

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
FEBRUARY 13, 2023 @ 8:30 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**             - Regular Meeting Minutes, January 9, 2023

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Yearend Report (4<sup>th</sup> Quarter)
- 3) Development Update
- 4) CAO Report

**E. TABLED ITEMS**

**1) Planning & Development**

- a) Dock & Mooring Bylaw

**F. REQUESTS FOR DECISION**

**1) Finance**

- a) Capital Budget/Plan
- b) Borrowing Bylaw

**2) Council & Legislation**

- a) Municipal Leaders Caucus
- b) Resident Concern

**3) Planning & Development**

- a) Plans Cancellation Bylaw

## **G. COUNCIL, COMMITTEES, AND CORRESPONDENCE**

### **1) Council Reports**

- a) Mayor Willmon
- b) Deputy Mayor Kimball
- c) Councillor Beets

### **2) Committee Reports**

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

### **3) Correspondence**

- a) National Police Federation
- b) ASVA Local Government Fiscal Framework (LGFF)

### **4) Upcoming Meetings**

- a) Council Meeting – March 13, 2023

## **H. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
January 9, 2023

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held January 9, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Jim Willmon
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets via Zoom
	CAO:	Tanner Evans
	Public Works Manager:	Owen Olynyk
	Development Officer:	Kara Hubbard

**CALL TO ORDER** The meeting was called to order at 8:37 a.m. by Mayor Willmon.

**AGENDA APPROVAL**

**SBC-23-001** MOVED by Deputy Mayor Kimball that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-23-002** MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on November 29, 2022, be approved as presented.  
CARRIED

**SBC-23-003** MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission Meeting held on December 19, 2022, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

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

**SBC-23-004** MOVED by Mayor Willmon that Council accept the information items as presented.  
CARRIED

Council break at 9:39 a.m.

Council reconvened at 9:46 a.m.

**TABLED ITEMS**

**PLANNING & DEVELOPMENT**

**SBC-23-005** Tourist Home Regulations Maximum  
MOVED by Deputy Mayor Kimball that Council accept the Tourist Homes Regulations Maximum as information.  
CARRIED

Encroachment Agreement Renewals

1209 Pine Road – encroaching boathouse and staircase on the reserve

**SBC-23-006**      MOVED by Mayor Willmon that Council not renew the encroachment agreement for the boathouse located at 1209 Pine Road, and further, the owners be given until April 30, 2024 to have it removed. Cost savings may be obtained by hiring the contractor who will be installing riprap on the shoreline for the municipality and removing the other boathouse this winter. Should the owners of the boathouse wish to appear as a delegation to speak in front of Council, they have the opportunity to do so.

CARRIED

1106 Breakers Way – encroaching driveway and detached garage on the municipal walkway

**SBC-23-007**      MOVED by Deputy Mayor Kimball that Council renew the encroachment agreement subject to signage being placed by Administration at the front and rear of the property marking the pathway, which must remain in place; and further, parking in the driveway not block access to the pathway.

CARRIED

837 Sunhaven Way – encroaching wood retaining walls on the road allowance

**SBC-23-008**      MOVED by Councillor Beets that Council enter into an encroachment agreement with the owners of 837 Sunhaven Way for their encroaching wood retaining walls on the road allowance subject to signage being placed by Administration marking the pathway which must remain in place.

CARRIED

725 Elk Street – encroaching staircase on the EOS

**SBC-23-009**      MOVED by Deputy Mayor Kimball that Council renew the encroachment agreement with the owners of 725 Elk Street for encroaching staircase on the EOS.

CARRIED

1327 & 1329 Birch Road – encroaching shared water well on the road allowance

**SBC-23-010**      MOVED by Mayor Willmon that Council renew the encroachment agreement with the owners of 1327 & 1329 Birch Road for the encroaching shared water well on the road allowance.

CARRIED

Dock and Mooring Bylaw

**SBC-23-011**      MOVED by Mayor Willmon that Administration make Council suggested changes to the Dock and Mooring Bylaw and bring back to the next Council meeting for review.

CARRIED

Council break at 10:39 a.m.

Council reconvened at 10:47 a.m.

REQUESTS FOR DECISION

PUBLIC WORKS

- Bylaw #178-23**      Waste Management Bylaw  
**SBC-23-012**      MOVED by Deputy Mayor Kimball that Council give 1<sup>st</sup> reading to the Waste Management Bylaw #178-23.  
CARRIED
- SBC-23-013**      MOVED by Councillor Beets that Council give 2<sup>nd</sup> reading to the Waste Management Bylaw #178-23.  
CARRIED
- SBC-23-014**      MOVED by Mayor Willmon that Council by unanimous consent give 3<sup>rd</sup> reading to the Waste Management Bylaw #178-23 at this meeting.  
CARRIED
- SBC-23-015**      MOVED by Deputy Mayor Kimball that Council give 3<sup>rd</sup> and final reading to the Waste Management Bylaw #178-23.  
CARRIED

PLANNING & DEVELOPMENT

- SBC-23-016**      Municipal Development Plan  
MOVED by Mayor Willmon that Administration amend the Municipal Development Plan as suggested after Council discussion and bring back for further discussion in March.  
CARRIED

COUNCIL REPORTS

- Mayor Willmon
- Sylvan Lake Regional Water and Wastewater Commission
- Deputy Mayor Kimball
- No reports
- Councillor Beets
- No reports

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Parkland Regional Library Board

CORRESPONDENCE

- Urgent Care Committee

- SBC-23-017**      MOVED by Mayor Willmon to accept the Council, Committee, and correspondence items as information.  
CARRIED

NEXT MEETING

**SBC-23-018**        MOVED by Mayor Willmon that the next meeting of Council be held on February 13, 2023, at 8:30 a.m.  
CARRIED

ADJOURNMENT

**SBC-23-019**        MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 12:15 p.m.  
CARRIED

\_\_\_\_\_  
JIM WILLMON, MAYOR

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

## Summer Village of Sunbreaker Cove

### Finance

**February 13, 2023**

### Information Item

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

#### **Background:**

Total payables processed and presented to Council \$ 47,400.49

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

- |  |              |
|--|--------------|
| 1. Al's Bobcat & Trucking                | \$ 7,739.55  |
| a. Sanding-Dec. 1 <sup>st</sup> to 13/22 |              |
| b. Sanding-Dec. 19 to 29/22              |              |
| 2. Al's Bobcat & Trucking                | \$ 4,382.70  |
| a. Sanding/Snow Removal-Jan. 2 to 13/23  |              |
| b. Sanding/Snow Removal-Jan.16 to 30/23  |              |
| 3. Lacombe County                        | \$ 10,020.41 |
| a. 2023 Yearly Fire Protection           |              |
| 4. Summer Village of Norglenwold         | \$ 15,703.84 |
| a. December 2022 Muni Specific Costs     |              |
| b. December 2022 Monthly Shared Costs    |              |

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

- |                 |     |
|-----------------|-----|
| ▪ Jim Willmon   | \$0 |
| ▪ Keith Kimball | \$0 |
| ▪ Teresa Beets  | \$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.

Date Printed  
2023-02-06 10:09 AM

**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00107 to 2023-00008

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Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1014</b>	<b>2023-01-13</b>	<b>Marny Paul</b>			
DEC192022MPC	<b>Accrual</b>	261-000-220 - MPC Costs	Dec 19 MPC Meeting	100.00	100.00
<b>1015</b>	<b>2023-01-13</b>	<b>Al's Bobcat &amp; Trucking</b>			
19140	<b>Accrual</b>	232-000-255 - Plowing Program	Sanding-Dec 1,5,7,8 & 13/2	3,985.00	
		312-000-260 - GST Paid Refund	GST Tax Code	199.25	4,184.25
19157	<b>Accrual</b>	232-000-255 - Plowing Program	Sanding-Dec 19, 22 & 29/2	3,386.00	
		312-000-260 - GST Paid Refund	GST Tax Code	169.30	3,555.30
			Payment Total:		7,739.55
<b>1016</b>	<b>2023-01-13</b>	<b>Go Services Inc.</b>			
15161976	<b>Accrual</b>	272-000-510 - Parks & Playgrou	Monthly Portable Toilet Ren	225.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	236.25
<b>1017</b>	<b>2023-01-13</b>	<b>Roadata Services ltd</b>			
80426	<b>Accrual</b>	232-000-250 - Road Maintenan	Road Permit	32.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.60	33.60
<b>1018</b>	<b>2023-01-31</b>	<b>Ricalton, Debbie</b>			
MPCDEC19202		261-000-220 - MPC Costs	Dec 19/22 MPC Meeting/Re	100.00	100.00
<b>1019</b>	<b>2023-01-31</b>	<b>Al's Bobcat &amp; Trucking</b>			
19219		232-000-255 - Plowing Program	Sanding-Jan 2 - 13th	1,650.00	
		312-000-260 - GST Paid Refund	GST Tax Code	82.50	1,732.50
19268		232-000-255 - Plowing Program	Jan 16 -30, 2023 Sanding/S	2,524.00	
		312-000-260 - GST Paid Refund	GST Tax Code	126.20	2,650.20
			Payment Total:		4,382.70
<b>1020</b>	<b>2023-01-31</b>	<b>Assoc of Summer Villages</b>			
SI-67		211-302-220 - Mem. ASVA	ASVA Membership	975.00	975.00
<b>1021</b>	<b>2023-01-31</b>	<b>Empringham Disposal Corp</b>			
42395		243-000-200 - Waste Removal C	Dec 2022 Bi Weekly Collect	624.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.20	655.20
42400		243-000-200 - Waste Removal C	Jan 2023 Bi Weekly Collecti	744.00	
		312-000-260 - GST Paid Refund	GST Tax Code	37.20	781.20
			Payment Total:		1,436.40
<b>1022</b>	<b>2023-01-31</b>	<b>Lacombe County</b>			
IVC00043062		223-000-200 - Contracted Fire S	2023 Yearly Fire Protection	10,020.41	10,020.41
<b>1023</b>	<b>2023-01-31</b>	<b>Parkland Regional Library</b>			
230249		274-000-850 - Parkland Region	1st Quarter Requisition Pay	207.81	
		312-000-260 - GST Paid Refund	GST Tax Code	10.39	218.20
<b>1024</b>	<b>2023-01-31</b>	<b>Sylvan Lake Regional</b>			
1744		242-000-260 - Useage Fees-WV	WW Services-Dec/22-Copy	1,615.70	1,615.70
<b>1025</b>	<b>2023-01-31</b>	<b>Taxservice</b>			
2395938		212-400-910 - Tax Changes	Professional Service	330.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.50	346.50
2395939		212-400-910 - Tax Changes	Professional Service	330.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.50	346.50
2395940		212-400-910 - Tax Changes	Professional Service	330.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16.50	346.50
			Payment Total:		1,039.50
<b>1026</b>	<b>2023-01-31</b>	<b>Wild Rose Assessment Service</b>			

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**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
Batch: 2022-00107 to 2023-00008

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**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
8880		212-400-232 - Assessment Fees	Assessment Fees-Jan 1 to I	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
<b>1027</b>	<b>2023-01-31</b>	<b>WSP Canada Inc.</b>			
1179175		297-192-840 - Project - Open Sp	Drainage 2022	1,867.50	
		312-000-260 - GST Paid Refund	GST Tax Code	93.38	1,960.88
Total Computer Cheque:					31,695.69

