

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
APRIL 11, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**     - additions/deletions  
                      - adoption

**C. ADOPTION OF MINUTES**     - Regular Meeting Minutes, March 14, 2022  
                                      - Municipal Planning Commission, April 4, 2022

**D. INFORMATION ITEMS**

- 1) Council Tasks List
- 2) Council Calendar
- 3) Accounts Payable Report
- 4) Public Works Report
- 5) Development Update
- 6) ASVA Forest Health Management Project

**E. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) 2022 Mill Rate Bylaw

**2) Council & Legislation**

- a) Garbage Collection Bylaw
- b) Dock and Mooring Policy to follow
- c) Dock and Mooring Bylaw to follow

**F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

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

## **2) Committee Reports**

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

## **3) Upcoming Meetings**

- a) Council Meeting – May 9, 2022

## **G. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
March 14, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held March 14, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

PRESENT	Mayor:	Teresa Beets
	Deputy Mayor:	Jim Willmon
	Councillor:	Keith Kimball
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Coordinator:	Chris Loov
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau
	Delegate:	Phil Dirks, Metrix Group

**CALL TO ORDER** The meeting was called to order at 9:03 a.m. by Mayor Beets.

**AGENDA APPROVAL**

**SBC-22-021**        MOVED by Mayor Beets that the agenda be adopted as amended:

E.5.        Boat Mooring

CARRIED

**CONFIRMATION OF MINUTES**

**SBC-22-022**        MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on February 22, 2022, be approved as presented.

CARRIED

**SBC-22-023**        MOVED by Councillor Kimball that the minutes of the Municipal Planning Commission Meeting held on February 22, 2022, be approved as presented.

CARRIED

**SBC-22-024**        MOVED by Deputy Mayor Willmon that the minutes of the Joint Services Committee meeting held on February 28, 2022, be accepted as information.

CARRIED

**DELEGATION**

Phil Dirks from the Metrix Group joined Council to present the 2021 audited financial statements.

Phil Dirks left the meeting at 9:49 a.m.

**SBC-22-025**        MOVED by Deputy Mayor Willmon that Council

1) move \$91,242 from Unrestricted Surplus into a new capital reserve called Land Improvement; and

2) move \$100,000 from the Sewer Reserve into the Environmental Reserve; and

- 3) move \$16,216 from Infrastructure Surplus into Roads; and
- 4) that Accumulated Surplus and Receivables recognize the revised rate rider fee of \$251.73; and
- 5) create an operation reserve called Long Term Debt Payments using money from what otherwise would be Unrestricted Surplus, over \$25,000; and
- 6) accept the 2021 audited financial statements as presented and Council authorize the Mayor to sign the financial return.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update
- 4) Resident Letter
- 5) Boat Mooring

**SBC-22-026**      MOVED by Councillor Kimball that Council accepts the information items as presented.

CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

**SBC-22-027**      Garbage Collection Bylaw  
MOVED by Deputy Mayor Willmon that Council instruct Administration to amend the Garbage Collection Bylaw #148-20 to reflect the rate change from \$122.00 per parcel to \$112.00 per parcel.

CARRIED

**BYLAW #167-22**      Municipal Wastewater Collection Bylaw  
**SBC-22-028**      MOVED by Councillor Kimball that Council give 1<sup>st</sup> reading to the Municipal Wastewater Collection Bylaw #167-22.

CARRIED

**SBC-22-029**      MOVED by Deputy Mayor Willmon that Council give 2<sup>nd</sup> reading to the Municipal Wastewater Collection Bylaw #167-22.

CARRIED

**SBC-22-030**      MOVED by Mayor Beets that Council by unanimous consent give 3<sup>rd</sup> reading to the Municipal Wastewater Collection Bylaw #167-22 at this meeting.

UNANIMOUSLY CARRIED

**SBC-22-031**      MOVED by Councillor Kimball that Council give 3<sup>rd</sup> and final reading to the Municipal Wastewater Collection Bylaw #167-22.

CARRIED

PLANNING & DEVELOPMENT

**SBC-22-032**                      Encroachment Agreement Renewal  
MOVED by Councillor Kimball that Council approve the renewal of encroachment agreements with 1211 and 1219 Pine Road residents for another 5-year term with an updated agreement, subject to approved Superior Safety Codes inspections on the stairs ensuring they are up to code, and with the understanding no changes are to be made.

CARRIED

COUNCIL REPORTS

- Mayor Beets
- No Reports
- Deputy Mayor Willmon
- Joint Services Committee
- Councillor Kimball
- No Reports

**SBC-22-033**                      MOVED by Councillor Kimball to accept the Council reports and Committee reports as information.

CARRIED

NEXT MEETING

**SBC-22-034**                      MOVED by Mayor Beets that the next meeting of Council be held on April 11, 2022, at 9:00 a.m.

CARRIED

ADJOURNMENT

**SBC-22-035**                      MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 2:02 p.m.

CARRIED

\_\_\_\_\_  
TERESA BEETS, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held April 4, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Keith Kimball via Zoom  
Member-at-Large: Fred Barham via Zoom  
Member-at-Large: Marny Paul via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Kashuba  
Recording Secretary: Teri Musseau  
Applicant(s):

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

**AGENDA:**

**MPC-22-004** Moved by Fred Barham to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION**

**1. 1126 Breakers Way**

Application for 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS) requesting a tourist home permit in the Summer Village of Sunbreaker Cove.

Colette Gilbert joined the meeting at 9:08 a.m.

Kara Kashuba, and Colette Gilbert left the meeting at 9:12 a.m.

**MPC-22-005** Moved by Marny Paul that the Municipal Planning Commission approve the development permit for a tourist home at 1126 Breakers Way subject to the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator’s information.

Initials

- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property and not on the road allowance.

CARRIED

**ADJOURNMENT:**

**MPC-22-006** Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:15 a.m.

CARRIED

\_\_\_\_\_  
KEITH KIMBALL, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials

## SUNBREAKER COVE COUNCIL MEETING TASKS

## TASK

ASSIGNED  
TO

payables-GST not listed on report  
 sticker to be added to tax notices stating utilities paid separately  
 ask auditor for separate report for amortization  
 check with contractors to see what wait time is for installation  
 trees falling by Glenn's Cove on Pine Road  
 trees removed and stumps left - need to remove from reserve between Birch and Pine  
 LUB want stuff about developer parking and garbage issues  
 no idling signs to moved further up road and away from boat launch  
 check with Trudy on remuneration due dates  
 check with Empringham as to cost reduction for less lots  
 deck at 625 Fox have AEP approval?  
 encroachment agreements with 625 Fox and other properties neighbouring  
 mooring policy and bylaw for April meeting

Tina  
 Tina  
 Tina  
 Chris  
 Chris  
 Chris  
 Kara  
 Chris  
 Trudy  
 Chris  
 Kara  
 Kara  
 Tanner

## COMPLETED

send Teresa Emer man. Link  
 amend rate riser fee on WW bylaw  
 why large gap in cheque numbers  
 send rate rider fee to Phil  
 have Phil add note as to what MSI was used for (deferred revenue)  
 send Phil reserve transfers as per Jim's motion  
 check to see Blissful Beach being metered separately from SBC  
 amend garbage collection bylaw fee to \$112 per parcel

Teri  
 Teri  
 Tina/Trudy  
 Tanner  
 Tanner  
 Tanner  
 Chris  
 Teri



Council
JSC
HRSC
JSO

<b>JANUARY</b> CAO Goal Setting CAO Goal Setting CAO merit increase	<b>FEBRUARY</b> Year End Financial Year End Financial	<b>MARCH</b> Financial Audit Review	<b>APRIL</b> Q1 Review Adopt Mill Rate Q1 Financial Review
<b>MAY</b>	<b>JUNE</b>	<b>JULY</b> Q2 Review Organizational Meeting Q2 Review Organizational Meeting	<b>AUGUST</b>
<b>SEPTEMBER</b> Strategic Planning CAO Review	<b>OCTOBER</b> Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	<b>NOVEMBER</b> Adopt JSC Budget SV Budget Discussion	<b>DECEMBER</b> Adopt Municipal Budget

