9.4.6/9.4.7 and section 9.8.2 regarding asphalt in the carriage way.

The floor was opened to comments from the public. Roger Grant of 1326 Cottonwood Close had no comments related to the proposed Land Use Bylaw.

Mayor Bruni asked both Andrew Qucharek and Jim Simon, who were on Zoom, if they had any comments. Neither provided comments.

Mayor Bruni asked if Council had any questions or points of clarification.

Deputy Mayor Willmon asked for clarification on the submission from Alberta Health Services as Council had not received the recommendations. Ms. Hubbard to forward the recommended amendments to Council after the hearing.

Mayor Bruni asked several times if anyone would like to speak. Seeing there were no comments, Mayor Bruni thanked everyone for coming.

Mayor Bruni declared the Public Hearing for the Municipal Development Plan closed at 10:50 a.m. and cautioned that no further comments or submissions would be received.

PLANNING & DEVELOPMENT

Bylaw #205-25 Land Use Bylaw

The following are proposed amendments by Alberta Health Services to the Land Use Bylaw #205-25:

1. That Section 3.2.34 be revised to remove reference to ‘the Child Care Licensing Act’ and replace with ‘the Early Learning and Child Care Act.’”
2. That Section 9.24 – Tourist homes be revised to include the following as 9.24.4 (and all subsequent regulations be renumbered according):

“A tourist home shall comply with all food storage, serving, and preparation requirements in Part 6 of the Alberta Food Regulation.”

SBC-26-035 MOVED by Deputy Mayor Willmon that Council give 2nd reading to the Land Use Bylaw #205-25 as amended.

CARRIED

SBC-26-036 MOVED by Mayor Bruni that Council give 3rd and final reading to the Land Use Bylaw #205-25 as amended.

CARRIED

ADJOURNMENT

MOVED by Mayor Bruni that the meeting be adjourned at 10:59 a.m.
CARRIED

MIKE BRUNI, MAYOR

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove

April 13, 2026

Finance & Administration

Request for Decision

Agenda Item: *Delegation – Metrix Group*

Background:

The 2025 audit has now been completed. The Metrix Group will be zooming in to present the 2025 audited financial statements and answer any questions you may have.

Options for Consideration:

Council accept the 2025 audited financial statements as presented.

Administrative Recommendations:

Council accept the 2025 audited financial statements as presented.

Authorities:

MGA Section 281(1)

The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.

SUMMER VILLAGE OF SUNBREAKER COVE
Financial Statements
For The Year Ended December 31, 2025

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Summer Village of Sunbreaker Cove

Opinion

We have audited the financial statements of Summer Village of Sunbreaker Cove (the Summer Village), which comprise the statement of financial position as at December 31, 2025, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2025, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting process.

(continues)

Independent Auditors' Report to the Mayor and Council of Summer Village of Sunbreaker Cove
(continued)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta

April 13, 2026

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To the Mayor and Members of Council of the Summer Village of Sunbreaker Cove

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgments of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Summer Village Council to express an opinion on the Summer Village's financial statements.

Mr. Tanner Evans
Chief Administrative Officer

SUMMER VILLAGE OF SUNBREAKER COVE**D-1****Statement of Financial Position****As At December 31, 2025**

	<u>2025</u>	<u>2024</u>
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 758,365	\$ 753,436
Receivables (Note 2)	807,841	808,374
	<u>1,566,206</u>	<u>1,561,810</u>
LIABILITIES		
Accounts payable and accrued liabilities	193,073	48,935
Deposit liabilities	66,000	76,500
Deferred revenue (Note 3)	31,559	3,669
Due to other Sylvan Summer Villages (Note 4)	226,713	226,713
Long term debt (Note 5)	442,417	457,513
	<u>959,762</u>	<u>813,330</u>
NET FINANCIAL ASSETS	<u>606,444</u>	<u>748,480</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 6)	4,613,733	4,468,044
Prepaid expenses	246	-
	<u>4,613,979</u>	<u>4,468,044</u>
ACCUMULATED SURPLUS (Schedule 1)	<u>\$ 5,220,423</u>	<u>\$ 5,216,524</u>
Contingent liabilities (Note 8)		

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF SUNBREAKER COVE
Statement of Operations and Accumulated Surplus
For the Year Ended December 31, 2025

D-1

	2025 (Budget) (Note 13)	2025 (Actual)	2024 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 403,685	\$ 403,687	\$ 377,426
Sales and user charges (Schedule 4)	126,953	137,319	117,212
Interest	30,000	28,202	50,612
Government transfers for operating (Schedule 3)	17,583	17,615	17,597
Penalties and costs on taxes	5,514	11,130	6,899
Licenses and permits	5,713	9,379	7,261
Fines	1,831	7,550	900
Other	-	602	3,022
	<u>591,279</u>	<u>615,484</u>	<u>580,929</u>
EXPENSES			
Administration	219,282	193,710	155,869
Roads, streets, walks and lighting	64,187	89,331	53,852
Waste water treatment and disposal	69,656	76,074	87,478
Protective services	34,523	55,214	47,546
Parks and recreation	63,707	51,581	23,821
Garbage	35,628	34,758	30,336
Environment and planning	72,258	17,057	22,456
Legislative	20,371	14,901	14,963
Disaster and emergency services	3,832	3,404	3,372
Library	882	1,285	863
Amortization	-	134,270	128,115
	<u>584,326</u>	<u>671,585</u>	<u>568,671</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	6,953	(56,101)	12,258
OTHER REVENUE			
Government transfers for capital (Schedule 3)	60,000	60,000	181,697
ANNUAL SURPLUS	66,953	3,899	193,955
ACCUMULATED SURPLUS, BEGINNING OF YEAR	5,216,524	5,216,524	5,022,569
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 5,283,477</u>	<u>\$ 5,220,423</u>	<u>\$ 5,216,524</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF SUNBREAKER COVE
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2025

D-1

	2025 (Budget) (Note 13)	2025 (Actual)	2024 (Actual)
ANNUAL SURPLUS	\$ 66,953	\$ 3,899	\$ 193,955
Acquisition of tangible capital assets	(409,785)	(279,959)	(393,837)
Amortization of tangible capital assets	20,371	134,270	128,115
	(322,461)	(141,790)	(71,767)
Use (acquisition) of prepaid expenses	-	(246)	119
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(322,461)	(142,036)	(71,648)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	748,480	748,480	820,128
NET FINANCIAL ASSETS, END OF YEAR	\$ 426,019	\$ 606,444	\$ 748,480

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SUMMER VILLAGE OF SUNBREAKER COVE**D-1****Statement of Cash Flows****For The Year Ended December 31, 2025**

	<u>2025</u>	<u>2024</u>
OPERATING ACTIVITIES		
Annual surplus	\$ 3,899	\$ 193,955
Non-cash items not included in annual surplus (deficit):		
Amortization of tangible capital assets	<u>134,270</u>	128,115
	<u>138,169</u>	<u>322,070</u>
Changes in non-cash working capital balances related to operations:		
Receivables	532	(23,690)
Accounts payable and accrued liabilities	144,138	5,768
Deferred revenue	27,891	(95,973)
Deposit liabilities	(10,500)	17,500
Prepaid expenses	<u>(246)</u>	119
	<u>161,815</u>	<u>(96,276)</u>
Cash flow from operating activities	<u>299,984</u>	<u>225,794</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	<u>(279,959)</u>	<u>(393,837)</u>
FINANCING ACTIVITIES		
Repayment of long term debt	<u>(15,096)</u>	<u>(14,648)</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	4,929	(182,691)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>753,436</u>	<u>936,127</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 758,365</u>	<u>\$ 753,436</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF SUNBREAKER COVE
Schedule of Changes in Accumulated Surplus
For the Year Ended December 31, 2025

(Schedule 1)

	Unrestricted surplus	Restricted surplus (Note 7)	Equity in tangible capital assets	2025	2024
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 82,066	\$ 1,350,640	\$ 3,783,818	\$ 5,216,524	\$ 5,022,569
Annual surplus	3,899	-	-	3,899	193,955
Tangible capital asset purchases	(60,000)	(219,959)	279,959	-	-
Amortization of tangible capital assets	134,270	-	(134,270)	-	-
Repayment of long-term debt	(15,096)	-	15,096	-	-
Transfers	(102,521)	102,521	-	-	-
ACCUMULATED SURPLUS - END OF YEAR	\$ 42,618	\$ 1,233,202	\$ 3,944,603	\$ 5,220,423	\$ 5,216,524

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF SUNBREAKER COVE
Schedule of Property Taxes
For the Year Ended December 31, 2025

D-1
(Schedule 2)

	2025 (Budget) (Note 13)	2025 (Actual)	2024 (Actual)
TAXATION			
Real property taxes	\$ 837,600	\$ 839,824	\$ 765,023
REQUISITIONS			
Alberta School Foundation Fund	433,915	436,137	387,597
NET MUNICIPAL PROPERTY TAXES	\$ 403,685	\$ 403,687	\$ 377,426

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SUMMER VILLAGE OF SUNBREAKER COVE
Schedule of Government Transfers
For the Year Ended December 31, 2025

D-1
(Schedule 3)

	2025 (Budget) (Note 13)	2025 (Actual)	2024 (Actual)
TRANSFERS FOR OPERATING			
Provincial government conditional transfers	\$ 17,583	\$ 17,615	\$ 17,597
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	60,000	60,000	181,697
TOTAL GOVERNMENT TRANSFERS	\$ 77,583	\$ 77,615	\$ 199,294

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SUMMER VILLAGE OF SUNBREAKER COVE
Schedule of Segmented Information
For the Year Ended December 31, 2025

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 146,766	\$ 46,187	\$ 51,067	\$ 89,331	\$ -	\$ 70,336	\$ 403,687
Sales and user charges	525	-	-	-	136,794	-	137,319
All other	602	-	7,550	-	-	20,509	28,661
Interest	28,202	-	-	-	-	-	28,202
Government transfers	17,615	-	-	-	-	-	17,615
	<u>193,710</u>	<u>46,187</u>	<u>58,617</u>	<u>89,331</u>	<u>136,794</u>	<u>90,845</u>	<u>615,484</u>
EXPENSES							
Contracted & general services	57,771	55,187	43,117	89,331	96,999	18,947	361,352
Salaries, wages & benefits	125,253	-	15,500	-	-	10,690	151,443
Interest on long-term debt	-	-	-	-	13,833	-	13,833
Materials, goods, supplies & utilities	10,686	-	-	-	-	-	10,686
	<u>\$ 193,710</u>	<u>\$ 55,187</u>	<u>\$ 58,617</u>	<u>\$ 89,331</u>	<u>\$ 110,832</u>	<u>\$ 29,637</u>	<u>\$ 537,314</u>
NET REVENUE, BEFORE AMORTIZATION	-	(9,000)	-	-	25,962	61,208	78,170
Amortization	(9,980)	(30,995)	(813)	(48,533)	(43,950)	-	(134,271)
NET REVENUE	<u>\$ (9,980)</u>	<u>\$ (39,995)</u>	<u>\$ (813)</u>	<u>\$ (48,533)</u>	<u>\$ (17,988)</u>	<u>\$ 61,208</u>	<u>\$ (56,101)</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF SUNBREAKER COVE
Schedule of Segmented Information
For the Year Ended December 31, 2024

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 83,708	\$ 24,684	\$ 50,018	\$ 53,852	\$ 1,532	\$ 163,632	\$ 377,426
Sales and user charges	930	-	-	-	116,282	-	117,212
Interest	50,612	-	-	-	-	-	50,612
All other	3,022	-	900	-	-	14,160	18,082
Government transfers	17,597	-	-	-	-	-	17,597
	<u>155,869</u>	<u>24,684</u>	<u>50,918</u>	<u>53,852</u>	<u>117,814</u>	<u>177,792</u>	<u>580,929</u>
EXPENSES							
Contracted services & general services	\$ 45,851	\$ 24,684	\$ 42,816	\$ 53,852	\$ 103,533	\$ 27,014	\$ 297,750
Salaries, wages & benefits	99,662	-	8,102	-	-	10,405	118,169
Interest on long-term debt	-	-	-	-	14,281	-	14,281
Materials, goods, & supplies	10,356	-	-	-	-	-	10,356
	<u>155,869</u>	<u>24,684</u>	<u>50,918</u>	<u>53,852</u>	<u>117,814</u>	<u>37,419</u>	<u>440,556</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	140,373	140,373
Amortization	(9,980)	(30,787)	(813)	(42,585)	(43,950)	-	(128,115)
NET REVENUE (DEFICIT)	<u>\$ (9,980)</u>	<u>\$ (30,787)</u>	<u>\$ (813)</u>	<u>\$ (42,585)</u>	<u>\$ (43,950)</u>	<u>\$ 140,373</u>	<u>\$ 12,258</u>

The accompanying notes are an integral part of these financial statements.

1. ACCOUNTING POLICIES

The financial statements of the Summer Village of Sunbreaker Cove (the "Summer Village") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Summer Village are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The entity is comprised of the municipal operations and all the organizations that are owned or controlled by the Summer Village and are, therefore, accountable to Summer Village for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Summer Village has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenditures are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Village has used estimates to determine the useful lives of tangible capital assets.

(continues)

1. ACCOUNTING POLICIES *(continued)*

(d) *Valuation of Financial Assets and Liabilities*

The Summer Village's financial assets and liabilities are measured as follows:

<u>Financial statement component</u>	<u>Measurement</u>
Cash and cash equivalents	Cost and amortized cost
Trade and other receivables	Lower of cost or net recoverable value
Accounts payable and accrued liabilities	Cost
Deposit liabilities	Cost
Long-term debt	Amortized cost

(e) *Cash and cash equivalents*

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition. Cash and cash equivalents consists of an operating account at a financial institution.

(f) *Over-levy and Under-levy*

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) *Tax Revenue*

Property tax revenue is recognized as revenue in the year it is levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and recognized as revenue in the year the local improvement tax is levied.

(continues)

Notes to Financial Statements

Year Ended December 31, 2025

1. ACCOUNTING POLICIES (continued)*(h) Asset Retirement Obligations*

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Asset retirement activities include all activities relating to an asset retirement obligation including, but not limited to, decommissioning or dismantling, remediation of contamination, post-retirement activities such as monitoring, and constructing other tangible capital assets to perform post-retirement activities.

A liability for asset retirement obligation is recognized when there is a legal obligation to incur retirement costs, the past transaction or event giving rise to the liability as occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying value of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets and those not in productive use are expensed.

(i) Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Summer Village is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(j) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(continues)

Notes to Financial Statements

Year Ended December 31, 2025

1. ACCOUNTING POLICIES (continued)*(k) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	15 years
Engineered structures:	
Wastewater system	75 years
Roadway system	15 years
Machinery, equipment and furnishings	10 years
Buildings	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(l) New Accounting Standards not yet Adopted

The following standards are effective for fiscal years beginning on or after April 1, 2026.

The Conceptual Framework is the foundation for public sector financial reporting standard setting. It replaces the conceptual aspects of Section PS 1000 Financial Statement Concepts and Section PS 1100 Financial Statement Objectives. The conceptual framework highlights considerations fundamental for the consistent application of accounting issues in the absence of specific standards.

A new presentation standard, PS 1202, will be adopted at the same time that includes changes to the presentation of the statements of financial position, net financial assets or net debt, net assets, including a reconciliation of each component of net assets, and cash flows.

