

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
JANUARY 9, 2023 @ 8:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, November 29, 2022
 - Municipal Planning Commission, December 19, 2022

D. INFORMATION ITEMS

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

E. TABLED ITEMS

1) Planning & Development

- a) Tourist Home Regulations
- b) Encroachment Requests
- c) Dock & Mooring Bylaw

F. REQUESTS FOR DECISION

1) Public Works

- a) Waste Management Bylaw #178-23

2) Planning & Development

- a) Municipal Development Plan

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
 - Parkland Regional Library Board

3) Correspondence

- a) Urgent Care Committee

4) Upcoming Meetings

- a) Council Meeting – February 13, 2023

H. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held November 29, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Jim Willmon via Zoom
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets via Zoom
	CAO:	Tanner Evans
	Public Works Manager:	Owen Olynyk
	Finance Manager:	Tina Leer
	Recording Secretary:	Teri Musseau
	Delegation:	Trista Carey

CALL TO ORDER The meeting was called to order at 8:29 a.m. by Mayor Willmon.

AGENDA APPROVAL

SBC-22-156 MOVED by Councillor Beets that the agenda be adopted as amended:

F.1.B. Reserve Transfers
F.4.A. Climate Plan

CARRIED

CONFIRMATION OF MINUTES

SBC-22-157 MOVED by Deputy Mayor Kimball that the minutes of the Regular Meeting of Council held on October 17, 2022, be approved as presented.

CARRIED

SBC-22-158 MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission Meeting held on October 31, 2022, be approved as presented.

CARRIED

DELEGATION

Trista Carey joined Council to request permission to cut down/back some trees from municipal property along Larch Road and Breakers Way in order to facilitate the relocation of a dwelling.

SBC-22-159 MOVED by Mayor Willmon that Council approve the trimming of the trees along Larch Road & Breakers Way to allow Wade’s Home Moving to remove the dwelling from the property located at 1101 Larch Road (Lot 1, Block 2, Plan 4146RS) out of the summer village and administration to issue a development permit with the following conditions:

- owner to obtain a site survey by a qualified surveyor of the Summer Village’s choice, at the owner’s expense, to ensure the cutting and clearing will not be occurring on private property
- a completions deposit of \$10,000 to be kept until the project is completed

- neighboring resident to be notified prior to the move to allow for his motor home to be relocated
 - administration to be notified in advance of the move date to allow Public Works Manager to be onsite
- CARRIED

Trista Carey left the meeting at 9:16 a.m.

INFORMATION ITEMS

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

SBC-22-160 MOVED by Deputy Mayor Kimball that Council accept the information items as presented.

CARRIED

Council break at 9:41 a.m.

Council reconvened at 9:48 a.m.

REQUESTS FOR DECISION

FINANCE

SBC-22-161 2023 Budget
MOVED by Mayor Willmon that Council approve the 2023 Budget as amended.

CARRIED

Council break at 11:31 a.m.

Council reconvened at 11:38 a.m.

SBC-22-162 Reserve Transfer
MOVED by Mayor Willmon that Council make the following transfers into the general operating budget:

- \$43,400 from the environmental reserve into shoreline project revenue
- \$16,919 from the wastewater reserve into wastewater project revenue
- \$17,118 from the wastewater reserve into operating revenue to address deferrals that occurred with rate rider revenue
- \$192,008 from the road reserve into the road overlay capital project revenue
- \$145,567 from deferred revenue into the road overlay capital project revenue
- \$28,500 from the budgeted infrastructure reserve into the road reserve
- \$28,949 from the long-term debt reserve into unrestricted surplus to reduce the reserve to the obligation remaining at December 31, 2022.

And further, Council approve the transfer of \$10,349 from the fleet replacement reserve and authorize Administration to use those funds to purchase a new truck.

CARRIED

COUNCIL & LEGISLATION

SBC-22-163 Office Location
MOVED by Deputy Mayor Kimball that Council resolve the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, Alberta.
CARRIED

Bylaw #176-22 Boat Launch Enforcement Bylaw
SBC-22-164 MOVED by Mayor Willmon that Council table the Boat Launch Enforcement Bylaw for further consideration and possible amendments.
CARRIED

Bylaw #177-22 Bylaw Enforcement Officer Bylaw
SBC-22-165 MOVED by Deputy Mayor Kimball that Council give 1st reading to the Boat Launch Enforcement Bylaw #177-22.
CARRIED

SBC-22-166 MOVED by Councillor Beets that Council give 2nd reading to the Bylaw Enforcement Officer Bylaw #177-22.
CARRIED

SBC-22-167 MOVED by Mayor Willmon that Council by unanimous consent give 3rd reading to the Bylaw Enforcement Officer Bylaw #177-22 at this meeting.
CARRIED UNANIMOUSLY

SBC-22-168 MOVED by Deputy Mayor Willmon that Council give 3rd and final reading to the Bylaw Enforcement Officer Bylaw #177-22.
CARRIED

SBC-22-169 Emerging Trends in Municipal Law
MOVED by Deputy Mayor Kimball that Council authorize Mayor Willmon to attend the Calgary session without accommodation subject to review of the agenda.
CARRIED

PLANNING & DEVELOPMENT

SBC-22-170 Tourist Home Regulations Maximum
MOVED by Mayor Willmon that Council table the tourist home regulations maximum until the next meeting.
CARRIED

SBC-22-171 Climate Plan
MOVED by Mayor Willmon that Council support the Summer Village of Birchcliff proceeding with developing a climate plan framework but the Summer Village of Sunbreaker Cove is not committed to adopting one at this time.

CARRIED

COUNCIL REPORTS

- Mayor Willmon
- Newsletter
 - Councillor Mike Pashak from the Summer Village of Half Moon Bay regarding black carts for garbage
- Deputy Mayor Kimball
- Lacombe Regional Emergency Management Plan Advisory Committee
- Councillor Beets
- Association of Summer Villages of Alberta

COMMITTEE REPORTS

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

CORRESPONDENCE

- Sylvan Lake EMS proposed schedule change
- Red Deer River Watershed Alliance

SBC-22-172 MOVED by Deputy Mayor Kimball to accept the Council, Committee, and correspondence items as information.
CARRIED

NEXT MEETING

SBC-22-173 MOVED by Mayor Willmon that the next meeting of Council be held on January 9, 2023, at 8:30 a.m.
CARRIED

ADJOURNMENT

SBC-22-174 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 12:19 p.m.
CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held December 19, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Keith Kimball
Member-at-Large: Debbie Ricalton via Zoom
Member-at-Large: Marney Paul via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Hubbard
Recording Secretary: Carolyn Widmer
Applicant(s): Linda Webster via Zoom

CALL TO ORDER: Chair Kimball called the meeting to order at 9:04 a.m.

AGENDA:

MPC-22-022 Moved by Debbie Ricalton to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

1. 717 Elk Street

Application for 717 Elk Street (Lot 20&21, Block 6, Plan 1823MC) requesting setback variances for a dwelling addition (sunroom).

Kara Hubbard and Linda Webster left the meeting at 9:14 a.m.

DECISIONS

1. 717 Elk Street

MPC-22-023 Moved by Chair Kimball to approve the application with standard development permit conditions.

- Zero trees to be removed.
- Completions deposit of \$500.00.
- The height of the dwelling addition shall not exceed 10m (32.81ft.) in building height measured from grade.
- Copies of all applicable Building, Electrical, and Plumbing & Gas permits shall be provided to the administration office to be kept on file.
- Lot 20 & Lot 21 must be consolidated into one lot as a condition of approval.

CARRIED

ADJOURNMENT:

MPC-22-024 Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:29 a.m.

Initials

CARRIED

KEITH KIMBALL, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Sunbreaker Cove

Administration and Finance

January 9, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 174,152.64

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

1. Kimball, Kyle	\$ 5,000.00
a. Completion Deposit Refund	
2. Al's Bobcat & Trucking	\$ 7,808.85
a. Sanding-Nov 2,3,6,8, & 10th	
b. Sanding-Nov 17,21,23,25 & 28 th	
3. Pidherney's	\$ 18,180.96
a. 2022 Sewer Force Main Flush	
4. Sylvan Lake Regional Water/Wastewater	\$ 4,799.45
a. Governance & Admin Costs	
b. Wastewater Services-November	
5. WSP Canada Inc.	\$ 4,399.50
a. Drainage 2022	
6. Summer Village of Norglenwold	\$ 11,208.49
a. November 2022 Muni Specific Costs	
b. November 2022 Monthly Shared Costs	
7. AB School Foundation Fund	\$105,057.45
a. 4 th Quarter School Funding	

Council Expense Claims Report:

November 2022

▪ Teresa A. Beets	\$ 150.00
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December 2022

▪ Jim Willmon	\$600.00
▪ Keith Kimball	\$300.00

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-12-21 2:38 PM

**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2022-00097 to 2022-00105

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1001 6036	2022-11-30	Kimball, Kyle 461-000-520 - Completions Dep	Completions Deposit Refund	5,000.00	5,000.00
1002 19048	2022-11-30	Al's Bobcat & Trucking 232-000-255 - Plowing Program	Sanding-Nov 2,3,6,8 & 10th	4,965.00	
		312-000-260 - GST Paid Refund	GST Tax Code	248.25	5,213.25
19068		232-000-255 - Plowing Program	Sanding-Nov 17, 21,23,25&	2,472.00	
		312-000-260 - GST Paid Refund	GST Tax Code	123.60	2,595.60
			Payment Total:		7,808.85
1003 1713	2022-11-30	Sylvan Lake Regional 242-000-260 - Useage Fees-WV	Wastewater Services -Oct	1,180.82	1,180.82
1004 1144600	2022-11-30	WSP Canada Inc. 297-192-840 - Project - Open Sp	Drainage	510.00	
		312-000-260 - GST Paid Refund	GST Tax Code	25.50	535.50
1161418		232-000-530 - Ditch & Culvert Pi	SBC Drainage 2021	200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
			Payment Total:		745.50
1005 22-1129	2022-11-30	Xandal Backhoe Ltd. 297-191-840 - Project - Wastewa	Turn on 2 Valves	150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50
1006 540833	2022-12-21	Brownlee LLP 297-191-840 - Project - Wastewa	Wastewater System-Legal F	1,301.50	
		312-000-260 - GST Paid Refund	GST Tax Code	65.08	1,366.58
1007 40801	2022-12-21	Empringham Disposal Corp 243-000-200 - Waste Removal C	Bi Weekly Collection-Nov	624.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.20	655.20
1008 15161185	2022-12-21	Go Services Inc. 232-000-200 - Green Space Pro	Monthly Portable Toilet Ren	225.00	
		312-000-260 - GST Paid Refund	GST Tax Code	11.25	236.25
1009 138554	2022-12-21	Pidherney's 242-000-256 - Wastewater Main	2022 Sewer Force Main Flu	17,315.20	
		312-000-260 - GST Paid Refund	GST Tax Code	865.76	18,180.96
1010 2022-4	2022-12-21	Red Deer Catholic Regional 201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,893.90	2,893.90
1011 1313	2022-12-21	Rugged West Maintenance Inc. 232-000-270 - Pathway Program	Bollard Install	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
1012 1721	2022-12-21	Sylvan Lake Regional 242-000-250 - SLR WasteWater	Governance & Admin Costs	3,645.81	3,645.81
1728		242-000-260 - Useage Fees-WV	Wastewater Services-Nover	1,153.64	1,153.64
			Payment Total:		4,799.45
1013 1161425	2022-12-21	WSP Canada Inc. 297-192-840 - Project - Open Sp	Drainage 2022	4,190.00	
		312-000-260 - GST Paid Refund	GST Tax Code	209.50	4,399.50
			Total Computer Cheque:		47,508.51

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**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2022-00097 to 2022-00105