**EFT**

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>254</b>	<b>2022-12-23</b>	<b>Summer Villages of Norglenwold</b>			
2022-00165		212-100-110 - Salaries	Salaries	10,021.59	
		212-100-130 - Training	Training	40.19	
		212-100-140 - Benefits	Shared Benefits	254.85	
		212-100-210 - Travel & Subsis	T&S	650.52	
		212-100-211 - WCB	WCB	129.79	
		212-100-266 - PW Fleet	Public Works Fleet	151.07	
		212-200-215 - Postage/Freight/C	Postage/Freight	46.70	
		212-200-500 - Printing Costs	Printing Costs	40.29	
		212-200-510 - Office Supplies	Office Supplies	380.54	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	129.77	
		212-300-540 - Utilities	Utilities	139.82	
		212-300-250 - Facility Improvem	Facility Improvements	4.03	
		212-300-255 - Facility Maintena	Facility Maintenance	1,003.98	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	55.52	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	40.30	
		212-300-510 - Other Contingenc	Contingency	92.42	
		212-300-530 - Building Insuranc	Building Insurance	0.00	13,181.38
<b>255</b>	<b>2023-01-17</b>	<b>Summer Villages of Norglenwold</b>			
2022-00161	<b>Accrual</b>	261-000-110 - Development Ser	Accrued-AB Land Titles	40.00	40.00
2022-00169	<b>Accrual</b>	212-400-231 - Audit Fees	Metrix-First Audit Dec 31/22	1,700.00	1,700.00
2022-00173	<b>Accrual</b>	212-100-110 - Salaries	Salaries	0.00	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	0.00	
		212-100-210 - Travel & Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	256.60	
		212-200-215 - Postage/Freight/C	Postage/Freight	-27.21	
		212-200-500 - Printing Costs	Printing Costs	59.56	
		212-200-510 - Office Supplies	Office Supplies	53.13	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	83.04	
		212-300-540 - Utilities	Utilities	105.74	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	201.73	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	49.87	
		212-300-242 - IT Equipment	IT Equipment	0.00	

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**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00107 to 2023-00008

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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-300-265 - Equipment Mainte	Equipment Maintenance	-9.90	
		212-300-270 - Equipment Renta	Equipment Rental	9.90	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	782.46
			Payment Total:		2,522.46
			Total Other:		15,703.84

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>3359</b>	<b>2023-01-13</b>	<b>Receiver General/OTH</b>			
CP12-22	<b>Accrual</b>	312-000-262 - CRA Remunerati	Council CPP-December Re	0.96	0.96
			Total Other:		0.96
			Total MAIN:		47,400.49

## Summer Village of Sunbreaker Cove

### Finance

### Information Item

### Agenda Item: *Yearend Financial Report*

#### Background:

Administration would like to provide the following Yearend Financial information to Council.

Please be aware that these reports have been prepared prior to the yearend audit, ammortizations and yearend adjusting entries done by the Auditors.

#### Options for Consideration:

- The Operating Budget Report to December 31, 2022
- ASFF Report to December 31, 2022
  - The ASFF School taxes were on budget this year. There is a \$4.94 remainder, which is partly the Designated Industrial tax collected for the Province that does not get submitted due to it being under \$50.
- Capital Projects Report to December 31, 2022
  - \$5,150 was moved from Environmental Reserves to Open Space/Pathways Revenue
  - \$6,118.15 was moved from Deferred to Revenue Wastewater Project Revenue
- MSI Allocation Report to December 31, 2022

#### Balances at December 31, 2022

- ATB Bank Account \$ 819,120.96
- ATB LOC \$1,000,000.00
- Debenture #1 \$239,258.99
- Debenture #2 \$247,115.78

#### Reserves and Deferred Accounts

- |                                 |            |
|---------------------------------|------------|
| • Accumulated Surplus           | 27,221.85  |
| • Completions Deposits          | 66,000.00  |
| • Deferred Revenue (Grants)     | 578,693.63 |
| • JSC IT Reserve                | 0.00       |
| • JSC Fleet Replacement Reserve | 1,367.09   |
| • Reserves Roads                | 278,610.75 |
| • Reserves Wastewater           | 82,007.49  |

- Reserves General Operating 53,949.00
- Mill Rate Stabilization Fund 25,000.00
- Reserve Land Improvement 115,000.00
- Reserve Environmental 51,450.00
- Reserve OP-Long Term Debt 687,868.53

- Unpaid Taxes

- 3 properties were sent to TAXservice for collection of unpaid 2021 taxes. This starts the impending tax recovery proceedings. Residents have until February 10, 2023 to pay all 2021 taxes, penalties and TAXservice costs. 1 property has since made a significant payment which has covered the 2021 costs as required. The remaining 2 properties currently owe \$21,490.75.

- An additional 5 properties have tax balances owing from 2022 - \$12,397.80 (One property is a failure to pay an AR invoice and balance has been placed on taxes \$5,874.78).

-11 new properties are joining the TIPPs payment plan as of January 31/23. This brings the monthly plan to 71 properties which collect \$16,258 per month.

- Unpaid Utilities

-3 properties are unpaid and under 90 days - \$949.99

### **Administrative Recommendations:**

That Council discusses and accepts as the report for their information.

### **Authorities:**

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

Report Date  
2023-01-25 9:25 AM

**Summer Village of Sunbreaker Cove**  
**Operating Budget**  
For the Period Ending December 31, 2022

Page 1

	Budget	2022 YTD	Remaining
<b>Revenue</b>			
101-000-110 - Taxation	339,092.86	339,093.79	0.93
101-000-120 - Garbage Levy	29,792.00	29,792.00	
101-000-510 - Taxes Penalties & Cos	5,200.00	10,350.21	5,150.21
112-000-410 - Sale of Services & Su	66.48	375.00	308.52
112-000-540 - Interest Charges		362.86	362.86
112-000-550 - Return on Investments	1,000.00	22,324.31	21,324.31
112-000-570 - Other Revenue		756.80	756.80
112-000-740 - MSI Operational	8,502.00	8,502.00	
112-000-840 - Grant Lacombe	539.00	554.00	15.00
112-171-840 - Annual Wastewater Rate Rider	27,600.00	12,334.77	(15,265.23)
112-172-840 - Wastewater Utility Levy	48,800.00	31,266.17	(17,533.83)
112-173-840 - Transfer from Reserves	7,246.00		(7,246.00)
121-000-530 - Fines Provincial Coll		163.00	163.00
161-000-410 - Compliance Certifica	555.05	300.00	(255.05)
161-000-510 - Inspection Fees	1,110.11	3,235.89	2,125.78
161-000-520 - Development Permits/Appeal Fees	5,500.00	7,100.00	1,600.00
161-000-590 - Encroachment Fees	1,098.00	850.00	(248.00)
<b>Total Revenue:</b>	<b>476,101.50</b>	<b>467,360.80</b>	<b>(8,740.70)</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-150 - Mayor Remuneration	8,000.00	5,230.00	2,770.00
211-101-210 - Mayor Trav & Sub	2,500.00	1,697.58	802.42
211-102-150 - Deputy Mayor Renumera	4,000.00	1,800.00	2,200.00
211-102-210 - D. Mayor Trav & Sub	1,500.00	744.02	755.98
211-103-150 - Councillor Remunerati	2,000.00	2,200.00	(200.00)
211-103-210 - Councillor Trav & Sub	1,000.00	82.35	917.65
211-201-212 - Alberta Summer Village Association	1,077.60	590.00	487.60
211-202-212 - Alberta Urban Municipalities Association	862.22	600.00	262.22
211-203-212 - Council Education Opportunity	468.00	165.00	303.00
211-301-220 - Mem. AUMA	988.00	936.75	51.25
211-302-220 - Mem. ASVA	1,014.00	975.00	39.00
211-303-220 - Mem. FCM	172.07	111.86	60.21
211-304-220 - Mayors and Reeves Mem	114.34		114.34
<b>Total Council and Legislation:</b>	<b>23,696.23</b>	<b>15,132.56</b>	<b>8,563.67</b>
<b>Administration</b>			
212-100-110 - Salaries	82,983.63	85,919.66	(2,936.03)
212-100-130 - Training	1,501.29	1,693.30	(192.01)
212-100-140 - Benefits	2,798.33	2,993.67	(195.34)
212-100-210 - Travel & Subsistence	1,801.82	1,867.91	(66.09)
212-100-211 - WCB	1,391.95	1,321.66	70.29
212-100-266 - PW Fleet	1,313.63	1,207.05	106.58
212-200-215 - Postage/Freight/Couri	1,507.92	1,331.84	176.08
212-200-500 - Printing Costs	999.79	1,445.56	(445.77)
212-200-510 - Office Supplies	2,439.60	2,679.43	(239.83)
212-300-217 - Phone/Fax/Internet	938.31	1,058.54	(120.23)
212-300-240 - Computer Software/Mtn	1,967.44	3,208.29	(1,240.85)
212-300-242 - IT Equipment	375.32	493.70	(118.38)
212-300-250 - Facility Improvements	1,125.97	657.74	468.23
212-300-255 - Facility Maintenance	3,990.06	4,309.87	(319.81)

Report Date  
2023-01-25 9:25 AM

**Summer Village of Sunbreaker Cove**  
**Operating Budget**  
For the Period Ending December 31, 2022

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	Budget	2022 YTD	Remaining
212-300-263 - Condominium Costs	869.91	1,839.07	(969.16)
212-300-265 - Equipment Maintenance	93.83	93.31	0.52
212-300-270 - Equipment Rental	562.98	493.50	69.48
212-300-510 - Other Contingency	93.83	186.80	(92.97)
212-300-530 - Building Insurance	480.18	465.01	15.17
212-300-540 - Utilities	2,439.60	3,593.70	(1,154.10)
212-400-220 - Council Mtg Expenses	2,300.00	64.60	2,235.40
212-400-221 - Fees and Charges	1,000.00	324.70	675.30
212-400-222 - Advertising	500.00	335.79	164.21
212-400-230 - Legal Fees	4,440.42	2,816.00	1,624.42
212-400-231 - Audit Fees	6,500.00	9,287.85	(2,787.85)
212-400-232 - Assessment Fees	7,400.00	7,200.00	200.00
212-400-275 - Municipal Insurance	4,296.32	2,887.35	1,408.97
212-400-910 - Tax Changes	104.00		104.00
212-400-920 - Infrastructure Reserve	28,500.00	28,500.00	
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00	
212-401-220 - Election Expenses			
<b>Total Administration:</b>	<b>165,716.13</b>	<b>169,275.90</b>	<b>(3,559.77)</b>
<b>Protective Services</b>			
223-000-200 - Contracted Fire Service	9,574.22	9,824.32	(250.10)
224-000-200 - Emergency Management	3,246.05	2,530.65	715.40
224-000-201 - Safety Equipment	216.40	140.24	76.16
225-000-200 - Policing Costs	12,111.00	(346.00)	12,457.00
226-000-200 - Enforcement	32,000.00	7,786.01	24,213.99
<b>Total Protective Services:</b>	<b>57,147.67</b>	<b>19,935.22</b>	<b>37,212.45</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	10,400.00	9,888.66	511.34
232-000-240 - Tree Removal	9,509.76	5,909.95	3,599.81
232-000-250 - Road Maintenance Program	20,000.00	6,012.00	13,988.00
232-000-255 - Plowing Program	27,040.00	30,242.00	(3,202.00)
232-000-265 - Sign Program	2,176.68		2,176.68
232-000-270 - Pathway Program	5,200.00	1,434.54	3,765.46
232-000-530 - Ditch & Culvert Progr	2,155.72	897.28	1,258.44
242-000-250 - SLR WasteWater Commis	7,285.00	6,881.66	403.34
242-000-253 - System Debenture Share	27,600.00	13,792.83	13,807.17
242-000-255 - System Debenture Interest		15,373.81	(15,373.81)
242-000-256 - Wastewater Maintenance Program	21,000.00	19,304.70	1,695.30
242-000-260 - Useage Fees-WW Serv Rate Charges	46,596.00	12,959.96	33,636.04
243-000-200 - Waste Removal Contrac	12,480.00	10,881.88	1,598.12
243-000-255 - Landfill Costs	17,160.00	14,689.30	2,470.70
<b>Total Public Works:</b>	<b>208,603.16</b>	<b>148,268.57</b>	<b>60,334.59</b>
<b>Planning and Development</b>			
261-000-110 - Development Services	1,200.00	286.32	913.68
261-000-115 - IDP	1,000.00		1,000.00
261-000-200 - Planning Projects	528.32		528.32
261-000-215 - SDAB Costs	600.00	254.90	345.10
261-000-220 - MPC Costs	1,200.00	1,400.00	(200.00)
<b>Total Planning and Development:</b>	<b>4,528.32</b>	<b>1,941.22</b>	<b>2,587.10</b>