Management is currently assessing the impact of the conceptual framework and the standard on the financial statements.

Notes to Financial Statements

Year Ended December 31, 2025

2. RECEIVABLES

	2025	2024
Wastewater collection system fees	\$ 647,449	\$ 671,616
Other governments	109,972	94,057
Goods and Services Tax rebate	25,911	25,104
Taxes and grants in place of taxes	24,509	17,597
	\$ 807,841	\$ 808,374

Wastewater collection system fees receivable are repayable from residents in annual installments of \$28,949 over twenty five years from the time of connection.

3. DEFERRED REVENUE

	2024	Allocations	Funds Expended	2025
Canada Community-Building Fund	\$ 3,472	\$ 12,956	\$ -	\$ 16,428
Local Government Fiscal Framework.	-	74,934	(60,000)	14,934
Municipal Sustainability Initiative	197	-	-	197
	\$ 3,669	\$ 87,890	\$ (60,000)	\$ 31,559

Included in the both the deferred revenue and other governments receivable (Note 2) are \$16,428 for the Community-Building Fund program and \$14,934 for the Local Government Fiscal Framework Program.

4. DUE TO OTHER SYLVAN SUMMER VILLAGES

During 2021, the Summer Villages of Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of a new Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the new Administration Building.

In the event that any of the Summer Villages elect to sell either of the buildings, each of the Summer Village will proportionately receive a return of their initial contribution and all remaining proceeds will be divided equally.

	2025	2024
Due to other Sylvan Summer Villages		
Summer Village of Jarvis Bay	\$ 157,522	\$ 157,522
Summer Village of Norglenwold	69,191	69,191
	\$ 226,713	\$ 226,713

Notes to Financial Statements

Year Ended December 31, 2025

5. LONG TERM DEBT

	<u>2025</u>	<u>2024</u>
Government of Alberta debenture repayable in semi-annual instalments of \$7,565 including interest at a rate of 3.39% maturing in 2046.	\$ 225,982	\$ 233,265
Government of Alberta debenture repayable in semi-annual instalments of \$6,910 including interest at a rate of 2.702% maturing in 2046.	216,435	224,248
	<u>\$ 442,417</u>	<u>\$ 457,513</u>

Principal repayment terms are approximately:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	\$ 15,557	\$ 13,392	\$ 28,949
2027	16,033	12,916	28,949
2028	16,524	12,425	28,949
2029	17,030	11,919	28,949
2030	17,551	11,398	28,949
Thereafter	359,722	96,554	456,276
	<u>\$ 442,417</u>	<u>\$ 158,604</u>	<u>\$ 601,021</u>

Notes to Financial Statements
Year Ended December 31, 2025

6. TANGIBLE CAPITAL ASSETS

	2025 Net Book Value	2024 Net Book Value
Engineered structures		
Wastewater systems	\$ 3,117,960	\$ 3,161,910
Roadways	946,569	717,218
	4,064,529	3,879,128
Land improvements	179,245	205,998
Buildings	175,770	184,558
Land	179,100	179,100
Vehicles	11,900	13,748
Machinery and equipment	3,189	5,512
	\$ 4,613,733	\$ 4,468,044

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 856,988	\$ 276,849	-	-	\$ 1,133,837
Wastewater systems	3,296,280	-	-	-	3,296,280
	4,153,268	276,849	-	-	4,430,117
Buildings	219,713	-	-	-	219,713
Machinery and equipment	26,678	-	-	-	26,678
Land	179,100	-	-	-	179,100
Land improvements	444,831	3,110	-	-	447,941
Vehicles	18,479	-	-	-	18,479
	\$ 5,042,069	\$ 279,959	\$ -	\$ -	\$ 5,322,028

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 139,770	\$ 47,498	-	-	\$ 187,268
Wastewater systems	134,370	43,950	-	-	178,320
	274,140	91,448	-	-	365,588
Buildings	35,155	8,788	-	-	43,943
Machinery and equipment	21,166	2,323	-	-	23,489
Land improvements	238,833	29,863	-	-	268,696
Vehicles	4,731	1,848	-	-	6,579
	\$ 574,025	\$ 134,270	\$ -	\$ -	\$ 708,295

Notes to Financial Statements

Year Ended December 31, 2025

7. RESERVES

	<u>2025</u>	<u>2024</u>
Operating Reserves		
Rate Rider Receivable	\$ 671,615	\$ 671,616
General operating	<u>270,000</u>	<u>250,000</u>
	\$ 941,615	\$ 921,616
Capital Reserves		
Infrastructure	\$ 107,866	\$ 295,539
Sewer	80,156	35,985
Planning and development	68,089	62,500
General capital	25,000	25,000
Shared equipment and facilities	7,976	10,000
Roads, streets, walks, lighting	<u>2,500</u>	<u>-</u>
	\$ 291,587	\$ 429,024

8. CONTINGENT LIABILITIES

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

9. CONTRACTUAL OBLIGATIONS

The Summer Village has entered into an agreement for basic assessment services with Wild Rose Assessment Services Inc. for a five year term commencing April 2025 through March 2030. The cost of assessment services will be \$7,000 annually over the five years.

The Summer Village has entered into an agreement for waste collection services for a five year term commencing January 2023 expiring December 2027. The estimated cost of these services is \$14,000 annually.

10. SEGMENTED INFORMATION

The Summer Village provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Notes to Financial Statements

Year Ended December 31, 2025

11. FINANCIAL INSTRUMENTS

The Summer Village's financial instruments consist of cash and cash equivalents, receivables, accounts payable and accrued liabilities and long term debt. It is management's opinion that the Summer Village is not exposed to significant currency risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

Credit risk

The Summer Village is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Summer Village's credit risk.

Liquidity Risk

Liquidity risk is the risk that the Village will encounter difficulty in meeting obligations associated with its financial liabilities. The Village maintains cash balances to ensure that funds are available to meet current and forecasted financial requirements. Management continues to monitor the Village's liquidity position on a regular basis.

Interest rate risk

Interest rate risk is the risk that the Village's annual surplus will be affected by the fluctuation and degree of volatility in interest rates. Interest rate risk on the Village's long-term debt is managed through fixed interest rates.

12. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village be disclosed as follows:

	<u>2025</u>	<u>2024</u>
Total debt limit	\$ 923,226	\$ 871,394
Total debt	(669,130)	(684,226)
Total debt limit remaining	\$ 254,096	\$ 187,168
Service on debt limit	\$ 153,871	\$ 145,232
Service on debt	(28,949)	(28,949)
Total service on debt limit remaining	\$ 124,922	\$ 116,283

The debt limit is calculated at 1.5 times revenue of the Summer Village (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Summer Village. Rather, the financial statements must be interpreted as a whole.

Notes to Financial Statements

Year Ended December 31, 2025

13. BUDGET FIGURES

The 2025 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 13, 2024. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2025 Budget	2025 Actual
Annual surplus	\$ 66,953	\$ 3,899
Purchase of tangible capital assets	(409,785)	(279,959)
Amortization of tangible capital assets	-	134,270
Long-term debt repayment	(15,096)	(15,096)
Transfer (to) from reserves	357,928	117,438
	\$ -	\$ (39,448)

14. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Summer Village officials, the Summer Village Chief Administrative Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2025	2024
Mayor				
Bruni (Jul - Dec)	\$ 1,980	\$ -	\$ 1,980	\$ -
Willmon (Jan - Jun)	1,755	-	1,755	3,960
Councillors				
Wilmon	1,500	-	1,500	-
Poratto	825	-	825	1,537
Bruni	800	-	800	1,813
Kimball	-	-	-	724
Beets	-	-	-	407
	\$ 6,860	\$ -	\$ 6,860	\$ 8,441
Chief Administrative Officer				
Evans	\$ 21,037	\$ 2,509	\$ 23,546	\$ 21,782
Designated officer (Assessor)	\$ 7,400	\$ -	\$ 7,400	\$ 7,400

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

15. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

DRAFT



April 13, 2026

Summer Village of Sunbreaker Cove
2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Attention: Council Members

Dear Council Members:

RE: 2025 AUDIT FINDINGS REPORT

The purpose of this report is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management.

The objective of our audit was to obtain reasonable assurance that the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to Council deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Summer Village's financial statements, and as such, our audit report is without reservation with respect to these matters.

Significant Deficiencies in Internal Control

Our audit procedures did not reveal any significant deficiencies in internal controls.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Summer Village. The application of those policies often involves significant estimates and judgments by management.

The Summer Village has made the following significant accounting estimates in preparing its financial statements.

Amortization of Tangible Capital Assets - \$134,270 (2024 - \$128,115)

The number of years the Summer Village's tangible capital assets are being amortized over are estimates.

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

Adjusted and Unadjusted Differences

Adjusted Differences

During the course of the audit, we identified ten (10) adjustments that were communicated to management and subsequently adjusted in the financial statements. This type of assistance is common with our smaller local government clients.

Unadjusted Differences

There were no significant unadjusted differences aggregated by our Firm, for the year ended December 31, 2025.

After considering both quantitative and qualitative factors with respect to the unadjusted differences above, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of Summer Village management and staff throughout our work and we received full access to all necessary records and documentation.

Management Representations

Management representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

OTHER MATTERS

Property Tax Over-Levy

Previously we had noted that Village over-levied for ASFF requisitions in 2021 in the amount of \$2,222 which is still included in the Village's payables.

We are pleased to report that the 2025 levy was adjusted to account for this.

AUDITOR INDEPENDENCE

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Summer Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2025 – April 13, 2026.

Summer Village of Sunbreaker Cove
April 13, 2026
Page 4

We appreciated the assistance of Tina Leer, Tanner Evans, and the other staff during the audit. We appreciate the opportunity to provide audit services to the Summer Village.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Tanner Evans, Chief Administrative Officer

DRAFT

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: Police Funding Model 2026 - 2031

Background:

Administration has received preliminary funding information from the Alberta Police Funding Model Team.

This preliminary 5-year estimate is based on the most recent data available to the ministry and should be used to assist with the Municipal budget process, effective April 1, 2026.

The five-year projection is based on Municipal Affairs 2024-25 population data, equalized assessment value, preliminary RCMP occurrence statistics, and RCMP hard vacancy rates. All figures are subject to revision.

Attached please find the breakdown on the calculation of costs.

Fiscal Year	Percentage	Municipal Share
2026-27	22%	\$27,917.30
2027-28	24%	\$32,891.66
2028-29	26%	\$36,584.64
2029-30	28%	\$40,342.53
2030-31	30%	\$41,571.62

The Summer Village of Sunbreaker Cove has budgeted \$18,180 for the 2026 Policing costs. This will require a budget amendment in the amount of \$9,737.30 to cover the 22% increase to \$27,917.30.

Options for Consideration:

1. Accept as information.
2. Amend 2026 Policing Costs in the 2026 Operational Budget to reflect new costs.
3. Accept as information and keep 2026 Operational Budget as is.

Administrative Recommendations:

Administration recommends amending the 2026 Operation Budget to include the new Policing Costs to the amount of \$27,917.30.

Authorities:

Government of Alberta, Police Funding Model

Renewed Police Funding Model Preliminary 5-year Estimate for Summer Village of Sunbreaker Cove

Thank you for connecting with the Police Funding Model team and for providing a designated contact to receive your estimated municipal contributions under the renewed Police Funding Model (PFM). Based on the most recent data available to the ministry, we have prepared a preliminary five-year estimate to assist with your municipal budget process for PFM costs moving forward, effective April 1, 2026.

It is important to note that the estimate provided is an approximation. Final amounts payable under the renewed PFM will be based on current data when calculations are completed each March.

Fiscal year	Percentage	Municipal Share before modifiers
2026–27	22%	\$27,917.30
2027–28	24%	\$32,891.66
2028–29	26%	\$36,584.64
2029–30	28%	\$40,342.53
2030–31	30%	\$41,571.62

Important Notes:

- This preliminary estimate for Summer Village of Sunbreaker Cove is provided for budget planning purposes only.
- All figures are subject to revision.
- Base cost calculations are derived from 2024–25 PPSA frontline policing actuals, with an assumed year-over-year increase of 8% applied to PPSA frontline policing costs.
- The five-year projection is based on Municipal Affairs 2024–25 population data, equalized assessment values, preliminary RCMP occurrence statistics, and RCMP hard vacancy rates. Final invoiced amounts will reflect updated data as it becomes available.
- Modifications to the base formula will be implemented in phases: the weighted occurrences factor will take effect on April 1, 2028, with full model implementation completed by April 1, 2030.

Please contact the PFM team at abpfm@gov.ab.ca if you require any clarification regarding these estimates.

Summer Village of Sunbreaker Cove

Administration and Finance

April 13th, 2026

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 162,880.14

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

- 1. Lacombe Regional Waste Service \$ 18,436.43
 - a. 2026 Waste Requisition
- 2. SV of Norglenwold \$ 17,525.01
 - a. February Shared Costs
- 3. Al's Bobcat \$ 5,115.60
 - a. Feb 17th, 18th, 20th, 23rd, 27th & 28th Snow & Sanding
 - b. Feb 6th Sanding
- 4. SV of Norglenwold \$ 3,313.62
 - a. Feb Muni Specifics
- 5. Als's Bobcat \$ 4,196.85
 - a. Mar 3rd, 5th, 8th, 12th & 13th Sanding
- 6. AB School Foundation \$ 106,294.95
 - a. First Quarter ASFF

Council Expense Claims Report:

February 2026

- Michael Bruni \$ 0
- Jim Willmon \$ 0
- Kelsey Finch \$ 0

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.