Page 2

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
251	2022-11-30	Summer Villages of Norglenwold			
2022-00145		226-000-200 - Enforcement	New Toyota Truck Purchase	10,349.00	10,349.00
252	2022-11-30	Summer Villages of Norglenwold			
2022-00153		212-400-222 - Advertising	ATB MC-LGAA-Job Ad Byla	42.00	
		212-400-222 - Advertising	ATB MC-Alberta Municipalit	90.00	
		212-400-230 - Legal Fees	Brownlee Law-Legal Fees	22.50	
		261-000-110 - Development Ser	ATB MC-AB Land Titles	10.00	
		212-400-230 - Legal Fees	Brownlee-Entry Correction	-22.80	
		212-400-230 - Legal Fees	Brownlee-Legal Fees	22.80	
		261-000-110 - Development Ser	ATB MC-AB Land Titles	10.00	
		224-000-201 - Safety Equipment	ATB MC-Owen's Jacket	140.24	314.74
2022-00149		212-100-110 - Salaries	Salaries	6,784.97	
		212-100-130 - Training	Training	20.45	
		212-100-140 - Benefits	Shared Benefits	254.85	
		212-100-210 - Travel & Subsis	T&S	296.10	
		212-100-211 - WCB	WCB	129.80	
		212-100-266 - PW Fleet	Public Works Fleet	190.79	
		212-200-215 - Postage/Freight/C	Postage/Freight	535.45	
		212-200-500 - Printing Costs	Printing Costs	78.20	
		212-200-510 - Office Supplies	Office Supplies	617.64	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	83.04	
		212-300-540 - Utilities	Utilities	359.29	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	388.93	
		212-300-263 - Condominium Co	Condominium Cost	938.30	
		212-300-240 - Computer Sofwar	Computer Software	175.64	
		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	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	10,893.75
			Payment Total:		11,208.49
253	2022-12-13	Summer Villages of Norglenwold			
2022-00157		212-400-222 - Advertising	ATB MC-Indeed Job Ad	29.19	29.19
			Total EFT:		21,586.68

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3310	2022-12-31	AB School Foundation Fund			
13635		201-200-130 - ASFF Non-Reside	ASFF School Fund	585.98	
		201-100-130 - ASFF-Residential	ASFF School Fund	104,471.47	105,057.45
			Total Other:		105,057.45
			Total MAIN:		174,152.64

NAME: Teresa Beets
POSITION: Councillor
MONTH ENDING: October-2022

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\$200.00	150.00
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DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	ASVA		\$0.61	\$ 0.00
	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

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

C.A.O: _____

TOTAL PAYABLE: \$ 200.00 ^{150.00}

Page 6 of 8



Council Expense Claim Form

NAME: WillmonPOSITION: MayorMONTH ENDING: December-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/14/22	Joint Services Committee		Mayor	\$ 120.00
10/17/22	Regular Council		Mayor	\$ 120.00
10/24/22	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
11/29/22	Regular Council		Mayor	\$ 120.00
12/5/22	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

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Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/14/22	Joint Services Committee		\$0.59	\$ 0.00
10/17/22	Regular Council		\$0.59	\$ 0.00
10/24/22	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
11/29/22	Regular Council		\$0.59	\$ 0.00
12/5/22	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 600.00

NAME: Kelth Kimball
POSITION: Deputy Mayor
MONTH ENDING: December 2022

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2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
NOV 23	Select Event L Remp	4 hrs	Title Deputy Mayor	\$0.00 100.00
NOV 29	Select Event Council	4 hrs	Title Dep. Mayor	\$0.00 100.00
Dec 19	Select Event MPC	1 hr	Title Dep Mayor	\$0.00 100.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
If event is other please type it in.				\$0.00 300.00

If event is other please type it in.

COPY

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

TOTAL PAYABLE: \$ ~~0.00~~ 300.00

Summer Village of Sunbreaker Cove

January 9, 2023

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

The following will provide Council with an update on Public Works activities and initiatives:

- Administration is seeking competitive quotes for road condition assessment from engineering firms.
- Garbage contracts are now signed. Administration will start sending notices to residents notifying them of the changes for solid waste.

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Sunbreaker Cove

January 9, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 20 in Norglenwold, and 24 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 (NEW) |

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

Closed development permits since last Council meeting:

1. 1105 Larch Road Dwelling

Permit Summary:

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

January 9, 2023

Information Item

Agenda Item: *CAO Report*

Background:

Administration has hired a new Bylaw Enforcement Officer, Zac Longstaff, who started working with us on January 5th. Zac has previous experience as a Bylaw Enforcement Officer for the Town of Innisfail, and we are happy to welcome him to the team.

11 more residents have joined the Tax Installment Plan putting Sunbreaker Cove at 72 residents on the plan.

Discussions with Lacombe County regarding the boat launch area have been put off until after their next Council meeting, as they are discussing the option of exempting or reducing the fees for residents to launch and park.

Administration has made the following suggestions for the 2023 capital plan. Should Council agree, pricing can be obtained for a more detailed capital plan in February.

- Land Improvements (stairs, open spaces, etc.)
- Shoreline armoring (carry forward from 2022)
- Larch Road Drainage and Open Space project
- Road Analysis (subject to pricing)

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Summer Village of Sunbreaker Cove

January 9, 2023

Finance**Information Item****Agenda Item:** *Audit Plan***Background:**

Administration has received the attached Auditor's plan outlining the services and responsibilities of the auditors for the 2022 Audit.

Options for Consideration:

- 1) That Council accept as information.

Administrative Recommendations:

That Council accept as information.

Authorities:

Municipal Government Act, Section 276(1)

Each municipality must prepare annual financial statements of the municipality for the immediately proceeding year in accordance with

- a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook, and
- b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.



January 3, 2023

Sylvan Summer Villages
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Sent via e-mail: tevans@sylvansummervillages.ca

Attention: Summer Village Council Members

Dear Summer Village Council Members:

Re: 2022 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Summer Village financial statements.
- Audit of the Summer Village *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Summer Village that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Summer Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Summer Village financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Summer Village in accordance with Canadian public-sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

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

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Summer Village that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Summer Village business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Summer Village operations, we anticipate utilizing an entirely *substantive* approach (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). In obtaining the required audit evidence to support our report, we do not plan to place reliance on any internal controls that may exist at the Summer Village. This approach will allow us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner	Philip Dirks, CPA, CA
Manager	Stephen Webber, CPA
Junior	Andrej Aleksic (CPA student)

Timing of the Audit

We performed audit planning and interim audit work in December 2022.

The year-end audit fieldwork is scheduled to take place the week of February 6, 2023.

We anticipate presenting the audited financial statements to Councils at the March or April 2023 Council meetings.

Management Representations

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

G. AUDIT FEES

We understand that the Summer Village demands value and we strive to provide the highest quality services while working with the Summer Village to control costs.

We previously (letter dated May 6, 2021) provided the five (5) Summer Villages with an estimate of our audit fees for the 2022 fiscal year in the amount of \$31,000. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Summer Villages financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Summer Village accounting staff to review these to determine the potential impact to the Summer Village.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

I. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Summer Village.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Summery Village accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Tanner Evans, Chief Administrative Officer

Summer Village of Sunbreaker Cove

January 9, 2023

Planning and Development

Request for Decision:

Agenda Item: *Tourist Home Regulations Maximum*

Background:

Council has requested administration to research regulations in other municipalities for tourist homes maximums in a municipality. Below are administrations findings. It was discovered that many municipalities do not have regulations on tourist homes and those that do don't have a cap on how many, if they do it was a larger municipality.

Town of Canmore – To a maximum 300 units in the total area redevelopment plan area.

Town of Banff – 65 maximum – this is varied through 12 districts in the town.

Crowsnest Pass – 200m separation distance in the residential district.

Enclosed is a village map showing what properties currently have an approved tourist home development permit and their location.

Options for Consideration:

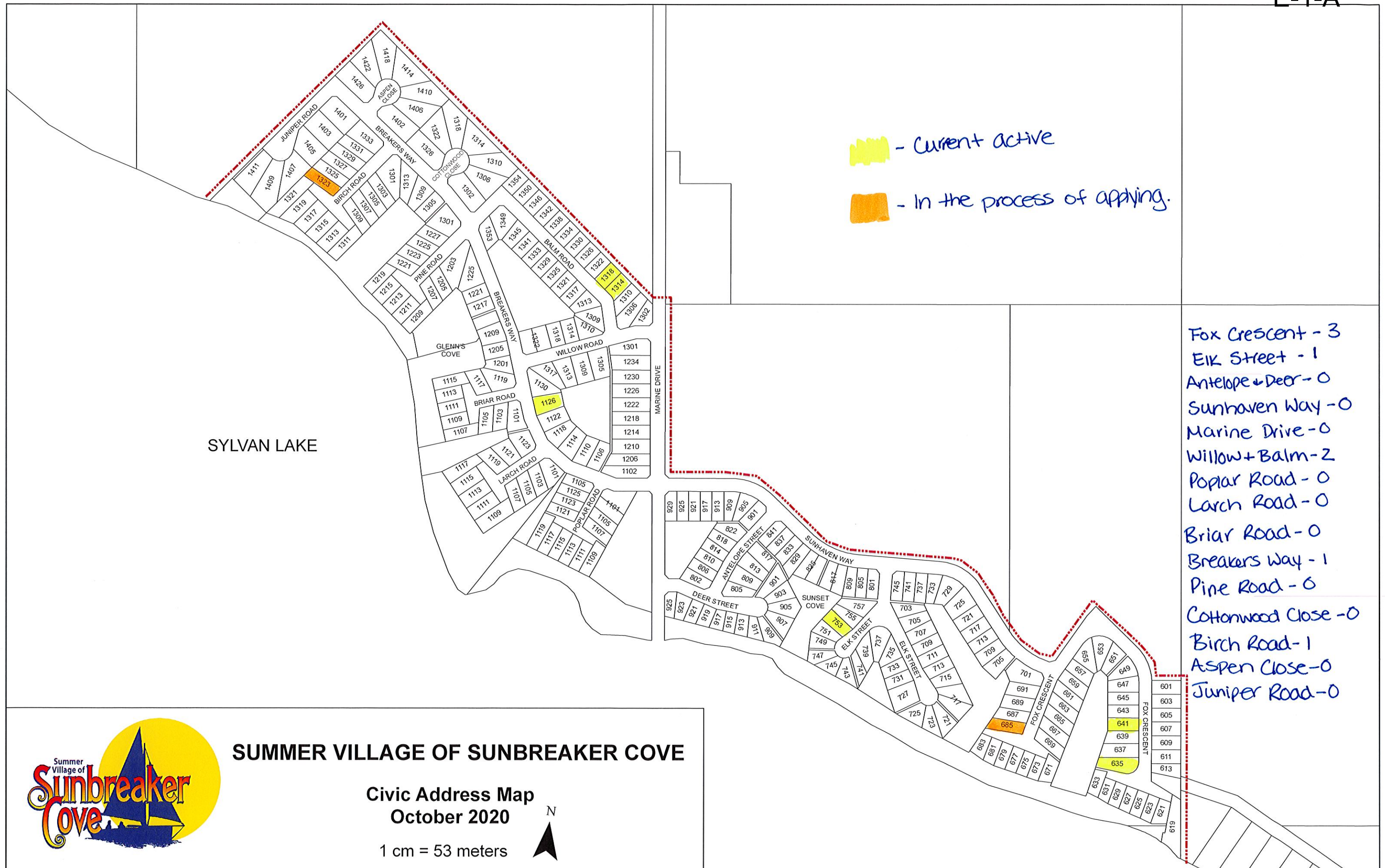
1. Council to discuss each area of the village and determine a maximum amount of tourist homes for each area and direct administration to draft a Land Use Bylaw Amendment.
2. Accept as information.

Administrative Recommendations:

Council to discuss and direct administration.

Authorities:

Land Use Bylaw #99/13.



Summer Village of Sunbreaker Cove

January 9, 2023

Planning and Development

Request for decision

Agenda Item: *Encroachment Agreement Renewals*

Background:

The following Encroachment Agreements are up for renewal and require Council approval:

- 1209 Pine Road
Encroaching boathouse and staircase on the reserve.
2017 administration required the homeowner to enter into an encroachment agreement for the boathouse and stairs prior to a permit release for a new dwelling hot tub & garage. Included in the agenda documents is correspondence between administration and the homeowners. The agreed upon EA includes a clause that the boathouse must be removed from the reserve before the owner's lands change ownership or until the boathouse has deteriorated enough that it has to be taken down regardless of ownership. If approved administration will require the homeowner to provide a survey showing the encroachments and a Superior Safety Codes inspection of the stairs.
- 1106 Breakers Way
Encroaching driveway, and detached garage on the municipal walkway.
1992 RPR in file – Detached garage encroachment is shown.
2004 - A Certificate of Compliance was completed, RPR shows garage encroachment. EA for the driveway was entered into.
2016 – Administration sent the homeowner a letter stating that the EA was to be updated from 2004 and shall include the driveway and detached garage.
2017 – Updated EA was entered into.
- 837 Sunhaven Way
Encroaching wood retaining walls on the Road Allowances.
2017 – A Certificate of Compliance was complete, RPR shows wood retaining walls. EA was entered into. No other history on file.
- 725 Elk Street – Encroaching staircase on the EOS.
1996 – RPR on file showing staircase.
2010 – Updated RPR and Certificate of Compliance, staircase reflected

on RPR, no EA was entered into.