Report Date  
2023-01-25 9:25 AM

**Summer Village of Sunbreaker Cove**  
**Operating Budget**  
For the Period Ending December 31, 2022

Page 3

	Budget	2022 YTD	Remaining
<b>Recreation</b>			
272-000-500 - Buoys	5,283.20	4,814.68	468.52
272-000-510 - Parks & Playgrounds	5,948.88	3,478.55	2,470.33
272-000-515 - Regatta	2,324.61	2,841.16	(516.55)
212-403-220 - FCSS Town of Sylvan	2,104.80	2,104.80	
274-000-850 - Parkland Regional Lib	700.00	735.30	(35.30)
<b>Total Recreation:</b>	<b>16,361.49</b>	<b>13,974.49</b>	<b>2,387.00</b>
<b>Environment</b>			
273-101-150 - Red Deer River Waters	48.50	48.50	
<b>Total Environment:</b>	<b>48.50</b>	<b>48.50</b>	<b>0.00</b>
<b>Total Expenditures:</b>	<b>476,101.50</b>	<b>368,576.46</b>	<b>107,525.04</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>98,784.34</b>	<b>98,784.34</b>

Report Date  
2023-01-25 9:25 AM

**Summer Village of Sunbreaker Cove**  
**ASFF Budget Report**  
For the Period Ending December 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-100-130 - ASFF Residential	363,365.74	363,359.04	(6.70)
101-102-130 - ASFF Non-Residential	585.98	585.98	
101-103-130 - DI - Designated Industrial	11.83	11.64	(0.19)
<b>Total Revenue:</b>	<b>363,963.55</b>	<b>363,956.66</b>	<b>(6.89)</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	363,365.74	363,365.74	
201-200-130 - ASFF Non-Residential	585.98	585.98	
201-300-130 - DI - Designated Industrial	11.83		11.83
<b>Total Expenditures:</b>	<b>363,963.55</b>	<b>363,951.72</b>	<b>11.83</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>4.94</b>	<b>4.94</b>

Report Date  
2023-01-25 2:20 PM

**Summer Village of Sunbreaker Cove**  
**Capital Projects Budget**  
For the Period Ending December 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-192-840 - Project Cap Res-Open Space/Pathways	40,000.00	5,150.00	(34,850.00)
197-193-840 - Project Cap Res-Shoreline Armourment	50,000.00	43,400.00	(6,600.00)
197-194-840 - Project Cap Res/MSI-Road Overlay	379,500.00	337,575.00	(41,925.00)
197-191-840 - Project - MSI Wastewater Collection Sys	40,000.00	23,037.15	(16,962.85)
<b>Total Revenue:</b>	<b>509,500.00</b>	<b>409,162.15</b>	<b>(100,337.85)</b>
<b>Expenditures</b>			
297-192-840 - Project - Open Spaces/Pathways	40,000.00	5,150.00	34,850.00
297-193-840 - Project - Shoreline Armourment	50,000.00	43,400.00	6,600.00
297-194-840 - Project - Road Overlay	379,500.00	337,575.00	41,925.00
297-191-840 - Project - Wastewater Collection System	40,000.00	23,037.15	16,962.85
<b>Total Expenditures:</b>	<b>509,500.00</b>	<b>409,162.15</b>	<b>100,337.85</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SUMMER VILLAGE OF SUNBREAKER COVE**

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$41,895	\$41,895	\$0	100	Certified	\$154	\$0
2008	\$53,960	\$53,960	\$0	100	Certified	\$1,288	\$0
2009	\$42,764	\$42,764	\$0	100	Certified	\$486	\$0
2010	\$132,884	\$132,884	\$0	100	Certified	\$876	\$0
2011	\$133,246	\$133,246	\$0	100	Certified	\$1,316	\$3,554
2012	\$134,721	\$134,721	\$0	100	Certified	\$1,430	\$79,515
2013	\$126,076	\$126,076	\$0	100	Certified	\$541	\$78,982
2014	\$138,496	\$138,496	\$0	100	Certified	\$6,480	\$32,007
2015	\$134,285	\$134,285	\$0	100	Certified	\$1,557	\$16,384
2016	\$126,688	\$126,688	\$0	100	Certified	\$0	\$149,242
2017	\$126,292	\$126,292	\$0	100	Certified	\$2,663	\$72,877
2018	\$153,685	\$153,685	\$0	100	Certified	\$14,212	\$3,568
2019	\$92,171	\$92,171	\$0	100	Certified	\$15,715	\$0
2020	\$118,521	\$118,521	\$0	100	Certified	\$8,041	\$13,696
2021	\$138,339	\$138,339	\$0	100	Certified	\$0	\$1,127,591
2022	\$56,099	\$56,099	\$0	100	n/a	n/a	n/a
<b>Total</b>	<b>\$1,750,122</b>	<b>\$1,750,122</b>	<b>\$0</b>			<b>\$54,759</b>	<b>\$1,577,416</b>

**"Pending" Project Summary**

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
<b>New Applications</b>			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
<b>Sub-total</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>
<b>Amendments *</b>			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
<b>Sub-total</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PENDING:</b>		<b>\$0</b>	<b>\$0</b>

\* Amounts reflect the total increase or decrease to the original accepted amounts.

**"Accepted" Project Summary**

	Ongoing	Completed/Fully Funded	Total
<b>Count</b>	<b>4</b>	<b>8</b>	<b>12</b>
<b>Total Project Costs</b>	<b>\$1,763,406</b>	<b>\$433,355</b>	<b>\$2,196,761</b>
<b>Total MSI Funding to be Applied</b>	<b>\$1,502,148</b>	<b>\$442,482</b>	<b>\$1,944,630</b>
<b>Total MSI Funding Applied</b>	<b>\$1,265,861</b>	<b>\$311,555</b>	<b>\$1,577,416</b>

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

## Summer Village of Sunbreaker Cove

February 13, 2023

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 21 in Norglenwold, and 25 in Sunbreaker Cove).

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

- |                      |   |
|----------------------|---|
| 1. 717 Sunhaven Way  | Addition  |
| 2. 669 Fox Crescent  | Dwelling & Detached Garage                        |
| 3. 1319 Birch Road   | Shed  |
| 4. 1119 Poplar Road  | Dwelling Addition                                 |
| 5. 805 Sunhaven Way  | Demolition & Detached Garage with Guest House     |
| 6. 711 Elk Street    | Deck  |
| 7. 613 Fox Crescent  | Driveway  |
| 8. 1130 Breakers Way | Dwelling  |
| 9. 701 Sunhaven Way  | Demolition & Dwelling                             |
| 10. 809 Sunhaven Way | Dwelling  |
| 11. 1321 Birch Road  | Garage with Guest House                           |
| 12. 1422 Aspen Close | Dwelling  |
| 13. 747 Elk Street   | Dwelling  |
| 14. 1105 Poplar Road | Dwelling & Garage with Guest House                |
| 15. 609 Fox Crescent | Dwelling  |
| 16. 1213 Pine Road   | Demolition  |
| 17. 1213 Pine Road   | Dwelling  |
| 18. 1101 Larch Road  | Dwelling Move – Demolition                        |
| 19. 717 Elk Street   | Dwelling Addition (Sunroom & Swim Spa) <b>NEW</b> |

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

1. 1126 Breakers Way
2. 753 Elk Street
3. 635 Fox Crescent
4. 1318 Balm Road
5. 1314 Balm Road
6. 641 Fox Crescent

**Permit Summary:**Year to date 2023:

1 development permit. Estimated project cost \$25,000.00

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.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #99/13.

**Summer Village of Sunbreaker Cove****February 13, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Administration has attached the 2023 CAO goals for your information. Each year the CAO has a list of goals for each individual municipality, along with another set for the Joint Services Committee.
- Administration was asked to create a DLO strategy for the dock and mooring plan. We have received one quote and are still looking for more. The general strategy would be to sub out the DLO application process and do the following:
  1. Review plans, prepare Shape computer files
  2. Obtain Water Act Approval if necessary
  3. First Nation Consultation
  4. Receive and review information
  5. Crown application process through EDS (Electronic Disposition System)
  6. Process final dispositions

**Options for Consideration:**

Council accept as information.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

## Performance Appraisal Form

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

### **Part 1 - MGA Primary Responsibilities:**

#### **Section 207**

*The chief administration office*

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- 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.*

#### **Section 208**

*The chief administrative officer must ensure that:*

- A. Minutes of each council meeting*
  - i. Are recorded in English language without note or comment*
  - ii. Include the names of the councilors present at the council meeting*
  - iii. Are given to council for adoption at a subsequent council meeting, and*
  - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- 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*
- D. The council is advised in written of its legislative responsibilities under this act*
- 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.*

#### **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. SBC Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either complete by year end or significant progress has been made	
2. Public Works / Sewer compliance with AEP requirements	Continue work with JSC to address AEP deficiencies	Solution decided on and implemented, goal to be fully compliant by 2024	
3. Procurement Policy	Work with JSC and HRSC on a procurement policy for all 5 municipalities	Procurement Policy completed and adopted by JSC / all 5 councils.	
4. Pier program rollout	Work with Council and residents to roll out another MAS for 2023 boating season	Another MAS added and a plan for how to administrate program finalized	

**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 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	
<b>Leadership Competencies Assessment</b> 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:**

<b>Overall Performance Assessment</b>			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> <li>The selected Key Leadership Competencies</li> <li>Performance Objectives / Goals</li> </ul>			
<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. FOIP training	Online courses	Courses complete	
2			

**Part 6 – Signatures:**


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 CAO

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 Mayor

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 Council Member

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 Date

---

 Date

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 Date

## **Summer Village of Sunbreaker Cove**

### **Council and Legislation**

**February 13, 2023**

### **Request for Decision**

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

#### **Background:**

At the January 2023 Council meeting, Council discussed the Dock and Mooring Bylaw #170-22 and directed Administration to make amendments. The amendments have been completed and Administration is bringing back the bylaw for Council's review and adoption.

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

Council to review and provide 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Dock and Mooring Bylaw #179-23.

#### **Administrative Recommendations:**

Council give 1<sup>st</sup> reading to the Dock and Mooring Bylaw #179-23.

Council give 2<sup>nd</sup> reading to the Dock and Mooring Bylaw #179-23.

Council, by unanimous consent, give 3<sup>rd</sup> reading to the Dock and Mooring Bylaw #179-23.

Council give 3<sup>rd</sup> and final reading to the Dock and Mooring Bylaw #179-23.

#### **Authorities:**

*Municipal Government Act* Section 153

Councillors have the following duties:

- (b) to participate generally in developing and evaluating the policies and programs of the municipality.

**SUMMER VILLAGE OF SUNBREAKER COVE  
DOCK AND MOORING BYLAW  
BYLAW #179-23**

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.
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 currently has 266 properties with tax assessments, of which one is waterfront and 66 are semi-waterfront. Many would be affected by the Disturbance Standard without imposing a bylaw requiring compliance by all docks.
5. The Council of the Summer Village of Sunbreaker Cove wishes to (1) maximize the opportunity for its 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, (4) protect designated swimming and environmentally sensitive areas, and (5) enable administration to provide approvals required under the disturbance standard.
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 this bylaw.
- (f) **“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 mooring area width, (2) the minimum left separation it needs under section 5.5 and (3) the minimum right separation it needs under section 5.5.
- (g) **“EOS”** means Environmental Open Space.
- (h) **“Line of navigation”** means where the water depth exceeds 1.5 meters (5 feet) at the time the dock is placed.
- (i) **“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.
- (j) **“MAS”** means Mooring Administration Segment.
- (k) **“Mooring Area”** is defined by the shoreline, the line of navigation, and the maximum width of the dock and any associated boat extension.
- (l) **“Resident”** means a registered landowner in SBC whose name is on title, or their immediate family.
- (m) **“SBC”** means Sunbreaker Cove.
- (n) **“Semi-waterfront landowner”** means the owner of a lot with frontage directly adjoining the EOS. The land use district map in the Land Use Bylaw shows the community reserve districts are separated from the EOS, regardless of what other maps may show.
- (o) **“Shared dock”** means a privately owned, non-commercial dock shared by multiple lot owners.
- (p) **“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.