**Summer Village of Sunbreaker Cove
List of Accounts for Approval**

Date Printed
03/31/2026 12:48 PM

Batch: 2026-00029 to 2026-00048

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1330	03/03/2026	REV - Adams Bailey & Associates Inc			
1331	03/03/2026	Taxervice			
2444633		212-400-910 - Tax Changes	Set Up fee	70.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	3.50	73.50
2444634		212-400-910 - Tax Changes	Set Up fee	70.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	3.50	73.50
			Payment Total:		147.00
1332	03/03/2026	Xandal Backhoe Ltd.			
26-0222		242-000-256 - Wastewater Main	Feb 12 Replace & Install St	310.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	15.50	325.50
1333	03/13/2026	Adams Bailey & Associates Inc			
1782-01		242-000-256 - Wastewater Main	Plumber Fee Due To Valve	534.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	26.70	560.70
1334	03/17/2026	Leah Ozum			
OZUM26		272-000-515 - Regatta	Dollarama - Regatta Reimbr	52.50	52.50
1335	03/30/2026	Lacombe Regional Waste Service			
38776		243-000-255 - Landfill Costs	2026 Waste Requisition	18,436.43	18,436.43
			Total Computer Cheque:		19,522.13

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
429	03/03/2026	Empringham Disposal Corp			
103150		243-000-200 - Waste Removal C	240 Weekly Collection	697.15	
		243-000-200 - Waste Removal C	2 Public Trash Can Collecti	46.85	
		312-000-260 - GST Paid Refunc	GST Tax Code	37.20	781.20
430	03/03/2026	Go Services Inc.			
15187567		272-000-510 - Parks & Playgrou	Monthly Portable Toilet Ren	474.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	23.70	497.70
431	03/03/2026	Sylvan Lake Regional			
2341		242-000-260 - Useage Fees-WV	Jan WW Services	1,567.01	1,567.01
432	03/13/2026	SV NGW			
2026-00025		212-100-110 - Salaries	Salaries	14,818.32	
		212-100-130 - Training	Training	291.76	
		212-100-140 - Benefits	Shared Benefits	1,345.74	
		212-100-210 - Travel & Subside	T&S	24.12	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	23.36	
		212-200-215 - Postage/Freight/C	Postage/Freight	284.24	
		212-200-500 - Printing Costs	Printing Costs	-1.76	
		212-200-510 - Office Supplies	Office Supplies	24.12	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	13.19	
		212-300-540 - Utilities	Utilities	278.69	
		212-300-250 - Facility Improverr	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	0.00	

**Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2026-00029 to 2026-00048**

Date Printed
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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	494.19	
		212-300-242 - IT Equipment	IT Equipment	0.01	
		212-300-265 - Equipment Maintn	Equipment Maintenance	129.33	
		212-300-270 - Equipment Renta	Equipment Rental	22.40	
		212-300-510 - Other Contingenc	Contingency	87.80	
		212-300-530 - Building Insuranc	Building Insurance	568.66	
		212-100-270 - CPO Expenses	CPO Expenses	75.11	
		121-000-531 - CPO Enforcemer	CPO Shared Revenue	-698.70	
		312-000-271 - Accounts Receiva	Dec Credit Memo 2025-000	-255.57	17,525.01
433	03/17/2026	Al's Bobcat & Trucking			
21522		232-000-255 - Plowing Program	Feb 17th, 18th, 20th, 23rd, :	4,440.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	222.00	4,662.00
21499		232-000-255 - Plowing Program	Feb 6th Sanding	432.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	21.60	453.60
			Payment Total:		5,115.60
434	03/17/2026	Red Deer Catholic Regional			
2026-1		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,739.27	2,739.27
435	03/17/2026	Sylvan Lake Regional			
2355		242-000-260 - Useage Fees-WV	Feb WW Services	1,326.80	1,326.80
436	03/20/2026	SV NGW			
2026-00029		232-000-270 - Pathway Program	Castle Building - Screws Fo	14.88	
		226-000-200 - Enforcement	Prairie Mobile - CPIC Mode	131.24	
		226-000-200 - Enforcement	Mega Tech - CPO Truck Ca	2,767.50	
		212-400-232 - Assessment Fees	The City of RD: RARB Merr	400.00	3,313.62
437	03/30/2026	Al's Bobcat & Trucking			
21563		232-000-255 - Plowing Program	Mar 3rd,5th,8th,12th & 13th	3,997.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	199.85	4,196.85
			Total EFT:		37,063.06

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
1	03/17/2026	AB School Foundation Fund			
18174		201-100-130 - ASFF-Residential	First Quarter ASFF School I	106,294.95	106,294.95
			Total Other:		106,294.95
			Total MAIN:		162,880.14

Date Printed
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Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2026-00029 to 2026-00048

Certified Correct This March 31, 2026

Mayor

Administrator

Summer Village of Sunbreaker Cove

Public Works

Information Item

Agenda Item: *Sunbreaker Cove Public Works Update*

Background:

The following will provide Council with an update on Public Works (PW) activities and initiatives.

Wastewater

PW organized the first quarterly flush of 2026 which was completed March 20, 2026 by Pidherneys. PW posted a competitive opportunity to complete future flushes under an annual contract and is in the process of evaluating submissions.

Administrative

PW received complaints about a diesel fuel spill near the mailboxes on Marine Drive while out of town. PW coordinated with Lacombe County public works to investigate and pw was informed that the spill was insignificant. PW called Alberta Environment to report the spill, a casefile has been opened and PW will monitor the area over the duration of the snowmelt to identify if there is a larger concern hidden by snow cover.

Administration received reports that the asphalt cut out from the 2025 culvert installation across breakers way was “washed out” causing significant impacts to vehicles. Administration contacted Urban Dirtworks to investigate and they noted very minor compaction and deemed the condition of the site normal under typical driving conditions. Urban Dirtworks will return to the jobsite to place slightly more gravel until paving can occur.

Administration is evaluating several RFPs including wastewater flushing, greenspace and ditch mowing, arborist services, and road maintenance services.

Administration has purchased a new truck in accordance with the fleet replacement policy; the Ford Ranger will be getting traded in at a value of \$5,500. The new F-150 was acquired at approximately \$19,000 discount from the MSRP sticker price well within allocated budget. PW will utilize remaining funds to apply the Summer Villages on Sylvan Lake decal/logo, install a beacon light for safety, and required toolboxes. This new fleet acquisition will support public work operations more effectively than the current Tundra and Ford Ranger due to towing capacity, passenger space, and functionality for toolchests/mobile office needs.

Tree Removal

Public Works was contacted by a resident concerned of Municipal Trees threatening private property. PW investigated the location with the resident and identified problem trees. PW agreed with homeowner that the trees would be monitored but not removed until the ground had dried up to prevent rutting and give the homeowner an opportunity to move the shed to clear a fall zone. This work is not anticipated to be completed until after the migratory bird act season in September.

Administration is evaluating proponents submissions for arborist services. After evaluation and award PW will have awarded proponent assess these hazards using Tree Risk Assessment Qualification (TRAQ) principles to identify the probability of hazards using professional judgement which will inform administrations decision-making to have these trees removed or not.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Sunbreaker Cove

April 13, 2026

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 89 development permits issued in the Summer Villages (20 in Birchcliff, 4 in Half Moon Bay, 17 in Jarvis Bay, 22 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

1. 669 Fox Crescent	Dwelling & Detached Garage	Issued in 2020
2. 1130 Breakers Way	Dwelling	Issued in 2021
3. 1422 Aspen Close	Dwelling	Issued in 2022
4. 747 Elk Street	Dwelling	Issued in 2022
5. 1213 Pine Road	Dwelling	Issued in 2022
6. 717 Elk Street	Dwelling Addition	Issued in 2023
7. 1209 Breakers Way	Demolition & Dwelling	Issued in 2023
8. 1113 Briar Road	Demolition, Dwelling, & Det.Grg.	Issued in 2024
9. 621 Fox Crescent	Dwelling Addition	Issued in 2024
10. 741 Elk Street	Demolition, Dwelling, & Det.Grg.	Issued in 2024
11. 1325 Birch Road	Demolition & Dwelling	Issued in 2024
12. 1210 Marine Drive	Mechanized, Stripping/Grading	Issued in 2025
13. 619 Fox Crescent	Escarpment Stairs & Deck Ext.	Issued in 2025
14. 1405 Juniper Road	Deck Addition	Issued in 2025
15. 621 Fox Crescent	Detached Garage	Issued in 2025
16. 1353 Balm Road	Guest House	Issued in 2025
17. 1303 Birch Road	Detached Garage	Issued in 2025
18. 607 Fox Crescent	Dwelling Addition	Issued in 2025
19. 1109 Poplar Road	Demolition	Issued in 2026

Active development permits for the operation of a Tourist Home:

1. 805 Antelope Street
2. 605 Fox Crescent
3. 1126 Breakers Way
4. 685 Fox Crescent
5. 609 Fox Crescent
6. 641 Fox Crescent
7. 683 Fox Crescent

Completed development permits since last meeting:

1. 1301 Breakers Way Fence Issued in 2026

Permit Summary:Year to date 2026:

3 development permits. Estimated project cost \$18,000.00.

2025 Jan.-Dec.:

14 development permits. Estimated project cost \$507,000.00.

2024 Jan.-Dec.:

9 development permits. Estimated project cost \$2,946,000.00.

2023 Jan.-Dec.:

8 development permits. Estimated project cost \$1,725,000.00.

2022 Jan.-Dec.:

14 development permits. Estimated project cost \$2,191,500.00.

2021 Jan.-Dec.:

14 development permits. Estimated project cost \$2,404,000.00.

Land Use Bylaw Re-Write

A Public Open House on the draft Land Use Bylaw was held via Zoom on August 12, 2025, with public feedback accepted until September 5, 2025. A “What We Heard” report summarizing the consultation and resident input was prepared and presented to Council in October.

Based on the findings and discussions, Council directed minor amendments to be included in the next draft.

In January Council gave first reading to the draft Land Use Bylaw. Following the Public Hearing, Council gave second and third readings to the Bylaw, thereby adopting the new Land Use Bylaw.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #205/25.

Summer Village of Sunbreaker Cove

April 14, 2026

Information

Agenda Item: *CAO Report*

Background:

- Administration has worked with Metrix Group to complete all audits. The process went smoothly and councils will receive a presentation from our auditors shortly.
- On March 4 the administrative office suffered a cyber attack and a workstation was infected with a virus. The virus attempted to collect info on our network. Our IT security caught it immediately and isolated the computer, halting the attack. Our IT support showed up the next day to do a complete wipe and reload of the infected workstation to ensure nothing had spread. Their report is attached below.
- Attached are the Sunbreaker Cove specific CAO goals for 2026 for review.
- Attached is the 2026 project/task list for 2026 as reviewed by the Joint Services Committee. This represents the current work load for the administrative staff outside of our day-to-day tasks. As the list is extensive, new projects will need to be triaged against what is currently listed.
- Over the past year Joint Services Committee has explored different options to hire a third party to help build a strategy that will guide the work required to ensure that our summer villages have safe drinking water, and that the watershed is protected into the future. The strategy would address questions we need to ask and what our next steps should be. At the last JSC meeting on March 13, the committee unanimously passed a motion to move forward with a Groundwater Literature Review to begin this process. Attached is the outline of the proposed work. As this project comes with a financial cost, a motion must come from each council to cover their portion of the costs and where the funding would come from. Sunbreaker Cove's portion of the costs is \$5,280. Suggestion that it comes from the general operating reserve which currently has \$270k.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA 207 (c) “advises and informs the council on the operation and affairs of the municipality”.

Incident summary – SLSV-WKSTN02

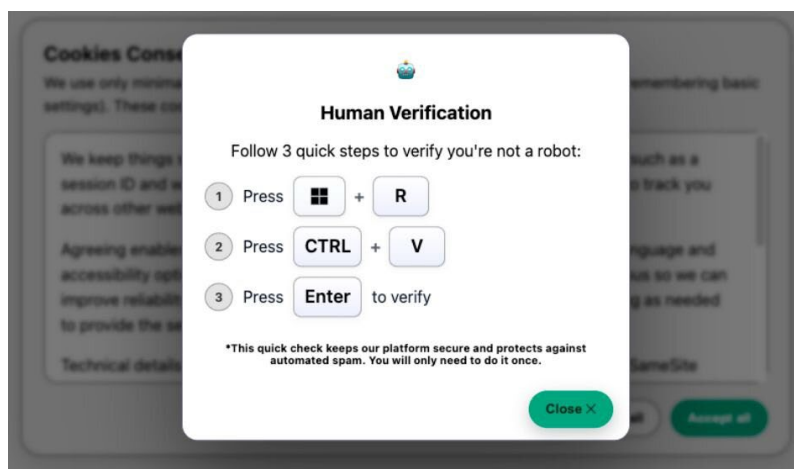
Executive Summary

- SLSV-WKSTN02 was infected with a virus on the afternoon of March 4, 2026.
- The virus attempted to collect info on the infected computer and network, likely to pick targets for launching follow up attacks.
- The original cause of infection is not 100% known, but it is suspected that it was a ‘clickfixing’ attack.
- The affected computer was promptly isolated from the network, halting the attack from spreading.
- Remediation in the form of a full wipe and reload took place the next morning.

Attack Vector

There has recently been an upsurge in the use of ‘clickfixing’ type attacks, and it is believed at this time that it was the initial attack vector for the SLSV-WKSTN02 compromise. Clickfixing works by coaxing or tricking a user into interacting with something on a website that copies a command into the users clipboard. Then, it tricks the user into pasting the copied command into a ‘run’ window, thus executing the payload. We don’t know with 100% certainty this was the attack vector, but based on the sophistication of the initial actions taken by the virus, we lean heavily towards it.

A common clickfix attack that we have seen prior is the ‘human verification’ version, where the clickfix pretends to be a ‘not a robot’ verification service, where the user clicks the checkbox to pass the test. This click loads the malicious command into the clipboard, and then the user is instructed to open a run box, paste the command in, and execute the command, and therefore executing the payload.



Attack Behavior

After the initial compromise, the virus then attempted to carry out as much network reconnaissance as it possibly could. More often than not, this is a precursor to a full-scale attack, since the collected information will be used by an attacker to surgically launch follow up attacks from the compromised computer. The end goal in most cases is to try and get full network compromise and control.

Information collected at this point is not usually the files, but is instead environmental and platform data. This would be information on any devices in the network, and would include things like IP addresses, domain join status, user accounts logged in on devices, device names, and other metadata. This information collectively can reveal the whole picture of the network, and reveal the targets for the bad actor to launch follow up attacks towards.

Remediation

Remediation took place in two stages:

1. Isolation of the infected device from the network to limit the spread of the attack, and
2. Cleanup of the infected device

Huntress had automatically isolated the computer the moment it determined the activity taking place had a high likelihood of being malicious. From here, Huntress in tandem with Transpera investigated the suspicious signals and signs of compromise, and were able to determine with certainty they were malicious. Isolation in this case halted both the reconnaissance process, and the launch of follow up attacks. In addition to the computer, the related domain account 'Tina Leer' was disabled as a cautionary measure.

The second stage was to clean up the infected device. Unless the virus is 100% confirmed to be something self-contained, and the scope can be confirmed, the safest method of cleanup is to factory wipe and reload the computer. Due to the sophistication of the attack, combined with the assumed target being the server and Active Domain itself, we opted to factory wipe and reload the workstation to ensure there weren't any remnants of the infection.

Closing remarks

Without the early intervention, this attack likely would have led to a second and much worse (in scope and severity) attack. Catching it early allowed it to be easily contained and remediated with minimal downtime and impact on the network as a whole. Despite the impact of this attack being relatively small, due caution and vigilance are still recommended site-wide at this time.