2017 – Administration required homeowner to enter into a EA for the stairs.

- 1327 & 1329 Birch Road – Encroaching shared water well on the road allowance.
2002 – RPR in file showing the encroaching pump house/water well.
2008 – Letter sent to homeowners about stoorage structure being constructed on reserve land and was to be removed immediately. No further documents with the letter in file.
2013 – Administration issued a DP for an addition.
2017 – Administration requested that both homeowners sign an EA for the shared water well. EA entered into with both property owners.

Encroachment Policy attached.

Options for Consideration:

1. Approve renewal of agreement(s) for another 5 year term with an updated agreement.
2. Deny renewal of agreement(s) and administration to notify residents that encroachments must be removed within 30 days of letter.

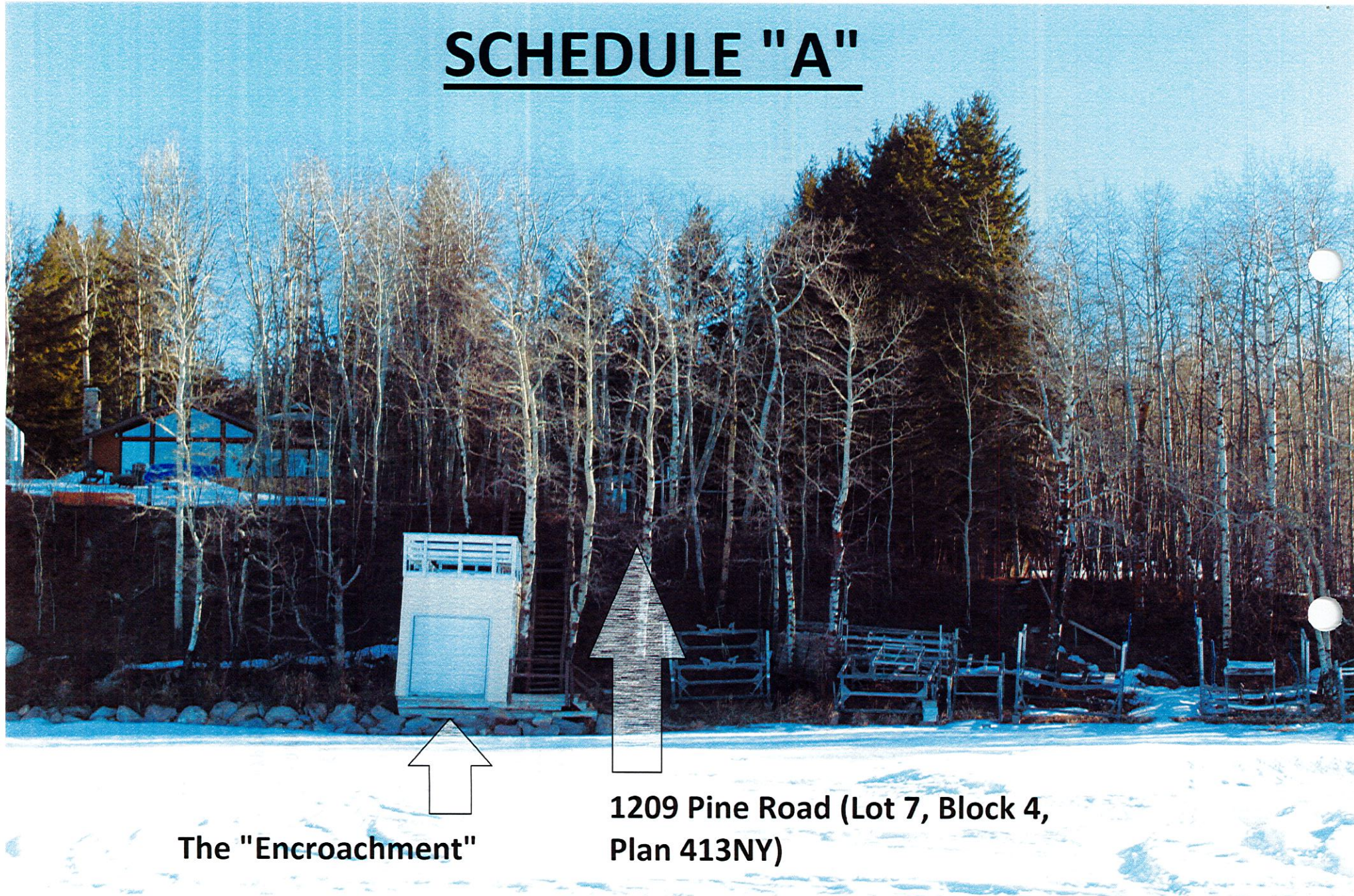
Administrative Recommendations:

Council to provide administration direction.

Authorities:

Encroachment Policy – SBC-22-144

SCHEDULE "A"



The "Encroachment"

1209 Pine Road (Lot 7, Block 4,
Plan 413NY)

Summer Village of Sunbreaker Cove

Planning and Development

Request for Decision

Agenda Item: 1209 Pine Road – Boathouse

Background:

On May 2nd 2017, at the request of Council, Administration mailed a letter to the owners of 1209 Pine Road stating that “Council would like to enter into an Encroachment Agreement with you with a clause that states: The Boathouse must be removed from the Reserve before the Owner’s Lands change ownership from the Owners listed in this agreement.”

Removing encroachments from the Environmental Open Space was one of Council’s goals, if the owner enters into an agreement it allows them to continue to use their boathouse but once their property sells, the boathouse has to come down.

At May 25th Council meeting, the owners submitted comments regarding the agreement including if the Summer Village would grant funding for the removal of the boathouse once the property changes ownership. The direction received from Council was that the Summer Village would not grant any funding.

On July 10th, previous Mayor Bill Carr emailed the owner and said the CAO and a member of Council will be in contact with the owner to review his agreement, as he is not comfortable signing the current version of the agreement. Administration believes Bill Carr got 1209 Pine Road’s boathouse mixed up with 743/741 Elk Street’s, as the direction made in Council was for Administration and a member of Council to contact 743/741 Elk Street regarding their boathouse agreement.

Options for Consideration:

- 1) Wait for Administration/Council and the owners of 741 Elk Street to come to a mutual agreement regarding their boathouse and then present that agreement to 1209 Pine Road.
- 2) Request the owners remove the non-compliant encroaching boathouse.
- 3) Other.

Administrative Recommendations:

Council to wait for Administration/Council and the owners of 741 Elk Street to come to a mutual agreement regarding their boathouse and then present that agreement

August 14, 2017

to 1209 Pine Road.

Authorities:

Land Use Bylaw #99/13 – Private Development on any municipal reserve, environmental reserve or other municipal owned land is prohibited.

Open Space Master Plan 2016 – Reserve lands are not intended for private use by neighboring landowners.

Encroachment Policy 2016 - It is the policy of the Summer Village to work proactively with property owners to remove encroachments for all lands owned, leased and managed by the municipality. The Summer Village does not permit any type of encroachment on environmental reserve land.

Koralyn provided Council with information on the shed encroaching onto municipal land by Judy Shenner at 649 Fox Crescent. Administration has not been able to find any motion in minutes or agreements in her file that allow her permission nor has she been able to provide any to the office.

COUNCILLOR KIMBALL:
That Council draft an agreement and bring to Council for review.

1192/17

CARRIED

**PLANNING &
DEVELOPMENT:**

5. 1209 Pine Road - Boathouse

Koralyn provided Council with information on the boathouse located at 1209 Pine Road encroaching on the Environmental Open Space.

MAYOR BEETS:
That Mayor Beets and Administration meet with property owner.

1193/17

CARRIED

**PLANNING &
DEVELOPMENT:**

6. ADOA Proclamation

Koralyn requested Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

DEPUTY MAYOR WILLMON:
That Council acclaim September 24 to September 30, 2017 as Alberta Development Officers Week.

1194/17

CARRIED

**PLANNING &
DEVELOPMENT:**

7. Pier & Hoist Committee

Koralyn provided information on the last Pier & Hoist Committee meeting where a motion was made to have the Terms of Reference amended to allow for Bill Carr and Ron Wuetherick to be included on the Piers & Hoists Committee.

COUNCILLOR KIMBALL:
That Council approve the Terms of Reference revision and formally invite Bill Carr and Ron Wuetherick back to the Piers & Hoists Committee.

1195/17

CARRIED

Koralyn Lemmon and Chris Loov left the meeting at 1:00 p.m.

INFORMATION:

Council Reports

Mayor Beets provided her report to Council on feedback from the Open House and the Sylvan Lake Regional Wastewater Commission Meeting.

By consensus Council accepts as information.

MEETING DATES:

The next regular meeting of the Council of Sunbreaker Cove will be held on September 28, 2017 at 1:00 p.m.

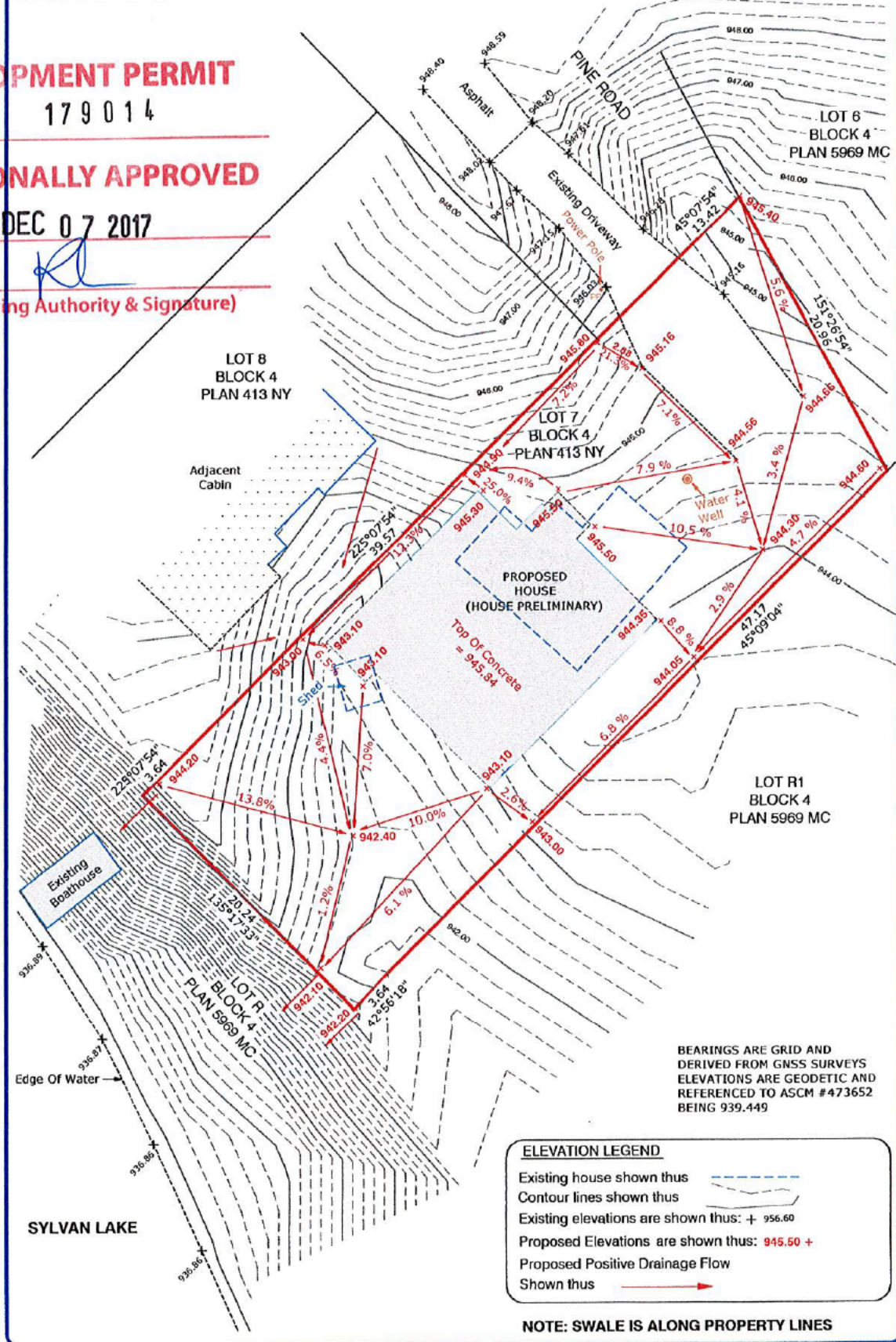
Initials



Grade Plan		SNELL & OSLUND SURV (1979) LTD. RED DEER, ALBERTA Ph: (403) 342-1255	
LEGAL DESCRIPTION: LOT 7 BLOCK 4 PLAN 413 NY		CLIENT: [REDACTED]	Date : NOV. 9/17
		CIVIC ADDRESS: 1209 PINE ROAD S.V. OF SUNBREAKER COVE	Scale = 1 : 300
			Drawn By: F
			Job No. : 36749 GRADE

DEVELOPMENT PERMIT
179014
NO: _____
CONDITIONALLY APPROVED
ON: DEC 07 2017
BY: _____
(Approving Authority & Signature)

RECEIVED
NOV 29 2017



Schedule "A"

1106 Breakers Way

E-1-B

CIV. ADDRESS
SUMMER VILLAGE OF SUNBREAKER COVE
ALBERTA

LEGAL DESCRIPTION
LOT 11
BLOCK 6
PLAN 4146 R.S.