- (q) **“Walkway”** means that part of the dock that leads from the shore to the terminal platform.
- (r) **“Waterfront landowner”** means the owner of a lot with frontage 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. This is understood to apply to 26 lots as shown in Schedule A, Figure 1, where “private” dock types are shown.
5. In all cases:

5.1 Only SBC docks or boats owned by residents shall be authorized to be placed 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 between dock mooring areas will need to increase for egress/ingress reasons to allow boats to maneuver safely. For instance:

- Where the dock layout has two boats orientated alongside the walkway in front of one another, the separation shall be at least 15 ft or 2 times the width of the boat located closest to shore.
- Where the dock layout has boats placed behind other boats or at a 45-degree angle to the walkway, the separation shall be the greater of 20 ft or the length of the longest boat so orientated.
- Where a dock layout has boats orientated perpendicular to the walkway, the separation shall be the greater of 30 ft or 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:
- 6.1 Docks require municipal approval. No fee will be charged; conditional approval provided for five seasons.
- 6.2 Docks shall be shared by residents from at least three lots, except on a temporary basis as noted below in section 8.
- 6.3 The dock layout boat lift density shall be at least 4.50 boats per 100 feet of shoreline.
- 6.3.1 The separation shall either
- a) not exceed 10 ft unless required for egress/ingress reasons under section 5.5
  - b) leaves at least enough space to allow for a future dock to be placed between them (50-55 ft)
- 6.4 Communal docks are preferred in front of CR land.
- 6.5 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.
- 6.6 Lot owners shall not share more than one dock.
- 6.7 Swimming platforms and mooring buoys/anchors will not be approved due to congestion and potential safety hazards.
- 6.8 Dock participation is transferrable with sale of lot. Notification to administration required.
7. Administration will only consent to docks and hoists placed inside designated areas (MAS) that comply with this bylaw after considering adjacent dock layouts. This Bylaw requires collaboration between adjacent dock captains. 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.

8. 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 the dock application accommodates 3 lots to ensure the space needed will be preserved.
9. Approvals from the Summer Village will need to be obtained every 5 years but may be revoked at any time by the municipality if there is a breach to any part of this bylaw. Should approvals be revoked, the dock/owner who is in violation of this bylaw will be required to remove the dock at their own expense and will not be granted approval the following year.
10. For the 2023 open water season, no approvals will be required for any MAS other than B1, B3 and B4 in Schedule A. Approvals will be required in subsequent years for all other shared MAS as shown in Schedule A.
11. Applications must be submitted using the approved form provided in the Dock Application Package.
12. That this Bylaw shall take effect on the date of the third and final reading.
13. Upon 3<sup>rd</sup> and final reading, Bylaw #170-22 is hereby rescinded.

**INTRODUCED AND GIVEN FIRST READING** this 13<sup>th</sup> day of February 2023.

**GIVEN SECOND READING** this 13<sup>th</sup> day of February 2023.

**GIVEN THIRD AND FINAL READING** this 13<sup>th</sup> day of February 2023.

Jim Willmon, 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.

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

Breakers				Sunhaven		
MAS	Length(ft)	Dock Type		MAS	Length(ft)	Dock Type
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



# Proposed SBC Mooring Administration Segments (MAS)

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



- Boundary or shoreline extensions
- 7 backlot accessible segments (shared docks required)
- 4 backlot inaccessible segments (private docks needed or allowed)
- Glen's Cove DSA (no mooring)
- ESAs on Breakers side (no mooring)
- Public Boat Launch
- ESA on Sunhaven side (no mooring)

## **Summer Village of Sunbreaker Cove**

### **Finance**

### **Request for Decision**

#### **Agenda Item:** *Capital Budget*

#### **Background:**

Proposed capital project budget items for 2023.

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

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2023 Capital Budget.

#### **Administrative Recommendations:**

1) That Council approve a 2023 Capital Budget.

#### **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.

	Capital Projects	Total Anticipated 5 years	Total 2022 Budget
<b>Expenses Anticipated</b>			
	Road Analysis (46.6k total)		\$8,388.00
	EOS Stairs		
	Larch Road Drainage (Stdy 17k)		\$47,000.00
	Docks DLO		\$25,000.00
	GIS Implementation		\$1,800.00
	Admin Bldg Improvements(64.1k total)		\$11,551.50
<b>Total Expenses</b>		\$	93,739.50
<b>Revenue Anticipated</b>			
	Reserve-Road Analysis (46.6k total)		\$8,388.00
	MSI-EOS Stairs		
	MSI-Larch Road Drainage (Stdy 17k)		\$47,000.00
	Reserve -Docks DLO		\$25,000.00
	Reserve-GIS Implementation		\$1,800.00
	MSI-Admin Bldg Improvements(64.1k total)		\$11,551.50
<b>Total Funding</b>		\$	93,739.50
<b>Amount Required from Taxation</b>		\$	-

## **Summer Village of Sunbreaker Cove**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Borrowing Bylaw #180-23***

#### **Background:**

ATB is requiring an updated Borrowing Bylaw for the renewal of our municipality's Revolving Line of Credit. As of last year, their goal was to collect these within the first three months of the year.

This is entirely an ATB requirement. Their legal team and underwriting team have determined that with the nature of municipal organizations, they feel it is warranted that it's renewed annually so that all council members are ensured of knowing this RLOC is in effect on an annual basis. There are no exceptions.

ATB does not charge their municipal clients an annual fee, renewal fee, or non-usage fee for a RLOC.

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

- 1) Give 3 Readings to Bylaw #180-23
- 2) Discuss whether or not this RLOC is still needed
- 3) Cancel the RLOC as there is nothing owing on it

#### **Administrative Recommendations:**

That Council discusses whether or not this RLOC is still needed.

#### **Authorities:**

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

**From:** Tanner Evans <[tevans@sylvansummervillages.ca](mailto:tevans@sylvansummervillages.ca)>  
**Sent:** January 25, 2023 8:22 AM  
**To:** Tina Leer <[tleeer@sylvansummervillages.ca](mailto:tleeer@sylvansummervillages.ca)>  
**Subject:** Fw: ATB Revolving Line of Credit 2023 Renewal - Borrowing Bylaw Request

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**From:** Douglas Erickson [REDACTED]  
**Sent:** Tuesday, January 24, 2023 5:05 PM  
**To:** Douglas Erickson [REDACTED]  
**Subject:** ATB Revolving Line of Credit 2023 Renewal - Borrowing Bylaw Request

Good Afternoon,

It's that time of year where ATB is collecting updated Borrowing Bylaws for the renewal of your municipality's Revolving Line of Credit. As of last year, our goal is to collect these within the first three months of the year. If your municipality has already sent me an updated Borrowing Bylaw, thank you!

Just a reminder, if your municipality has a RLOC under \$5MM, we no longer require Annual Budgets or Financial Statements. If your RLOC is over \$5MM please let me know when you expect these documents will be completed.

If you have any council members questioning the requirement for an annual Borrowing Bylaw, you can let them know that this is entirely an ATB requirement. Our legal team and underwriting team have determined that with the nature of municipal organizations, they feel it is warranted that it's renewed annually so that all council members are ensured of knowing this LOC is in effect on an annual basis. There are no exceptions.

ATB does not charge our municipal clients an annual fee, renewal fee, or non-usage fee for a RLOC.

If you have any questions, please don't hesitate to reach out. Otherwise, I'm willing and able to accept Borrowing Bylaws for 2023 at any time moving forward.

Thanks,  
Doug

**Doug Erickson**  
Relationship Manager, Public Sector  
ATB Business Solutions  
Payments | Deposits | Trade Finance

Mobile [REDACTED]  
ATB Place  
2300-10020 100St NW  
Edmonton, AB T5K 0N3  
Email [REDACTED]

For administrative or other assistance, contact:

**Debbie Kramer**  
Payment and Deposit Support Specialist  
ATB Business Solutions  
Payments | Deposits | Trade Finance

**SUMMER VILLAGE OF SUNBREAKER COVE  
SHORT TERM BORROWING BY-LAW  
BY-LAW 180-23**

**FOR THE PURPOSE SPECIFIED IN SECTION 259 OF THE MUNICIPAL GOVERNMENT ACT**

**WHEREAS** the Council of the Summer Village of Sunbreaker Cove in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of undertaking construction of a wastewater system within the Summer Village of Sunbreaker Cove,

**AND WHEREAS**, in order to construct and complete the said project, it may be necessary for the Summer Village of Sunbreaker Cove to incur short term debt in the form of a line of credit.

**NOW THEREFORE**, pursuant to the provisions of the **Municipal Government Act**, the Council of the Summer Village of Sunbreaker Cove duly assembled enacts as a By-law that:

1. The Council of Sunbreaker Cove is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of \$1,000,000 repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit repayable on demand and the Summer Village of Sunbreaker Cove is required to pay accrued interest monthly.
3. The Chief Elected Officer and Chief Administrative Officer are authorized for and on behalf of Sunbreaker Cove:
  - a) To apply to ATB for the aforesaid loan to Sunbreaker Cove and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b) As security for any money borrowed from ATB
    - i) To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii) To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii) To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by Sunbreaker Cove or in which Sunbreaker Cove may have an interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source of money to be used to repay the principal and interest owing under the borrowing from ATB is a payout from a long-term capital loan.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

6. In the event that the Municipal Government Act permits an extension of the term of the loan and in the event the Council of Sunbreaker Cove decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against Sunbreaker Cove of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

This By-Law shall come into force on the date of the final passing thereof.

**READ** a first time in Council this 13<sup>th</sup> day of February 2023.

**READ** a second time in Council this 13<sup>th</sup> day of February 2023.

**READ** a third time in Council and passed unanimously this 13<sup>th</sup> day of February 2023.

\_\_\_\_\_  
JIM WILLMON, MAYOR

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

**Summer Village of Sunbreaker Cove****February 13, 2022****Council and Legislation****Request for Decision****Agenda Item: *Municipal Leaders Caucus*****Background:**

Administration has received information about the upcoming 2023 Alberta Municipalities Spring Municipal Leaders' Caucus being held at the Westin Edmonton March 29 & 30, 2023. The caucus is open to all mayors, council members and CAOs.

This year's Spring MLC is being held in conjunction with a President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30. The Summit will focus on opportunities and challenges related to intermunicipal collaboration.

Registration for both events will open in February.

Full Registration (Both events, in-person) - \$350

President's Summit Only (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200

Municipal Leaders' Caucus Virtual - \$100

**Options for Consideration:**

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

**Administrative Recommendations:**

Council to discuss and provide direction to Administration.

**Authorities:**

MGA Section 153(a)

Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

# 2023 Spring Municipal Leaders' Caucus

## Event Summary

Join us for the 2023 Spring Municipal Leaders' Caucus (MLC), taking place at the Westin Edmonton on March 30 and 31. This important event will cover key, top-of-mind issues facing your communities, and give you a chance to hear from government leaders ahead of the provincial election. The event will kick off with lunch on Thursday, March 30, and run until lunch on Friday, March 31.

This year's Spring MLC is being held in conjunction with a ***President's Summit on the Future of Municipal Government which will run from March 29 to noon on March 30***. The Summit will focus on opportunities and challenges related to intermunicipal collaboration. More details on the MLC and President's Summit will be available soon, including hotel booking details and overview agenda. Registration for both events will open in February.

## Requests For Decision (RFD) - Deadline March 6

The Spring MLC also provides an opportunity for members to bring forward Requests for Decisions (RFDs) on issues that should be addressed in advance of the 2023 Convention in September.

Members interested in sponsoring an RFD are encouraged to reach out to [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca), to determine if an RFD is the right tool to bring forward an issue for consideration by ABmunis members. An RFD template is also available that provides tips on how to draft an RFD. More information on the difference between RFDs and resolutions is available on our webpage on Requesting Action by Alberta Municipalities.

## Cost

While the President's Summit and Municipal Leaders' Caucus are separate events, members are encouraged to attend both, but are not required to. Please note, due to the interactive nature of the President's Summit, it will **NOT** be available virtually.

In-person events include food and beverage. President's Summit registration includes an evening event on March 29 which will include dinner and entertainment.