2026 asks

Complexity WHO
1 to 5

JSC/All Villages

Road Data Permitting	Set up Road Data permitting in-house for overweight vehicle applications	2	Brad
GIS / Wastewater	Continue marking valves and infrastructure. Next steps to implement data into GIS	2	Matt
Fleet maintenance	Purchase and outfit PW vehicle	2	Tanner/Matt
Highway 20 twinning project	Continue to participate and provide feedback to province	1	Tanner
LREMP	Continue working with other CAOs on LREMP agreement and bylaws. Potentially create new bylaws regarding spending during emergency	2	Tanner
Admin Building Improvements	Implement new entrance and appointment only system, communication plan	3	Tanner/Teri
Tree removal	Strategic tree removal in each summer village in accordance with budgets set out, evaluate bids and choose contractor	2	Matt
Volunteer agreement	Implement "one page" volunteer agreement for any resident doing work in municipal spaces	1	Tanner/Teri
Water	Work with third party on literature review and next steps to ensure future groundwater security in watershed	3	Tanner/Teri
Asset management plan	Work to implement asset management plan for submission to the province	3	Matt/Tanner/Tina
Stronger language for training agreements	Work with HRSC to update	1	Tanner
Mowing contracts	Update and pass new mowing contracts after bids	2	Matt
Road ROW policy	Create and implement for all SVs	2	Matt
Set up preferred contractors	RFPs for prequalifications. Engineering, wastewater, arbourist, etc.	3	Matt/Tanner
Sewer flushing contracts	Get bids and update contracts for annual flushing	3	Matt
Birchcliff			
West End Trail	Coordinate with homeowner re: access agreements. Potential crosswalk work	3	Tanner/Matt/Tina
Mooring DLO	Work continuing on DLO registration with province, final approval delayed with questions from province we are researching	2	Tanner
Legal work	Continue work with legal re: encroachments in west end, other resident encroachment issue dealt with after legal involvement	2	Tanner
Speed calming measures	Implement flashing crosswalks as 2 locations, potential other locations to come	2	Matt/Tina
Benches	Commemorative benches along new section of pathway	2	Matt/Tina
Firesmart Program	Coordinate with arborist/tree removal prior to bringing bins	2	Matt
Community docks	Implement new sticker program	1	Tanner
Half Moon Bay			
Wastewater	Be ready for implementation of WW project subject to grant funding from SLRWWC joint project.	1 to 5	Tanner/Matt/Tina
Communications work	Work with communications contractor for wastewater roll out	2	Tanner
Golf Cart Program	Continue required provincial reporting	1	Matt
Pathway improvements	Construct pathway improvements	2	Matt
Parking	Continue work with RDC for parking issues	1	Tanner/Brad
Land Use Bylaw	Continue work to pass LUB in 2026	3	Kara/Tanner/Brad
Jarvis Bay			
Land Use Bylaw	Not passed yet but significant work done on bylaw, research into specific issues for council discussion	3	Kara/Tanner/Brad
Petro Beach project	Wrap up construction, implement maintenance program, complete new signage	2	Matt
Petro Beach parking project	Research and potentially implement improved option for ditch work and disabled parking at Petro Beach	3	Matt / Tanner / Brad
Petro Beach parking	New signage, new no parking area to be created north of 391	2	Matt/Brad
Drainage improvements	Property adjacent to HWY 20, water flowing from fields	3	Matt/Tanner/Tina
Tree planting / maintenance	Planting trees in targeted areas	2	Matt
Twin Fawn Agreement	Wrap up legal	2	Tanner
Norglenwold			
Annexation	Annexation report submitted and any follow up documents	2	Tanner/Kara
Development of Rustic open space	Concentrate on beach this year, planning for larger scope to be completed this year	3	Matt/Tanner/Tina
Rustic Drainage plan	RFP and hire engineers for drainage study and plan of entire Rustic Crescent area	3	Matt/Tanner
Dock and mooring plan/policy	Drafted and to be completed	2	Tanner/Kara
Explore costs for utility billing	Tina to bring back prior to next year's budget	1	Tina
Use of reserves	Policy to be completed	2	Kara
Tree replanting	In reserve where they were removed. Cannot get equipment in, will need hand planted and watered trees.	2	Matt
Sunbrekaer Cove			
Drainage project Marine Dr	Work mostly complete, final walkthrough in spring	1	Matt
Land Use Bylaw	Work completed on LUB, delayed due to election, work continues	3	Kara/Tanner/Brad
OSMP review	Potential review / rewrite of OSMP following LUB rewrite	2 to 3	Kara/Tanner
Roads surface treatment	per Stantec PQI 55	3	Matt/Tina
Walkway improvements	mulch/gravel to pathways, rope and post	2	Matt
Elk shoreline improvements	Improvements to riprap and pathway	2	Matt
DLO work	Continue working on approvals from province	2	Tanner
Concrete stairs/use of reserves	Access agreement or another type of agreement? Use of Reserves policy?	2	Tanner/Kara

Complexity

- 1 - single department, 1 day or less work
- 2 - single department, multiple days work
- 3 - multiple departments, multiple days work
- 4 - large project, multiple departments and days
- 5 - unusually large project demanding lots of time

January 28, 2026

Tanner Evans
 Chief Administrative Officer
 Sylvan Lake Summer Villages
 2 Erikson Drive, Sylvan Lake, AB, T4S 1P5

Re: Groundwater Literature Review: Assessing Present and Emerging Risks to the Sylvan Lake Summer Villages

Dear Mr. Evans,

WaterSMART | A Hazen Company, is pleased to submit the following proposal to conduct a Groundwater Literature Review for the Sylvan Lake Summer Villages.

The Sylvan Lake Summer Villages (the Summer Villages) have a long history in Alberta, originating as seasonal cottage communities seeking local governance and enhanced services. Today, five Summer Villages (Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold, and Sunbreaker Cove) share a common administration and maintain bylaws to protect the watershed, shoreline, and natural environment of Sylvan Lake.

Groundwater is a critical resource for these communities, and groundwater supplies are assumed to be under increased pressure due to population growth, regional development, and climate change. To address increasing growth the Town of Sylvan Lake is proposing development of up to five new wells near Jarvis Bay and integrate them into the municipal system. Engineering and planning studies have been conducted by the Town of Sylvan Lake although it is unclear whether these studies capture all risks associated with the additional groundwater withdrawals.

The Summer Villages recognize that changes to water withdrawals and increased development potentially increase supply risks to shared groundwater resources, and could affect water availability, ecosystem health, and potentially the water level in Sylvan Lake. To better understand potential groundwater risks, WaterSMART will conduct a literature review of groundwater studies completed for the area to date and provide recommendations for actions and next steps. Details of the proposed work are contained in the attached proposal.

We are looking forward to working with you on this important project.

Sincerely,

C. Jackson

Claire Jackson, MSc., P.Eng., MBA
 Regional Manager

Robert Hough

Rob Hough, MSc., EP
 Senior Project Manager

Groundwater Literature Review

Assessing Present and Emerging Risks to the Sylvan Lake Summer Villages

Project Approach and Outcomes

WaterSMART will conduct a comprehensive literature review of previous work conducted by the Town of Sylvan Lake and other relevant entities to understand how well characterized the groundwater systems are in the Sylvan Lake Region. The goal of the literature review is to identify if any knowledge gaps exist that could result in negative long-term impacts to the Summer Villages. This review will include public reports, strategic plans, and scientific studies to identify current and emerging threats to groundwater resources and understand how regional growth could potentially impact groundwater supply. Based on this review, WaterSMART will provide recommendations for further actions and studies where knowledge gaps are identified.

Task 1: Project Initiation and Kick-off

The project will begin with a virtual kick-off meeting involving WaterSMART team members and representatives from the Summer Villages. The meeting will confirm project objectives, deliverables, and timelines as well as document availability and any key relationships between the Town of Sylvan Lake and the Summer Villages. To guide the literature review, the scope and selection criteria will be clearly defined:

- *Scope:* Confirm the boundaries of the review, including geographic focus, relevant timeframes, types of studies, and relevance to groundwater risks.
- *Selection Criteria:* Determine which documents will be considered relevant, such as peer-reviewed studies, government publications, and materials addressing climate change impacts.

Task 2: Data Gathering

Based on the agreed objectives, WaterSMART will conduct a thorough desktop review of available information to identify documents addressing current and future groundwater risks for the Summer Villages. Key areas of focus will include:

- Risks associated with population growth in the Town of Sylvan Lake (projected increase of 50,000 residents)
- Regional development impacts
- Climate change implications

WaterSMART will compile a preliminary list of relevant plans, reports, and studies, including resources provided by the Summer Villages. Any data gaps will be documented and WaterSMART will identify areas for future study. A finalized list of literature, along with identified gaps, will be shared with the client. Documentation subject to review will include:

- Any available engineering reports related to the Town of Sylvan Lake's future groundwater supplies
- Any available planning documents from the Town of Sylvan Lake

- Available Alberta Geological Survey (AGS) reports and maps relevant to groundwater supply in the area
- Any relevant available academic studies related to groundwater supply

Any relevant additional documentation agreed at the Kick-off meeting in Task 1.

Task 3: Literature Review

WaterSMART will review the collected literature to assess current and future groundwater risks as well as summarizing the outcomes of the studies conducted by the Town of Sylvan Lake and how these studies have addressed the key risks of regional growth and climate change. The literature review will consider opportunity for future studies and identify potential next steps.

Outcomes could include:

- Confirmation of findings from Town of Sylvan Lake studies
- Identification of future studies to improve water security for the Summer Villages
- Summary of groundwater licencing/use trends in the study area.

Task 4: Identify actions and next steps for the Summer Villages

Using the outcomes and trends from the literature review, WaterSMART will outline actions and next steps for the Summer Villages. This will include identification of any future studies and actions required to address data gaps and identify adaptation strategies to address future risks identified in the literature review.

Outcomes could include:

- Actionable next steps for the Summer Villages of Sylvan Lakes
- Recommended approach for ensuring future water security for the Summer Villages.
- Summary of remaining data gaps and next steps to address them.

Task 5: Summary Report and Presentation of Findings

WaterSMART will provide literature review findings and a summary of actions and next steps in the form of a report and presentation. This will include a list of documents reviewed, the key findings, identified potential risks and recommended next steps to the Summer Villages. Data and reporting gaps will be highlighted to aid the Summer Villages in their engagement with the Town of Sylvan Lake.

A draft of the summary report will be circulated to the Summer Villages for review and comment before finalization. WaterSMART will address feedback before providing a final version to the Summer Villages.

Assumptions

- Prone to change given the outcomes of Task 1, the study will include (at a minimum) review of:

- AER/AGS Report 96: Numerical Groundwater Flow Model of the Sylvan Lake Sub-Basin in the Edmonton Calgary Corridor (2018).
- Sylvan Lake Water Quality Assessment and Watershed Management Considerations by AXYS Environmental Consulting (2005).
- Groundwater contribution to Sylvan Lake, Alberta, Canada by Jennette Baker (2009).
- Sylvan Lake Sub-Basin Hydrostratigraphic Model by the AGS (2016).
- Climate Projections included in the Climate Resilience Express Action Plan by the Town of Sylvan Lake (2018).
- Summer Villages will provide any proprietary reports or information they wish to be reviewed, including but not limited to:
 - Internal groundwater assessments conducted by the Summer Villages or Sylvan Lake, such as:
 - Town of Sylvan Lake Hydrogeological Study by ISL Engineering.
 - Consultants reports completed for and water usage reported by the Town of Sylvan Lake associated with their groundwater licences.
 - The locations and completion details of Summer Village wells.
- The study will be limited to the Sylvan Lake sub-basin, Water Survey of Canada watershed code 05CC (Appendix A: Study Area).

Schedule

A preliminary project schedule is provided below, with the estimated time to complete this work being 10 weeks with an assumed start date of March 1, 2026.

Table 1: Estimated Project Timeline

Project task	Week										
	1	2	3	4	5	6	7	8	9	10	
Project initiation and kick-off											
Data Gathering											
Literature Review											
Identify actions and next steps											
Summary Report Draft											
Summary Report Client Feedback											
Summary Report Final											

Budget

The estimated total cost for completing all tasks and delivering all project outputs is \$29,600 (net of GST), based on a projected duration of 10 weeks. WaterSMART proposes that this project be completed on a lump sum basis with invoices to be issued after the completion of each task. Alternatively, this project can be completed on a time and materials basis, with invoices prepared monthly in alignment with WaterSMART's 2025 Standard Rates. The budget (see Table 2) was developed using WaterSMART 2025 Standard Rates and is valid for a period of 60 days after the submission date of this proposal.

Table 2: Estimated Project Budget

Project budget by task	Estimated hours	Estimated costs (CAD, net of GST)
Task 1: Project Initiation and Kick-off	20	\$3,200
Task 2: Data Gathering	30	\$4,450
Task 3: Literature Review	45	\$6,100
Task 4: Identify Actions and Next Steps	24	\$4,500
Task 5: Summary Report	60	\$11,350
TOTAL (CAD, net of GST)		\$29,600

Proposed Resources and Expertise

WaterSMART Solutions Ltd.

WaterSMART is a strategic and engineering consulting firm with deep expertise in water management across Alberta. Our team combines technical proficiency with a broad network of local and global experts. We specialize in developing and implementing water strategies that span strategic assessments, policy development, technical solutions, and stakeholder engagement. WaterSMART has a proven track record of delivering innovative solutions for key industries and is a recognized leader in driving positive change in water management.

The Team

Our team brings unparalleled expertise in water management, including engineers, environmental scientists, facilitators, communicators, and policy advisors. We share a common vision for improving water management in Alberta and globally. Key team members for this project include:

- Rob Hough – Project Oversight
- Alex Bjurstrom – Project Manager
- Melanie Myden – Groundwater expert
- Cameron Migneault – Research and Analysis Support

Detailed resumes are available upon request.

Closing

Thank you again for considering WaterSMART for this important groundwater literature review. We are confident that our expertise and collaborative approach will help you achieve your objectives and lay the groundwork for informed, sustainable water management decisions.

Appendix A: Study Area

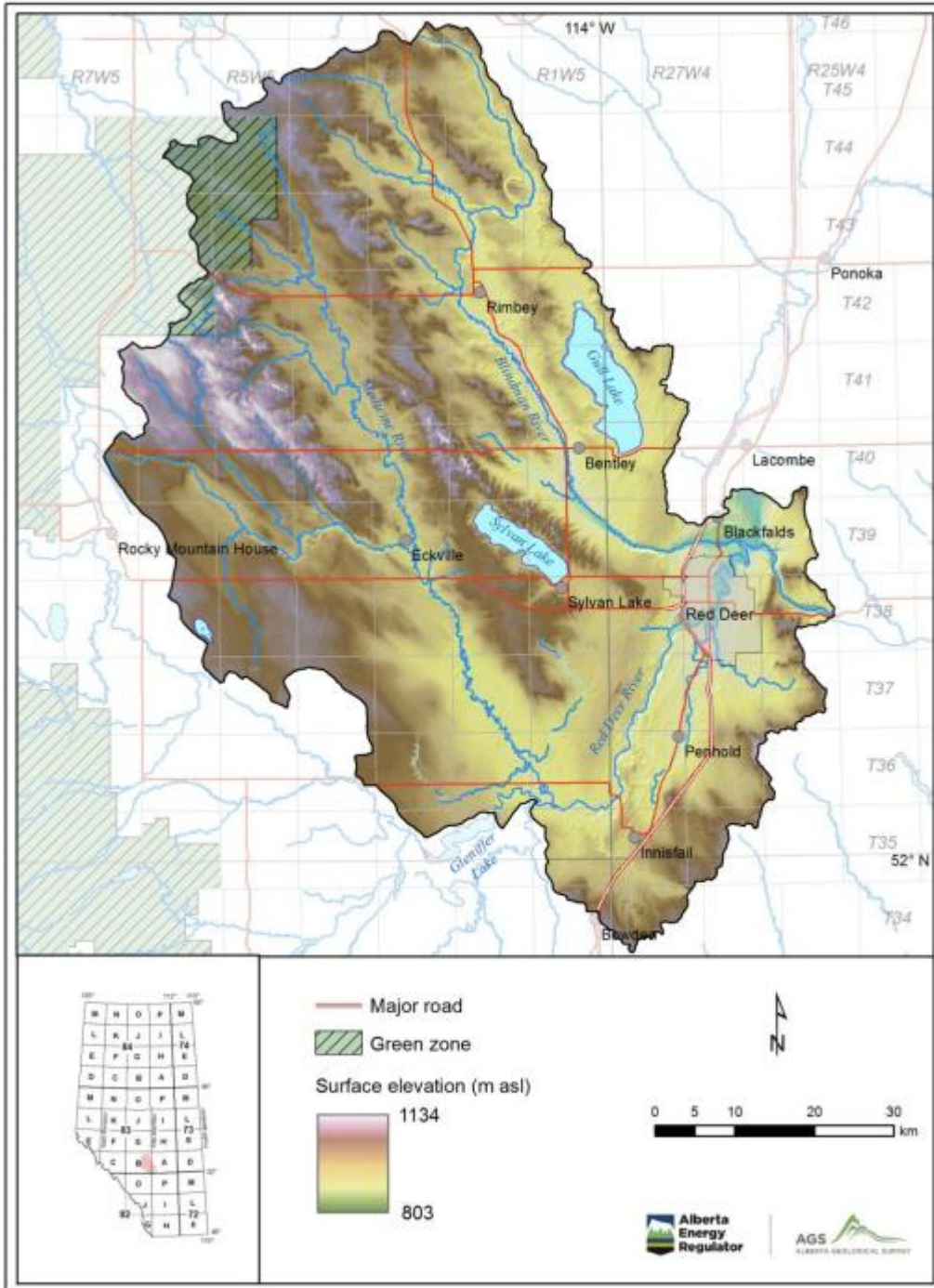


Figure 1. Sylvan Lake sub-basin (Water Survey of Canada watershed code 05CC) in the Edmonton–Calgary Corridor, central Alberta. The green zone is the forested portion of public land in Alberta.