LEGEND & NOTES

DISTANCES ARE IN METRES AND DECIMALS THEREOF.
STATUTORY IRON POSTS FOUND ARE SHOWN TRUS
IRON BARS FOUND SHOWN THUS X
TEMPORARY POINT ESTABLISHED SHOWN THUS X

UNLESS OTHERWISE SPECIFIED, THE CLEARANCES SHOWN ARE TO FOUNDATION WALLS
MEASURED PERPENDICULARLY FROM THE PROPERTY BOUNDARIES.
BOUNDARY DIMENSIONS ARE SHOWN AS MEASURED.

TITLE NUMBER R83 231 002
TITLE SEARCHED ON THE DATE OF JANUARY 14, 1992
PROPERTY IS SUBJECT TO:
842 033 465 - UTILITY R/W
652 211 447 - MORTGAGE



NOTE: EAVES ENCROACH

The "Encroachments"

SURVEYOR'S AFFIDAVIT

1. ROBERT L. MAGNUM, ALBERTA LAND SURVEYOR DO HEREBY CERTIFY THAT:
1. THE SURVEY REPRESENTED BY THIS PLAN IS TRUE AND CORRECT AND WAS MADE UNDER MY PERSONAL SUPERVISION.
2. THE SURVEY WAS MADE IN ACCORDANCE WITH THE MANUAL OF GOOD PRACTICE.
3. THE SURVEY WAS COMPLETED ON JANUARY 15, 1992.
4. THE IMPROVEMENTS AS SHOWN ON THIS PLAN ARE ENTIRELY WITHIN THE BOUNDARIES OF THE SUBJECT PROPERTY EXCEPT AS SHOWN.
5. NO VISIBLE ENCROACHMENTS EXIST ONTO THE SUBJECT PROPERTY FROM ANY IMPROVEMENT SITUATED ON AN ADJACENT PROPERTY.

CERTIFIED CORRECT THIS DAY OF .19

ALBERTA LAND SURVEYOR

DATE : JANUARY 15, 1992

SCALE = 1:250

Job No. 9996

SNELL & OSUND
SURVEYS (1979) LTD.
RED DEER &
ROCKY MOUNTAIN HOUSE - ALBERTA
1990 - ©



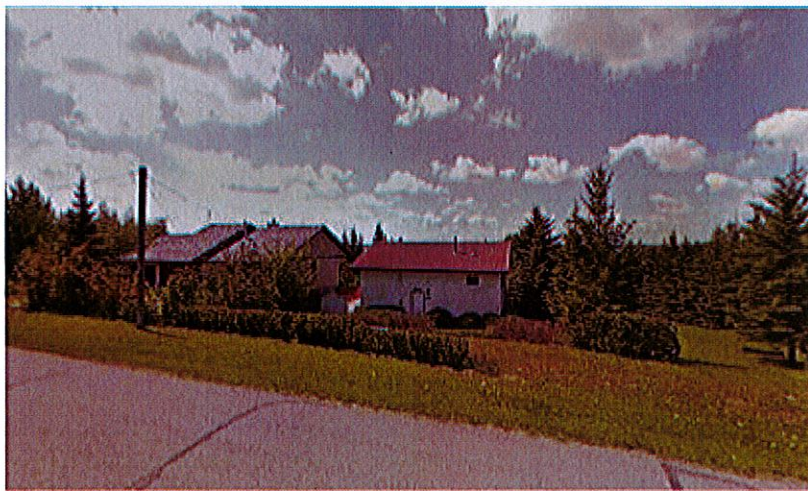


Google Maps 837 Sunhaven Way



Map data ©2022, Map data ©2022 Google

10 m



837 Sunhaven Way



Directions



Save



Nearby

Send to
phone

Share



837 Sunhaven Way, Birchcliff, AB T4S 1R6

9RQ5+JM Birchcliff, Alberta

"SCHEDULE A"

E-1-B
725 Elk Street



Stairs on the Environmental Open Space





725 Elk Street

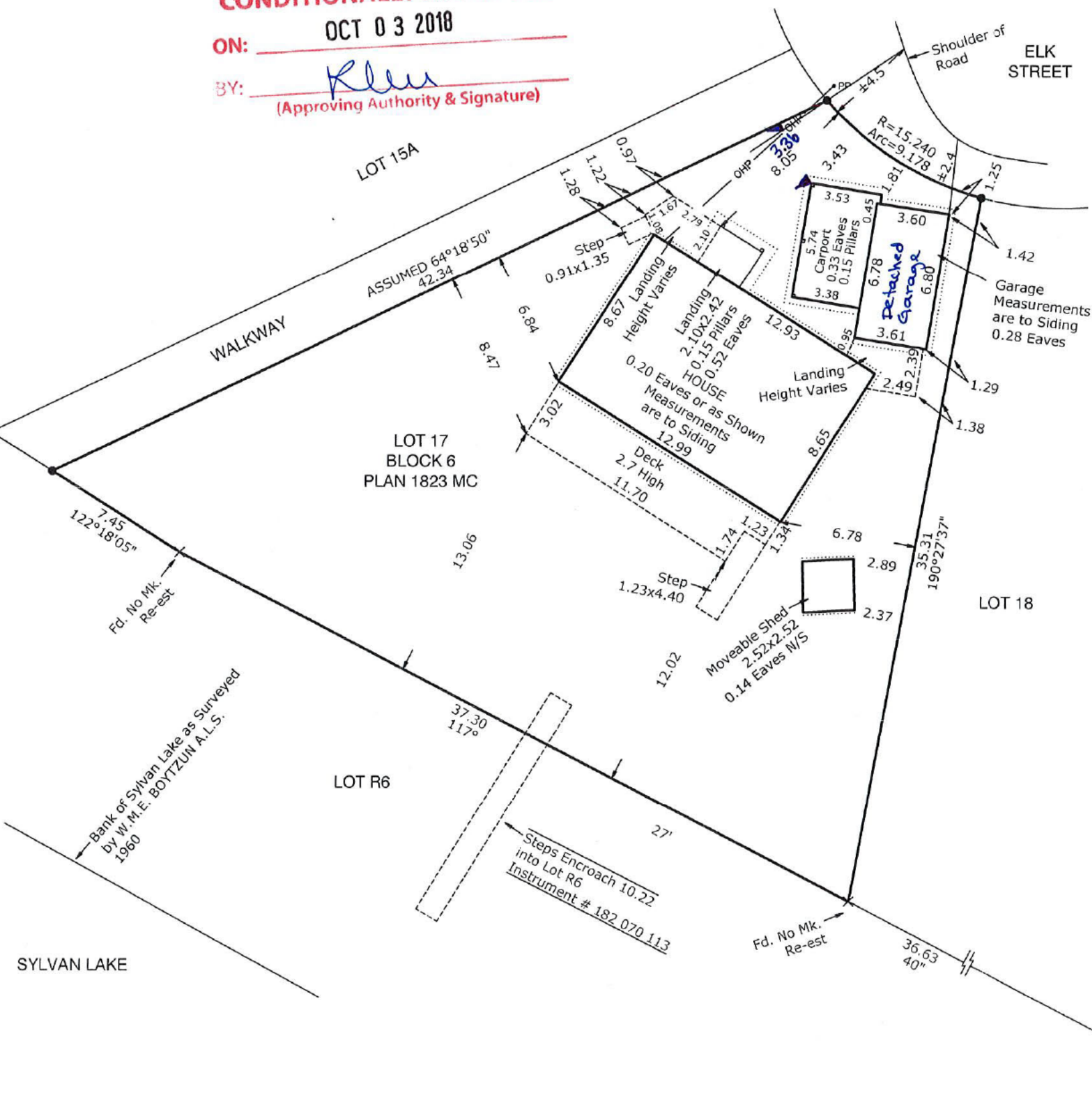
AMENDED
DEVELOPMENT PERMIT

NO: 172054

CONDITIONALLY APPROVED

ON: OCT 03 2018

BY: *[Signature]*
(Approving Authority & Signature)



Alberta Land Surveyor's Real Property Report

CLIENT: [REDACTED]

LEGAL DESCRIPTION:

Lot : 17
Block : 6
Plan : 1823 MC

Civic Address: 725 ELK STREET
Municipality: SUNBREAKER COVE, ALBERTA

LEGEND & NOTES:

Statutory iron posts found are shown thus ●
Temporary point established shown thus X
Power Poles found shown thus • PP
O/H power lines are shown thus — OHP —

Eaves are shown thus

Eaves are measured to line of fascia, unless otherwise specified.
Unless otherwise specified, the clearances shown are to siding,
measured perpendicularly from the property boundaries.
All Fd.l.'s are within 0.10 of ground level except where noted
otherwise.
Distances are in metres and decimals thereof.

TITLE INFORMATION:

Title Number: 162 336 962
Searched on the date of: AUGUST 20, 2018
Property is subject to :
972 104 639 - UTILITY R/W GRANTEE:
GULL LAKE DEER CREEK GAS CO-OP LTD.
162 336 963 - MORTGAGE: THE BANK OF NOVA SCOTIA
182 070 113 - CAVEAT RE: ENCROACHMENT AGREEMENT

CERTIFICATION:

I hereby certify that this Real Property Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto. Accordingly, within those standards and as of date of this Real Property Report, I am of the opinion that:

1. the plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, and registered easements and rights-of-way affecting the extent of the title to the Property;
2. the improvements are entirely within the boundaries of the Property unless shown otherwise;
3. no visible encroachments exist on the Property from any improvements situated on an adjoining property unless shown otherwise;
4. no visible encroachments exist on registered easements or rights-of-way or other registered instruments affecting the extent of Property unless shown otherwise.

PURPOSE: We (I) have performed this survey and prepared this report for the benefit of only: the land owner, subsequent owners and any of their agents. Copying is permitted only for the benefit of those parties. Where applicable, the registered easements, utility rights-of-way and other registered instruments affecting the extent of the property have been shown. Unless otherwise shown, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property as of the "date of survey" only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated at Red Deer, Alberta

September 5, 2018

[Signature]

CHAD VANDENBRINK, A.L.S.

THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL SIGNATURE IN BLUE INK AND A PERMIT STAMP IN RED INK.



Date Of Survey : AUGUST 29, 2018

Scale = 1 : 250

Drawn By: RB

Job No. 37172

Checked By: RB/CV

Snell & Oslund
Surveys (1979) Ltd.
RED DEER, ALBERTA
PH: (403) 342-1255 2018 ©

E-1-B
SURVEYOR'S SKETCH

1327 (Lot 17) & 1329 (Lot 18) Birch Road

SUMMER VILLAGE OF
SUNBREAKER COVE, ALBERTA

LEGAL DESCRIPTION

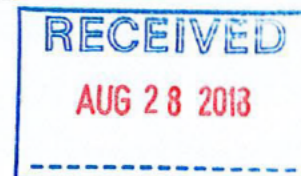
Lot(s) 17 Block 9 Plan 5969 MC

NOTES

- Distances to building corners are at right angles from property lines, unless shown otherwise.
- Distances are in metres and decimals thereof.