## **Summer Village of Sunbreaker Cove**

### **Administration and Finance**

**Council Date: April 11, 2022**

### **Information Item**

### **Agenda Item: *Accounts Payable Update***

#### **Background:**

Total payables processed and presented to Council \$ 156,111.37

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

1. Government of Alberta	\$ 8,881.00
a. Police Funding Fiscal 2021	
2. Al's Bobcat & Trucking	\$ 3,598.35
a. Sanding-March 3 to 13	
3. Lakeview Contracting	\$ 45,570.00
a. To Supply & Install Vegetated Rip Rap	
4. Summer Village of Norglenwold	\$ 9,175.81
a. February 2022 Muni Specific Costs	
b. February 2022 Monthly Shared Costs	
5. AB School Foundation Fund	\$ 83,075.63
a. 1 <sup>st</sup> Quarter School Funding	

### **Council Expense Claims Report:**

#### **March 2022**

▪ Teresa A. Beets	\$ 1,774.37
▪ Jim Willmon	\$ 919.60
▪ Keith Kimball	\$ 400.00

#### **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

Date Printed  
2022-04-04 9:53 AM

### List of Accounts for Approval

Batch: 2022-00024 to 2022-00027

Page 1

**Bank Code - MAIN - General Bank**

## COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
856 1800027134	2022-03-30	Government of Alberta 412-000-270 - Trade Accounts F	Police Fundiing Fiscal 2021	8,881.00	8,881.00
857 22-SV-001 22-SV-001	2022-03-31	Adams Bailey & Associates Inc 312-000-260 - GST Paid Refund 242-000-256 - Wastewater Main	GST Tax Code Service Call - Pump Out Re	115.00 2,300.00	2,415.00
858 18544 18544	2022-03-31	Al's Bobcat & Trucking 312-000-260 - GST Paid Refund 232-000-255 - Plowing Program	GST Tax Code Sanding March 3rd to 13th	171.35 3,427.00	3,598.35
859 30772 30772	2022-03-31	Empringham Disposal Corp 312-000-260 - GST Paid Refund 243-000-200 - Waste Removal C	GST Tax Code Feb Bi-Weekly Collection	31.20 624.00	655.20
860 1763 1763	2022-03-31	Lakeview Contracting Inc. 312-000-260 - GST Paid Refund 297-193-840 - Project - Shorelin	GST Tax Code To Supply & Install Vegetate	2,170.00 43,400.00	45,570.00
861 2022-1	2022-03-31	Red Deer Catholic Regional 201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,257.83	2,257.83
862 2202 2202	2022-03-31	Water FX 312-000-260 - GST Paid Refund 272-000-500 - Buoys	GST Tax Code Large Buoy	19.25 385.00	404.25
Total Computer Cheque:					63,781.63

## EFT

Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
241	2022-02-28	Summer Villages of Norglenwold			
2022-00039	212-400-230 - Legal Fees	Brownlee LLP-Inv. 527242	30.00		
2022-00039	212-400-232 - Assessment Fees	City of Red Deer-2022 RAR	200.00		
2022-00039	212-400-220 - Council Mtg Expe	ATB MC-Panago-Lunch for	57.01		287.01
2022-00045	212-300-540 - Utilities	Utilities	758.41		
2022-00045	212-100-110 - Salaries	Salaries	6,763.17		
2022-00045	212-100-130 - Training	Training	65.21		
2022-00045	212-100-140 - Benefits	Shared Benefits	299.52		
2022-00045	212-100-210 - Travel & Subsis	T&S	69.63		
2022-00045	212-100-211 - WCB	WCB	0.00		
2022-00045	212-100-266 - PW Fleet	Public Works Fleet	0.00		
2022-00045	212-200-215 - Postage/Freight/C	Postage/Freight	-2.04		
2022-00045	212-300-217 - Phone/Fax/Intern	Phone/Fax	0.00		
2022-00045	212-300-242 - IT Equipment	IT Equipment	62.66		
2022-00045	212-300-530 - Building Insuranc	Building Insurance	465.01		
2022-00045	212-300-510 - Other Contingenc	Contingency	0.00		
2022-00045	212-300-270 - Equipment Renta	Equipment Rental	40.30		
2022-00045	212-300-265 - Equipment Mainte	Equipment Maintenance	0.00		
2022-00045	212-200-510 - Office Supplies	Office Supplies	51.55		
2022-00045	212-300-240 - Computer Sofwar	Computer Software	49.61		
2022-00045	212-300-263 - Condominium Co	Condominium Cost	0.00		
2022-00045	212-300-255 - Facility Maintenar	Facility Maintenance	48.79		
2022-00045	212-300-250 - Facility Improvem	Facility Improvements	103.21		

Date Printed  
2022-04-04 9:53 AM

**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval**  
Batch: 2022-00024 to 2022-00027

Page 2

**EFT**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>			
<b>Invoice #</b>		<b>GL Account</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
2022-00045		212-200-500 - Printing Costs	Printing Costs	113.77	8,888.80
				Payment Total:	9,175.81
				Total Other:	9,175.81

**OTHER**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>			
<b>Invoice #</b>		<b>GL Account</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
3045	2022-03-31	AB School Foundation Fund			
12582		201-100-130 - ASFF-Residential	1st Quarter ASFF School Fi	83,075.63	83,075.63
3056	2022-03-31	Receiver General/OTH			
CP3-2022		312-000-262 - CRA Remuneratic	Council CPP	78.30	78.30
				Total Other:	83,153.93
				Total MAIN:	156,111.37

Certified Correct This April 4, 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator



D-3

# Council Expense Claim Form

NAME: Teresa BeetsPOSITION: MayorMONTH ENDING: March-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/9/22	Municipal Leaders Conference		Mayor +4 (4hour)	\$ 220.00
3/10/22	Municipal Leaders Conference		Mayor +4 (1hour)	\$ 145.00
3/16/22	Sylvan Lake Regional Wastewatre Commission		Mayor	\$ 120.00
3/16/22	Mayor and Reeves Meeting		Mayor	\$ 120.00
3/30/22	Emergency Table Top Exercise		Mayor	\$ 120.00
3/14/22	Regular Council		Mayor +4 (1hour)	\$ 145.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				<b>\$ 870.00</b>

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/9/22	Municipal Leaders Conference		\$0.61	\$ 0.00
3/10/22	Municipal Leaders Conference	274.00	\$0.61	\$ 167.14
3/16/22	Sylvan Lake Regional Wastewatre Commission	45.00	\$0.61	\$ 27.45
3/16/22	Mayor and Reeves Meeting	96.00	\$0.61	\$ 58.56
3/30/22	Emergency Table Top Exercise	45.00	\$0.61	\$ 27.45
3/14/22	Regular Council	45.00	\$0.61	\$ 27.45
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				<b>\$ 308.05</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
3/10/22	Westin Hotel and Resorts	494.34	23.90	\$ 518.24
3/8/22	Meal	29.00	1.45	\$ 30.45
3/9/22	Meal	45.36	2.27	\$ 47.63
				<b>\$ 596.32</b>

MAYOR: Teresa Beets

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 1,774.37





D-3

# Council Expense Claim Form

NAME: Jim WillmonPOSITION: Deputy MayorMONTH ENDING: March-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/17/22	Regular Council		Deputy Mayor	\$ 100.00
2/16/22	AEP meeting (shoreline & mooring)		Deputy Mayor	\$ 100.00
2/22/22	Regular Council		Deputy Mayor	\$ 100.00
2/28/22	Joint Services Committee		Deputy Mayor	\$ 100.00
3/14/22	Regular Council		Deputy Mayor	\$ 100.00
3/16/22	PRB meeting		Deputy Mayor	\$ 100.00
3/30/22	Emergency Mgmt Tbl Top Exercise		Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 700.00