Performance Appraisal Form		
Name: Tanner Evans	Summer Village: Sunbreaker Cove	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

<p>Section 207 <i>The chief administration office</i> <i>A. Is the administrative head of the municipality;</i> <i>B. Ensures that the policies and programs of the municipality are implemented</i> <i>C. Advises and informs the council on the operation and affairs of the municipality</i> <i>D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.</i></p> <p>Section 208 <i>The chief administrative officer must ensure that:</i> <i>A. Minutes of each council meeting</i> <i> i. Are recorded in English language without note or comment</i> <i> ii. Include the names of the councilors present at the council meeting</i> <i> iii. Are given to council for adoption at a subsequent council meeting, and</i> <i> iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held</i> <i>B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe</i> <i>C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins</i> <i>D. The council is advised in written of its legislative responsibilities under this act</i> <i>E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.</i></p>

Primary Responsibility Assessment
 Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:
Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. Marine Drive Drainage Project	Contractors to finish work after thaw under direction of administration	Draining functioning appropriately	
2. Open Space Plan review/rewrite	With engagement from the public, either amend or rewrite the existing plan. Engage a consultant to help with rewrite – categorize open spaces, list potential uses.	OSMP amended/rewritten.	
3. Walkway improvements	Admin/public works to make improvements to pathways with mulch/gravel, rope and post where needed	Construction complete	
4. Elk shoreline improvements	Improvements to pathway and/or riprap as directed by council	Construction complete	

Goals Assessment Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input checked="" type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment					
Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)		
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.	Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.	Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.		

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> • The selected Key Leadership Competencies • Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. Explore professional development opportunities through CAMA (Canadian Association of Municipal Administrators)	CAMA offers a number of conferences and workshops throughout the year on a number of different subjects	Attended event or training undertaken	

Part 6 – Signatures:

CAO

Mayor

Council Member

Date

Date

Date

Summer Village of Sunbreaker Cove

April 13, 2026

Council and Legislation

Information Item

Agenda Item: *Municipal Enforcement – SV Priorities*

Background:

CPO Thibeault has put together updated Enforcement Priorities for the SV of Sunbreaker Cove – Last updated in 2018 for the Summer Villages.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA 207 (c) “advises and informs the council on the operation and affairs of the municipality”.



SUMMER VILLAGES ON SYLVAN LAKE MUNICIPAL ENFORCEMENT

F-5

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Phone: 403-887-2822
Email: peaceofficerinfo@sylvansummervillages.ca

1. Updated Agreed Principles for Summer Village Municipal Enforcement (2026)

1.1 Priorities – SV Sunbreaker Cove

Operational Context (2025 Review):

The boat launch and Marine Drive remain high-activity areas requiring structured enforcement. Speeding violations continue despite enforcement presence. Foot and bicycle patrols have been positively received and improve voluntary compliance.

Updated Priorities:

1. **Targeted Speed & Traffic Enforcement**, particularly during evenings and weekends.
2. **Liquor & Cannabis Enforcement**
3. **Enforcement of applicable provincial statutes and municipal bylaws related to public consumption and nuisance behaviours**
4. **Boat Launch & Marine Drive Congestion Management**, in partnership with the County of Lacombe.
5. **Continued Foot and Bicycle Patrols** at Glenn's Cove and boat launch and throughout Village.
6. **Parking Compliance & Safety Enforcement** around launch and recreational areas.
7. **General Municipal Bylaw Enforcement.**
8. **Public Education & Community Engagement**, including boater safety and compliance awareness.

2. Enforcement Philosophy

There remains no revenue expectation associated with enforcement activities. While citation statistics are monitored for trend analysis, enforcement decisions are based on:

- Officer discretion
- Observed risk
- Documented patterns of non-compliance
- Departmental policy
- Reported Concerns and Municipal Priorities





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Education and voluntary compliance remain preferred outcomes when appropriate; however, persistent or high-risk violations (notably speeding) will continue to receive enforcement attention.

3. Resource Allocation

Work hours will continue to be allocated based on:

- Data-driven trends
- Seasonal patterns
- Peak activity periods
- Documented safety concerns

Equal time is distributed between Summer Villages. Deployment will remain flexible and responsive.

Collaboration with the County of Lacombe will continue.

4. Interagency Support

The Summer Villages acknowledge the continued need for:

- Mutual aid support to the Town of Sylvan Lake when required
- Reciprocal support to other departments during urgent or high-risk situations

Operational integration remains essential.

5. Reporting & Transparency

Quarterly reporting will continue and will include:

- Traffic enforcement statistics (including speeding trends)
- Bylaw enforcement statistics
- Complaint response data
- Education and community engagement efforts
- Notable seasonal trends and enforcement observations

Annual summaries will be used to evaluate emerging priorities and adjust operational focus.

Overall 2026 Enforcement Emphasis

Based on one full operational year of structured enforcement:

- Speeding remains the most persistent safety issue across all Summer Villages.
- Visible enforcement and data-guided patrol deployment will continue.
- Education alone has not eliminated speeding concerns; enforcement presence remains necessary.
- Parking congestion at recreational access points continues to require seasonal focus.





SUMMER VILLAGES ON SYLVAN LAKE MUNICIPAL ENFORCEMENT

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- Community relations remain strong and are considered a program success.



Summer Village of Sunbreaker Cove

March 6, 2026

Information

Agenda Item: *Personal Mobility Devices*

Background:

Councillor Finch has requested that personal mobility devices be added to the agenda for discussion. Several residents have expressed the need for alternative transportation options within the community due to physical mobility challenges. Under the current bylaws, these residents may be subject to violations for using such devices.

Councillor Finch recognizes that while the Summer Village is a municipality, it is also a recreational community where residents embrace a rural lifestyle. Although mobility-challenged residents could use a vehicle to access areas such as the end of a road, a trailhead, or the waterfront, many instead rely on quads, golf carts, or side-by-sides, which are more consistent with the community's character and way of life.

Councillor Finch would like to propose that Council consider an exemption within the bylaw to permit the use of golf carts and ATVs for residents with mobility challenges. She further suggests that Council implement a mobility designation, such as a marking or tag, to clearly identify approved users.

Options for Consideration:

Council to discuss and give direction to administration.

Administrative Recommendations:

Council 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

April 13, 2026

Finance

Request for Decision

Agenda Item: *Mill Rate Bylaw #206-26*

Background:

Administration would like to provide the 2026 Mill Rate Bylaw #206-26 for approval.

Options for Consideration:

- 1) Council review Bylaw #206-26

Administrative Recommendations:

- 1) That Council give 1streading to By-Law #206-26
- 2) That Council give 2nd reading to By-Law #206-26
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #206-26

Authorities:

Section 353(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that each Council must pass a property tax bylaw annually.

Section 353(2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

- (a) the expenditures and transfers set out in the budget of the municipality, and
- (b) the requisitions

**SUMMER VILLAGE OF SUNBREAKER COVE
2026 PROPERTY TAX BYLAW
NO. #206-26**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF SUNBREAKER COVE FOR THE 2026 TAXATION YEAR.

WHEREAS, the Summer Village of Sunbreaker Cove has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 13, 2026.

WHEREAS, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$379,251.55 and the balance of \$427,892.31 is to be raised by general municipal taxation; and

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Summer Village of Sunbreaker Cove for 2026 total \$807,143.85; and

THEREFORE, the total amount to be raised by general municipal taxation is \$427,892.31 and

WHEREAS, the Provincial requisitions are estimated to be:

Alberta School Foundation Fund	
- Residential & Farm Land	\$ 463,583.63
- Non-residential	\$ 754.35
Red Deer Catholic Regional Div.39	
- Residential & Farm Land	\$ 11,803.39
- Non-residential	\$ 0.00
Designated Industrial Property	\$ 13.51
Total Requisitions Collected	\$ 476,154.88

WHEREAS, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Summer Village of Sunbreaker Cove as shown on the assessment roll is:

Residential & Farm Land	\$ 176,520,000
Non-Residential	\$
Machinery and Equipment	\$ 185,570
Taxable Assessment	\$ 176,705,570
Exempt	\$ 16,902,000
Total 2025 Assessment	\$ 193,607,570

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Sunbreaker Cove:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$ 427,443.18	\$ 176,520,000	2.4215
Non-Residential	\$ 449.13	\$ 185,570	2.4215
Totals:	\$ 427,892.31	\$ 176,705,570	
School Requisitions			
Residential & Farm Land	\$ 475,387.02	\$ 176,520,000	2.6931
Non-Residential	\$ 754.35	\$ 185,570	4.0650
Totals:	\$ 476,141.37	\$ 176,705,570	
Designated Industrial Property Tax	\$ 13.51	\$ 185,570	0.0728

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 13th day of April 2026.

READ a second time on this 13th day of April 2026.

Given UNANIMOUS consent to go to third reading on this 13th day of April 2026.

READ a third and final time on this 13th day of April 2026.

Mike Bruni, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove

April 13, 2026

Finance

Request for Decision

Agenda Item: *Amended Operating Budget 2026 - 2029*

Background:

Administration would like to provide the following amended 2026 – 2029 Operating Budget to Council.

The changes noted below are to address 2 budget items as follows:

Expenses

- General Operating Reserve from \$10,000 to \$4,305 (2026) \$3,771 (2027) \$9,318 (2028) and \$10,920 (2029).

- Policing Costs changed to the RCMP Funding Model. \$27,913.30 (2026) \$32,891.66 (2027) \$36,584.64 (2028) and \$40,432.53 (2029).

These suggested changes will result in a .01% millrate increase for 2026 Property Taxes.

Options for Consideration:

- 1) That Council review and approve the amended 2026 budget as provided.
- 2) That Council amend and approve the amended 2026 budget.

Administrative Recommendations:

- 1) That Council review and approve the amended 2026 budget as provided.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

Account #	Department / Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Administration					
101-000-110	Taxation	\$ 427,892.31	\$ 449,286.61	\$ 471,750.72	\$ 490,821.76
101-000-510	Penalties	\$ 5,500.00	\$ 5,610.00	\$ 5,722.20	\$ 5,836.64
101-103-130	DI Designated Industrial Tax	\$ 13.55	\$ 13.82	\$ 14.09	\$ 14.38
112-000-540	Interest Charges	\$ 500.00			
112-000-550	Returns on Investments	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
112-000-410	Sales of Services and Supplies	\$ 500.00	\$ 515.00	\$ 530.45	\$ 546.36
112-000-840	Grant Lacombe	\$ 600.00	\$ 618.00	\$ 636.54	\$ 655.64
112-000-570	Other Revenue	\$ -	\$ -	\$ -	\$ -
112-000-600	Transfer from Reserve	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
112-000-740	LGFF Operational	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Total Administration		\$ 472,005.85	\$ 493,043.43	\$ 515,654.00	\$ 534,874.78
Protective Services					
121-000-530	Collected Fines	\$ -	\$ -	\$ -	\$ -
121-000-531	CPO Fines Shared	\$ 6,160.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
Total Protective Services		\$ 6,160.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
Public Works					
101-000-120	Garbage Levy	\$ 35,250.00	\$ 36,308.00	\$ 37,397.00	\$ 38,519.00
	Transfer from Operating Reserves (rate rider revenue)	\$ 24,418.00	\$ 24,670.00	\$ 24,921.00	\$ 25,173.00
	Wastewater Utility Levy	\$ 103,050.00	\$ 103,500.00	\$ 103,950.00	\$ 104,400.00
	Transfer from Reserves				
Total Public Works		\$ 162,718.00	\$ 164,478.00	\$ 166,268.00	\$ 168,092.00
Planning and Development					
161-000-410	Compliance Certificates	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
161-000-520	Development Permits / Appeal Fees	\$ 3,500.00	\$ 3,570.00	\$ 3,641.40	\$ 3,714.23
161-000-510	Inspection Fees	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
161-000-590	Encroachment Fees	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
		\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 7,000.00	\$ 7,140.00	\$ 7,282.80	\$ 7,428.46
Total Revenue		\$ 647,883.85	\$ 669,661.43	\$ 693,204.80	\$ 714,395.23

Approved: December 8, 2025

Account #	Department / Description Council	2026 Budget	2027 Budget	2028 Budget	2029 Budget
211	Remuneration				
211-101-150	Mayor Remuneration	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60	\$ 4,370.91
211-102-150	Deputy Mayor Remuneration	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18
211-103-150	Councillor Remuneration	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18
<i>Total Remuneration</i>		<i>\$ 10,000.00</i>	<i>\$ 10,300.00</i>	<i>\$ 10,609.00</i>	<i>\$ 10,927.27</i>
	Travel and Subsistence				
211-101-210	Mayor Trav & Sub	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35	\$ 1,639.09
211-102-210	Deputy Mayor Trav & Sub	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35	\$ 1,639.09
211-103-210	Councillor Trav & Sub	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35	\$ 1,639.09
<i>Total Travel and Subsistence</i>		<i>\$ 4,500.00</i>	<i>\$ 4,635.00</i>	<i>\$ 4,774.05</i>	<i>\$ 4,917.27</i>
	Registration & Conventions				
211-201-212	ASVA Conference	\$ 1,600.00	\$ 1,648.00	\$ 1,697.44	\$ 1,748.36
211-201-212	ABmunis Conference	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73
	Council Education Opportunities	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73
<i>Total Registration and Conventions</i>		<i>\$ 3,600.00</i>	<i>\$ 3,708.00</i>	<i>\$ 3,819.24</i>	<i>\$ 3,933.82</i>
	Memberships				
211-301-220	ABmunis Membership	\$ 1,099.01	\$ 1,131.98	\$ 1,165.94	\$ 1,200.92
211-302-220	ASVA Membership	\$ 975.00	\$ 1,004.25	\$ 1,034.38	\$ 1,065.41
211-303-220	FCM Membership	\$ 128.75	\$ 132.61	\$ 136.59	\$ 140.69
211-304-220	Mayors & Reeves Membership	\$ 150.00	\$ 154.50	\$ 159.14	\$ 163.91
<i>Total Memberships</i>		<i>\$ 2,352.76</i>	<i>\$ 2,423.34</i>	<i>\$ 2,496.04</i>	<i>\$ 2,570.92</i>
Total Council		\$ 20,452.76	\$ 21,066.34	\$ 21,698.33	\$ 22,349.28