Full Registration (Both events, in-person) - \$350

President's Summit Only (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200  
 Municipal Leaders' Caucus Virtual - \$100

Event Category	Advocacy
Location	Westin Edmonton 10135 100 Street Edmonton AB T5J 0N7
Audience	This event is open to all elected officials and senior administrators from Alberta municipalities. Registrations outside of these parameters are not eligible and will be cancelled and refunded.
Ticket pricing	Full Registration (Both events, in-person) - \$350 President's Summit Only (March 29 to March 30 at noon) - \$200 Municipal Leaders' Caucus Only (March 30 at noon - March 31) - \$200 Municipal Leaders' Caucus Virtual - \$100
How to register and submit questions	Registration coming in February!

#### Cancellation/Refund Policy

Any cancellation made prior to 4:30 pm on Friday, March 17 will be eligible for a full refund minus a \$10 administrative fee. Any cancellation made between March 17 at 4:30 pm and March 24 at 4:30 pm will be eligible for a 50% refund. Any cancellations made after 4:30 pm on March 24 will not be eligible for a refund. Registrations are transferrable. Please send all cancellation requests or changes to [registration@abmunis.ca](mailto:registration@abmunis.ca).

## **Summer Village of Sunbreaker Cove**

**February 13, 2023**

### **Planning and Development**

#### **Request for Decision**

##### **Agenda Item:** *Lake Access Concern*

##### **Background:**

Mayor Willmon was contacted by a resident expressing his concerns over the riprap placed on the shoreline and it's restricting access for children, pets, elderly residents and the handicapped.

It is suggested that once the boathouse is removed, that area be used to expand the beach for resident use and to have the current riprap that was placed last winter removed and placed in an area that needs it more.

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

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

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

That Council discuss and provide direction to Administration.

##### **Authorities:**

Municipal Development Plan

6.2 OBJECTIVES

Protect lake escarpment, natural areas, fish, and wildlife habitats.

**From:** Michael Zingeler [REDACTED]  
**Sent:** Monday, January 30, 2023, 10:37 p.m.  
**To:** [Jimwillmon@hotmail.com](mailto:Jimwillmon@hotmail.com) <[Jimwillmon@hotmail.com](mailto:Jimwillmon@hotmail.com)>  
**Subject:** Thoughts on the access to the lake

Hi Jim,

Hope all is well with you and your family. I have been meaning to send something to you and the Council for a while. Below is a letter I felt reflects my thoughts on the shoreline and access. I am worried that my daughters dog will hurt herself as she is getting older but loves the water so much she just runs over anything to get in the lake. I would hate for her or any other pet to hurt themselves due to the rip rap.

Thanks for having a look at this.

Warm Regards,

Mike

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To the Sunbreaker Cove Council,

I am a long time resident of Sunbreaker Cove and I would like to highlight something that I feel is an opportunity to provide better access for all residents to the lake. Obviously one of the main reasons someone would have a place at Sunbreaker Cove would be to have access to Sylvan Lake.

As long time residents we have seen changes to the lake and shoreline that change access. Some areas of the shoreline have had more erosion than others and much of that erosion is due to ice build up on some of the steeper slopes that are on the lake. Once the ice melts, the shoreline erodes. In areas where the slope is gradual, the ice does not cause any significant erosion. The work that you have done a number of years ago placing riprap on the shoreline has reduced access but has solved the erosion problem. This riprap makes it tough to put docks in and out every year, but we have worked out ways to make it work.

The shoreline from the boathouse to the public beach has a gradual grade and is not effected by the ice movement and therefore the erosion is minimal. This area has been how many people have gained access to the lake.

Here is my concern as well as an opportunity for the Sunbreaker community to have better access for everyone.

The newly placed riprap might reduce slightly the erosion but it pretty much blocks access for everyone wanting to enjoy the lake. That includes the following, but is not an exhaustive list:

- Kids
- People with limited mobility
- Elderly

- Handicapped individuals
- Pets

I am very concerned as the only place to be able to walk into the lake along that stretch of beach is the relatively small beach area. As you know, this beach area is very well used and is packed with people on nice days. As the area to access the lake is reduced, more people will try and use this small area and it will be uncomfortable for many. It is also not allowed for pets to be on the beach so for the many people that have dogs, there is basically no space for them to let their dogs swim. Dogs are lovers of the water and could injure themselves trying to navigate the riprap.

Here is a suggestion/opportunity...

You are aware that the boathouse will be removed shortly. The area from the current beach to the place the boathouse is going to be removed would be a great area to expand the beach to provide a better place for residents to enjoy the lake with unencumbered lake access. The current riprap that was placed this last winter could be removed and placed in an area that needs it more.

I hope you are open to this as a discussion to determine the best next steps.

Best Regards,

Michael Zingeler



**From:** Jim Willmon <[JimWillmon@hotmail.com](mailto:JimWillmon@hotmail.com)>  
**Sent:** Tuesday, January 31, 2023 2:16 AM  
**To:** Michael Zingeler [REDACTED]  
**Cc:** Tanner Evans <[tevans@sylvansummervillages.ca](mailto:tevans@sylvansummervillages.ca)>  
**Subject:** Re: Thoughts on the access to the lake

Thanks for your email Mike. I'll have Tanner, our CAO, add it to our Feb SBC council meeting agenda for discussion. Let Tanner know if you want to appear as a delegate.

I understand your point about the negative aspects of rip rap on lake access for pets and swimmers.

For your background, you should know last winter's rip rap project was in response to a request from a nearby resident to place rip rap in front of their property. Council definitely saw erosion immediately west of the boat house and unanimously agreed to place rip rap last winter where we did as a proactive measure.

You've been in SBC much longer than I, however we seem to have a different view on what is causing the erosion. I was informed that one used to be able to walk in front of the boat house, which I believe supports my perspective that erosion of our shoreline primarily occurs from wave action rather than water runoff or ice action related to steep slopes. I suspect we will continue to see changing lake levels and periods of strong wave action.

Would installing porta dock's dock steps off your own dock address your immediate concern if council doesn't agree to your suggestion we remove the rip rap we placed last winter or postpone installing additional rip rap?

Take care and talk later.

Jim Willmon



**Summer Village of Sunbreaker Cove****February 13, 2023****Planning and Development****Request for Decision****Agenda Item: *Plans Cancellation Bylaw Request #182-23*****Background:**

The homeowners of 717 Elk Street are required to consolidate their two lots on their property into one. Recently this property received MPC approval for a development with the condition that lot 20 & 21 must be consolidated into one lot as a condition of approval. The homeowners have agreed to the consolidation and this bylaw requires the approval of the municipality. The lots were both registered on a post-1950 plan and they are part of the same block so no subdivision approval is required.

The Plan Cancellation Bylaw provides the municipality with the ability to control the future development impacts on a lot. If or when the homeowners of these lots decide to separate them again, it will require Summer Village subdivision approval.

**Options for Consideration:**

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

**Administrative Recommendations:**

That Council give 1<sup>st</sup> reading to the Plans Cancellation Bylaw.

That Council give 2<sup>nd</sup> reading to the Plans Cancellation Bylaw.

That Council give 3<sup>rd</sup> reading to the Plans Cancellation Bylaw at this meeting.

That Council give 3<sup>rd</sup> and final reading to the Plans Cancellation Bylaw.

**Authorities:**

Section 658 of the MGA – empowers a municipality to cancel a plan of subdivision in whole or in part;

SUR-9 – Alberta Land Titles Procedures Manual – Plans Cancellation Bylaw.

SUMMER VILLAGE OF SUNBREAKER COVE  
PLANS CANCELLATION BYLAW  
BY-LAW 182-23

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 5213MC.

**WHEREAS**, pursuant to Section 658 of the *Municipal Government Act*, empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS**, the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS**, every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

**NOW THEREFORE**, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, duly assembled, enacts the following:

- 1. That lots 20 & 21, Block 6, Plan 1823MC is hereby canceled in its entirety.
- 2 That the Registrar of Land Titles issue a new certificate of title for the land described as follows:

Lots: 20A  
Block: 6  
Plan: 1823MC

READ a first time this 13<sup>th</sup> day of February 2023.  
READ a second time this 13<sup>th</sup> day of February 2023.  
READ a third and final time this 13<sup>th</sup> day of February 2023.

\_\_\_\_\_  
Jim Willmon, Mayor

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

## **Summer Village of Sunbreaker Cove**

**February 13, 2023**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

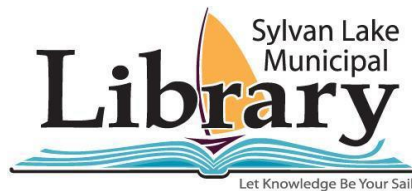
- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

#### **Correspondence:**

- National Police Federation
- ASVA Local Government Fiscal Framework (LGFF)

#### **Upcoming Meetings:**

Next Council Meeting – March 13, 2023



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

**WEDNESDAY – JANUARY 11, 2023 – 6:30PM**

### **1. Welcome New Board Members**

Two new Board Members were welcomed to The Town of Sylvan Lake Library Board named Amanda and Carol. This is the first term for both of them and the Board is excited to have new perspectives!

### **2. Treasurer's Report**

The Treasurer's Report was approved as presented.

As a course of regular business, signing authority is updated as necessary when Board Members finish a term or are elected to new positions.

### **3. Director's Report**

The Director's Report was approved as presented.

The Lion's Club presented a cheque for \$1,000 to the Library Director on December 5 for use to replenish the Little Free Pantry. If you are interested in donating, please stop by the library during open hours.

The Library Director, Andrea, will be moving on to a position with Parkland Regional Library, her last day at the Sylvan Lake Municipal Library will be January 13. The Board wishes her all the best in this new endeavour and are incredibly appreciative for the wonderful creativity she has put into the library!

Postings for the Library Director position went out at the end of December and the hiring committee is currently reviewing resumes as they come in. In the interim Jeri, currently the Assistant Library Director, will step into this role.

### **4. Programming Report**

In conjunction with National November Writing Month, the library hosted local author Teresa Rilling to talk about her book "Just Breathe: Hope Beyond Hurt". Participants were able to hear about her process of writing the book as well as her journey through her childhood and how she overcame the obstacles that she faced. Teresa is a Councillor for the Town of Sylvan Lake, sits as a Board Member on The Town of Sylvan Lake Library Board and recently got elected as Board Chair for the Parkland Regional Library.

Many of the popular programs continued to the end of the year including Sensory Story Time, Art Attack, Mystery Book Club and Pub Trivia Night. A full listing of all of the exciting programs can be found on the website.

**5. Board Elections**

Board elections took place to fill two vacant positions. Amanda was elected as Treasurer and will take over from Briana and Alex was elected as Vice Chair.

**6. Policy**

The new Board Members were placed on sub-committees to update and review policies.

Meeting adjourned at 7:39pm.

**Next Regular Meeting – February 8, 2023, at 6:30pm.**

# Parkland Update

Thursday, January 26, 2023

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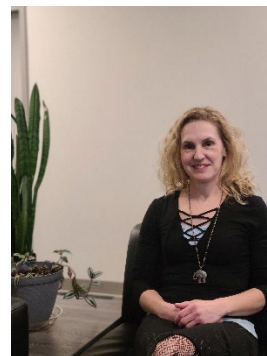
Get the latest Parkland updates, library news, training, events, and more!

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## Meet Parkland's New Manager of Library Services

We are excited to announce that Parkland has hired Andrea Newland as the new Manager of Library Services.

Andrea received her MLIS from Western in 2002. In recent years, she completed a Leadership Certificate in 2017 and a Management Certificate in 2018, both from the University of Regina. She has worked as a librarian in North Dakota, Ontario, Saskatchewan, and Alberta. Andrea comes (back) to Parkland from Sylvan Lake, where she served as Director for 3 years. She loves refinishing furniture, space planning, looking at funny Instagram posts over breakfast, and plonking down on the couch at the end of the day!



## Click Here to Request Large Print or Audiobooks Today!

Did you know Parkland houses and manages a rotating large print and audiobook collection?

You can request bins of large print or audiobooks by genre via [Parkland's Support Site](#). Your requests can be ongoing so you will automatically receive a bin of our large print or audiobook collection at your specified interval. These materials will stay at your library until you send them back to Parkland. Parkland has created promotional material for large print and audiobooks to help you market the collections to your patrons. You can read our [latest support site article](#) for more information.