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/17/22	Regular Council		\$0.61	\$ 0.00
2/16/22	AEP meeting (shoreline & mooring)		\$0.61	\$ 0.00
2/22/22	Regular Council		\$0.61	\$ 0.00
2/28/22	Joint Services Committee		\$0.61	\$ 0.00
3/14/22	Regular Council		\$0.61	\$ 0.00
3/16/22	PRB meeting		\$0.61	\$ 0.00
3/30/22	Emergency Mgmt Tbl Top Exercise	360.00	\$0.61	\$ 219.60
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 219.60

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 919.60





D-3

# Council Expense Claim Form

NAME: Keith KimballPOSITION: councillorMONTH ENDING: January-2022

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

## Village Business

RECEIVED

MAR 15 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/17/22	Regular Council		DM&C +4 (2hour)	\$ 150.00
2/22/22	Municipal Planning Commission		Councillor	\$ 100.00
3/14/22	Regular Council		DM&C +4 (2hour)	\$ 150.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
				\$ 400.00

If event is other please type it in.

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/17/22	Regular Council		\$0.59	\$ 0.00
2/22/22	Municipal Planning Commission		\$0.59	\$ 0.00
3/14/22	Regular Council		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
				\$ 0.00

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 400.00

## **Summer Village of Sunbreaker Cove**

**April 11, 2022**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Update***

#### **Background:**

- Administration continues to collect sewer connection paperwork from residents. Administration has been reaching out to residents who have submitted both the application and Superior inspection forms to arrange dates to have the cc valve for their property opened. Public Works will be going through the village with a consultant to inspect all air release valves, isolation valves and odour control. We will also be inspecting tanks where there was potential damage done after the initial opening of the system.
- Administration is in the process of acquiring quotes for asphalt overlay on all the side roads. The deadline for quotes is April 29, 2022.
- Public Works is working on training through AWWOA to become a certified small systems operator for the municipal sewage systems. In the meantime, Public Works is working with consultants to manage the operation of the system.
- Several dead trees near Glenn's Cove are scheduled to be removed once boat hoists are out of the area.
- No idle zone signage has been moved from the boat launch to the mailbox area as requested by Council.
- Administration has received a written request to allow residents to clean out deadfall in the reserve behind their property. Administration plans to approve the removal of deadfall but will not approve the falling of trees. Administration will go through this Spring with a certified faller to identify hazardous trees and have them removed.

#### **Administrative Recommendations:**

Council to accept as information.



## Summer Village of Sunbreaker Cove

April 11, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (33 in Birchcliff, 3 in Half Moon Bay, 11 in Jarvis Bay, 24 in Norglenwold, and 24 in Sunbreaker Cove).

#### The following is the listing for Sunbreaker Cove:

1. 1206 Marine Drive	Demolition
2. 717 Sunhaven Way	Addition
3. 1105 Larch Road	Dwelling
4. 669 Fox Crescent	Dwelling & Detached Garage
5. 1211 Pine Road	Garage with Guest House
6. 917 Deer Street	Addition
7. 1319 Birch Road	Shed
8. 1119 Poplar Road	Dwelling Addition
9. 633 Fox Crescent	Deck Addition & Hot Tub
10. 805 Sunhaven Way	Demolition & Detached Garage with Guest House
11. 711 Elk Street	Deck
12. 613 Fox Crescent	Driveway
13. 1317 Birch Road	Dwelling
14. 1130 Breakers Way	Dwelling
15. 701 Sunhaven Way	Demolition & Dwelling
16. 809 Sunhaven Way	Dwelling
17. 1321 Birch Road	Garage with Guest House
18. 1422 Aspen Close	Dwelling <b>(NEW)</b>

#### Active development permits for the operation of a Tourist Home:

1. 1126 Breakers Way
2. 1323 Birch Road
3. 635 Fox Crescent
4. 1318 Balm Road
5. 641 Fox Crescent
6. 685 Fox Crescent

**Closed development permits since last Council meeting:**

1. 1309 Breakers Way                      Operation of a Tourist Home

**Permit Summary:**Year to date 2022:

January - 0 development permits. Estimated project cost N/A.

February – 0 development permits. Estimated project cost N/A.

March – 1 development permit. Estimated project cost \$350,000.00

2021:

January – 0 development permits. Estimated project cost N/A.

February – 0 development permits. Estimated project cost N/A.

March – 2 development permits. Estimated project cost \$22,000.00

**List of current Encroachment Agreements in Sunbreaker Cove:**

1. 1211 Pine Road – Staircase on EOS
2. 1219 Pine Road – Patio, Staircase & Shed on EOS
3. 1106 Breakers Way – Driveway & Detached Garage on Walkway
4. 837 Sunhaven Way – Retaining wall on Road Allowance
5. 725 Elk Street – Staircase on EOS
6. 1209 Pine Road – Boathouse & Staircase on Reserve
7. 741 Elk Street – Boathouse on EOS
8. 649 Fox Cres – Shed on Reserve
9. 1327 & 1329 Birch Road – Water Well on Road Allowance
10. 743 Elk Street – Brick Steps on Reserve
11. 703 Elk Street – Water Well on Walkway

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #99/13.

## **Summer Village of Sunbreaker Cove**

**April 11, 2022**

### **Council & Legislation**

#### **Information Item**

#### **Agenda Item: *ASVA Forest Health Management Project***

##### **Background:**

Administration has received information from the Association of Summer Villages of Alberta (ASVA) that they were successful in receiving grant funding from the Alberta Real Estate Fund to complete a Forest Health Management Pilot Project.

A full-scale Forest Management Plan would address all aspects of forest management, including inventory, reforestation, pests, trail systems, and public consultation. An effective management plan will improve forest health, protect against wildfires, establish new tree plantings, enhance tree growth and quality, control invasive species, and provide the benefits of trees to the environment and lake health. This ASVA work is a primer to be used to help municipalities understand if they have an issue or not and if they need to do a deeper dive into their forest management.

There is no cost to the Summer Village and Administration has already signed your community up to participate. A consultant has been hired by the ASVA and he will perform the forest field assessments. Administration will provide a map of the EOS areas and the consultant will walk through these areas and provide recommendations.

##### **Options for Consideration:**

1. Council to accept as information.

##### **Administrative Recommendations:**

Council to accept as information.



**Re: ASVA Forest Health Management Project**

To the attention of Summer Villages CAO's and Mayors,

ASVA is reaching out to you with a timely reminder that in summer 2021 the association was successful in receiving award of grant funds from the Alberta Real Estate Fund (AREF) to complete the proposed Forest Health Management Pilot Project. There is urgency in the timelines being met for completing the engagement / field portion of this project noting that the AREF grant funds are set to expire June 16, 2022.

The project will have no financial impact to Summer Villages. All that is required in helping us to coordinate on behalf of your summer villages is to respond in request of participating so we can secure your spot. The Forest Management Expert, Toso Bozic P. Ag. will require a Boundary Map to be supplied by your Summer Village and he is prepared to perform the forest field assessments independently or with accompaniment of a designated staff member or emergency planning person if designated by you. *ASVA can coordinate the logistics on your behalf all that is required is for you to provide a name & contact if you would like to designate a "buddy"*; noting that the additional benefit received will be invaluable knowledge sharing and discovery based on recognizing the health of the forest surrounding your summer village. Regardless of which method is preferred, as part of the project deliverables a roll-up report will be provided to each of the (10) participant summer villages cataloguing forest health information specific to your summer village.