Account #	Department / Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget
	Administration				
121-1	Personnel				
212-100-110	Salaries	\$ 130,231.02	\$ 134,137.95	\$ 138,162.09	\$ 142,306.95
212-100-130	Training	\$ 1,760.00	\$ 1,812.80	\$ 1,867.18	\$ 1,923.20
212-100-210	Travel & Subsistence	\$ 2,288.00	\$ 2,356.64	\$ 2,427.34	\$ 2,500.16
212-100-211	WCB	\$ 2,816.00	\$ 2,900.48	\$ 2,987.49	\$ 3,077.12
212-100-266	PW Fleet	\$ 1,232.00	\$ 1,268.96	\$ 1,307.03	\$ 1,346.24
212-100-140	Benefits	\$ 10,560.00	\$ 10,876.80	\$ 11,203.10	\$ 11,539.20
<i>Total Personnel</i>		<i>\$ 148,887.02</i>	<i>\$ 153,353.63</i>	<i>\$ 157,954.24</i>	<i>\$ 162,692.87</i>
212-2	Consumables				
212-200-215	Postage / Freight / Courier	\$ 1,472.90	\$ 1,517.09	\$ 1,562.60	\$ 1,609.48
212-200-500	Printing costs	\$ 1,745.55	\$ 1,797.92	\$ 1,851.85	\$ 1,907.41
212-200-510	Office Supplies	\$ 2,084.72	\$ 2,147.26	\$ 2,211.68	\$ 2,278.03
<i>Total Consumables</i>		<i>\$ 5,303.17</i>	<i>\$ 5,462.27</i>	<i>\$ 5,626.13</i>	<i>\$ 5,794.92</i>
212-3	Facilities & Equipment				
212-300-217	Phone / Fax/ Internet	\$ 1,108.80	\$ 1,142.06	\$ 1,176.33	\$ 1,211.62
212-300-540	Utilities	\$ 2,640.00	\$ 2,719.20	\$ 2,800.78	\$ 2,884.80
212-300-250	Facility Improvements	\$ 1,812.80	\$ 1,867.18	\$ 1,923.20	\$ 1,980.90
212-300-255	Facility Maintenance	\$ 3,504.69	\$ 3,609.83	\$ 3,718.13	\$ 3,829.67
212-300-240	Computer Software / Mtnce Agreement	\$ 8,448.00	\$ 8,701.44	\$ 8,962.48	\$ 9,231.36
212-300-242	IT Equipment	\$ 1,408.00	\$ 1,450.24	\$ 1,493.75	\$ 1,538.56
212-300-265	Equipment Maintenance	\$ 362.00	\$ 372.86	\$ 384.05	\$ 395.57
212-300-270	Equipment Purchase/Rental	\$ 1,056.00	\$ 1,087.68	\$ 1,120.31	\$ 1,153.92
212-300-510	Other	\$ 880.00	\$ 906.40	\$ 933.59	\$ 961.60
	Building Insurance	\$ 492.80	\$ 502.66	\$ 512.71	\$ 522.96
	Bylaw Officer	\$ 3,115.20	\$ 1,573.18	\$ 1,620.37	\$ 1,620.37
<i>Total Facilities & Equipment</i>		<i>\$ 24,828.29</i>	<i>\$ 23,932.73</i>	<i>\$ 24,645.68</i>	<i>\$ 25,331.32</i>
<i>Total Shared Budget</i>		<i>\$ 179,018.48</i>	<i>\$ 182,748.63</i>	<i>\$ 188,226.06</i>	<i>\$ 193,819.10</i>

Account #	Department / Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget
212-4	Municipal Specific				
212-400-220	Election Expenses/Meetings	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18
212-400-221	Bank Fees	\$ 764.91	\$ 787.86	\$ 811.49	\$ 835.84
212-400-222	Advertising	\$ 546.36	\$ 562.75	\$ 579.63	\$ 597.02
212-400-230	Legal Fees	\$ 6,000.00	\$ 6,180.00	\$ 6,365.40	\$ 6,556.36
212-400-231	Audit Fees	\$ 8,195.45	\$ 8,441.32	\$ 8,694.56	\$ 8,955.39
212-400-232	Assessment Fees	\$ 8,086.18	\$ 8,328.77	\$ 8,578.63	\$ 8,835.99
212-400-275	Municipal Insurance	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	\$ 5,796.37
212-400-910	Tax Changes	\$ 113.68	\$ 115.95	\$ 118.27	\$ 120.63
274-000-510	General Operating Reserve	\$ 4,305.00	\$ 3,771.00	\$ 9,318.00	\$ 10,920.00
247-000	Infrastructure Reserve	\$ 57,970.00	\$ 64,364.00	\$ 64,390.00	\$ 66,037.00
212-400-	Shared Equip & Facilities Reserve	\$ 5,150.00	\$ 5,300.00	\$ 5,450.00	\$ 5,600.00
<i>Total Municipal Specific</i>		\$ 99,436.08	\$ 106,405.27	\$ 113,116.22	\$ 117,532.79
Total Administration		\$ 278,454.56	\$ 289,153.90	\$ 301,342.28	\$ 311,351.89

Account #	Department / Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Protective Services					
223-000-200	Contracted Fire Service	\$ 10,671.24	\$ 10,991.38	\$ 11,321.12	\$ 11,660.76
224-000-200	Emergency Management	\$ 3,600.00	\$ 3,708.00	\$ 3,819.24	\$ 3,933.82
225-000-200	Policing costs (RCMP)	\$ 27,917.30	\$ 32,891.66	\$ 36,584.64	\$ 40,432.53
Total Protective Services		\$ 42,188.54	\$ 47,591.04	\$ 51,725.00	\$ 56,027.10

Public Works					
Maintenance Programs					
232-000-200	Green Space Program	\$ 11,591.65	\$ 11,939.40	\$ 12,297.58	\$ 12,666.51
232-000-201	Tree Removal	\$ 24,931.15	\$ 25,679.08	\$ 26,449.46	\$ 27,242.94
232-000-255	Plowing Program	\$ 30,138.28	\$ 31,042.43	\$ 31,973.71	\$ 32,932.92
232-000-250	Road Maintenance Program	\$ 9,703.21	\$ 9,994.31	\$ 10,294.14	\$ 10,602.96
232-000-530	Ditch and Culvert Program	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27
232-000-265	Sign Program	\$ 2,355.00	\$ 2,425.65	\$ 2,498.42	\$ 2,573.37
232-000-270	Pathway Program	\$ 5,627.00	\$ 5,795.81	\$ 5,969.68	\$ 6,148.77
<i>Total Maintenance</i>		<i>\$ 94,346.29</i>	<i>\$ 97,176.68</i>	<i>\$ 100,091.98</i>	<i>\$ 103,094.74</i>

Waste Water / Water					
242-000-250	SLRWW Gov & Admin	\$ 8,134.00	\$ 8,360.00	\$ 8,593.00	\$ 8,825.00
	Wastewater Service Rate Charges	\$ 23,961.00	\$ 24,668.00	\$ 25,311.00	\$ 25,964.00
	Transfer to Reserves	\$ 30,824.00	\$ 34,365.00	\$ 33,236.00	\$ 32,968.00
	SBC WW Debenture - Principal	\$ 15,557.00	\$ 16,033.00	\$ 16,524.00	\$ 17,030.00
	SBC WW Debenture - Interest	\$ 13,392.00	\$ 12,916.00	\$ 12,425.00	\$ 11,920.00
	SBC WW Maintenance Program	\$ 35,600.00	\$ 31,827.00	\$ 32,782.00	\$ 33,765.00
<i>Total Wastewater</i>		<i>\$ 127,468.00</i>	<i>\$ 128,169.00</i>	<i>\$ 128,871.00</i>	<i>\$ 130,472.00</i>

Waste and Recycle					
243-000-200	Waste Removal Contract	\$ 17,215.00	\$ 17,313.00	\$ 18,809.00	\$ 18,913.00
243-000-255	Landfill	\$ 18,709.95	\$ 19,271.25	\$ 19,849.39	\$ 20,444.87
<i>Total Waste</i>		<i>\$ 35,924.95</i>	<i>\$ 36,584.25</i>	<i>\$ 38,658.39</i>	<i>\$ 39,357.87</i>

Account #	Department / Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Total Public Works		\$ 257,739.24	\$ 261,929.93	\$ 267,621.37	\$ 272,924.61

Account #	Department / Description	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Planning and Development					
Memberships					
261-000-110	Development Services	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73	\$ 1,125.51
261-000-215	SDAB Costs	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09
261-000-220	MPC Costs	\$ 1,236.00	\$ 1,273.08	\$ 1,311.27	\$ 1,350.61
261-000-200	Planning and Development Reserve	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Total Planning and Development		\$ 32,566.00	\$ 32,942.98	\$ 33,331.27	\$ 33,731.21
Recreation and Planning					
274-000-850	Parkland Regional Library	\$ 1,308.69	\$ 1,347.95	\$ 1,388.39	\$ 1,430.04
272-000-515	Regatta/Canada Day	\$ 4,120.00	\$ 4,243.60	\$ 4,370.91	\$ 4,502.04
212-403-220	FCSS to Town of Sylvan Lake	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,185.45
	Buoys	\$ 3,500.00	\$ 3,605.00	\$ 3,713.15	\$ 3,824.54
272-000-510	Parks and Playgrounds (Sunset/Glen's)	\$ 5,500.00	\$ 5,665.00	\$ 5,834.95	\$ 6,010.00
Total Recreation and Planning		\$ 16,428.69	\$ 16,921.55	\$ 17,429.20	\$ 17,952.07
Environment					
Memberships					
273-100-150	Environmental Projects (SLMC & Lake St	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 54.06	\$ 55.68	\$ 57.35	\$ 59.07
273-000-220	Shoreline Restoration	\$ -	\$ -	\$ -	\$ -
Total Environment		\$ 54.06	\$ 55.68	\$ 57.35	\$ 59.07
412-000-900	Accumulated Surplus	\$0.00	\$0.00	\$0.00	\$0.00
412-000-901	Annual Surplus/Deficit	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Budget		\$ 647,883.85	\$ 669,661.43	\$ 693,204.80	\$ 714,395.23

Approved: December 8, 2025

Budget 2026

Sunbreaker Cove CALCULATIONS FOR TAX RATE

Municipal Operations Mill Rates Only

Requisitions Are:	Alberta School Foundation ASFF	2026	2025 Difference
		Total Levy	

Residential	\$	176,520,000.00
Non Residential	\$	185,570.00
	\$	-
Total	\$	176,705,570.00

Asssed value of all property as shown on the assessment roll	176,705,570.00	0.00	-
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	Tax Levy	Assessment	Tax Rate	% of Total	Rate	2025
General Municipal does not contain project / capital component	\$ 427,892.31	\$ 176,705,570.00	0.0024215			0.0024184

Total mill rate 0.0024184

Other Revenue \$ 219,991.55

Total Budget \$ 647,883.85

For Council's information:
Calculations for Assessments is as follows:

Mill rate= $\frac{\text{Levy required}}{\text{Assessment}} = \text{X } 1000$

Tax: $\frac{\text{Assessment} \times \text{Mill rate}}{1000}$

Assessment: $\frac{\text{Tax}}{\text{Mill rate}} = \text{X } 1000$

% increase 0.128129703%

	Roll #	
100,000.00	0.002418	241.84 Mun.
100,000.00	0.000000	0.00 School
		241.84 2025
100,000.00	0.002421	242.15 Mun.
100,000.00	0.000000	0.00 School
Increase Assessment	-	242.15 2026
Increase Taxes	0.31	

Summer Village of Sunbreaker Cove

April 13, 2026

Council and Legislation

Request for Decision

Agenda Item: *Alberta Municipalities Convention*

Background:

Administration has received information about the upcoming Alberta Municipalities Convention. The 2026 Alberta Municipalities Convention is being held September 23-25, 2026, at the Edmonton Convention Centre. While registration costs have not yet been made available, hotel rooms are available for booking and do sell out quickly should any Councillors wish to attend.

Options for Consideration:

Council has allocated \$1,600 for the convention from the 2026 budget.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2026 Budget

Summer Village of Sunbreaker Cove

April 13, 2026

Council and Legislation

Request for Decision

Agenda Item: *ASVA Conference*

Background:

The ASVA 2026 Conference is being held October 15th & 16th, 2026, at the Holiday Inn and Suites Conference Centre in Nisku. While registration costs have not yet been made available, hotel rooms do sell out quickly should any Councillors wish to attend.

Options for Consideration:

Council has allocated \$1,600 in the 2026 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2026 Budget

Summer Village of Sunbreaker Cove

April 13, 2026

Planning and Development

Request for Decision

Agenda Item: Fees Bylaw

Background:

Administration has provided the existing Fees Bylaw for potential updates for Council consideration. The intent of this review is to identify areas where the bylaw may be updated or clarified, including consideration of enforcement related provisions. The current bylaw does not include specified fees for development related offences. Below are recently proposed fees and offences from another Summer Village:

Compliance Certificate	Verifying property compliance.	\$100.00		
Tax Certificate	Written confirmation of tax status.	\$50.00		
Tax Search	Property Assessment information.	\$50.00		
Additional Information	Manual compilation not readily available.	\$50.00/hour (1hr. minimum)		
Development Permit – Minor (Tier 1&2)	Minor applications	\$250.00		
Development Permit – Major (Tier 3)	Major applications – Base fee (>1,500 ft.2)	\$500.00		
	<1,500 ft.2 additional fee	\$0.25/ft.2		
	Geotechnical report review additional fee	\$300.00		
Discretionary Use, or Variance request	Minor applications	\$400.00		
	(Class A & B)			
	Major applications	\$600.00		
	(Class C & D)			
Inspections – Minor (Tier 1&2)	Basic inspections	\$100.00		
Inspections – Major (Tier 3)	Complex inspections	\$100.00 + 0.25/ft.2		
Inspections - Geotechnical	Complex inspections	Additional \$200.00		
Stairs / Access on Municipal Reserve	Inspections from private property to lake across ML	\$100.00		
Re – Inspection Fee	Additional inspection due to non-compliance	\$150.00 per inspection		
Amendments – Minor	Significant changes (Development Authority discretion)	\$300.00		
(Tier 1&2)				
Amendments – Major	Significant changes (Development Authority discretion)	\$400.00		
(Tier 3)				
Extension – Minor	6-month time extensions request	\$150.00		
(Tier 1&2)				
Extension – Major	6-month time extension request	\$400.00		
(Tier 3)				
Stop Order/Compliance Enforcement – Minor (Tier 1&2)	Administrative cost recovery	\$300.00		
Stop Order/Compliance Enforcement – Major (Tier 3)	Administrative cost recovery	\$400.00		
Subdivision, Development & Appeal Board Fee	Appeal of a decision of the Development Authority	\$1,000.00 base fee + \$300.00		
		(if a geotechnical review is req		

OFFENCES:			
Fail to obtain a Development Permit	Bylaw 258-25 (5.1)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Fail to comply with a Development Permit/Development Conditions	Bylaw 258-25 (8.3)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Failure to contain construction materials/refuse and silt	Bylaw 160-11 (8)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Continuing development after a Development Permit expires, is cancelled, or is suspended	Bylaw 258-25 (5.9)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Unauthorized work, use, development or alterations to the escarpment area.	Bylaw 258-25 (8.3)	Offence	\$10,000.00
Display unapproved advertising signage	Bylaw 258-25 (5.2)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
The placement of a recreational vehicle on a lot without a Development Permit when required	Bylaw 258-25 (9.18)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Over-height fence or exceeding visual access without a Development Permit	Bylaw 258-25 (9.7)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Unauthorized tree removal (this offence does not apply to the removal of tree(s) that are dead, decaying, or pose a safety hazard, as identified in the Tree Removal Bylaw, where a Development Permit is not required)	Bylaw 258-25 (9.20) & Bylaw 175-14	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Unauthorized work, use, development, tree removal, or alterations to municipal land including carriageways, and roads	Bylaw 258-25 (9.17)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00
Placement of a sea can in a residential district in a manner not provided for in the Land Use Bylaw	Bylaw 258-25 (9.21)	First Offence	\$1,500.00
		Second Offence	\$2,500.00
		Third & Subsequent	\$5,000.00

At this time, Administration is seeking Council’s feedback on amendments to the Fees Bylaw they wish to see updated. Based on Council’s direction, a revised bylaw will be prepared and brought forward for consideration at a future meeting.