Volunteer Management Resources

Parkland has created a folder with resources related to volunteer management, including samples of volunteer handbooks, conflict resolution, the interview process, onboarding, and more! Library staff will have access to the Volunteer Resources and Information folder on the Q Drive.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Upcoming Library and Literary Dates

Click the links to find out more about each of the celebrations. To plan further in advance, Library Staff can see our 2023 Notable Library and Literary dates document on the Q Drive.

February	1	- <a href="#">World</a>	<a href="#">Read</a>	<a href="#">Aloud</a>	<a href="#">Day</a>
February	14	- <a href="#">Library</a>		<a href="#">Lovers</a>	<a href="#">Day</a>
February	19-25	- <a href="#">Freedom</a>	<a href="#">to</a>	<a href="#">Read</a>	<a href="#">Week</a>

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca). To watch recordings of past training sessions, visit [Niche Academy](#).

Graphic Novel Webinar

February 7  
1pm

Looking for the hottest Graphic Novels for adults and young adults alike? It's all here in this #ReadGraphic webinar. Featuring Fantagraphics Books, Yen Press, Diamond Book Distributors, and Image Comics, attendees will hear about the best thought-provoking, educational, and adventurous titles for you or the graphic novel reader in your life! Whether you're introducing graphic novels into your library or expanding your #ReadGraphic shelves, you won't want to miss this [free, one-hour](#)

[webinar.](#)

### **Pitch Perfect 2023 Workshop**

**February 16**

**1pm**

Would your library benefit from some tips for engaging with community partners and stakeholders? Join the Entrepreneurship & Libraries Conference on Thursday, February 16 at 1pm for an exciting opportunity to learn practical skills on creating a compelling pitch designed to generate engagement, excitement, and maybe even funding! [The workshop](#) will conclude with time for networking and conversation.

### **2023 Fundraising Trends On-Demand Webinar**

[This on-demand webinar](#) will help you identify strategies to maintain and grow your organization's impact by capitalizing on the right trends. You'll leave feeling confident in your ability to evaluate your goals and determine if you have the right tools, approach, and technology to achieve them.

### **Privacy Audits for Public Libraries Webinar**

**February 8**

**9am**

Unprecedented threats to the privacy and security of library patrons have emerged in recent years, from book challenges to online data and general AI advances that can prey on our communities. Participants completing [this webinar](#) will understand the value of the privacy audit and how to conduct one for their organization, whether large or small.

### **How to Train Your Community on Libby Webinar**

**January 31**

**12pm**

With the OverDrive app soon to be a thing of the past, it's time to train your users on Libby, the library reading app! In this free webinar from Libby experts, you'll walk away with a step-by-step guide to hosting your training session and marketing materials to support your efforts in this engaging session. Don't miss out and [register](#) today!

### **Upcoming Community Development Webinars**

**Various**

The Community Development Unit of the Government of Alberta offers a variety of services such as strategic planning, board governance, building leadership capabilities, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships that are tailored to your community groups, non-profit organizations, and volunteer teams. Upcoming webinars of interest:

- February 1: [Board Development - Risk Management](#)
- February 7: [Grant Writing 101](#)
- February 8: [Board Development - Financial Responsibilities](#)

### **Upcoming Community Development Webinars**

**Feb 1-8**

The Community Development Unit of the Government of Alberta offers a variety of services such as strategic planning, board governance, building leadership capabilities, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships that are tailored to your community groups, non-profit

organizations, and volunteer teams.  
Upcoming webinars of interest:

- February 1: [Board Development - Risk Management](#)
- February 7: [Grant Writing 101](#)
- February 8: [Board Development - Financial Responsibilities](#)

## **Intellectual Freedom Webinar**

**Feb 23**

**2pm**

Register for this [free webinar](#) to learn how library workers can navigate commitments to intellectual freedom and social progress. Explore topics like information disorder and content warnings.



# *Parkland Update*

Thursday, January 12, 2023

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Get the latest Parkland updates, library news, training, events, and more!

## **New Year, New Audience!**

We have added the entire LibShare email group to receive our bi-monthly Parkland update email. Here are some things you should know:

- You can unsubscribe at any time, there is a button in the footer of this email
- Our contacts list will be updated each October to account for board and staff turnover
- If there are newcomers in between audience updates, invite them to subscribe! There is a button at the footer of this email.
- If you have suggestions for content, send an email to [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca)

## **Value of the Library Social Media Posts**

As an Advocacy initiative, Parkland has created some social media posts to highlight the financial value of the library. You can find ready-to-post pictures and copy [here](#), or edit them to suit your library's branding [in Canva](#).

## **LIBRARY NEWS**

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Find out about important deadlines and see what's happening at other Parkland Libraries!

## Meet Parkland's New Outreach & Community Engagement Coordinator

We are excited to announce that Parkland has hired Emma McPherson as the new Outreach and Community Engagement Coordinator to help our member libraries with programming, find grants and enhance their social media presence.



Emma was our eContent Summer Student in 2017 as part of her degree program from Vancouver Island University where she got her Degree in Tourism Management, and Certificate in Event Management. She is excited to be back in her hometown after working as the Digital Content Specialist for Tourism Lethbridge. She enjoys traveling, hiking, and exploring new places with her two dogs Tiki and Ada. Her favorite book genres are mysteries and thrillers and she also enjoys listening to autobiographies. Emma is excited to be a part of the PRL team and help our member libraries engage and connect with their local community.

## Upcoming Library Dates

January 27 is Family Literacy Day. Access promotional materials on their [website](#).

February 19 - 25 is Freedom to Read Week. Parkland has ordered bookmarks that will be distributed in the coming weeks. Here are [promotional materials](#) that organizers have created.

## 2023 Alberta Book Publishing Awards

The 2023 Alberta Book Publishing Awards are now open for submissions! The submission period will close on February 28, 2023.

This year, the Book Publishing Awards will introduce the Mystery and Thriller Book of the Year award, which will be awarded to a work of mystery, crime, noir, or thriller fiction published primarily for the trade or bookstore market.

Please pay close attention to the criteria in all categories and the submission checklist when putting together your submissions, as the criteria for some awards categories have been updated this year.

A full overview of this year's process is available on the [Book Publishing Association website](#), along with the jury criteria and forms.

## Book Donation

Parkland has received communication regarding a large-scale book donation of a children's picture book by the London Drugs Foundation.

In April, Plumleaf Press will be publishing a children's picture book about the building of the Canadian Pacific Railway, titled *I Am Not a Ghost: The Canadian Pacific Railway* by author David Bouchard and illustrator Sean Huang.

Through David's words and Sean's breathtaking artwork, *I Am Not a Ghost* tells the story of a Chinese railway worker and the difficulties he faces as a newcomer from China working on the Canadian Pacific Railway. After a near-death experience, he is assisted by a fictionalized portrayal of real-life historical figure, Lady Amelia Douglas, a Métis woman and the wife of the first Governor of British Columbia, James Douglas.

The publisher is planning to distribute the books in April, in time to celebrate Asian Heritage Month, to receive a donated copy, please email: [angela.paletta@plumleafpress.com](mailto:angela.paletta@plumleafpress.com).

## Upcoming Webinars

If you would like more information about these training opportunities, please contact [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca). To watch recordings of past training sessions, visit [Niche Academy](#).

**Running Drag Storytime Programs**  
**January 18 - 2pm**

**Level Up Your Book Displays**  
**January 18 - 12pm**

Peace Library System is excited to offer a [webinar on Running Drag Storytime Programs](#). Laura Applebee from Ontario's London Public Library will be discussing everything you need to know about this exciting program. The webinar will take place on Wednesday, January 18, 2023 at 2pm. If you have any questions please forward them to Mallory Bruinsma at [mb Bruinsma@peacelibrarysystem.ab.ca](mailto:mb Bruinsma@peacelibrarysystem.ab.ca).

### **Design for Libraries** **January 19 - 1pm**

Learn valuable tools and principles to help you produce awesome designs for social media, flyers, and other media for library programs and services. [This webinar](#) is for librarians and library staff of any type that are involved in programming and services or promoting your library. If you run programs, then that means you create the hand-outs, the flyers, the social media. A hands-on approach lets you learn practical and invaluable skills that helps you develop design skills. Registration fee \$49/person.

Book displays are more than a simple tool for passive Readers' Advisory. A well-crafted display captures patrons' attention and sparks imagination. [This webinar](#) on Wednesday, January 18 at 12pm shares practical approaches for maximizing the impact of book and media displays.

### **Managing Mental Health in the Workplace** **Available Until February 1**

Dealing with issues related to mental health in the workplace can be challenging and difficult to navigate. [This webinar](#) provides a roadmap to help managers participate in conversations with employees who may require support when experiencing difficulties related to mental health.

### **Pitch Perfect 2023** **February 16 - 1pm**

Would your library benefit from some tips for engaging with community partners and stakeholders? Join the Entrepreneurship & Libraries Conference on Thursday, February 16 at 1pm for an exciting opportunity to learn practical skills on creating a compelling pitch designed to generate engagement, excitement, and maybe even funding! [The workshop](#) will conclude with time for networking and conversation.

**From:** Maryanne King <[mking@npf-fpn.com](mailto:mking@npf-fpn.com)>  
**Sent:** Friday, January 13, 2023 9:21 AM  
**To:**  
**Cc:** Information <[information@sylvansummervillages.ca](mailto:information@sylvansummervillages.ca)>  
**Subject:** The NPF's Recommendations for a Safer Alberta - Budget 2023

Good morning Mayor Willmon,

We hope you are well, and that the Summer Village of Half Moon Bay is looking ahead to a prosperous 2023.

We continue to push back against the government's unnecessary, expensive, proposed provincial police service transition that is both unpopular and unfounded.

I'm connecting to share the National Police Federation's 2023 provincial pre-budget submission that was sent to the Government of Alberta earlier this month with you. Instead of spending the proposed \$371 million for one-time transition costs, we have made specific investment recommendations of the same amount to the Government of Alberta. Our recommendations direct this funding into concrete steps that the government can take toward improving public safety across the province today and into the immediate future.

Some highlights of our submission's recommendations include:

- \$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff;
- \$38M invested in proactive initiatives to reduce rural crime across the province, with an additional \$100M invested into areas across the public safety continuum to support rural and remote community access to services; and,
- \$4M in grant funding to municipalities in support of the implementation of Police Advisory Committees.

A release on our recommendations is [available for your reference](#), and a copy of our submission can be [accessed on our website for your consideration](#).

As we move toward a pivotal time for Alberta, we are asking the Government to listen to Albertans and invest in the critical services and programs they care about most.

If you have any questions or comments, please don't hesitate to connect.

Kind regards,

**Maryanne King**  
Policy Advisor | Conseiller Politique  
**National Police Federation | Fédération de la Police Nationale**  
(587) 672-0695  
[npf-fpn.com](http://npf-fpn.com)



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉ  
DE LA  
NAT**



NPF coffee table book  
now available to pre-order!

***Why We Serve : Stories of  
Today's RCMP Members  
– Celebrating 150 Years***



Livre de prestige de la FPN maintenant  
disponible en précommande !

***Pourquoi nous servons :  
Histoires des membres de la GRC  
d'aujourd'hui – Célébrons 150 ans***

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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# NPF Recommends Timely, Necessary Investments to Bolster RCMP in Alberta



NEWS PROVIDED BY  
[National Police Federation](#)

Jan 12, 2023, 10:30 ET

SHARE THIS ARTICLE

EDMONTON, AB, Jan. 12, 2023 /CNW/ - Earlier this week, the National Police Federation submitted its pre-Budget asks for 2023-2024 to the Government of Alberta, calling for strategic investments into policing to support Alberta's most impacted citizens and communities following a number of years of underfunding.

For too long, our Members have been called on to fill gaps left by diminishing social services. RCMP detachments have remained underfunded across the province, and our Members are consistently told to do more with less when they are already overworked, stressed, and not fully resourced.