As noted in details below our consultant has provided dates of his availability to perform the 10 field assessments (noting each assessment requires 1-3 hours to complete):

April 19 – 22

May 2 - 6

May 10 - 13

\*Please forward your reply prior to April 14, 2022 to register your Summer Village. In your response please advise if you will be providing a Boundary Map to have the consultant perform the assessment independently or if you will be providing the name & contact of a designated "buddy" for us to coordinate accompaniment.

To the attention of:

ASVA

Sherry Poole, Executive Director

Via email: [summervillages@gmail.ca](mailto:summervillages@gmail.ca)



#### Project Information:

Trees are a crucial element and fabric of every summer village and greatly contribute to environmental, social, and economic values of these communities. The summer villages are built around lakes, where natural native forest settings are a dominant forest cover. Most of trees in summer villages are dominated by native aspen/poplar and mixed wood of white spruce, pine, or larch forest with these two species. On private properties there are several non-native species such as variety of cherries, shrubs and few tree species like elm, linden, and others. The majority of forests in summer villages are mature or entering a maturity stage which can create some problems **such as an increase in potential of fire, insect and disease outbreaks or the introduction of non-native trees and shrubs in their natural areas.**

ASVA's purpose is to provide direct education and professional support to Summer Village's about value and management of trees/forest land in a community setting. ASVA obtained a grant from Alberta Real Estate Foundation to provide following professional tree/forestry advice and assistance to Summer Village representatives (a total of 10 Summer Villages).

- This advice will entail topics or areas of interest such as:
  - Natural forest management principles,
  - Forest health,
  - Increase awareness of potential fire hazard in your community,
  - Criteria for choosing tree selection and planting.

Trees/forest in your summer village provide many tangible benefits to community populations including:

- reducing summer heat (cooling effects)
- protecting from cold winter winds (heating effects),
- enhancing cultural and spiritual experience,
- increasing property values by up to 20 %,
- improving well-being through stress reduction and increased comfort,
- helping storm water management,
- providing a place to play and relax,
- reducing noise and dust effects
- providing a home to many wildlife species

## **Summer Village of Sunbreaker Cove**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Mill Rate Bylaw #166-22***

#### **Background:**

Administration would like to provide the 2022 Mill Rate Bylaw #166-22 for approval in order to run the 2022 property taxes.

#### **Options for Consideration:**

- 1) Council review Bylaw #166-22

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #166-22
- 2) That Council give 2<sup>nd</sup> reading to By-Law #166-22
- 3) Upon unanimous consent by Council to give 3<sup>rd</sup> reading at this meeting
- 4) That Council give 3<sup>rd</sup> reading to By-Law #166-22

#### **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  
2022 PROPERTY TAX BYLAW  
NO. #166-22

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF SUNBREAKER COVE FOR THE 2022 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 11, 2022.

**WHEREAS**, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$606,508.64 and the balance of \$339,092.86 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 2022 total \$945,601.50; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$339,092.86 and

**WHEREAS**, the Provincial requisitions are estimated to be:

<b>Alberta School Foundation Fund</b>		
- Residential & Farm Land	\$	353,698.35
- Non-residential	\$	585.98
<b>Red Deer Catholic Regional Div.39</b>		
- Residential & Farm Land	\$	9,667.39
- Non-residential	\$	0.00
<b>Designated Industrial Property</b>	\$	11.64
<b>Total Requisitions Collected</b>	\$	<b>363,963.36</b>

**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	\$	138,872,170
Non-Residential	\$	
Machinery and Equipment	\$	151,980
<b>Taxable Assessment</b>	<b>\$</b>	<b>139,024,150</b>
Exempt	\$	15,615,090
<b>Total 2022 Assessment</b>	<b>\$</b>	<b>154,639,240</b>

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	\$	338,722.61	\$ 138,872,170	2.4391
Non-Residential	\$	370.25	\$ 151,980	2.4391
Totals:	\$	339,092.86	\$ 139,024,150	
School Requisitions				
Residential & Farm Land	\$	363,365.74	\$ 138,872,170	2.6165
Non-Residential	\$	585.98	\$ 151,980	3.8556
Totals:	\$	363,951.72	\$ 139,024,150	
Designated Industrial Property Tax	\$	11.64	\$ 151,980	0.0766

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

READ a first time on this 11<sup>th</sup> day of April 2022.

READ a second time on this 11<sup>th</sup> day of April 2022.

Given UNANIMOUS consent to go to third reading on this 11<sup>th</sup> day of April 2022.

READ a third and final time on this 11<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Teresa Beets, Mayor

\_\_\_\_\_  
Tanner Evans, C.A.O.



## **Summer Village of Sunbreaker Cove**

### **Council and Legislation**

**April 11, 2022**

### **Request for Decision**

**Agenda Item:** *Garbage Collection Bylaw*

#### **Background:**

At the March Council meeting, Administration was tasked with amending the Garbage Collection Bylaw to reflect the 2022 Garbage Collection rate of \$112 per parcel. Administration has attached the garbage collection bylaw #169-22 for Council's review.

#### **Options for Consideration:**

- 1) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading as presented.
- 2) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading as amended.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #169-22
- 2) That Council give 2<sup>nd</sup> reading to By-Law #169-22
- 3) Upon unanimous consent by Council to give 3<sup>rd</sup> reading at this meeting.
- 4) That Council give 3<sup>rd</sup> reading to By-Law #169-22.

#### **Authorities:**

Pursuant to the Municipal Government Act, Chap. M-26.1 and amendments thereto, a municipal government may pass a by-law to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality, and "public utility" means a system or works used to provide one or more of the following for public consumption, benefit, convenience or use S. 616 (v)(ix) waste management.

**SUMMER VILLAGE OF SUNBREAKER COVE  
GARBAGE COLLECTION BYLAW  
BY-LAW 169-22**

A by-law of the Summer Village of Sunbreaker Cove in the Province of Alberta to provide for the supply of waste management service in the Summer Village of Sunbreaker Cove.

WHEREAS the *Municipal Government Act*, Chapter M-26.1, RSA 1994, as amended, s 7, provides that a council may pass bylaws for municipal purposes respecting the provision of public utilities; and

WHEREAS the *Municipal Government Act*, supra, s 42 provides that charges for a municipal utility service provided to a parcel of land are an amount owing to the municipality by the owner of the parcel; and

WHEREAS the *Municipal Government Act*, supra, s 553 provides that a council may add unpaid charges for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of a parcel to the tax roll of the parcel of land.

NOW THEREFORE the Council of the Summer Village of Sunbreaker Cove in the Province of Alberta in open Council enacts as follows:

- 1. This by-law may be referred to as the Garbage Collection By-law.
- 2. In this by-law:
  - a) "Acceptable Container" means a container designed or used for containing refuse awaiting collection and disposal, and shall be one of the following:
    - i) a galvanized circular metal container equipped with a close-fitting metallic cover and handles, or
    - ii) durable plastic container with a close-fitting lid and handles, or
    - iii) non-returnable plastic or weatherproof paper bags of adequate strength, tied or otherwise adequately closed up so that the contents thereof cannot escape.
  - b) "Administrator" means the Chief Administrative Officer of the Summer Village.
  - c) "Council" means the Municipal Council of the Summer Village of Sunbreaker Cove.
  - d) "Rate" means the rate established in Schedule A of this by-law.
  - e) "Owner" means the registered owner of a property and includes the purchaser thereof.
  - f) "Garbage" shall mean regular household refuse and shall not include other items such as industrial or commercial wastes; yard refuse (i.e., grass clippings, tree trimmings or dead animals), furniture or larger appliances.