Certified correct this 24th
day of August, 2018.

Murray Young
Alberta Land Surveyor
© MURRAY YOUNG, A.L.S., 2018



Drawn By: DB	Chk'd: KV	BEMOCO LAND SURVEYING LTD 100, 6040-47th Avenue Red Deer, Alberta WWW.BEMOCO.COM PHONE: 403-342-2611
Date: August 22, 2018		
Scale: 1:250		
File No.: C-254-13 ss		

Schedule "A"

**1327 &
1329
Birch
Road**

The "Encroachment"

Birch Road - Road Allowance



Policy Title	Date:	Resolution No.
Encroachment Policy	October 17, 2022	SBC-22-144

PURPOSE:

The Summer Village of Sunbreaker Cove has the responsibility to manage encroachments on municipal land within the boundaries of the municipality. The Summer Village of Sunbreaker Cove asserts its right of ownership to all lands owned, leased and managed by the municipality.

POLICY STATEMENT:

It is the policy of the Summer Village to work proactively with property owners to regulate and manage existing encroachments on all lands managed by the municipality. New encroachments on municipal land are discouraged.

DEFINITIONS:

“building(s)” includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

“development” means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A ***building*** or an addition to, or replacement or repair of a ***building*** and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a ***building*** or an act done in relation to land or a ***building*** that results in or is likely to result in a change in the use of the land or ***building***; or
- (d) A change in the intensity of use of land or a ***building*** or an act done in relation to land or a ***building*** that results in or is likely to result in a change in the intensity of use of the land or ***building***.

“encroachment(s)” means a ***building, development, water well*** or any other object that illegally extends onto an adjacent property or is located entirely on municipal property.

GENERAL:

1. The Summer Village can require the removal of all ***encroachments*** from lands owned, leased or managed by the municipality. The owners of the ***encroachment*** shall be

- required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. Stairs, retaining walls, and other types of **development** encroaching onto Municipal property may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee of \$250.00 at time of agreement and reassessed every five years.
 - h. For stairs, provide an inspection report from Superior Safety Codes to ensure stairs are safe and up to code, every five years.

This policy replaces the Encroachment Policy SBC-20-044 and Development of Stairs and Decks on E.O.S. Lands Policy 60.2.

Summer Village of Sunbreaker Cove

Council and Legislation

January 9, 2023

Request for Decision

Agenda Item: *Dock and Mooring Bylaw*

Background:

At the October 17, 2022, Council meeting, Council discussed the Dock and Mooring Bylaw #170-22 and possible amendments. Mayor Willmon has worked on these amendments and Administration is bringing the amended bylaw forward for Council's review and direction.

Administration will continue to work with AEP to ensure our approvals are in place and continue to pursue a DLO as referenced in the bylaw.

Options for Consideration:

Council to discuss and provide direction to administration.

Administrative Recommendations:

Council to discuss and provide direction to administration.

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 #~~170-22~~22222~~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. ~~The land use district map in the Land Use Bylaw shows the community reserve districts are separated from the shoreline, regardless of what other maps may show. 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 without a policy or bylaw in place~~ administration ~~is unable~~ 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

Summer Village of Sunbreaker Cove
Dock and Mooring Bylaw
Bylaw #~~170-22~~179-23

Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta,
enactsas 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 shorelineEOS, regardless of what other maps may show.

Summer Village of Sunbreaker Cove
Dock and Mooring Bylaw
Bylaw #~~170-22~~179-23

- (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

Summer Village of Sunbreaker Cove
Dock and Mooring Bylaw
Bylaw #~~170-22~~179-23

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 exceed 4.50 boats per 100 feet of shoreline.
- 6.4 The separation between individual dock mooring areas shall be not exceed 15 ft unless required for egress/ingress reasons under section 5.5.
- 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. Sections 5.5, 6.3 and 6.4 require 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

Summer Village of Sunbreaker Cove
Dock and Mooring Bylaw
Bylaw #~~170-22~~179-23

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. Sunbreaker Cove consent to docks and lifts will be demonstrated using a tag system issued to the Dock Captain. These tags must be physically attached to any approved dock and boat lift. Consents will need to be obtained every 5 years but may be revoked at any time by the municipality if this bylaw is not being followed.
- 10. For the 202~~23~~ open water season, no approvals will be required for any MAS other than ~~the one labeled 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. Bylaw #170-22 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this ~~11th-9th~~ day of ~~April 2022~~ January 2023.

GIVEN SECOND READING this ~~11th-9th~~ day of ~~April 2022~~ January 2023.

GIVEN THIRD AND FINAL READING this ~~11th-9th~~ day of ~~April 2022~~ January 2023.

~~Teresa Beets~~Jim Willmon, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove
Dock and Mooring Bylaw
Bylaw #~~170-22~~179-23

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

January 9, 2023

Council and Legislation

Request for Decision

Agenda Item: *Waste Management Bylaw*

Background:

As of December 2022, the Summer Village has signed a new services agreement with a service provider for waste collection and disposal for a five (5) year term. Bylaw #169-22 is not compliant as it does not include the carts or collection process.

Administration has amended the current bylaw to include the changes and is bringing a new updated bylaw forward for Council's review and consideration.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council give 1st, 2nd and 3rd reading to the Waste Management Bylaw #178-23.

Administrative Recommendations:

- 1) That Council give 1st reading to the Waste Management Bylaw #178-23.
- 2) That Council give 2nd reading to the Waste Management Bylaw #178-23.
- 3) That Council by unanimous consent give 3rd reading to the Waste Management Bylaw #178-23 at this meeting.
- 4) That Council give 3rd and final reading to the Waste Management Bylaw #178-23.

Authorities:

Municipal Government Act, Chapter M-26

A Municipal Council may pass Bylaws establishing and maintaining a waste management system throughout the municipality.



**SUMMER VILLAGE OF SUNBREAKER COVE
WASTE MANAGEMENT BYLAW
BYLAW NO. 178-23**

- WHEREAS** by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Sunbreaker Cove may pass a bylaw for the establishment of public utilities, including a waste management system;
- AND WHEREAS** the Council of the Summer Village of Sunbreaker Cove deems it necessary and in the public interest to pass a bylaw for the establishment of waste collection services as a public utility, including fees and penalties;
- NOW THEREFORE** the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, duly assembled, hereby enacts as follows:

This Bylaw may be cited as the **“Waste Management Bylaw”**

SECTION 1.0 – DEFINITIONS

- 1.1 **“CAO”** means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.2 **“Collection Cart”** means the wheeled receptacle cart system that has been allocated to accept municipal solid waste or recycling from an eligible premise;
- 1.3 **“Council”** means the elected municipal Council of Sunbreaker Cove;
- 1.4 **“Development Improvement”** means any designed buildings and other structures situated on any owned or leased property approved by the Summer Village;
- 1.5 **“Hazardous Waste”** means a material that presents an unusual disposal problem or requires special handling including but not limited to explosives, poisons, caustics, acids, drugs, radioactive materials, or materials that contain pathogenic agents that could be harmful to people, plants, animals, or the environment;
- 1.6 **“Municipal Solid Waste”** means any solid material that is discarded from a premise that is eligible for the Summer Village’s waste management services that is pursuant to this bylaw and that complies with the requirements set out in any applicable provincial and/or federal environment regulations or guidelines but excludes any hazardous waste or other materials that the CAO deems unacceptable;

- 1.7 **“Occupant”** means a person or group of persons in actual or constructive possession of any premises either as registered owner or in actual possession by agreement with the registered owner;
- 1.8 **“Organic Waste”** means any material that is discarded from sources including but not limited to food scraps, yard and garden waste, leaves and grass clippings, and tree byproducts;
- 1.9 **“Peace Officer”** means a person who is but is not limited to a Royal Canadian Mounted Police Officer, Bylaw Enforcement Officer, or any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.10 **“Premise”** means any parcel of land with development improvements within the municipal corporate limits of the Summer Village of Sunbreaker Cove for which there is an occupant as defined in this Bylaw;
- 1.11 **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended from time to time.
- 1.12 **“Recycling”** means any material that is accepted by the Service Provider for the purpose of reuse;
- 1.13 **“Service Provider”** means an agent or company authorized by the Summer Village to collect, remove, and dispose of municipal solid waste and/or recycling from an eligible premise;
- 1.14 **“Summer Village”** means the municipal corporation of the Summer Village of Sunbreaker Cove, the territory contained within the corporate limits, its administration, and staff;
- 1.15 **“Utility Bill”** means a bill which sets out the fees levied by the Summer Village on an annual, monthly, bi-monthly, or quarterly basis for utility services provided by the Summer Village;
- 1.16 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;
- 1.17 **“Waste Collection Service”** means the collection of municipal solid waste and recycling by an authorized agent or company as a public utility.

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.
- 2.3 The Summer Village shall maintain a waste collection service for the collection, removal, and disposal of municipal solid waste within its corporate limits at regularly scheduled intervals approved by the Summer Village.
- 2.4 Participation in the waste collection service is compulsory for all residential premises.
- 2.5 Days and times of waste collection service will be approved by the Summer Village and will be advertised on the Summer Village’s website and other methods.
- 2.6 The Summer Village shall administer and enforce the provisions of this Bylaw and for this purpose may:
 - a. delegate any of the Summer Village’s powers, duties, or functions under this Bylaw to an employee and/or Service Provider on behalf of the Summer Village;
 - b. establish the location, particular date, and frequency of the waste collection service;
 - c. designating which materials shall be accepted;

- d. managing and overseeing the contract between the Summer Village and Service Provider; and
- e. taking any recourse allowed under the Municipal Government Act to secure payment of any waste collection service utility bill.

Section 3.0 – Collection Carts & Responsibilities

- 3.1 One (1) solid waste cart shall be provided to all residential premises and any other property that the CAO has approved to receive the waste collection service.
- 3.2 Each collection cart is supplied and assigned to each premise and not to the Occupant themselves.
- 3.3 The Service Provider shall supply and retain ownership of the collection carts at all times during the life of the services agreement that is established between the Summer Village and Service Provider.
- 3.4 Care, custody, and sanitary maintenance for the collection carts will rest with the Occupant of the premise.
- 3.5 The Service Provider will be responsible for the regular maintenance of the collection carts such as replacement of any wheels, as well as any damage which may be caused by the Service Provider carrying out the process of waste collection.
- 3.6 The Summer Village shall not be responsible for any damage or loss to the collection carts as a result of the use or storage or lack thereof.
- 3.7 The Service Provider must ensure that the equipment used for the waste collection service and the manner in which municipal solid waste and recycling are collected and disposed of complies with all applicable Provincial and Federal regulations.

Section 4.0 – Waste Collection & Disposal

- 4.1 All municipal solid waste shall be deposited in the respective collection cart designated by the Summer Village but limited to the capacity of the collection cart with the lid closed.
- 4.2 All Occupants shall move and position the collection cart in front of their premise to indicate the collection cart is ready to be collected by the Service Provider before 7:00 a.m. of the scheduled day of collection.
- 4.3 All Occupants shall at all times ensure that any accepted municipal solid waste materials are kept within the collection cart provided for that purpose and not allow any waste to spill over or accumulate on any public land or other private property. Furthermore, all accepted material must be placed in the collection cart so as to prevent their escape into the environment during the collection process.
- 4.4 The Occupant shall be responsible for the cleanup of waste spilled as a result of waste being stored improperly or if the capacity of the collection cart was exceeded for the collection process.
- 4.5 The Occupant shall remove their assigned collection cart from the collection location within a reasonable timeframe after the collection process is completed. No collection cart shall be left so as to encroach on any public roadway.
- 4.6 The collection cart will be collected on the roadway in front of the Occupant's premise in a way:

- a. that does not impede vehicle traffic;
- b. a position that the front of the collection cart is facing out towards the street; and
- c. where it has 1.0m clearance from any obstructions on all sides such that the Service Provider shall have direct access thereto and shall be able to conveniently collect the collection cart therefrom.