"Modern policing requires pragmatic approaches to supporting and delivering effective public safety for communities and their residents – in particular, rural and remote areas that are served by the RCMP," said Brian Sauv , President of the National Police Federation. "Against the backdrop of a growing population and evolving criminal environment, we believe it's time to invest in both policing and public safety for the benefit of our communities and all its residents." Instead of redirecting taxes to an unpopular and costly proposed provincial police transition, the NPF recommends investing \$371 million over three years – money that the Government of Alberta indicated would need to be spent on one-time transition costs – as follows:

- **\$164M to increase Regular Member strength by 633 additional positions, plus 250 administrative support staff**
  - Chronic underfunding of the RCMP and hiring of police officers has not kept pace with population growth or expanding police mandates in the province. In fact, police hiring grew by about 5.7% between 2017 and 2021, while Alberta's population grew by about 7.3% over the same period.
- **\$45M to support modernized and sustainable equipment resources**

- Timely investments are required to address aging equipment, including body worn cameras, hard body armour, vehicle purchase, radios, aerial surveillance, and telecommunications.
- **\$20M to address effective and holistic responses to wellbeing and mental health related calls**
  - To bridge vulnerable Albertans' access to the full spectrum of social supports, \$15M should be invested in expanding Police and Crisis Teams, and an additional \$5M to expand the HealthIM pilot app in RCMP detachments across the province.
- **\$38M invested in proactive initiatives to reduce rural crime across the province**
  - Important funding towards the Gun and Gang Violence Action Fund, the Alberta Community Restorative Justice Program, the Call Back Unit, to Project Lock-Up, and ALERT, for example, would both stop and deter crime and address their root causes.
- **\$4M in grant funding to support the implementation of Police Advisory Committees**
  - This one-time grant would assist in offsetting costs of establishing the now-mandated community-based advisory committees.
- **\$100M invested with a focus on equitable access in rural and remote communities**
  - Addressing the root causes of crime also means investing into other areas of the public safety continuum such as housing, social services, and hospitals and treatment centres.
- 

"It's no secret that affordability and prudence are top-of-mind for all Albertans and their families, and our cost-saving recommendations are respectful of that reality," said Kevin Halwa, Director, Prairie Region. "Policing is also no stranger to financial pressures, especially as communities' needs continue to evolve, and we believe these necessary investments will go farther to address immediate public safety concerns in our province than an unnecessary police transition would," he added.

A copy of our Pre-Budget Submission is available here: <https://npf-fpn.com/npf-alberta-pre-budget-2023-submission/>

### **About the National Police Federation:**

The National Police Federation (NPF) was certified to represent ~20,000 RCMP Members serving across Canada and internationally in the summer of 2019. The NPF is the largest police labour relations organization in Canada; the second largest in North America and is the first independent national association to represent RCMP Members.

The NPF is focused on improving public safety in Canada by increasing resources, equipment, training, and other supports for our Members who have been under-funded for far too long. Better resourcing and supports for the RCMP will enhance community safety and livability in the communities we serve, large and small, across Canada.

For more information: <https://npf-fpn.com/> and [KeepAlbertaRCMP.ca](https://KeepAlbertaRCMP.ca)



NATIONAL  
POLICE  
FEDERATION

FÉDÉRATION  
DE LA POLICE  
NATIONALE

G-1,2,3,4

# 2023 PRE-BUDGET SUBMISSION

## TO THE GOVERNMENT OF ALBERTA

JANUARY 2023



**NPF Contact:**

Sarah Nolan | Director, Government Relations & Policy | [snolan@npf-fpn.com](mailto:snolan@npf-fpn.com)

## INTRODUCTION

The National Police Federation (NPF) is the sole certified bargaining agent representing ~20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada, including ~3,500 in Alberta. The NPF is the largest police labour relations organization in Canada and is the first independent national union representing RCMP Members. The NPF is focused on improving public safety in Canada by focusing on increasing resources, equipment, training, and other supports for our Members.

As the Government of Alberta (GoA) has acknowledged, Albertans are facing significant financial pressures. Inflation and the rising cost-of-living will have the per-dollar-value of the GoA's priorities closely scrutinized. The government should not be prioritizing an expensive police transition that will burden Albertans with additional taxes for no proven public safety increases. The government should be focusing its expenditures on initiatives that matter the most to Albertans across the province.

Research conducted by Pollara Strategic Insights in July 2022<sup>i</sup> found that Albertans overwhelmingly support the RCMP:

- 84% want to keep the RCMP with improvements, and only 9% support a proposed transition.
- Albertans indicated their top three priorities are affordability (58%), the economy (49%), and healthcare (48%).
- When considering public safety in rural communities, their top priorities were reducing response times (21%), increasing police resources (20%), and increasing resources to tackle petty crime (15%).

Albertans oppose replacing the RCMP with a provincial police service and are asking for increased RCMP resources to improve public safety.

The GoA's proposal for a police transition includes spending \$371M in one-time transition costs, increasing annual operating costs by \$164M, and an additional \$185M annually in costs to cover the federal contribution loss. These costs over a five to eight-year transition period amounts to over \$2 billion in combined spending. This spending does not prove how a new police service would improve public safety. The Alberta (AB) RCMP and the GoA should continue to work together to enhance and strengthen services to tackle public safety priorities.

Prior to 2017, the GoA invested very little into policing and the RCMP, leading to high crime rates, resourcing challenges, and frustrated communities. Since 2017, the GoA has slowly made strategic investments into policing to address the most vulnerable communities. However, after years of underfunding, additional funds must be invested to meet current and future policing needs in Alberta.

The NPF recommends spending a fraction of the above-mentioned costs over a three-year period to significantly and immediately improve the public safety continuum in Alberta.

## NPF RECOMMENDATIONS

**Invest \$371 over three-years to bolster and enhance essential services across the public safety continuum.**

The NPF recommends that the GoA direct the allocated \$371M proposed for one-time transition costs for a new provincial police service to instead, over a three-year period, invest in priorities as set-out by Albertans and communities for immediate benefits and results. Investments should be made as follows:

### **1. \$164M to increase Regular Member strength by 633 additional positions**

Due to chronic underfunding of the RCMP, hiring of police personnel has not kept pace with population growth or expanding police mandates. The Province has been investing in policing, but police personnel numbers has only increased by about 5.6% between 2017 and 2021, while at the same time, the population in Alberta grew by about 7.3%.<sup>iii</sup> In 2019, the Province changed the Police Funding Model (PFM) so that communities who used the RCMP but hadn't paid for the service in the past would now be required to pay for a percentage of the costs. With the new PFM changes being implemented over four years, the GoA promised to hire an additional 275 Regular Members (RMs) in rural communities. However, this change isn't enough to tackle the cumulative human resource shortage resulting from years of underfunding to meet current and future policing needs. The government has estimated that the annual population growth rate will be about 1.5% steady until 2046, adding an additional 2.2 million residents.<sup>iv</sup>

The NPF recommends investing \$164M into the hiring of 633 RMs, at a rate of about 211 RMs per year for three-years, including the hiring of 250 administrative support staff. The NPF has been working with the RCMP to improve and streamline the RCMP's recruiting process and the Experienced Police Officer (EPO) program to ensure the demand for recruits and training can be met. We are pleased to announce that we are awaiting the final signatures on changes to the EPO program that will see over 600 EPOs trained across Canada, including about 100 in Alberta.

### **2. \$45M to support modernized and sustainable equipment resources**

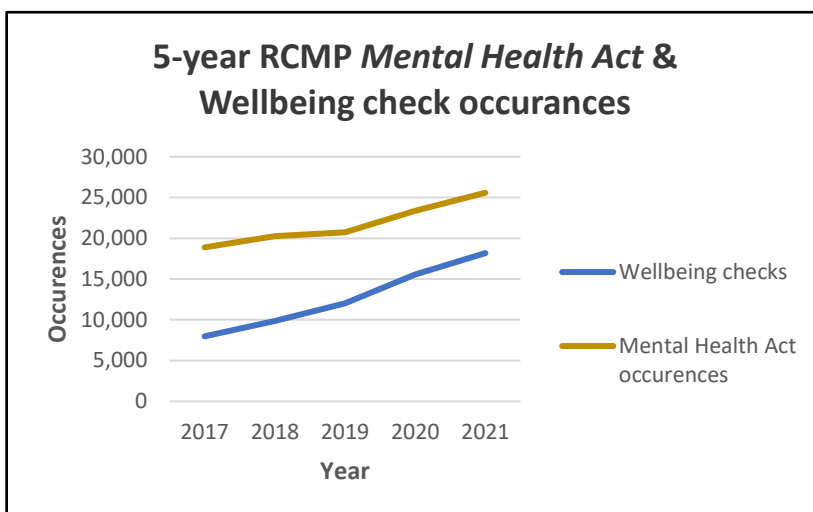
Alberta RCMP Members put their lives on the line every day to protect all Albertans. However, they currently rely on aging equipment to keep themselves safe. To address this aging equipment that becomes faulty through its extended lifespan, the RCMP has made significant investments in equipment modernization, with costs being spread out to contract partners over several years.

The NPF recommends that the GoA invest \$45M to its equipment plan that would include the purchase of replacement pistols; body worn cameras; tasers; hard body armour; vehicle purchase, repairs, and maintenance; radios; aerial surveillance and imaging equipment; and other telecommunications equipment.

### 3. \$20M to address effective and holistic responses to wellbeing and mental health related calls

Albertans have expressed ongoing concerns with the resources made available to vulnerable community members, including those struggling with mental illness and combatting addictions. We know that police services can and should not be the sole bridge between vulnerable Albertans and the complex resources they require. All public services must work together to ensure our most vulnerable have access to the full spectrum of supports and services they need.

Between 2017 and 2021,<sup>v</sup> the number of wellbeing check occurrences that the Alberta RCMP responded to increased by 128%. During that same time, occurrences of calls responding to *Mental Health Act* related occurrences increased by 35%. The Province has made some progress in addressing the expanded scope of policing related to responding to calls where mental health must be considered.



The ongoing underfunding of critical services such as addictions and mental health treatment centres, housing programs, and other community supports for vulnerable Albertans will continue to exacerbate the problem. With nearly 80% of parents of youth aged fifteen and older reporting that their children's mental health is worse today than two years ago, and 70% of parents of youth between the ages of six and fourteen reporting the same, we can foresee that investment in social services will be crucial to the success of the next generation of Albertans.<sup>vi</sup>

The NPF recommends that the GoA invest \$15M to expand Police and Crisis Response Teams (PACT) across RCMP detachments. The PACT program pairs police officers with a psychiatric nurse or mental health therapist to respond to mental health calls and wellbeing checks together. This joint response effectively addresses the needs of the individual and the community. The expansion of PACT across the province will bring cost savings and modest benefits. The demonstrated improvements resulting from this investment will be deferred hospitalizations, reduced inpatient referrals from jail, and avoiding costs associated with jail time and bookings.