- g) "Summer Village" depending on its context, means either:
    - i) The Municipal Corporation of the Summer Village of Sunbreaker Cove, its administration and staff, agents, or representatives; or
    - ii) the territory contained within the corporate boundaries of the Summer Village of Sunbreaker Cove.
  - h) "Waste Management Utility" means a system established by the Council to undertake the collection and disposal of garbage.
- 3. The Summer Village shall contract and operate a waste management system for the purpose of collecting and disposing of garbage.
  - 4. The Council hereby delegates to the Administrator authority to do all things necessary in order to fulfil the responsibilities and duties under the *Municipal Government Act* and this by-law.
  - 5. The Administrator may delegate the performance of certain duties to assigned staff, agents, or contractors in so far as such delegation is not inconsistent with Provincial and Federal Legislation or this By-law, related regulations, or policies thereof.
  - 6. Council may, by resolution, enter into agreements with other municipalities, private corporations, or citizens for the supply of Waste Management within the Summer Village.
  - 7. Garbage Collection service shall be provided to each parcel within the Summer Village and shall be payable by the property owner.
  - 8. Property owners shall be responsible for the provision of acceptable containers wherein the place their household garbage for collection as provided for under this by-law.
    - 8.1 Acceptable Containers must be placed in a bin or other suitable restraint to prevent contents from being accessed by scavenging animals and containers being knocked over or blown away.
    - 8.2 If the owner or occupant of a property refuses to comply with any provision of this by-law, the Summer Village may undertake the same at the expense of the owner.
    - 8.3 Any person who contravenes any provision of this By-law is guilty of an offense and is liable under the Provincial Offences Procedure Act to a fine not less than \$50.00 and not exceeding \$1,000.00.
    - 8.4 Where a By-law Officer has reasonable grounds to believe a person has contravened any sections of this By-law, he may issue and serve upon such a person any offence ticket.
    - 8.5 Service of such offence ticket shall be sufficient if it is:
      - (a) personally serviced; or
      - (b) mailed to the address of the registered owner of the property.
    - 8.6 Notwithstanding the provisions referred to in Section 8.4, a

person to whom a ticket has been issued pursuant to this Section may exercise his right to defend any charge of committing a contravention of any of the provisions of this By-law.

9. A utility account shall be set up for each parcel of land within the Summer Village and shall be in the name of the property owner.
10. A levy for the operation of the Waste Management Utility shall be as prescribed in Schedule A of this by-law.
11. Schedule A shall form a party of this By-law may be amended from time to time by Resolution of Council.
12. A utility bill showing the current levy for the operation of the Waste Management Utility shall be addressed and mailed to each property owner in the Summer Village with the current year's municipal property tax notice.
13. Utility bills are due and payable upon receipt of billing.
14. Payments of utility accounts are to be made at the Summer Village Administration Office.
15. Non-receipt of a utility bill will not exempt the owner from payment for the levy service.
16. Where the utility account and other charges remaining unpaid after the due date specified on the utility bill, the amount due shall be added to the tax roll for the property served by the Waste Management Utility.
17. The amount added to the tax roll of a parcel of land as prescribed under s. 15 of this by-law

a) is deemed for all purposes to be a tax imposed under Division 2, of Part 10 of the *Municipal Government Act* from the date it was added to the tax roll, and

b) forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.
18. Upon third reading, By-Law #148-20 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this 11<sup>th</sup> day of April 2022.

GIVEN second reading this 11<sup>th</sup> day of April 2022.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 11<sup>th</sup> day of April 2022

Teresa Beets, Mayor

Tanner Evans, CAO

SCHEDULE "A"

2022 Garbage Utility Rate ..... \$112.00 per parcel.

**Summer Village of Sunbreaker Cove**

**Council and Legislation**

**March 14, 2022**

**Request for Decision**

**Agenda Item:** *Draft Dock and Mooring Policy*

**Background:**

Using our previous submission to AEP, Administration has drafted a Dock and Mooring Policy for review. The intention is for the Dock and Mooring policy to roll out in one area for the 2022 boating season, with a full roll out by the 2023 season. Administration will continue to work with AEP to ensure our approvals are in place.

**Options for Consideration:**

Council to discuss and provide direction to administration.

**Administrative Recommendations:**

Council to discuss and provide direction to administration.

**Authorities:**

Lacombe County License of Occupation



Policy Title <b>Dock and Boat Mooring Policy</b>	Date: <b>April 11, 2022</b>	Resolution No.:
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### **Purpose and Scope**

The purpose of this policy is to set out the procedures and conditions to get authorization the for a seasonal dock or mooring structure from Summer Village of Sunbreaker Cove (SBC), where such authorization is required by the Dock and Boat Mooring Bylaw.

The subject policy, combined with the associated bylaw and authorities granted by Alberta Environment and Parks (AEP), enables SBC to control the shoreline where it is the waterfront owner on behalf of its residents. The policy and bylaw objectives are to:

- increase the opportunity for every resident to have access to the lake in the form of a dock,
- ensure appropriate setbacks exist between docks,
- limit the frequency dock walkways leave the shoreline, and
- protect designated swimming and environmentally sensitive areas.

A phased bylaw roll-out has been adopted to manage the initial number of mooring applications that will be considered. This recognizes administrative constraints and allows changes to be made in the process/policy where appropriate before addressing the rest of the shoreline for which approvals will later be required.

The mooring administration segment (MAS) for which mooring applications will be considered for the 2022 boating season is in front of Briar Road and the reserve between Briar and Larch Road (MAS B4). This segment was selected to identify potential issues as soon as possible; it is one of the areas that seemed to have been quite congested and it also has been used by both resident and non-residents.

### **Background**

SBC is the waterfront owner throughout essentially the entire municipality as a result of the environmental open space (EOS). The land use district map of SBC's Land Use Bylaw shows the EOS district as well as the community reserve (CR) district.

Since 2011, it has been a requirement in Alberta under the Public Lands Administration Regulation (PLAR) to obtain an authorization from AEP for all docks, boat lifts and other mooring structures placed onto and occupying the beds and shores of a river or lake for more than 14 days.

In 2021, AEP established the Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreation Purposes (the DS). Please be aware that the:

- General permissions granted to some lot owners under the DS are subject to the activity complying with municipal bylaws. Bylaws can therefore remove the general permissions in the DS.
- Lots adjoining SBC CR districts are backlot rather than semi-waterfront under the DS. With reference to the land use district map, the CR is always separated from the shore by the EOS (regardless of what other maps may imply).
- AEP requires municipal approval before processing an application for temporary field authorization (TFA) where the municipality is the waterfront owner.

The potential negative implications of the DS on our municipality needed to be addressed, and direction needed to be provided to both residents and administration as to what docks would be authorized by the municipality.

SBC will seek to obtain a Department Licence of Occupation (DLO) from AEP to:

- eliminate the need for TFA applications and approvals in front of SBC's EOS,
- address AEP not being able to guarantee docks approved by SBC would get AEP approval, and
- increase our jurisdictional standing for an extended time period with respect to the placement of dock and boat mooring structures on public lands.

Additional background discussion is provided in Schedule A.

### **Definitions**

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

**“Communal Dock”** – means a shared dock with a significant number of boat hoists, such as the one located off Sunset Cove on the east (Sunhaven) side of SBC for many years.

**“Dock”** – means any structure over or in the lake and includes any walkway, terminal platform, and associated boat lifts. The term includes any stand-alone boat lift without a walkway or terminal platform.

**“Dock Captain”** - a resident who is the point of contact for the dock and is responsible for obtaining written consent for that dock and ensuring it complies with SBC policy.

**“Line of navigation”** – where the water depth exceeds 1.5 meters (5 feet) at the time the dock is placed.

**“Lot”** – is synonymous with a single tax assessment. Where two lots shown on the land use district map have been combined for tax purposes they shall be considered to be one lot. SBC had 266 tax assessments in 2021, of which 66 have frontage that adjoin the EOS.

**“Mooring Area”** – is defined by the shoreline, the line of navigation, and the maximum width of the dock and any associated boat extension.