Section 5.0 – Restrictions on Waste Management

- 5.1 No person shall deposit any dead animal or parts, excrement, household waste, organic waste, liquid waste, or any other undesirable filth upon or onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses.
- 5.2 No person shall ignite any nor deposit any burning material into a collection cart.
- 5.3 Any municipal solid waste or not in the collection cart shall not be picked up by the Service Provider.
- 5.4 No person shall place, permit to be placed, or mix any hazardous waste into the collection cart.
- 5.5 The Service Provider, at their discretion, shall have the right to refuse the waste collection of a premise, only if the circumstance contravenes any part or all of this Bylaw.
- 5.6 Large residential items such as appliances, furniture, beds, wood, or any other material that cannot fit into the collection cart will not be collected and shall be the responsibility of the Occupant to be taken to a local landfill for proper disposal.
- 5.7 The Service Provider will not collect from a collection cart that has not supplied by the Service Provider.

Section 6.0 – Violations & Penalties

- 6.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.
- 6.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.
- 6.3 Service of such violation ticket shall be sufficient if it is personally served or mailed to the register owner of the premise.
- 6.4 Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw for any offence is \$150.00.
- 6.5 A contravention of this Bylaw constitutes a separate offence in respect of each day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 6.6 Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within six (6) months shall be double the minimum fine and specified penalty of the previous offence, upto a maximum of \$1,000.00.

- 6.7 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

Section 7.0 – Public Utility Fees for Waste Collection Service

- 7.1 All premises with the Summer Village corporate limits shall be assessed a public utility fee for waste collection services as established by Council in a fee schedule or like document every year.
- 7.2 Waste collection service fees shall be added to and form part of the Summer Village utility bill and shall be due and payable on or before the due date shown on the utility bill. The fees will be charged whether the services are being used or not.
- 7.3 Any account remaining unpaid after due date shall have by way of penalty, a sum equal to one percent (1%) of the outstanding balance added to the balance of the account.
- 7.4 Non-receipt of a utility bill will not exempt the Occupant from payment for the service received. Utility bills sent by hard copy, electronically, or any other method deemed necessary and appropriate is a legal method of billing.
- 7.5 If the Occupant is in default of payment of the said charges, the amount of such sums in default shall be charged against the property for which the service was provided. Such charges shall be subject to the same penalties and collected by the same manner as other utilities levied by the Summer Village and collected by the Summer Village by whatever means possible, including transferring charges to the Property Tax.

AND THAT this Bylaw shall repeal Bylaw No. 169-22 and shall take full force and come into effect from and after the date of Third Reading thereof.

READ a first time this ____ day of _____, 2023.

READ a second time this ____ day of _____, 2023.

READ a third time and passed this ____ day of _____, 2023.

Mayor, Summer Village of Sunbreaker Cove

CAO

SCHEDULE "A"**PENALTIES**

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
All	Non-compliance with bylaw in general	\$125 per occurrence
5.1	Depositing prohibited material onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses	Upto \$1,000 per occurrence
3 & 4	Improper storage of collection cart, except on collection day	\$125 per occurrence
5.2	Igniting or depositing a burning waste or recyclable material into the collection cart	Upto \$1,000 per occurrence
5.3	Depositing hazardous waste into the collection cart	Upto \$1,000 per occurrence

Summer Village of Sunbreaker Cove

January 9, 2023

Council and Legislation

Request for Decision

Agenda Item: *Municipal Development Plan*

Background:

In September 2022, the Summer Village of Sunbreaker Cove had its Municipal Accountability Program (MAP) review.

Municipal Affairs identified that the Municipal Development Plan does not contain provisions respecting the protection of agricultural operations as required by section 632(3)(f) of the *Municipal Government Act*.

Administration is bringing forward the Municipal Development Plan for Council's review. This plan was passed in 2003 and Administration is wondering if this is still Council's vision. If Council is happy with the plan as passed, Administration will amend it to include the required provisions listed below:

"The Summer Village is a small seasonal municipality where the predominant land use in the Summer Village is residential. Undeveloped lands within the Summer Village are intended to facilitate low-impact recreational activities and support the ecological health of Sylvan Lake. Large-scale agricultural activities and natural resource development would be incompatible with the Summer Village's current (and planned) community.

Land-intensive agricultural and natural resource developments occur in appropriate locations within the watershed. Large agricultural operations and confined feeding operations shall be prohibited within the summer village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged. Aggregate resource extraction developments shall be prohibited within the summer village. The development of oil and gas infrastructure (e.g., well sites, pipelines) shall be discouraged within the summer village. In the event that oil and gas infrastructure is proposed to be developed within the summer village, the development authority shall work with the proponents to discourage locating oil and gas infrastructure in areas with important natural features."

Options for Consideration:

- 1) That administration amend the policy to include the required provision.
- 2) That Administration obtain quotes to have the Municipal Development Plan rewritten.

Administrative Recommendations:

That Council discuss and provide direction to Administration.

Authorities:

Municipal Government Act, Section 632(3)(f)

A municipal development plan

(f) must contain policies respecting the protection of agricultural operations.

***Summer Village of
Sunbreaker Cove***

**Municipal
Development
Plan**

Summer Village of Sunbreaker Cove**Municipal
Development Plan****Table of Contents**

1.0	Introduction	1
2.0	Overview	3
3.0	Vision	5
4.0	Goals and Objectives	6
5.0	Reserves and Open Space	7
6.0	Environmental Protection	8
7.0	Existing and Future Land Development	9
8.0	Infrastructure - Transportation and Utilities	11
9.0	Intermunicipal Planning and Cooperation	13
10.0	Implementation and Review	14

Summer Village of Sunbreaker Cove

1.0 Introduction

1.1 BACKGROUND

Council requested the preparation of its first Municipal Development Plan (M.D.P.) in response to increased development pressures around the Lake and adjacent to the Summer Village=s borders. In the past Council relied on the Land Use Bylaw as the tool to guide development decision. The Municipal Development Plan will reflect the kind of community the residents of Sunbreaker Cove would like to see as well as provide the basis for actions and decisions to both protect and improve quality of life now and in the future.

1.2 LEGISLATED FRAMEWORK

The Municipal Development Plan for the Summer Village of Sunbreaker Cove is a statutory document under the *Municipal Government Act*, 2000, Chapter M-26., as amended, and has been adopted as a By-law by the Summer Village municipal council.

The *Act* requires that a Municipal Development Plan *must* deal with:

- II future land use and development;
- II the coordination of land use and future growth with adjacent communities (Lacombe County);
- II the provision of municipal transportation systems; and
- II the provision of municipal services and facilities

The Municipal Development Plan *may* deal with:

- II land use related issues
- II financing of municipal infrastructure
- II co-ordination of physical, social and economic programs and initiatives
- II environmental matters and development constraints.

All statutory planning documents, including Municipal Development Plans, Area Structure Plans, and Land Use Bylaws, have to be consistent with one another.

Summer Village of Sunbreaker Cove

1.3 PROCESS

The new Municipal Development Plan needs to reflect the aspirations and quality of life valued by the Sunbreaker Cove residents. The M.D.P. is the key in ensuring that the vision residents want their community to look like in the future will occur. Residents provided input in preparing this Municipal Development Plan through a process of public consultation which started in December of 2001, including a questionnaire, an open house, public meetings, written submissions, a Municipal Development Plan Advisory Committee, and a Public Hearing.

The M.D.P. was prepared by the Committee members as well as the administrator and reviewed by Parkland Community Planning Services.

Involvement opportunities were provided at key stages to residents, adjacent municipalities, various agencies and interest groups.

1.4 PUBLIC INVOLVEMENT

Specific opportunities for the public to make suggestions and representation included:

- II a community survey distributed to all ratepayers in December of 2001.
- II an Advisory Committee was formed in January of 2002.
- II a public information open house was held May 4, 2002.
to discuss growth and development issues.
- II a public hearing was held on August 11, 2003.
- II the enabling bylaw was passed on August 11, 2003.

Summer Village of Sunbreaker Cove

2.0 Overview

2.1 LOCATION

The Summer Village of Sunbreaker Cove is a country residential community situated on the shores of Sylvan Lake, a beautiful Alberta lake and a very popular recreation area because of its physical characteristics and its central location in Alberta's Parkland.

The Summer Village is located within the Lacombe County and shares the Lake with other municipalities, including the Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold, the Town of Sylvan Lake, and the Counties of Lacombe and Red Deer. Primary road access is from the County of Lacombe main road known as Rainy Creek Road which ties in with the broader transportation system of Highway 20 and Highway 11A.

Sunbreaker Cove enjoys approximately 1.95 kilometers of shoreline within its boundaries, all of which is designated as Environmental Open Space District (E.O.S.). The total area of lands within the municipal boundary is 57.5 ha. Approximately 18.6 % is dedicated to roads, 59.8% is in private ownership, 3 % is in Provincial ownership (boat launch, camp kitchen area and parking spaces, 12% is walkways and green space, designated as Community Recreation District (C.R.), remaining 6.6% is designated as Environmental Open Space (E.O.S.). The Open space Community Recreation Districts and walkway system plays an important role as they form an integral part of the overall community.

The Summer Village is surrounded by agricultural lands. Seasonal cabins in the area date back to the sixties, when most of the developments consisted of recreational cottages. Today, the Summer Village consists of a mixture of seasonally occupied cabins and permanent residences.

Relationships with neighboring municipalities and other governing bodies are important to Sunbreaker Cove and Council will continue to support mutually beneficial planning and operating procedures.

Summer Village of Sunbreaker Cove

2.2 HISTORICAL OVERVIEW

Sunhaven Beach, Plan of Subdivision was created in 1960, while in the County of Lacombe, followed by the first phases of The Breakers -Sylvan Lake plan in 1963. The Summer Village of Sunbreaker Cove was incorporated as a Summer Village by Provincial Order in Council, dated January 1, 1991.

The name ASunbreaker Cove @ was derived from Glenn **Cove** beach and the two subdivisions named **Sunhaven** and the **Breakers**.

There has always been a strong collective sense of independence by the residents of Sunbreaker Cove. Even the original two Acommunities@ which formed the Summer Village felt uniquely different from one another and this continues to this date.

Range Road 2-2 leading to the lake has always been used by the public for boat launch access. Lacombe County, transferred the titles of two Municipal Reserve lots situated on either side of the range road, adjacent to the lake to the Province on August 13, 1990 just before the incorporation of the Summer Village. The boat launch is extensively used as a major public access point to the lake. Today, the high volume of traffic and demand for parking space as a result from the heavy use of the boat launch, certainly impacts the local residential property owners of the Summer Village.

The initial purpose of the Sunbreaker Cove Ratepayers Association application to become a Summer Village in 1990 was:

- II The ability to govern democratically and represent the interests and welfare of the community.*
- II To provide services and infrastructure necessary and/or desirable for the ratepayers.*
- II Getting the maximum benefit from municipal taxes which were paid to the Lacombe County.*

Today, Sunbreaker Cove, with its country residential setting and recreational lifestyle, has become an attractive and popular place to live and own property.

Summer Village of Sunbreaker Cove

The demand for lake lots has resulted in a sharp increase in property values. It is believed that the Summer Village will remain a low density, single family, mostly seasonal residential community.

3.0 Vision

3.1 BACKGROUND

The vision statement is used to facilitate a common understanding of the community in terms of what qualities are important to the residents.

3.2 VISION STATEMENT

The Summer Village of Sunbreaker Cove is a quiet country residential community, striving to keep it safe and secure while meeting the needs of both the permanent and seasonal residents. The Summer Village is committed to be a good steward of the environment and encourages passive, family-oriented uses and activities.

3.3 CORE VALUES

- II The Summer Village to maintain a low density, single family residential community within a recreational environment.
- II The Summer Village wishes to maximize the continued enjoyment of Sylvan Lake by monitoring lake water quality, water safety, and shoreline management in conjunction with other Municipalities.
- II The Summer Village=s natural environment including the municipal green spaces, environmental open spaces, public roadways, walkways and drainage areas are to be preserved in a natural state wherever possible for the enjoyment of future generations.
- II The Summer Village will continue to strive towards keeping the community safe and secure.
- II Sunbreaker Cove=s residents value the Summer Village=s Municipal status of independence.

3.4 GUIDING PRINCIPLE

Summer Village of Sunbreaker Cove

- II Sunbreaker Cove is committed to working together with neighboring municipalities regarding land use planning, municipal services and environmental health and protection of Sylvan Lake.