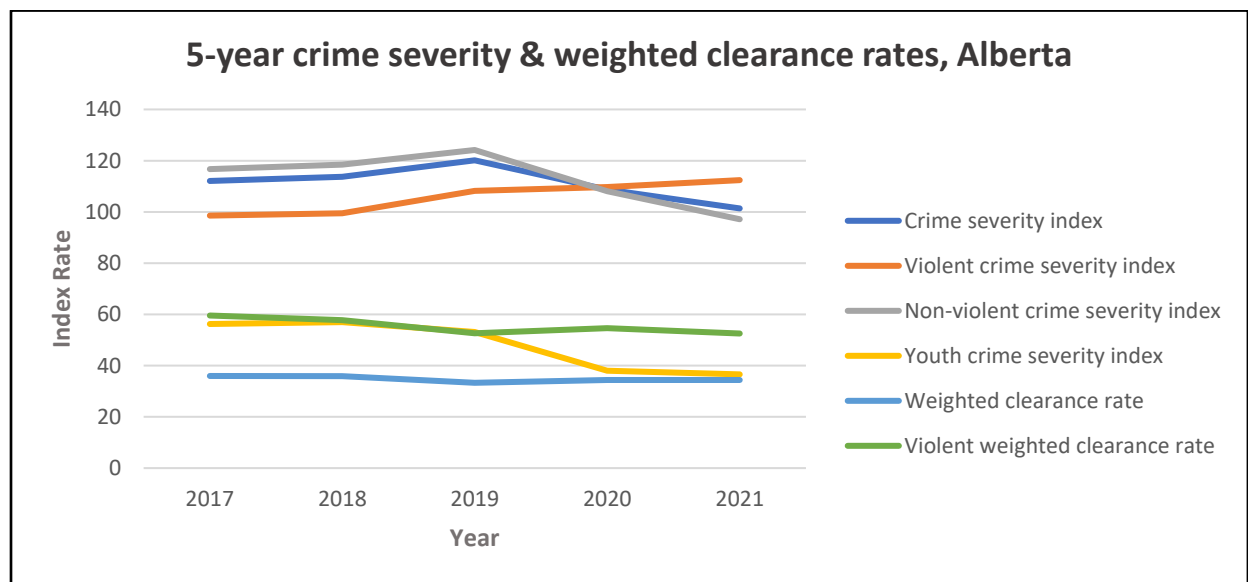
In addition, the GoA should invest \$5M to expand the HealthIM pilot to RCMP detachments across the province. The GoA invested in an initial pilot in 2021 of the HealthIM app. The HealthIM app is a digital risk-assessment tool which helps police screen, de-escalate, and track mental health-related calls. Given the app's proven track record, other provinces across Canada (Ontario, Manitoba, and Saskatchewan) have already adopted the tool. It has shown to contribute to significant reduction in involuntary arrests and police resources, as well as an increase in overall savings: all while ensuring

people in crisis get the appropriate help they need. As just one example, Manitoba recorded a 70 per cent reduction in involuntary arrests between February 2019 and February 2020.<sup>vii</sup>

#### 4. **\$38M invested in proactive initiatives to reduce rural crime across the province**

Our Members are committed to reducing crime in Alberta and have developed and implemented a Crime Reduction Strategy that has seen significant reductions in property crimes in 2021, including: break and enter (down 15%), vehicle theft (down 8%), theft over/under \$5,000 (down 10%) and possession of stolen goods (down 21%).<sup>viii</sup>

Crime reduction success can be seen across Alberta when looking at Statistic Canada's crime severity index (CSI) and weighted clearance rates between 2017 and 2021.<sup>ix</sup>



As the Government of Alberta has continued to invest in policing throughout successive budgets since 2017, the CSI has dropped 9.5%, primarily due to an almost 17% decrease in the non-violent CSI. Youth crime has also steadily decreased, with an accelerated decrease during the pandemic, though it is expected to increase slightly as we recover from the pandemic and continue to face economic uncertainties. Further improvements are demonstrated by the ability of officers to clear case files through a steady weighted clearance rate, and a significant decrease in the violent clearance rate of almost 12%. This demonstrates that Members are closing more violent crime cases.

However, even with a steady decline in CSIs, violent crime continues to rise across the province. Many rural communities are attributing this to prolific offenders who fall between the cracks of the justice system. The continual increased use of opioids, methamphetamines, other drugs, and firearms that continue to cross the provincial and international borders of Alberta every day, and the associated gang and crime syndicates associated with this illicit trafficking contribute further to these increases. Unfortunately, many rural and vulnerable communities fall prey to these violent crimes, and do not have sufficient resources to fight back.

The NPF recommends that the GoA invest \$38M to bolster the Crime Reduction Strategy, focus on rural and remote communities, and enhance access to services that stop and deter violent crime from taking place through:

- Investing \$10M to enhancing policing services and programs for communities with the highest CSI rates- Wetaskiwin, Cold Lake, Grande Prairie, Red Deer, and Leduc.
- Investing an additional \$5M to the Gun and Gang Violence Action Fund.
- Providing an additional \$2M to the Alberta Community Restorative Justice Program.
- Investing \$3M to expand the Call Back Units to more RCMP detachments across the province.
- Investing an additional \$3M to Project Lock-Up to enhance the response to repeat victims of property crime.
- Investing an addition \$15M to ALERT, specifically to combat opioids, methamphetamines, other drug and human trafficking, child pornography, and gang violence.

**5. \$4M in grant funding to support the implementation of Police Advisory Committees.**

The *Police Act* has been recently amended to include many of the NPF's previous recommendations. We are pleased that greater local governance on community policing priorities will be granted by making the optional Police Advisory Committees mandatory for communities served by the RCMP. To further ease the financial burden and financial hardships faced by municipalities, we recommended that the province provides \$4M toward a one-time grant program. Under this one-time grant, municipalities mandated to create a committee or smaller communities who wish to establish their own can apply to assist in offsetting start-up costs, while allowing additional time for those municipalities to plan for the full associated costs in future budgets.

**6. \$100M should be invested into the public safety continuum with a focus on equitable access in rural and remote communities.**

Over the past decade, RCMP officers are being asked to carry heavy burdens due to dwindling resources and increased demand. Albertans and our Members want more funding for the frontline services that help alleviate pressures on vulnerable Albertans and, by extension, the police. The GoA must do more to ensure that all communities have the front-line public safety and social services needed to help Albertans lead happy, healthy lives.

The remaining \$100M of the \$371M of one-time transition costs should be invested into other avenues of the public safety continuum that are of the highest priority for the reduction of crime across the province. These critical investment areas include:

- Housing
- Social services
- Hospitals and treatment centres
- Diversion programs, specifically in rural areas
- Indigenous communities
- Drug treatment courts

For too long, our Members have been called on to fill gaps between social services. At the same time RCMP detachments are underfunded across the province. Our Members are consistently told to “do more with less,” when they are already overworked, overstressed, and under-rested.

## CONCLUSION

Albertans support their local RCMP and don’t want to see their government waste hundreds of millions of dollars on establishing a new provincial police service that will not improve policing in a tangible way or bring immediate improvements. During a time of significant pressures on our economy and all Albertans, increasing taxes to pay for a police transition is not the answer to increased public safety concerns.

There are better and more efficient ways to improve policing and the public safety continuum which will immediately address the real challenges identified by Albertans. The money earmarked for the proposed police transition should be invested as outlined above. These investments can be offset by public safety related revenues and cost saving measures, including:

- Revenues from the Police Funding Model, fines and surcharges related to public safety; and,
- Cost saving measures in relation to the implementation of PACT and investments into addressing prolific offenders, which will result in less police resources needed, booking, jail, court, and administrative costs.

In a time where affordability and prudence are top-of-mind for all Albertans and their families, it is important that Budget 2023 is strategic in effectively addressing the priorities identified by all communities in the province.

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<sup>vi</sup> June 2022. More Than 70% of Teens Report Worse Mental Health Compared to Before COVID: Survey. [Online] Available at: <https://globalnews.ca/news/8882754/alberta-teens-mental-health-covid-survey/>

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<sup>viii</sup> December 2022. Alberta RCMP Data. [Online] Available at: <https://www.rcmp-grc.gc.ca/ab/criminal-statistics-statistiques-criminelles/alberta-eng.htm>

<sup>ix</sup> August 2022. Crime Severity Index and Weighted Clearance Rates, Police Services in Alberta. [Online] Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510019001&pickMembers%5B0%5D=1.1&cubeTimeFrame.startYear=2017&cubeTimeFrame.endYear=2021&referencePeriods=20170101%2C20210101>

## **ASVA - LGFF Briefing Note (15dec22)**

Summer Villages have changed.

Summer Villages are no longer just seasonal recreational communities operating for only a portion of the year, as they were many decades ago. The growth in permanent year-round dwellings has been phenomenal.

Today, Summer Villages are vibrant communities that have many residents living there year-round and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

Forty five percent of the Summer Villages are now similar in size to a regular Village. This change has driven the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, and recreational facilities.

To ensure their long term viability and meet the needs and demands of their residents, Summer Villages are dependent on the base funding allocation under MSI and the future LGFF to provide that capital infrastructure.

The ASVA records show that the last increase in grant funding for Summer Villages came in 1957 when a Summer Village successfully advocated for an increase to the Municipal Assistance Grant. That success meant the Summer Village portion of that grant increased from 25% of what other municipalities got to 50% of what other municipalities got.

The ASVA LGFF proposal recognizes that Summer Villages have changed and, on average, the Summer Village Base Amount would increase from what it is today to 75 percent of what all other municipalities get.

The ASVA proposal for LGFF allocation factors provides support to municipalities that have more Tangible Capital Assets (TCA) to upgrade and maintain, less fiscal capacity to self fund capital additions, and those with a high reliance on base funding. It also uses Total Private Dwellings instead of Population to identify growth pressures and core infrastructure needs.

The amount of historical MSI funding related to Education Tax Requisition is removed and allocated between TCA and a municipality's fiscal capacity. This recommendation also increases the Base amount of funding to better support villages and summer villages; approximately 137 of 340 municipalities in Alberta.



This proposal also includes unique and innovative method to allocate a portion of base funding between Summer Villages to better support the larger Summer Villages; those that are similar in size to a Village.

Knowing that change is difficult and getting buy-in from all municipalities for a new LGFF allocation formula will be even more difficult, the ASVA has proposed staying with familiar allocation factors and percent splits with some updates to the allocation factors that may better represent the drivers of infrastructure needs. The percentages proposed for the various factors do result in replicating the historical split in funding between the urban and rural municipalities.

**Table 1 – ASVA Recommendations for weighting of LGFF allocations factors**

<b>ASVA Recommendation</b>		
<b>Allocation Factors</b>	<b>MSI Capital &amp; BMTG</b>	<b>LGFF</b>
Population	58%	-
Total Private Dwellings (note 1)	-	58%
Education Tax Requisition/Assessment	30%	-
Roads (KM of local roads)	12%	12%
Tangible Capital Assets (TCA)	-	15%
Own-Source Revenue to Assessment	-	15%
Base Amount - Standard	\$110K	\$125K
Base Amount - Summer Villages (note 2)	\$63K	\$94K

Note 1 – Total Private Dwellings is a Statistics Canada data point in their Census of Population.

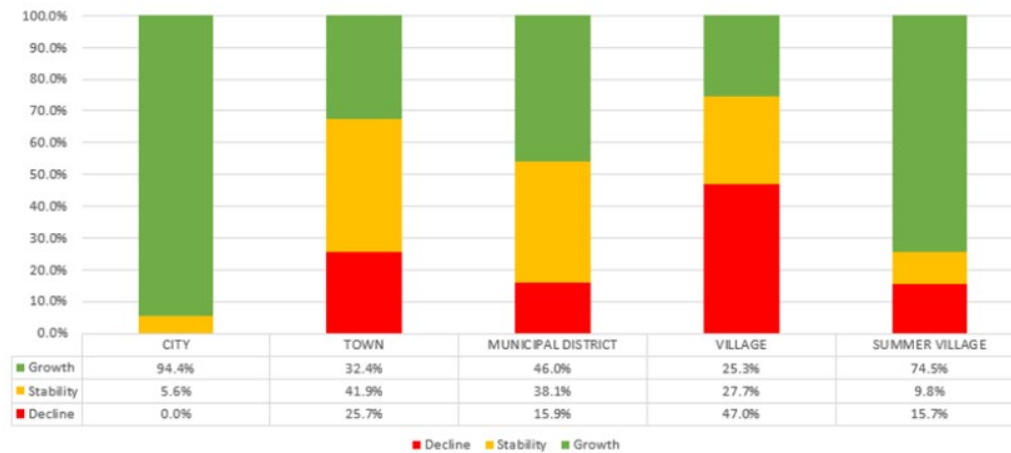
Note 2 – The Base Amount for Summer Villages in the above table is 75 percent of the standard amount and represents the average amount per Summer Village. More specifically, all Summer Villages get a base amount of \$72K and then an additional \$150 per Private Dwelling.



The following chart demonstrates how Summer Villages have changed and grown over the last decade. Summer Villages have experienced growth rates that are similar to Cities.

To review the full copy of the paper visit: <https://www.abmunis.ca/advocacy-resources/governance/future-municipal-government>

**Percent of Municipalities Whose Populations Declined, Stayed Stable or Grew 2011-2021**



Summer Villages (all 51) and small Villages (35 of 81) with less than 300 population are dependant on LGFF Base funding. Yet, Summer Villages only receive one half of the Base funding than what other municipalities receive.