**“Resident”** - is a registered landowner in SBC who's name is on title, or their immediate family



**“Setback”** – distance of the dock mooring area from east and west boundaries of EOS and the designated swim and environmentally sensitive areas, where applicable, or the share of the separation required for ingress/egress between adjacent dock mooring areas.

**“Shared dock”** - a privately owned, non-commercial dock shared by multiple lot owners.

**“Terminal platform”** – the portion of the dock generally attached to the walkway, that is used to make boat slips for loading vessels or provide a seating area.

**“Total Dock Width”** – is the maximum width of the dock combined with any associated boat extension and the required setbacks. This generally occurs close to the line of navigation.

**“Walkway”** - that part of the dock that leads from the shore to the terminal platform.

## **Policy**

### **A. In all cases:**

1. Only SBC residents shall be authorized to place a dock in front of SBC’s EOS.
2. The dock shall not be rented out or used for commercial activity.
3. The dock shall be maintained in a safe operating condition. Fuel shall not be stored on docks.
4. The dock shall not extend beyond the line of navigation.
5. Individual dock mooring areas shall be at least 10 feet (3 meters) from adjacent dock mooring areas, the east and west boundary of SBC’s EOS, and designated swim and environmentally sensitive areas. This separation will need to increase for egress/ingress reasons to:
  - a. at least 20 feet (6 meters) from an adjacent mooring area if one or both dock layouts have boat lifts placed behind other boat lifts and/or at about a 45-degree angle to the walkway.
  - b. at least 30 feet (9 meters) from an adjacent mooring area if one or both dock layouts have boat lifts that are orientated perpendicular to the walkway.
6. Docks shall be constructed:
  - a. Using biologically inert and non-reactive materials, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.
  - b. Without damage or modification of the bed and shore of the lake
  - c. Without removing aquatic vegetation unless allowed by provincial authorities
  - d. To not interrupt the free movement of water
  - e. To not completely enclose any portion of the lake
  - f. With a maximum walkway width of 5 feet (1.5 meters)
  - g. Without fixed or covered structures including, but not limited to gazebos, storage sheds, shelters or other similar structures. The resident may place temporary, readily removed accessories on the dock. Boat hoist canopies are allowed.

- B. Where docks cannot be accessed along the EOS without trespass on private property, municipal approval is not required by those lot owner whose lot frontage directly adjoins the otherwise inaccessible EOS so long as the owners comply with the AEP DS conditions and, if necessary, has appropriate encroachment agreements with the municipality in place.**

- C. Where docks can be accessed along the EOS without trespassing on private property:
1. Docks require municipal approval. No fee charged; conditional approval provided for five seasons.
  2. Docks shall be shared by residents from at least three lots, except on temporary basis as noted below in Specific Procedures.
  3. Communal docks are preferred in front of CR land.
  4. Docks shall be limited to one boat lift per participating lot for either a motorboat, a fishing boat, or a sailing boat. Additional personal watercraft (i.e., sea-doo) can be placed along the walkway.
  5. Lot owners shall not share more than one dock.
  6. Swimming platforms and mooring buoys/anchors will not be approved due to congestion and potential safety hazards.
  7. Dock participation is transferrable with sale of lot. Notification to administration required.

### **Specific Procedures**

1. Administration will consider applications made by Dock Captains only. Ideally, the applications will be presented as part of a package for the entire mooring administration segment with a schematic to the layouts that have been collectively agreed to. Application information requirements are attached as Schedule B
2. Administration will only consent to docks and hoists placed inside designated areas (Mooring Administration Segments or MAS, shaded blue in schedule "C") that comply with the policy. The consent will be conditional on continued compliance or subsequent decisions to locate a communal pier within the mooring area.
3. Administration can approve a dock shared by less than three lots on a temporary basis where the dock captain confirms they are prepared and willing to accommodate others and have the appropriate space and setbacks to do so.
4. SBC consent to docks and lifts will be demonstrated using a tag system issued to the Dock Captain. These tags will be physically attached to the dock and boat lift. Consents will need to be obtained every five years.
5. Any unapproved docks, hoists, or otherwise moored boats will be reported and removed by Alberta Environment and Parks.

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Mayor

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Administrator

## Schedule A – Further Background Discussion

This policy recognizes that:

- backlot owners have historically placed docks in front semi-waterfront lots (those which directly adjoin the EOS as opposed to a CR),
- ownership changes and demographics are impacting the demand for lake access, and
- that not all of SBC's backlots can be accommodated with communal docks.

Further, the use of theoretical lot line extensions to determine mooring areas is minimized.

Dock layouts need to address how quickly the water depth increases. Further, in view of the demand for mooring, the layouts should try to achieve a relatively high boat lift density (the number of boat lifts per total dock width). Information was provided in the August 2021 Special Meeting Agenda Package that shows some sample layouts and calculations. Layouts with a higher setback can still achieve high boat lift density. Rather than taking a prescriptive approach, this policy allows dock layouts to evolve organically as needs change.

Viewing/seating platforms that increase the dock width reduce the boat lift density. Some dock layouts enable a viewing or seating platform without increasing the total dock width.

Administration seeks to minimize the chance that docks are simply approved on a first-come first-served basis. The actions taken by one group should do not unduly constrain opportunities available to have a larger shared dock that utilizes the shoreline more effectively.

SBC's 2018 preliminary plan to deal with mooring had several deficiencies identified by AEP. This policy leverages off the committee and public engagement activities conducted for that preliminary plan.

It is important to clarify expectations if docks amalgamate and there are changes to who shares a dock, Therefore:

- All participants in a shared dock should agreed to contribute in a meaningful way to:
  - Maintaining a safe dock (family friendly and not dangerous to people or the environment)
  - The substantial efforts associated with moving the dock and associated hoists twice a year, and
  - Equalizing the perceived value of dock materials being contributed where desired.
- Shared docks might further consider adopting a conflict resolution process that allows a majority of participants to remove a participant from the shared dock if the conflict has been documented with all dock participants over a reasonable period in advance of such action being taken.
- Dock owners are responsible for the actions of their guests and invitees

Understand this policy will evolve as it is being implemented.

## Schedule B – Sunbreaker Cove Shared Mooring Application

### **To be submitted by the elected Dock Captain:**

1. The Mooring Administration Segment (MAS) where the dock is desired to be located. The segments are shown in Schedule C of this policy.
2. The name and contact details (cell and email) of the Dock Captain
3. A list of the lots sharing the dock, including the name of the registered owners and SBC civic address.
4. A dock layout description/schematic clarifying the following:
  - a) The desired location of the mooring area, marked on a satellite image (google map) to clarify its position relative to past dock layouts and MAS boundaries.
  - b) The dock layout to be implemented
  - c) The GPS coordinates of about where the walkway will come off the shoreline.
  - d) The number of boat lifts for a motorboat, fishing boat or sailboat reflected in the dock layout.
  - e) The number of lots that can share the dock. Some dock layouts may be designed to accommodate additional lots in the future.
  - f) The mooring area width in feet
  - g) The total setback in feet considering each side of the mooring area.

Where one dock has a lesser or equal need for separation than the other for egress/ingress reasons, it will have a setback of half the separation it needs and the other dock will be responsible for the balance of the separation it requires. If the layout of the adjacent dock is unknown, assume the other dock requires a setback of five feet.

- h) The extent to which the additional lots can be accommodated in the future.