Options for Consideration:

- 1) Council accept as information.
- 2) Council direct administration to make amendments and prepare a revised Fees Bylaw forward at an upcoming Council meeting.

Administrative Recommendations:

Administration recommends that Council give provide direction on any required changes.

Authorities:

- Land Use Bylaw #205/25.
- Provincial Offences Procedures Act.
- Fees Bylaw #155-20.

**SUMMER VILLAGE OF SUNBREAKER COVE
FEES BYLAW
BYLAW NO. #155-20**

A bylaw of the Summer Village of Sunbreaker Cove in the Province of Alberta to establish the fees to be charged to provide information regarding taxes, assessment, development, overweight permits, and general office services.

WHEREAS pursuant to the authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta has the power to impose certain charges for the issuance of information on taxes, assessment, development and general office services.

AND WHEREAS it is deemed necessary and expedient by the Municipal Council of the Summer Village of Sunbreaker Cove to impose certain charges for the issuance of certain information and documents.

NOW, THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF SUNBREAKER COVE, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This by-law may be referred to as the fees for office services.
2. In this by-law:
 - a. "Administrator" means the Chief Administrative Officer of the Summer Village.
 - b. "Council" means the Municipal Council of the Summer Village of Sunbreaker Cove.
 - c. "Fees" means the charges established in schedule A of this by-law.
3. That this bylaw shall come into full force and effect as, on and from the date of the final passing of same.

Bylaws #144-19 is hereby rescinded.

This Bylaw comes into force on the day it is finally passed.

Read a first time this 26th day of October 2020.

Read a second time this 26th day of October 2020.

Read a third time and finally passed this 26th day of October 2020.

TERESA BEETS, MAYOR

TANNER EVANS, CAO

**SUMMER VILLAGE OF SUNBREAKER COVE
BYLAW NO. 155 -20
SCHEDULE "A"**

1. **Tax Certificates..... \$25.00**
Upon request in writing, the Administrator and/or their designate shall issue a certificate showing whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not, the amount of current taxes and arrears payable against the parcel or other property.
2. **Tax Search..... \$25.00**
Upon request in writing for tax roll and / or assessment information, (including a legal description or civic address of the parcel by which it can be located) is obtained directly from the Summer Village's computer system.
3. **Additional Information \$25.00**
A customer requesting additional information and/or assessment information that is not readily available from the computer system.
4. **Development Permit \$200.00**
Dwellings over 1500 sq. ft. in floor area will be charged additional \$0.10/sq. ft.
5. **Tourist Home Development Permit \$500.00**
A development permit is required to operate a tourist home. This includes the additional discretionary use fee.
6. **Discretionary Use/Variance Requests..... \$300.00**
Development applications for discretionary uses or variance requests submitted to the Municipal Planning Commission for approval/denial.
7. **Amendments to Development Permit \$200.00**
Significant amendments to an existing development permit. Implementing the fee shall be at the discretion of the Chief Administrative Officer or delegate.
8. **Subdivision and Development Appeal Board \$400.00**
Appeals made to the Subdivision and Development Appeal Board.
9. **Compliance Certificate..... \$100.00**
Upon request in writing accompanied by a cheque in the amount of \$ 100.00, a compliance certificate shall be issued. RPR's must be dated within 30 day and have 2 copies.
10. **Photocopy Charges \$0.50**
Upon request for photocopies of any documents retained at the Administration Office a fee of \$0.50 per copy shall be collected.
11. **Fax Charges..... \$1.00**
Upon a request to receive or send a fax a fee of \$ 1.00 per page for an incoming fax, and \$ 2.00 per page for a local and long distance outgoing fax, and \$ 10.00 for the first page and \$ 2.00 for every page thereafter for an overseas outgoing fax shall be collected.
12. **Special Information \$50.00**
Upon a request in writing for information other than tax roll and/or assessment that is not readily available a charge of \$50.00 per hour to compile the information shall be collected.

Summer Village of Sunbreaker Cove

April 13, 2026

Council Reports

Information Item

Council Reports:

Mayor Bruni

Deputy Mayor Willmon

Councillor Finch

Committee Reports:

Correspondence:

- Minister Letter
- Association of Summer Villages of Alberta

Upcoming Meetings:

Next Council Meeting – May 11, 2026



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

March 16, 2026

His Worship Mike Bruni, Mayor
c/o Ms. Teri Musseau, Administrative Services Manager
Summer Village of Sunbreaker Cove
2 Erickson Drive
Sylvan Lake AB T4S 1P5
tmusseau@sylvansummervillages.ca

Dear Mayor Bruni:

Thank you for your letter supporting enhanced aquatic invasive species (AIS) prevention and your commitment to strengthening Alberta's AIS response.

Environment and Protected Areas (EPA) remains committed to implementing the AIS Task Force's recommendations and strengthening Alberta's AIS prevention and response framework. We are increasing the number of watercraft inspection stations from 11 to 12 by adding a new site at the Chief Mountain Border Crossing, while continuing to deploy the roving crew. We are also adding two conservation K9 teams to return to the full complement of three teams.

The AIS Task Force recommended several key measures as essential to building a robust, provincewide defense against invasive mussels. I am pleased to share EPA advanced all seven AIS Task Force recommendations.

AIS program enhancements driven from task force recommendations include:

- exploring alternative funding to stabilize AIS program budgets and not be subject to treasury board fluctuations. As well, a pilot proof of inspection sticker was used in 2025, and is being repeated in 2026;
- pursuing the first in Canada pilot dip tank technology for hot washing watercraft;
- instituting mandatory inspections for all watercraft entering Alberta from eastern or southern borders, requiring watercraft to report to designated provincial inspection stations before launching into Alberta's waters;
- advocating more aquatic pesticide registrations be made available in Canada to improve response efforts if/when needed;
- enhancing detection abilities by incorporating environmental DNA monitoring through water filtration to catch elusive species difficult to detect by conventional monitoring efforts;

- ensuring a detailed plan for early detection and rapid response for invasive mussels is developed, as well as updating the general AIS plan; and
- ensuring government readiness and preparedness if Alberta detects an occurrence of invasive mussels by conducting annual exercises.

For more information, or to discuss next steps, please contact Ms. Nicole Kimmel, Aquatic Invasive Species Specialist, in Edmonton, at 780-975-3793 (dial 310-0000 for a toll-free connection) or nicole.kimmel@gov.ab.ca.

Thank you for your ongoing support in protecting Alberta from AIS. Your leadership and collaboration are essential, as addressing the threat of invasive species is a shared responsibility.

Sincerely,



Grant Hunter
Minister of Environment and Protected Areas

cc: Honourable Danielle Smith
Premier of Alberta

Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation



Association of
SUMMER VILLAGES
OF ALBERTA

ASVA Quarterly Update

2026/04/01

Traditionally, Summer Villages originated from cottage resort areas where seasonal residents sought representation in local governance or expressed dissatisfaction with the quality of services provided, particularly following substantial increases in municipal taxes levied by rural municipalities. In some cases, both elevated tax rates and inadequate service provision relative to taxation were factors. The services in question extended beyond conventional public works to encompass environmental management and public safety initiatives.

In 1957, Kenneth A. McKenzie served as Mayor of Itaska Beach and Charles Denney held the position of Secretary Treasurer. Concerned about decreasing grant allocations to his Summer Village, Mr. McKenzie presented his case to members of Cabinet. His efforts proved effective, prompting Charles Denney to recognize that a collective association could further enhance lobbying power for Summer Villages. Consequently, Mr. Denney convened an organizational meeting in the McDougall Room of Edmonton's old YMCA on November 5, 1958. The meeting was attended by thirty-three representatives from eleven of Alberta's sixteen Summer Villages. As a result, the Association of Summer Villages of Alberta (ASVA) was established.

The ASVA goals are to Advocate, Communicate, and Educate our members.

For Advocating

Advocating initiatives include efforts to secure increased provincial funding through the Local Government Fiscal Framework (LGFF). Former president Mike Pashak dedicated significant time engaging with government officials and was instrumental in achieving an increase in LGFF funding for Summer Villages. Although the amount received did not fully meet our requested levels, it was substantially greater than what might have been allocated without Mike's contributions.

Last year, the ASVA advocated on behalf of the Summer Village of Ma-Me-O Beach, which was facing the prospect of dissolution due to a \$5 million debt resulting from an unsuccessful sewer project. The viability review process was initiated as a result of this financial challenge. ASVA secured two positions for its board members President Mike Pashak and Ren Giesbrecht on the viability review committee and the ASVA participated in multiple meetings with the Minister of Municipal Affairs, who held the authority to determine the future status of Ma-Me-O Beach as a Summer Village. On November 21, 2025, Minister Williams issued his decision, allowing Ma-Me-O Beach to continue as a



Association of
SUMMER VILLAGES
 OF ALBERTA

Summer Village, contingent upon directives derived from the recommendations outlined in the viability review report.

We are currently advocating for the Provincial Aquatic Invasive Species (AIS) Task Force recommendations and urge their implementation. The Task Force report clearly outlines the severe risk that zebra and quagga mussels pose to irrigation systems, municipal water infrastructure, food production and water quality issues. For municipalities like Summer Villages, AIS prevention is critical for the health of the lake. Once these creatures get into the lake it costs millions of dollars to eradicate them and in the meantime, they cause millions of dollars in damages.

Recently the ASVA submitted focused feedback for changes to the Local Authorities Election Act (LAEA). What the ASVA is asking for is:

- Allow special ballots without requiring a permanent electors register.
- Clarify authority to use and retain land title and municipal records.
- Introduce reasonable limits on votes and candidates per property.
- Permit nomination periods for Summer Villages.
- Require campaign bank accounts only when contributions exceed \$1,000.
- Consolidate campaign disclosure requirements post-election.

Currently, Municipal Affairs is reviewing our submission along with a submission from our member partner Alberta Municipalities (ABmunis).

For Communicating

The ASVA communicates regularly with member CAOs, through Kathy Krawchuk the ASVA Executive Director emailing information from the ASVA board and various associate groups like:

- ABmunis
- Athabasca Watershed
- Alberta Invasive Species Council
- Alberta Lake Management Society (ALMS)
- Nature Alberta, just to name a few associations.

We are also setting up a new website. The ASV Board recognizes the importance a good website is for communicating with our members. We hope to have the new website up and running in a few months.



Educate

We educate our members through CAO focus group sessions held a few times per year. The last session covered financial metrics and post-election information. Financial Metrics covered how Municipal Affairs is in the process of policy development that will focus on three key areas within the emerging Fiscal Sustainability Framework:

- Financial Health Assessment
- Fiscal Relationship Review
- Early Intervention and Support

The work builds on existing Municipal Indicators and Local Government Fiscal Framework.

Post election results found 65% of councillors were re-elected and 37% of summer villages had elections. These are typical results for summer villages. Item 13 of the municipal indicators pertains to interest in municipal office. The typical results show most summer villages do not meet the expected result of having more candidates than the number of councillor positions. As summer villages, we are happy to have three candidates step forward for the important role of councillor. If these people did not step forward the summer village would cease to exist and new summer villages can not be incorporated.

We recently distributed a brochure identifying the various Invasive plant species found around our lakes. Plants like the Himalayan Balsam are considered an invasive species. This pretty pink flower plant has aggressive seed dispersal, coupled with high nectar production which attracts pollinators, often allowing it to out-compete native plants. It has been found that pulling and cutting this plant is the main method of non-chemical control, and usually the most appropriate.

Each year, the ASVA hosts its annual fall conference, which features vendors to facilitate the consolidation of service providers and offers presentations from guest speakers on topics relevant to our members. As our sole fundraising event, the conference plays a vital role in enabling the ASVA to fulfill its mission. We greatly value the ongoing support demonstrated by your council and administration through their participation in this important event.

Thank you for your support of the ASVA. Feel free to reach out to us through your CAO. We are here to help.



ASVA Submission - Local Authorities Election Act Review

January 22, 2026

Executive Summary

This submission presents the Association of Summer Villages of Alberta (ASVA) 's collective feedback to Alberta Municipal Affairs on proposed changes to the Local Authorities Election Act (LAEA).

ASVA represents Summer Villages as a recognized and respected level of municipal government. Summer Villages are sustainable, year-round municipalities that advocate for responsible governance and stewardship of Alberta's lake and river environments. Ensuring that municipal election legislation is workable, fair, and proportionate is essential to maintaining strong local democracy in these unique communities.

Today, approximately 6,000 people live year-round as permanent full-time residents in Summer Villages. That's equivalent to the combined population of Alberta's 30 smallest Villages, 38% of Villages. In addition to permanent full-time residents, the 51 Summer Villages contain an equivalent number of dwellings as Alberta's 54 smallest Villages, 68% of Villages.

Summer Villages support the LAEA's intent to ensure fair, transparent, and accessible municipal elections. However, feedback from member municipalities indicates that several provisions of the Act and its associated regulations do not adequately reflect the unique governance structure, seasonal population, property-based electorate, and limited administrative capacity of Summer Villages.

Consistent with ASVA's mission of *Advocacy, Communication, and Education (ACE)*, the recommendations in this submission are targeted, pragmatic, and low-risk. They are intended to strengthen accessibility, fairness, and election integrity while reducing unnecessary administrative burden for Alberta's smallest municipalities.

1. Context: Why Summer Villages Are Different

Summer Villages are a distinct form of municipal government under Alberta legislation and are increasingly operating as sustainable, year-round communities. They are characterized by:

- Predominantly non-resident property owners alongside a growing number of permanent residents
- Very small electorates and administrative teams
- Limited financial and staffing capacity compared to larger municipalities
- Property-based voting rights that are unique under the LAEA
- Election timelines that occur earlier than most municipalities



Despite their size, Summer Villages are responsible for land-use planning, environmental protection, infrastructure, and governance decisions that directly affect Alberta's lakes and rivers. Election legislation that does not reflect these realities can unintentionally weaken democratic participation, increase administrative risk, and undermine confidence in local government.