4.0 Goals and Objectives

4.1 GOALS OF THE MUNICIPAL DEVELOPMENT PLAN:

- II To develop a plan for the community which reflects the inherent qualities of Sylvan Lake and lake living as a low density, single family residential community within a seasonal recreational environment.
- II To encourage high standards for new and existing development that compliments and protects the existing character of the Summer Village.
- II To preserve and protect the existing public E.O.S. districts, walkways and C.R. districts within the Summer Village and manage environmentally sensitive areas within the plan area.
- II To encourage residents to become more environmentally aware and to become good stewards of the natural environment and Sylvan Lake as a whole.

4.2 OBJECTIVES OF THE MUNICIPAL DEVELOPMENT PLAN:

- II To identify problems and areas of further study.
- II To provide the policy framework, which will be used to guide the form, sizes and quality, for development within the Summer Village.
- II To harmonize residential and recreational interests, with the first priority given to the majority of the residents.
- II To ensure that the environmental integrity of the lakeshore, water and wooded areas are not adversely impacted by the type of development occurring in the Summer Village.
- II To promote and provide efficient and effective transportation and municipal services.

Summer Village of Sunbreaker Cove

5.0 Reserves and Open Space

5.1 GOAL

To encourage preservation and protection of walkways, environmental open spaces (E.O.S.) and green areas as much as practical, in its natural condition.

5.2 BACKGROUND

Preservation of the natural environment continues to be one of the most important contributors to maintaining Sunbreaker Cove=s quality of life and recreational environment. The balance between *protecting* and *using* municipal reserves, walkways and environmental open spaces is a constant challenge. Sunbreaker Cove=s priority is to preserve walkways and open spaces in their natural state wherever practical.

5.3 OBJECTIVES

- II Provide Summer Village residents with passive recreational opportunities.
- II Protect and maintain the vegetation, including trees, of all Summer Village reserves and environmental open spaces.
- II Ensure that the public areas do not become an economic burden on local ratepayers and ensure that negative impacts of non-resident users are mitigated.

5.4 POLICIES

- II Walkways are to be of minimal width and maintained with the clearing of rubbish and undergrowth when required. To insure safety on the pathways, gravel for cover will be used where deemed necessary. The Summer Village is committed to make walkways accessible and linked to other reserves and existing walkway systems.
- II Tree cutting on all walkways and reserve lands is prohibited except for those trees that are dead or diseased and/or approved by Council to be removed. Trees shall be allowed natural re-growth on reserve lands.

6.0 Environmental Protection

Summer Village of Sunbreaker Cove

6.1 BACKGROUND

The majority of residents of Sunbreaker Cove have chosen the Summer Village because of the recreational lifestyle that the Sylvan Lake area offers. The Lake and the lakeshore areas offer many benefits, including the opportunity to experience and respect nature. Protection and preservation of the lakeshore, water and the reserve lands contributes to the quality of life for the residents.

6.2 OBJECTIVES

- II Protect lake escarpment, natural areas, fish and wildlife habitats.
- II Support initiatives that increase awareness and public involvement in environmental issues.

6.3 POLICIES

- II Native, natural and existing vegetation shall be preserved on all municipal parcels. The removal or alteration of any vegetation on reserve land for the creation or enhancement of views of the lake shall be strictly prohibited.
- II There shall be no dumping of any material, including, grass clippings on municipal reserves.
- II Environmental stewardship is a shared responsibility and requires the commitment of the residents and the municipalities around the lake.
- II Support local and provincial environmental groups with efforts to test and monitor the quality of lake water, shoreline preservation and wildlife habitat protection.
- II Support a regional approach to identify and promote an additional boat launches for the lake to alleviate the congestion and pollution of the boat launch situated in the Summer Village. The over use of the public boat launch causes environmental concerns of the existing eco system.
- II Ensure that lake front maintenance is only carried out for the protection and preservation of the shoreline.

7.0 Existing and Future Land Development

Summer Village of Sunbreaker Cove

7.1 GOALS

To adopt high standards for new and existing developments that complements the Acountry-like@ residential community and enhance the existing character of the Summer Village of Sunbreaker Cove.

7.2 BACKGROUND

Sunbreaker Cove is a quiet country residential community and seeks to maintain the quality of life its residents currently enjoy. The majority of its citizens do not wish for the Summer Village to grow outside its present borders and oppose annexation. The nature of the growth and the pending developments adjacent to the Summer Village will therefore be under the complete control of the Lacombe County.

7.3 EXISTING AND FUTURE LAND USE

The 2002 tax roll shows the Summer Village has a total of 270 residential lots, of which 233 are developed (84.4%). There are 37 undeveloped lots scattered throughout Sunbreaker Cove (4.5%). Present restrictions for minimum lot size will limit any further subdivision. The remaining 11.1 % are made up of walkways, open spaces, and municipal owned properties.

Existing subdivisions were approved under the Planning Regulations of that time and the former Red Deer Regional Planning Commission. All the lots manage their own sewer and water supply. Some properties in the Summer Village are large enough to allow septic fields under the current regulation, however, most lots require septic pump-out tanks.

High density residential redevelopment is not allowed.

7.4 OBJECTIVES

The main function of the Municipal Development Plan is to maintain the quiet country residential setting and ensure that new residential developments are attractive and compliment the existing and surrounding areas in the community.

7.5 POLICIES

- II Single detached dwellings will be the exclusive form of development within the Summer Village of Sunbreaker Cove. High density

Summer Village of Sunbreaker Cove

residential redevelopment is not allowed.

- II All residential lots will be required to maintain an appropriate appearance from all access roads.
- II Detached garages may be permitted if they are architecturally compatible with the main dwelling and adjacent developments.
- II Soft sided shelters are not allowed.
- II Commercial uses of residential property is not encouraged and will generally not be permitted, except as provided in the Land Use By-law.
- II Holiday trailers, motor homes, or campers are not permitted to be parked on a vacant parcel except to enable the registered owner of the property to remain on the lot during construction of a home on the property in accordance with the Land Use By-law.
- II Permanent storage or parking of holiday trailers, motor homes, campers or boat trailers on reserve land is prohibited.
Long term parking is not allowed on the Summer Village road allowances.
- II All new developments shall comply with the standards and provisions of the Land Use By-law.
- II The natural features of a development site such as trees and vegetation should remain to the greatest extent practical.
- II No developments should occur adjacent to or near the shores of the lake, that could degrade fish or wildlife habitat; or adversely impact the natural quality through excessive removal of vegetation.
- II Home occupation is a discretionary use and may only be allowed through the provisions of the Land Use By-law. Applications will not be considered if traffic or parking problems are to be generated or it will negatively affect the use and enjoyment of neighboring properties.

8.0 Infrastructure -Transportation and Utilities

8.1 GOALS

Summer Village of Sunbreaker Cove

To plan and develop infrastructure in a manner that most effectively and efficiently meets the present and future needs of the Summer Village and is environmentally and economically sustainable.

8.2 BACKGROUND

Most of the Summer Village's roads have a "country-lane" appearance and is an important characteristic to the residents.

Safety issues are a concern on roads due to roadway width, alignment, sight lines, and pedestrian traffic. Speed limits are set to reflect these safety issues.

The Summer Village is served by utility companies for electricity, gas and telephone. Their systems are upgraded as growth and markets dictate.

8.3 OBJECTIVES

- II Ensure Sunbreaker Cove neighborhoods remain safe and viable, socially and economically
- II To maintain municipal services currently contracted for the Summer Village. They are snow removal, ditch mowing, garbage collection, law enforcement, fire and ambulance services and general maintenance.
- II Provide a cost effective, reliable and safe road system serving all sectors of the Summer Village.
- II Ensure an effective storm water drainage system is maintained for existing and future development areas.
- II Remain involved in the planning of a sanitary sewage system with other municipalities around the Lake.

8.4 POLICIES

- II Establish, operate and maintain - within available resources - a paving program for the completion of the entire road system for the effective movement of vehicles and pedestrians in Sunbreaker Cove.

Summer Village of Sunbreaker Cove

- II Ensure that traffic or By-law infractions including speeding, parking and weight restrictions will be monitored and enforced by appropriate law enforcement.
- II Council to consider implementing a method restricting parking adjacent public roadways and open space areas.
- II Pursue the cooperation of the Provincial Government in finding ways to mitigate boat launch and parking problems on Government owned lands.
- II Future Councils to examine the possibility of providing emergency vehicle only access for the Sunhaven and Breakers side.
- II The majority of residents do not support street lighting within the Summer Village but may consider lighting at intersections where warranted for safety reasons.
- II Examine the need and the economical feasibility for the Summer Village to have its own communal water and municipal sewage collection systems.

Summer Village of Sunbreaker Cove

9.0 Intermunicipal Planning and Cooperation

9.1 BACKGROUND

The Summer Village of Sunbreaker Cove recognizes the importance to maintain a good working relationship with the Lacombe County and neighboring municipalities while preserving its autonomy and uniqueness.

9.2 GOAL

To maintain an open dialogue with Lacombe County and adjacent municipalities in an effort to pursue mutually beneficial planning and operating strategies and other matters of common concerns.

9.3 POLICIES

- II The Summer Village supports consultative approaches with Lacombe County regarding but not limited to the following matters:
 - (a) subdivision and development of adjacent lands
 - (b) transportation and utility linkages
 - (c) communication and issue resolution processes
- II The Summer Village does not intend to annex the adjacent lands but the development of these lands should not materially or aesthetically impair the quality of life for the residents of Sunbreaker Cove, so that consideration should be given to allow for compatible land uses.
- II The Sylvan Lake Management Plan 2000 prepared for the Sylvan Lake area, is the principal tool in interpreting and implementing the policies that are envisioned for the residents and public users of the lake as a whole.
- II Seek partnerships with neighboring municipalities and other organizations to coordinate planning, development of infrastructure and services for the mutual benefit and efficiency for the Summer Village ratepayers and regional residents.

Summer Village of Sunbreaker Cove

10.0 Implementation and Review

10.1 GOAL

To effectively promote the use of the Sunbreaker Cove Municipal Development Plan by policy implementation.

10.2 BACKGROUND

It is important that this Municipal Development Plan be viewed as a living document and that its purpose and provisions continue to reflect the wishes of residents for a safe, healthy and sustainable community. This Municipal Development Plan will be implemented through the Land Use Bylaw. The Land Use Bylaw governs in detail the specific and discretionary uses of land as well as locations and size of buildings through the development permit process.

10.3 OBJECTIVES

- II Apply the intent of the Municipal Development Plan policies to all aspects of the Summer Village=s planning and development activities.
- II Ensure consistency between the Municipal Development Plan and other statutory and non-statutory documents.

10.4 POLICIES

- II This This Plan should be interpreted with flexibility having regard to its purpose, objectives and policies. Council=s decision on interpretation will be final.
- II Council will observe the effect of the Plan after adoption and will bring forth amendments to satisfy public concerns and aspirations.
- II Council will conduct a review of the Plan whenever it considers it no longer expresses the long-term goals of the Summer Village, and in any event, within ten (10) years. The Plan will be amended in accordance with the procedures established in the Municipal Government Act (as amended.)

Summer Village of Sunbreaker Cove

January 9, 2023

Council Reports

Information Item

Council Reports:

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Correspondence:

- Urgent Care Committee

Upcoming Meetings:

Next Council Meeting – February 13, 2023

Parkland Update

Thursday, December 1, 2022

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

2023 Annual Report Template Available

Parkland staff have adjusted the Annual Report Template for you to highlight your library's achievements. It is available [here](#) for library staff to access and edit to suit their library's needs.

Anime Streaming Opportunity for PRL Member Libraries

Do you have a pack of anime-obsessed tweens and teens at your library? Are you trying to figure out how to engage with the tween/teen/new adult demographic in your community? The anime streaming platform, [Crunchyroll](#) offers a **FREE** Library Outreach program which enables libraries to stream their massive anime collection for public performances AKA public library programming.

To sign up for this service, create a free account on Crunchyroll (no need to enter any credit card details), then email Crunchyroll at club@crunchyroll.com with the following information:

- The name of your library (please use your specific library and not PRL, as Crunchyroll limits accounts to one per organization)
- Library Manager's name
- Name of the club/program
- Size of the group attending
- How often the group will meet

Crunchyroll will provide you with more information and premium access once your request has been approved! If you'd like to check out their collection before signing up, you can do so [here](#).