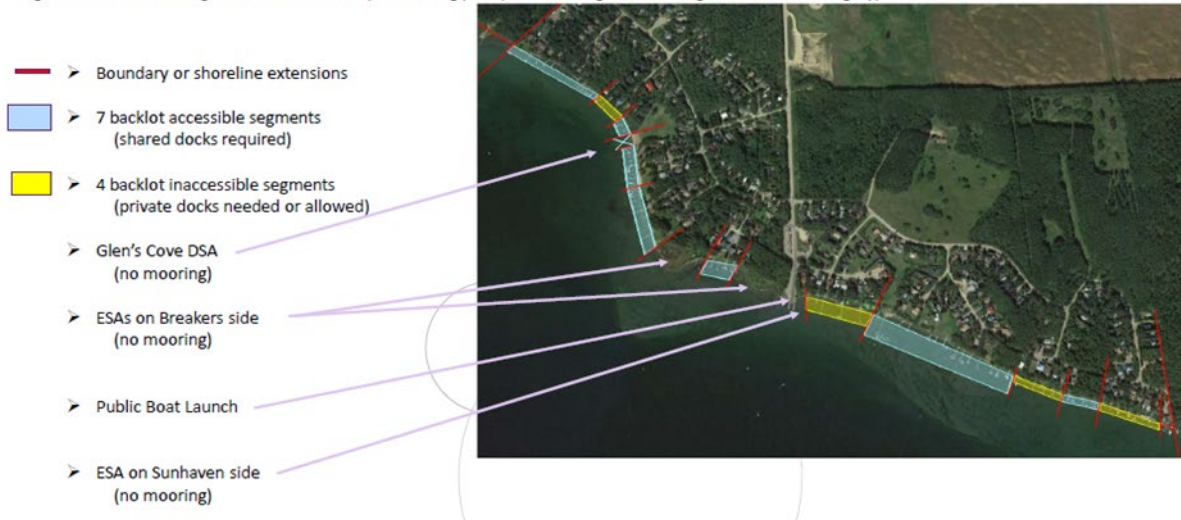
The information requested above can be used to calculate the total dock width and the boat lift density associated with the specific dock.

## Schedule C – Mooring Administration Segments (MAS)

## Proposed SBC Mooring Administration Segments (MAS)



Figure 1 – shows EOS segmentation for municipal mooring plan (source: Google Earth - Aug 2015 satellite imagery)



## MAS Designations -Breakers



## MAS Designations - Sunhaven



Note: The subdivision of MAS S2 into three sections.

**MAS and Glen's Cove Designated Swimming Area (DSW) Summary**

Breakers				Sunhaven		
<u>MAS</u>	<u>Length(ft)</u>	<u>Dock Type</u>		<u>MAS</u>	<u>Length(ft)</u>	<u>Dock Type</u>
B1	875	Shared		S1	466	Private
B2	263	Private		S2.1	200	Shared
B3	131	Shared		S2.2	490	Shared
DSA	100	None		S2.3	440	Shared
B4	528	Shared		S3	367	Private
B5	350	Shared		S4	270	Shared
B6	237	Shared		S5	445	Private

**Summer Village of Sunbreaker Cove**

**Council and Legislation**

**March 14, 2022**

**Request for Decision**

**Agenda Item:** *Draft Dock and Mooring Bylaw*

**Background:**

Administration has drafted a Dock and Mooring Bylaw for Council's review and consideration. This bylaw addressed the approval requirements for seasonal docks and mooring structures.

**Options for Consideration:**

Council to discuss and provide direction to administration.

**Administrative Recommendations:**

Council to discuss and provide direction to administration.

**Authorities:**



**SUMMER VILLAGE OF SUNBREAKER COVE  
DOCK AND MOORING BYLAW  
BYLAW #170-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN  
THE PROVINCE OF ALBERTA, TO ESTABLISH APPROVAL  
REQUIREMENTS FOR SEASONAL DOCKS AND MOORING STRUCTURES  
FROM THE SUMMER VILLAGE OF SUNBREAKER COVE.

WHEREAS:

1. The occupation of public land (including the beds and shores of a waterbody) for more than 14 days, requires authorization from the Province of Alberta by virtue of the Public Lands Act. Prior to 2011, the temporary placement of many docks and mooring structures had an exemption.
2. The Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreation Purposes approved in 2021 grants general permissions to waterfront and semi-waterfront landowners. which are subject in part to (1) those landowners obtaining all federal, provincial, municipal, and other permits and approvals, as applicable, with respect to the permitted activity, and that (2) the permitted activity complies with municipal bylaws and local government zoning restrictions.
3. The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 provides that a Council has jurisdiction to pass bylaws for municipal purposes respecting the people, activities and things in, on or near a public place or place that is open to the public
4. SBC has 266 properties with tax assessments, of which one is waterfront and 66 are semi-waterfront. The land use district map used in conjunction with the Land Use Bylaw shows the community reserve districts a distinct from the EOS which runs along the shoreline, regardless of what other maps may show.
5. The Council of the Summer Village of Sunbreaker Cove wishes to (1) maximize the opportunity for it's residents to have access to the lake in the form of a dock, (2) ensure appropriate separation exist between docks, (3) limit the frequency that dock walkways leave the shoreline, and (4) protect designated swimming and environmentally sensitive areas.
6. A phased bylaw roll-out is adopted to manage the initial number of mooring applications that will be considered. This recognizes administrative constraints and allows changes to be made in the approval process where appropriate before addressing the rest of the shoreline for which approvals will later be required.
7. A temporary field authorization from AEP will be required where docks don't satisfy the conditions in the disturbance standard until SBC receives the department license of occupation it is applying for.



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. This bylaw may be cited the “**Dock and Mooring Bylaw.**”
2. In this bylaw:
  - (a) “**AEP**” means Alberta Environment and Parks.
  - (b) “**Communal Dock**” means a shared dock with a significant number of boat hoists, such as the one located off Sunset Cove on the east (Sunhaven) side of SBC for many years.
  - (c) “**Disturbance Standard**” means the Government of Alberta Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes.
  - (d) “**Dock**” means any temporary and seasonal structure over or in the lake and includes any walkway, terminal platform, and associated boat lifts. The term includes any stand-alone boat lift without a walkway or terminal platform.
  - (e) “**Dock Captain**” means a resident who is the point of contact for the dock and is responsible for obtaining written consent for that dock and ensuring it complies with SBC policy.

“**Dock Layout Boat Lift Density**” addresses how efficient each shared dock layout is. The value is derived by multiplying the total number of motorboats, fishing boats and sailboats in the dock layout by 100, and then dividing by the sum of (1) the dock mooring width, (2) the minimum left separation it needs under section 5.5 and (3) the minimum right separation it needs under section 5.5.
  - (f) “**EOS**” means Environmental Open Space.
  - (g) “**Line of navigation**” means where the water depth exceeds 1.5 meters (5 feet) at the time the dock is placed.
  - (h) “**Lot**” is synonymous with a single tax assessment. Where two lots shown on the land use district map have been combined for tax purposes they shall be considered to be one lot.
  - (i) “**MAS**” means Mooring Administration Segment.
  - (j) “**Mooring Area**” is defined by the shoreline, the line of navigation, and the maximum width of the dock and any associated boat extension.
  - (k) “**Resident**” means a registered landowner in SBC who’s name is on title, or their immediate family.
  - (l) “**SBC**” means Sunbreaker Cove.
  - (m) “**Semi-waterfront landowner**” means the owner of a lot that directly adjoins the EOS
  - (n) “**Shared dock**” means a privately owned, non-commercial dock shared by multiple lot owners.
  - (o) “**Terminal platform**” means the portion of the dock generally

attached to the walkway, that is used to make boat slips for loading vessels or provide a seating area.

- (p) “**Walkway**” means that part of the dock that leads from the shore to the terminal platform.
- (q) “**waterfront landowner**” means the owner of a lot that directly adjoining the bank of a water body.