2. Permanent Electors Register and Special Ballots

Key Issues

- Summer Villages are not required to maintain a permanent electors register, yet access to voting by special ballot is effectively tied to having one.
- Feedback from multiple Returning Officers confirms that the Chief Electoral Officer's data is not suitable for Summer Villages, where voter eligibility is based primarily on land title ownership rather than permanent residency.
- Establishing and maintaining a permanent electors register would impose significant administrative cost and workload on very small municipalities, including additional staffing hours and data management requirements.
- Without an electors register, Summer Villages are prohibited from using special ballots, which disproportionately affects non-resident property owners who form the majority of eligible electors.
- The Act is unclear on whether information about non-resident electors may be retained for future elections, potentially requiring Summer Villages to rebuild voter information from scratch each election.

Impacts

- Reduced voter participation and accessibility, particularly for non-resident owners
- Increased voter complaints regarding the unavailability of special ballots
- Administrative inefficiency and uncertainty for Returning Officers

Recommended Solutions

- Explicitly confirm that Summer Villages may prepare voter registers using land title data, municipal tax records, and sworn declarations under section 49(3), without reliance on Chief Electoral Officer data.
- Enable Summer Villages to offer special ballots without mandating a permanent electors register.
- Clarify agreements under section 49(3.3) to reflect Summer Village-specific processes.
- Clarify that Summer Villages may retain non-resident elector information between elections for administrative continuity, subject to privacy requirements.



3. Voting Equity: Multiple Voters per Property

Key Issues

- Current legislation allows an unlimited number of owners and spouses listed on a single certificate of title to vote.
- In practice, this can result in dozens of votes tied to a single property, creating disproportionate influence.
- This risk is unique to Summer Villages and undermines the principle that each property should have a fair and roughly equal voice.

Recommended Solutions

- Amend section 12 to limit the number of non-resident owner or spouse votes associated with a single Summer Village property, for example, to a maximum of six. See Appendix B for additional information and key messages for this solution.
- Preserve voting rights for bona fide permanent residents regardless of ownership structure.

4. Candidate Eligibility and Concentration of Power

Key Issues

- Under current rules, multiple individuals associated with the same property may run for office.
- In extreme cases, a single property could theoretically form the entire council.

Recommended Solutions

- Amend section 21 to restrict candidacy to one individual per property, whether owner, spouse, or permanent resident, in Summer Village elections.

5. Nomination Period and Nomination Day Flexibility

Key Issues

- Summer Villages are restricted to a single nomination day, unlike other municipalities that have a nomination period.
- This restriction reduces accessibility for non-resident candidates and increases the likelihood of acclamations.
- Ambiguity exists regarding whether nomination papers must be personally received by a Returning Officer or may be delivered to the municipal office.
- Early election timelines make it costly to appoint Returning Officers far in advance of the election.



Recommended Solutions

- Amend the LAEA to permit a nomination period for Summer Villages, consistent with other municipalities.
- Clarify that nomination papers may be submitted to the local jurisdiction office rather than requiring personal receipt by the Returning Officer.
- Allow Returning Officers to validate nominations after submission rather than being present at the time of receipt.

6. Election Administration Capacity and Staffing

Key Issues

- Recruiting neutral and qualified election workers is challenging in very small communities.
- Election administration standards are identical to those for large municipalities despite vastly different resources.
- Limited staff must manage election administration alongside normal municipal operations.

Recommended Solutions

- Expand delegation authority under section 14(3) to explicitly include the municipal secretary.
- Provide clearer guidance tailored to Summer Villages.
- Preserve Returning Officer discretion to adapt processes to local context while remaining compliant with the Act.

7. Returning Officer Discretion and Election Integrity

Key Issues

- Returning Officers reported that the Act provides insufficient discretion when obvious ineligibility or irregularities are known.
- The prohibition on requesting additional identification beyond a single piece of Alberta-issued ID creates a security gap for Summer Villages, where electors may come from anywhere in the province.
- Electors themselves identified concerns about the lack of verification of property ownership or eligibility, undermining confidence in election integrity.
- There is no clear process for isolating or flagging questionable ballots outside of existing special ballot provisions.

Recommended Solutions

- Introduce provisions allowing Returning Officers to temporarily isolate and flag suspected ineligible ballots, similar to section 77.21(6).
- Permit Summer Villages to request a second form of identification to confirm eligibility, such as a land title, tax notice, or utility bill, where voting rights are based on property ownership.
- Establish a clear dispute resolution process for voter and candidate eligibility issues that does not require immediate legal consultation.



8. Campaign Finance: Notice of Intent and Disclosure Requirements

Notice of Intent

Issue: The timing requirement for filing a Notice of Intent is unclear and has caused confusion for candidates and administrators.

Recommendation:

- Amend section 147.3(1) to require candidates to open a campaign bank account **only when total contributions exceed \$1,000 in the aggregate**, and not at the time of filing a Notice of Intent.
- Confirm that candidates with contributions and expenses below \$1,000 may continue to use personal accounts, subject to post-election disclosure requirements.

Proposed Legislative Wording (for consideration):

Section 147.3(1) is amended by removing the requirement to open a campaign account at the time a Notice of Intent is filed and by clarifying that a campaign account is required only when total campaign contributions first exceed \$1,000 in the aggregate.

9. Disclosure Statements

Issues:

- September 30 disclosure filings occur after Summer Village elections have concluded.
- Disclosure requirements are duplicative, confusing, and disproportionate for Summer Village candidates, many of whom incur little or no campaign expenses.

Recommendations:

- Exempt Summer Village candidates from the September 30 disclosure filing requirement.
- Consolidate reporting into a single post-election disclosure, for example within 120 days after the election or by March 1.
- Consider simplified disclosure requirements for candidates with minimal or no campaign spending.

10. Examination of Nomination Papers

Key Issues

- Conflicting sections of the Act create confusion about who may examine nomination papers, when examination may occur, and under whose supervision.

Recommended Solutions

- Harmonize sections 28, 34, and 100 to:
 - Limit examination to electors
 - Permit examination only after the nomination period closes
 - Allow supervision by the Returning Officer or Secretary



11. Forms and Regulations

Key Improvements Needed

- Update Form 4 to clearly reference Summer Village–specific eligibility under section 12.
- Modify Form 13SV to:
 - Capture the complete Summer Village property address
 - Allow proof of ownership rather than proof of primary residence
- Update Form 26 to clearly state filing deadlines and penalties.
- Include the Notice of Intent form in regulation and permit electronic submission.

Conclusion

The Association of Summer Villages of Alberta supports strong, transparent, and accessible municipal elections and affirms the importance of the Local Authorities Election Act in maintaining public confidence in local democracy.

At the same time, ASVA’s member municipalities have clearly identified that several provisions of the LAEA impose disproportionate administrative burden, reduce accessibility for electors and candidates, and create uncertainty when applied to very small, property-based municipalities. These challenges do not reflect the reality of Summer Villages as sustainable, year-round communities and a respected order of municipal government.

Consistent with ASVA’s Vision and its *ACE* mission of Advocacy, Communication, and Education, the proposed amendments are practical, measured, and low-risk. They preserve election integrity while recognizing the unique governance and operational context of Summer Villages.

ASVA respectfully submits these recommendations to Alberta Municipal Affairs and looks forward to continued collaboration to ensure that municipal election legislation supports effective, inclusive, and sustainable local government across Alberta.

Appendix A. Summary Table of Key Issues, Recommendations, and Impacts if Not Addressed

Issue Area	LAEA Section(s)	Summary of Issue	ASVA Recommended Change	Impact if Not Addressed
Special Ballots & Electors Register	s.49, s.49(3), s.49(3.3)	Access to special ballots is effectively tied to maintaining a permanent electors register, which is impractical for Summer Villages with predominantly non-resident, property-based electorates.	Allow Summer Villages to prepare voter registers using land title and municipal records and offer special ballots without requiring a permanent electors register.	Continued voter disenfranchisement of non-resident owners, lower turnout, increased complaints, and reputational risk to election fairness.
Retention of Elector Information	s.49	Uncertainty about whether non-resident elector information may be retained between elections creates repeated administrative burden.	Clarify authority for Summer Villages to retain elector information between elections, subject to privacy requirements.	Repeated rebuilding of elector data, higher administrative cost, and increased risk of errors or omissions.
Voting Equity per Property	s.12	Unlimited owners or spouses on a single title may vote, creating disproportionate influence from one property.	Limit the number of non-resident owner/spouse votes per property while preserving permanent resident voting rights.	Perceived inequity, erosion of voter confidence, and increased likelihood of contested results or disputes.
Candidate Eligibility per Property	s.21	Multiple candidates may run from a single property, creating a risk of concentrated control of council.	Restrict candidacy to one individual per property in Summer Village elections.	Risk of governance imbalance and reduced confidence in representative local government.

Nomination Period Flexibility	s.25–27	Summer Villages are limited to a single nomination day, restricting access for non-resident candidates.	Permit a nomination period and allow nomination papers to be submitted to the municipal office.	Increased acclamations, reduced candidate participation, and weaker democratic legitimacy.
Returning Officer Capacity & Delegation	s.14(3)	Limited staffing capacity makes it difficult to meet all election administration requirements.	Expand delegation authority to explicitly include the municipal secretary and preserve local discretion.	Increased compliance risk, staff burnout, and reliance on external legal advice.
Returning Officer Discretion & Integrity	s.77.21 and related	Returning Officers lack tools to address obvious ineligibility or irregularities at the time of voting.	Allow isolation of questionable ballots and limited secondary verification of eligibility.	Reduced confidence in election integrity and higher risk of post-election challenges.
Campaign Bank Account Requirement	s.147.3(1)	Candidates must open a campaign bank account even when campaign activity is minimal or zero.	Require a campaign bank account only when total contributions exceed \$1,000.	Discouragement of candidates, unnecessary personal expense, and reduced participation in elections.
Campaign Disclosure Timing	s.147.4–147.7	September 30 disclosure deadlines occur after Summer Village elections and are duplicative.	Exempt Summer Village candidates from September 30 filings and consolidate reporting.	Ongoing confusion, non-compliance risk, and administrative follow-up costs.
Examination of Nomination Papers	s.28, s.34, s.100	Conflicting provisions create uncertainty about who may examine nomination papers and when.	Harmonize sections to clarify timing, eligibility, and supervision requirements.	Increased procedural disputes, inconsistent practices, and legal uncertainty.



Appendix B. Additional Discussion on Number of Eligible Voters per Land Title

Executive Summary

Census-based age and household composition data demonstrate that, while the average number of eligible voters per dwelling in Alberta is approximately 2, there is a clear and defensible demographic basis for recognizing up to 4 to 6 eligible voters per dwelling or land title in certain circumstances. This upper range is supported by Alberta's relatively young age structure, family-oriented household patterns, and the prevalence of multi-adult living arrangements across urban, rural, and seasonal communities.

Recognizing this range strengthens policy defensibility. It enables municipalities, particularly Summer Villages, to establish reasonable maximum votes per land title that reflect real demographic conditions while preserving the principle that each property should have a fair and roughly equal voice. These assumptions are conservative, evidence-based, and consistent with Statistics Canada census data and the Local Authorities Election Act definition of an eligible elector

Age Demographics and Household Structure in Alberta

The 2021 Census of Population indicates that Alberta averages 2.4–2.5 persons per private dwelling, with large cities such as Calgary and Edmonton at the lower end (~2.4) and smaller cities and towns slightly higher (2.5–2.7). Alberta's urban and rural household sizes are slightly above the national average.

Equally important is Alberta's age profile. Approximately 75–78% of residents are 18 years of age or older, meaning that a significant proportion of dwellings contain multiple eligible electors. This demographic reality underpins elector-per-dwelling estimates and explains why reliance on a single average obscures meaningful variation.

Defensible Range of Eligible Voters per Dwelling

There is no dataset that directly reports the number of eligible voters per dwelling. However, combining census age characteristics with household composition data supports a planning range rather than a fixed value.

Observed household patterns across Alberta include:

- Couples with adult children remaining at home
- Multi-generational households
- Shared housing among unrelated adults
- Seasonal and recreational properties used by extended families or co-owners

These patterns support a defensible range from 0 to 6 eligible voters per dwelling, with values above 6 treated as outliers for planning and policy purposes



Applicability to Rural and Small Municipalities

These assumptions are particularly relevant in rural and small municipalities, where:

- Household sizes are often larger
- Multi-generational living is more common
- Seasonal and recreational properties are prevalent
- Dwelling use may fluctuate throughout the year

In these contexts, variation around the average is often greater than in large urban centres. Applying a narrow assumption (e.g., 2 voters per property) risks misrepresenting the actual distribution of electors. A broader planning range more accurately reflects demographic reality and supports defensible local decision-making.

Relevance to Summer Villages and Votes per Land Title

In Summer Villages, voting rights are commonly linked to land ownership rather than residency. Councils must therefore balance inclusivity with equity when setting voting rules.

This analysis supports the position that:

- It is reasonable to expect multiple eligible voters to be associated with a single titled property
- A maximum of 4–6 votes per land title reflects typical upper-bound household and ownership patterns
- Such a cap prevents disproportionate influence by a small number of high-occupancy or heavily shared properties

Importantly, a cap grounded in census-based demographics is defensible, non-arbitrary, and proportionate.

Fair and Roughly Equal Voice

The principle that each property should have a fair and roughly equal voice does not require identical voting power in every case. It requires that differences be reasonable and justified. A maximum vote limit aligned with observed demographic norms:

- Recognizes legitimate variation in household composition
- Avoids extreme concentrations of voting power
- Treats properties consistently across the municipality

This approach aligns with the broader principle of effective representation embedded in Alberta's local election framework.



Citation-Ready Reference Table

Eligible Voters per Dwelling – Alberta (Planning Ranges)

Household Type	Typical Persons per Dwelling	Adults (18+)	Eligible Voters (Planning Range)
Single-person household	1	1	1
Couple, no children	2	2	2
Couple with children	3–4	2–3	2–3
Couple with adult children	3–5	3–4	3–4
Multi-family or shared dwelling	4–6	4–6	4–6
High-occupancy shared housing (upper planning limit)	6–8	6–8	Up to 6 (higher = outlier)

Data Sources and Citations

- Statistics Canada. 2022. *Census of Population, 2021*.
 - Table 98-10-0138-01: Household size and composition
 - Table 98-10-0022-01: Age characteristics of the population
- Government of Alberta. *Local Authorities Election Act* – definition of an eligible elector

Mon 4/6/2026 1:38 PM

ASVA

Kathy Krawchuk (execdirector@asva.ca)

Brian Waterhouse <bwaterhouse@sundancebeach.ca>

Good afternoon,

I am pleased to inform you that ASVA's President Brian Waterhouse is now the Representative on the ABmunis' Police, Justice, and Emergency Management (PJEM) Committee.

The scope of matters that will be addressed by the Committee includes:

- The future of community policing;
- Policing funding and governance;
- Other enforcement mechanisms (e.g. Sheriffs, Community Peace Officers, and Bylaw Enforcement);
- Justice system reform, and
- Emergency management.

The Committee's priorities for 2026 include:

- Develop advocacy and capacity-building resources related to fire services;
- Review and provide feedback on the new police funding model (depending on timing of release);
- Begin developing recommendations related to the renewal of the master police service agreement expiring in 2032.

Please reach out to Brian or myself with any concerns or questions regarding this Committee.

Sincerely,
Kathy

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