LIBRARY NEWS

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

Sedgewick Library Grand Opening



Congratulations to our friends at the Sedgewick Public Library on their new space and a successful grand opening event!

Registration for the 2023 Southern Library Conference is Open!



For the past few years, libraries have been incredibly nimble at adapting to ever-changing community needs. Constantly having to think on our feet made future planning difficult - to say the least! As we move forward, many of us are excited to get Back to Our Future! Join

Chinook Arch Regional Library System at the 14th annual Southern Alberta Library Conference on Friday March 3, 2023 at the Sandman Signature Lethbridge Lodge. [Early bird registration](#) rates are available until January 20th, 2023.

DEI & Libraries Group

Parkland Libraries have been invited to join an informal working group on the topic of DEI and libraries. They have a virtual meeting monthly to talk about a topic, share ideas, and hopefully come away with actionable thoughts on DEI-related actions and practices. People are also welcome to just join the mailing list to get minutes or any discussions that happen. If you are interested in joining please email Jackson Longworth jlongworth@chestermerepubliclibrary.com the next meeting is December 15th from 2-3 PM MT.

Documentary Heritage Communities Program

The [Documentary Heritage Communities Program](#) is open and accepting applications! Organizations have until January 12, 2023, at 11:59 pm (Pacific Time) to submit their application.

Young Canada Works

The Canadian Council of Archives (CCA) is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched. This program is funded by the Department of Canadian Heritage (PCH), supporting the Government of Canada's Youth Employment and Skills Strategy.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students (YCW in Heritage Organizations), and internships for graduates (YCW at Building Careers in Heritage) via the official YCW website. The application deadline for short-term student jobs (HO) and internships (BCH) is January 20, 2023.

It is important to note the government priorities for 2023-2024.

Indigenous organizations, youth, and cultural heritage, including applications:

- from Indigenous employers (eligible projects);

- for a project aimed at Indigenous participants (Indigenous or a non-Indigenous employers);
- for a project focusing on Indigenous cultural heritage (Indigenous or a non-Indigenous employers); and
- underserved communities and populations (i.e. Indigenous communities, ethno-cultural communities, youth that are facing barriers to employment, etc.).

*If you have already submitted your application and would like to make changes based on these government priorities, please contact us so that we can unlock your application promptly.

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. To watch recordings of past training sessions, visit [Niche Academy](#).

Disinformation and the Literacy

Landscape

December 14

[Register](#) for this Niche Academy webinar to learn about the collective battle against misinformation, disinformation, malinformation, and the related literacy concepts that can influence our interactions with information and help us intellectually thrive in a post-truth society.

Spark! Little Things that Attract Library Users and Increase Circulation

December 8

You're proud of your collection, programs, staff, and services, but the details of how your library looks and sounds might be what patrons remember. Can you look at your library workplace with fresh eyes and find ways to make it shine, even on a limited budget? Join presenter Pat Wagner from Library Works to learn how to create a memorable first impression, remove clutter, the importance of light and color, improve signage and so much more! Don't miss out and [register today](#).

Advocacy in a Polarized World

December 6

How can we effectively communicate with all decision-makers, and stakeholders about the important work happening at your library regardless of their political beliefs? In [this session](#) you will learn the principles of “The Three Languages” of politics, and how to apply them when communicating with people from across the political spectrum. The webinar will build upon these principles and learn how to effectively use data, stories, and research to craft compelling, resonant messages.

Registration	Fee:	\$79
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Build Connections with Community Engagement

Today's engaged library workers inspire their communities and each other in countless ways. Whether sharing successful ideas with colleagues, or creating community events, outreach activities, and partnerships, *you make a difference*. OCLC offers resources that can help. Build connections, grow relationships, and increase your impact today with [community engagement tips and tools](#) from OCLC!





Parkland Update

Thursday, December 15, 2022

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

Congratulations to Deb Smith



The Queen Elizabeth II's Platinum Jubilee Medal commemorates the 70th anniversary of Her Majesty's accession to the throne as Queen. To celebrate this historic event, the Medal program recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country. The Library Association of Alberta was invited to award Queen Elizabeth II's Platinum Jubilee Medal to deserving Albertans within the library community.

Deb Smith has been a passionate and vocal advocate for public library services for over 30 years. She was initially employed with a small rural library and realized the impact she could have on the political and advocacy side of the library once appointed to the Parkland Regional Library System board. Deb recently completed 11 years as the board chair, and even as she passes the torch, she continues to build relationships and partnerships to benefit libraries across Alberta.

We would like to extend sincere congratulations to Deb, it is very exciting to see her recognized for her commitment to improving library service in Alberta.

Novelist is Ending December 31

A reminder that our last day with Novelist will be December 31st. It was decided at the June PLC Meeting that Parkland will no longer subscribe to Novelist.

LIBRARY NEWS

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

Sundre Library News Article

The Sundre Library was recently the subject of [an article by Mountain View Today](#). The article talks about how busy the library has been since re-opening after Covid restrictions, and congratulates the staff on receiving the 2022 Minister's Award for Municipal and Public Library Excellence for their mental health activity kits.

Young Canada Works

The Canadian Council of Archives is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students, and internships for graduates via the official YCW website. The application deadline for short-term student jobs and internships is January 20, 2023.

It is important to note that the government priorities for 2023-2024 include Indigenous organizations, youth, and cultural heritage.

*If you have already submitted your application and would like to make changes based on these government priorities, please contact YCW so that they can unlock your application promptly.

Marigold Library System Conference: It Starts With Us

It can be easy to become disenchanted with the number of challenges confronting our society today. From combatting rampant misinformation to offering a safe haven to the most vulnerable, this year's conference theme offers a reminder that change starts with us! Whether providing verifiable sources to fight fake news, winning a grant to increase library accessibility, or running a new program aimed at an underserved audience, libraries can be a force for change. Let's learn more together about how it starts with all of us.

The 2023 [Marigold Library System Conference](#) will be held in person on Wednesday, May 10, 2023.

The Planning Committee invites session proposals that may benefit, support, or inspire library staff and board members. The deadline for [proposals](#) is end-of-day Friday, January 20, 2023.

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. To watch recordings of past training sessions, visit [Niche Academy](#).

Communicating with Elected Officials About Your Library

**January 12
12pm**

The climate for libraries can be stressful. With polarizing politics and budget concerns, libraries must increasingly work and interact with their elected officials and the public. How do you communicate effectively in stressful times? How can you get the attention of your elected officials? And how can libraries better communicate all the positives they give to their community? [Register for this webinar](#) to find out. Registration fee \$49 USD.

**Personality Differences in the
Workplace****January 19
9am**

Personality differences often lead to miscommunication and conflict, which affect both our personal efficiency and team health. Utilizing the ACHIEVE Work Styles Assessment, participants will learn to better understand personality styles that are different from their own. Greater awareness of personality differences leads to improved personal effectiveness and group productivity. In [this webinar](#), participants will learn strategies for communicating more effectively based on their own personality strengths and the personality-based preferences of others. Registration fee \$119 (early rate).



PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 44/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 46/2022

1.3. Business arising from the minutes of the September 15, 2022 meeting

Smith asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED
PRLS 47/2022

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

3.2. Election of Executive Committee

Smith reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED
PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora
 Deb Coombs – Town of Bowden
 Teresa Cunningham – Town of Penhold
 Barb Gilliat – Village of Alix
 Gord Lawlor -Town of Stettler
 Stephen Levy – Village of Sedgewick
 Joyce McCoy – Town of Didsbury
 Shawn Peach – Town of Castor
 Norma Penney – Village of Clive
 Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED
PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. Dates for 2023 Meetings

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. Board Meetings – Virtual or in-Person?

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report**3.12.2. Finance & Operations Report**

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. **Parkland Community Update**

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED
PRLS 57/2022

4. **Adjournment**

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

Organizational Meeting

Parkland's board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Teresa Rilling - Town of Sylvan Lake (Committee Chair)

Joy-Anne Murphy - City of Camrose

Deb Coombs - Town of Bowden

Len Phillips - Town of Rocky Mtn. House

Jamie Coston - Town of Rimbey

Norma Penney - Village of Clive

Barb Gilliat - Village of Alix

Debra Smith - Village of Loughheed

Shannon Wilcox - Town of Carstairs

Janice Wing - Town of Innisfail

Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell - Village of Elnora

Deb Coombs - Town of Bowden

Teresa Cunningham - Town of Penhold

Barb Gilliat - Village of Alix

Gord Lawlor - Town of Stettler

Stephen Levy - Village of Sedgewick

Joyce McCoy - Town of Didsbury

Shawn Peach - Town of Castor

Norma Penney - Village of Clive

Debra Smith - Village of Loughheed

Teresa Rilling - Town of Sylvan Lake (ex-officio)

Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Systems Advocacy Committee

Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Committee News from Trustees

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

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Delburne Municipal Library held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Next Meeting: February 23, 2023 (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

**Sylvan Lake and Area Urgent Care Committee
December 20, 2022 Update**

As we reflect back to the start of our UCC in 2022, we have to celebrate that we have come a long way with many successes.

Sylvan Lake Lion's Golf Tournament

The golf tournament was handed over to the Sylvan Lake and District Lions Club. Our last 5 tournaments had the Lions Club as the main tournament sponsor and also Lions Club members were our source of volunteers, so it was a natural fit for the club to take over. The tournament was held July 8th, 2022 at Meadowlands with 82 golfers. The tournament raised \$12,000 which was donated to UCC, Sylvan Spray Park and Camp He Ho Ha. On Oct 3, 2022 we were presented with a cheque for \$4,000 from the Lion's Club. The next Lion's Club tournament is scheduled for July 7th, 2023.

Tim Hortons Smile Cookie Campaign

This was our 11th year as the "Charity of Choice" for the Sylvan Lake Tim Hortons. We are honored to be in this partnership as the monies raised are spent on healthcare initiatives that benefit all residents including area partners. In 2022 we spent a total of 59 hours in the drive thru that was manned by 120 volunteers and the RCMP and local Fire Department. We raised \$21,521.93 which has been earmarked for efforts and action steps required to attract new doctors to Sylvan Lake. This also placed us as the 3rd highest Tim Hortons site for cookie sales in the province!

Sylvan Lake Health Professional Attraction and Retention Committee (SLhPARC)

This is a new committee formed with community members and town council to work together to help support the goal of recruiting and retaining health professionals to Sylvan Lake. The healthcare professional shortage, especially doctors, has caused unscheduled closures at the AACS. The SLhPARC consists of up to 9 members including Onzy Tawadrous as chair, Klaas VanVeller as Treasurer, Susan Samson, Mayor Megan Hanson and Councillor Teresa Rilling as committee members. Funding for the actions of this committee come from the Urgent Care Committee. The problems with the healthcare system are right across the country and there are no clear solutions. The committee has gathered the best people and resources available to guide the committee in its possible action steps.

Advanced Ambulatory Care Service (AACS)

The AACS is having many challenges with the most concerning being the Doctor shortage that causes the AACS to close its doors to patients. These closures can be either a half day closure or a full day closure. They are unscheduled, unexpected and continue to occur. From Jan-Nov 2021 (11 months) 13,023 patients used the AACS. This is down from Pre-COVID use. When the 2022 statistics become available, we will share them with you. There also has been no requests for medical equipment purchases for AACS. The last piece of equipment purchased was the medical stretcher for \$6034.00 received in 2021. With the AACS opening in 2018 and being fully stocked with new equipment, the need for replacement or additional medical equipment is not being requested at this time. All monies raised for medical equipment are held in trust.

Additional Funding for Sylvan Lake Health Professional Attraction and Retention Committee

Sylvan Lake and Area Urgent Care Committee is the recipient of \$100,000.00 donated anonymously. The conditions of the donation are that it will be used for the attraction and retention of health professionals and it be matched so that there is a total of \$200,000.00 to work with. The matching money is made up of the 2022 Smile Cookie Campaign and other unallocated funds banked by the Urgent Care Committee. The anonymous donor was a senior who moved to Sylvan to be with family and utilized the AACCS often over a period of 5 years and his family appreciated the services provided. The family has decided that health professional recruitment is critical to providing seniors with non-life-threatening services and to attract and retain newcomers to the town.

Thank you to all residents and our area partners for your support and work with the Sylvan Lake and Area Urgent Care Committee. We wish you joy and good health as we enter 2023.

Sincerely,
Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area