- 3. Any dock placed along the EOS where the municipality is the waterfront owner shall require an authorization from the municipality other than those noted in section 4. No docks will be permitted in a designated swimming area or environmentally sensitive area.
- 4. Where docks cannot be accessed along the EOS without trespass on private property, municipal approval is not required by those lot owners whose lot frontage directly adjoins the otherwise inaccessible EOS so long as the owners comply with the Disturbance Standard conditions and, if necessary, has appropriate encroachment agreements with the municipality in place.
- 5. In all cases:
  - 5.1 Only SBC residents shall be authorized to place a dock in front of SBC’s EOS.
  - 5.2 The dock shall not be rented out or used for commercial activity.
  - 5.3 The dock shall be maintained in a safe operating condition. Fuel shall not be stored on docks.
  - 5.4 The dock shall not extend beyond the line of navigation.
  - 5.5 Individual dock mooring areas shall be at least 10 ft (3 m) from adjacent dock mooring areas, the east and west boundary of SBC’s EOS, and designated swim and environmentally sensitive areas.

This separation will need to increase for egress/ingress reasons to allow boats to manoeuvre safely.

Where the dock layout has boats placed behind other boats or at a 45-degree angle to the walkway, the separation shall be at least the length of the longest boat so orientated.

Where a dock layout has boats orientated perpendicular to the walkway, the separation shall be at least 1.5 times the length of the longest boat so orientated.

- 5.6 Docks shall be constructed:
  - a) Using biologically inert and non-reactive materials, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.
  - b) Without damage or modification of the bed and shore of the lake.
  - c) Without removing aquatic vegetation unless allowed by provincial authorities.

- d) To not interrupt the free movement of water.
  - e) To not completely enclose any portion of the lake
  - f) With a maximum walkway of 5 ft (1.5m).
  - g) Without fixed or covered structures including, but not limited to gazebos, storage sheds, shelters or other similar structures. The resident may place temporary, readily removed accessories on the dock. Boat hoist canopies are allowed.
6. Where docks can be accessed along the EOS without trespassing on private property:
- 7.1 Docks require municipal approval. No fee will be charged; conditional approval provided for five seasons.
  - 7.2 Docks shall be shared by residents from at least three lots, except on a temporary basis as noted below in section 9.
  - 7.3 The dock layout boat lift density shall exceed 4.50 boats per feet.
  - 7.3 Communal docks are preferred in front of CR land.
  - 7.4 Docks shall be limited to one boat lift per participating lot for either a motorboat, fishing boat, or sailing boat. Additional personal watercraft can be placed along the walkway.
  - 7.5 Lot owners shall not share more than one dock.
  - 7.6 Swimming platforms and mooring buoys/anchors will not be approved due to congestion and potential safety hazards.
  - 7.7 Dock participation is transferrable with sale of lot. Notification to administration required.
8. Administration will only consent to docks and hoists placed inside designated areas (MAS) that comply with this bylaw. The consent will be conditional on continued compliance or subsequent decisions to locate a communal pier within the mooring area. Administration may revoke consent to any dock or shared dock that is not in compliance with this bylaw at any point.
9. Administration may approve a dock shared by less than three lots on a temporary basis where the dock captain confirms they are prepared and willing to accommodate others and have the appropriate space to do so.
10. Sunbreaker Cove consent to docks and lifts will be demonstrated using a tag system issued to the Dock Captain. These tags must be physically attached to any approved dock and boat lift. Consents will need to be obtained every 5 years, but may be revoked at any time by the municipality if the conditions laid out in the Sunbreaker Cove Dock and Mooring Policy are not being followed.
11. For the 2022 open water season, no approvals will be required for any MAS other than the one labeled "B4" in Schedule A. Approvals will be required in subsequent years for all other shared MAS as shown in Schedule A.
12. That this Bylaw shall take effect on the date of the third and final

reading.

**INTRODUCED AND GIVEN FIRST READING** this 11<sup>th</sup> day of April 2022.

**GIVEN SECOND READING** this 11<sup>th</sup> day of April 2022.

**GIVEN THIRD AND FINAL READING** this 11<sup>th</sup> day of April 2022.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

Schedule A – Mooring Administration Segments (MAS)

MAS Designations -Breakers



MAS Designations - Sunhaven



Note: The subdivision of MAS S2 into three sections.

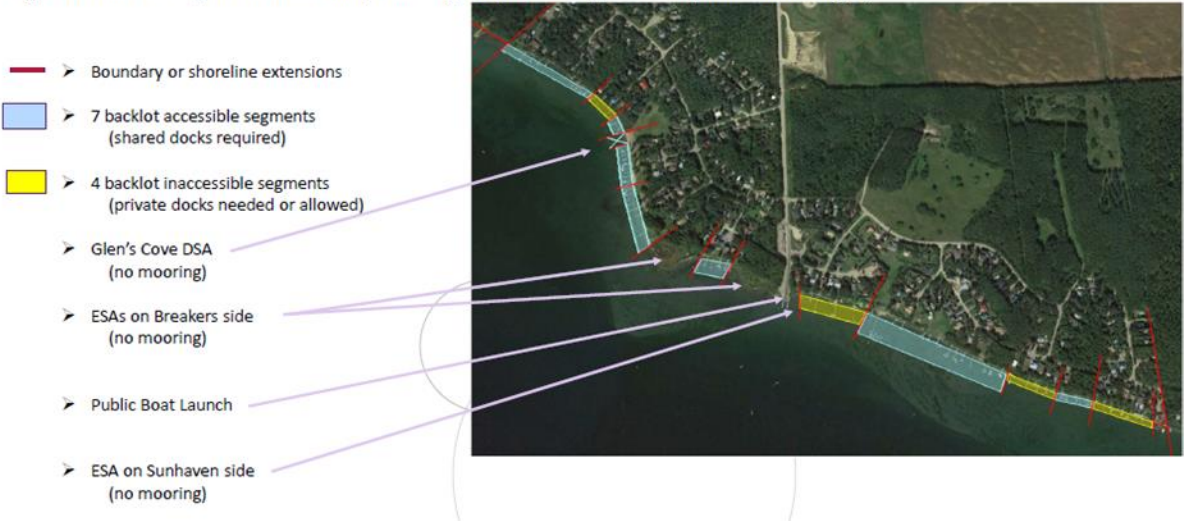
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Proposed SBC Mooring Administration Segments (MAS)



Figure 1 – shows EOS segmentation for municipal mooring plan (source: Google Earth - Aug 2015 satellite imagery)



**Summer Village of Sunbreaker Cove**

**April 11, 2022**

**Council Reports**

**Information Item**

**Council Reports:**

Teresa Beets  
Jim Willmon  
Keith Kimball

**Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

**Information Items:**

**Upcoming Meetings:**

Next Council Meeting – May 9, 2022



## THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

**WEDNESDAY – MARCH 9, 2022 – 6:30PM**

### 1. Treasurer's Report

The Treasurer's Report was approved as presented.

### 2. Director's Report

The Director's Report was approved as presented.

Confirmation was received from the Public Library Services Branch (PLSB) that the provincial funding will remain stable for the 2022-2023 fiscal year.

Parkland Regional Library System (PRLS) recently entered into a resource lending agreement with The Regional Automation Consortium (TRAC) to provide expanded access to the digital OverDrive collection. TRAC is a partnership of Marigold Library System, Northern Lights Library System, Peace Library System, Yellowhead Regional Library, and their member libraries. Parkland Regional, Chinook Arch Regional and Shortgrass Library Systems currently do not belong to the TRAC consortium, however, Parkland Library members can now access the digital OverDrive e-books and e-audiobooks owned by the TRAC library systems. This lending agreement enables the Sylvan Lake Library patrons to access thousands of additional titles.



### 3. New Items

The Sylvan Lake Library has renewed a partnership with Landmark Cinemas to bring back the Film Society. In March "Wildwood" will be featured, followed by "Learn to Swim" in April. Both films have been arranged through Mongrel Media directly.

### 4. Policy

Work continues with sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:04pm.

**Next Regular Meeting – April 9, 2022, at 6:30pm**