

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
JULY 11, 2025 @ 9:00 A.M.  
COUNCIL MEETING TO FOLLOW ORGANIZATIONAL MEETING**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, June 16, 2025  
- Municipal Planning Commission, June 16, 2025

**D. INFORMATION ITEMS**

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

**E. REQUEST FOR DECISION**

**1) COUNCIL & LEGISLATION**

- a) Association of Summer Villages of Alberta Resolutions

**F. COUNCIL, COMMITTEES, AND CORRESPONDENCE**

**1) Council Reports**

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

**2) Correspondence**

- a) Safe Quiet Lakes

**3) Upcoming Meetings**

- a) Council Meeting – August 8, 2025

**G. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
June 16, 2025

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held June 16, 2025, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

**PRESENT** Mayor: Jim Willmon  
Councillor: Mike Bruni  
Councillor: Adele Poratto  
CAO: Tanner Evans  
Recording Secretary: Teri Musseau

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

**AGENDA APPROVAL**

**SBC-25-068** MOVED by Deputy Mayor Bruni that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-25-069** MOVED by Councillor Poratto that the minutes of the Regular Meeting of Council held on May 9, 2025, be approved as presented.  
CARRIED

**SBC-25-070** MOVED by Mayor Willmon that the minutes of the Municipal Planning Commission meeting held on May 8, 2025, be approved as presented.  
CARRIED

**SBC-25-071** MOVED by Deputy Mayor Bruni that the minutes of the Municipal Planning Commission meeting held on June 2, 2025, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Public Works
- 3) Development Report
- 4) CAO Report
- 5) Enforcement Update
- 6) Municipal Planning Commission Minutes

**SBC-25-072** MOVED by Councillor Poratto that Council accept the information items as presented.  
CARRIED

**REQUEST FOR DECISION**

**FINANCE**

**SBC-25-073** Surplus Distribution  
MOVED by Mayor Willmon that Council distribute the \$67,000 surplus as follows:

General Operating	\$10,000
Shared Equipment & Facilities	\$ 5,000

Infrastructure	\$38,000
Sewer	\$14,000
	CARRIED

**COUNCIL & LEGISLATION**

**SBC-25-074**      Bulrush Award  
MOVED by Deputy Mayor Bruni that Council accept as information.  
CARRIED

**SBC-25-075**      Life Membership Award  
MOVED by Councillor Poratto that Council accept as information.  
CARRIED

**SBC-25-076**      Request for Fee Waiver  
MOVED by Mayor Willmon that with regards to these requests, where Administration received confirmation the sewer system cannot be used in the winter, relief shall be granted. In response to the requests received today, council agrees 4 of the 5 request have provided that confirmation. Council will consider changes to the utility fee bylaw in the future.  
CARRIED

Council recessed at 10:27 a.m.

Council reconvened at 10:42 a.m.

**PUBLIC WORKS**

**SBC-25-077**      Drainage Solutions  
MOVED by Deputy Mayor Bruni that Council approve the increase to the budget subject to Administration confirming the scope of the work south of Breakers Way.  
CARRIED

Council recessed at 11:33 a.m.

Council reconvened at 11:37 a.m.

**PLANNING & DEVELOPMENT**

**SBC-25-078**      Community Reserve #2 Stairs Application  
MOVED by Councillor Poratto that Council proceed with the agreement and development permit for stairs and include the condition there must be a single shared dock coming off the stairs with the location and participants to be confirmed through the dock application process.  
CARRIED

**COUNCIL REPORTS**

Mayor Willmon

- Resident communication on dock application process
- Resident communication on golf carts

Deputy Mayor Bruni

- No reports

Council recessed at 12:02 p.m.

Council reconvened at 12:03 p.m.

Councillor Poratto

- No reports

**CORRESPONDENCE**

Parkland Regional Library Board Return on Investment

**SBC-25-079**      MOVED by Mayor Willmon that Council accept the Council and Committee items as presented.

CARRIED

**NEXT MEETING**

**SBC-25-080**      MOVED by Mayor Willmon that the next meeting of Council be held on July 11, 2025, at 9:00 a.m.

CARRIED

**ADJOURNMENT**

**SBC-25-081**      MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 12:15 p.m.

CARRIED

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JIM WILLMON, MAYOR

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TANNER EVANS, CAO

Summer Village of Sunbreaker Cove  
June 2, 2025  
Municipal Planning Commission Minutes  
Page 1 of 2

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held June 2, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Debbie Ricalton via Zoom  
Member-at-Large: Marny Paul via Zoom  
Member-at-Large: Colette Gilbert via Zoom  
Development Officer: Kara Hubbard  
Junior Development Officer: Sarah Cheney  
CAO: Tanner Evans  
Recording Secretary: Teri Musseau  
Applicant(s): Darryl Mullen, Castle Rock Contractors

**CALL TO ORDER:** Chair Ricalton called the meeting to order at 2:01 p.m.

**AGENDA:**

**MPC-25-019** Moved by Colette Gilbert to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION(S)**

**1. 711 Elk Street (Lot 24, Block 6, Plan 1823MC)**

Application for 619 Fox Crescent (Lot 24, Block 6, Plan 1823MC) requesting a development permit for a deck addition.

Kara Hubbar Sarah Cheney and applicant left the meeting at 2:16 p.m.

**DEVELOPMENT DECISION(S)**

**1. 711 Elk Street (Lot 24, Block 6, Plan 1823MC)**

**MPC-25-020** Moved by Debbie Ricalton that the Municipal Planning Commission deny the variance request for the rear yard shed and approve the application for a development permit for a deck addition and side yard shed at 711 Elk Street with the following conditions being met to the satisfaction of the Development Officer:

- The construction shall be completed within 12 months of the date of permit issuance.
- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use Bylaw under which the permit was issued.
- The payment of a \$2,000.00 completions deposit to ensure all conditions of this development permit have been met. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- All road bans to be followed that are implemented by Roadata and the administration office.

Initials

Summer Village of Sunbreaker Cove  
June 2, 2025  
Municipal Planning Commission Minutes  
Page 2 of 2

- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Final as build real property report from an Alberta Land Surveyor at the completion of development that includes the parcel coverage total.
- Minimum rear yard deck projection required of 4.5 m, variance of 4.5m (0.42ft.) granted by the Municipal Planning Commission.
- An accessory building on a parcel not abutting Sylvan Lake or a reserve parcel abutting the lake shall be situated on an interior parcel, a minimum of 1m (3.28ft. from the side parcel boundary; and 1m (3.28ft.) from the rear parcel boundary:
  - North shed (shed #1): variance request denied and must be brought into compliance with the Land Use Bylaw or removed prior to construction of the deck
  - South shed (shed #2): variance of 0.7m side yard setback granted by the Municipal Planning Commission
- Landscaping to remain according to the landscaping plan.

CARRIED

**ADJOURNMENT:**

**MPC-25-021**

Moved by Chair Ricalton that the Municipal Planning Commission meeting be adjourned at 2:54 p.m.

CARRIED

\_\_\_\_\_  
DEBBIE RICHALTON, CHAIR

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

Initials

**Summer Village of Sunbreaker Cove**

**Administration and Finance**

**July 11, 2025**

**Information Item**

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

**Background:**

Total payables processed and presented to Council \$ 149,157.69

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

- |   |    |           |
|---|----|-----------|
| 1. Alberta Parking Lot Services           | \$ | 3,780.00  |
| a. Roadway Sweeping                       |    |           |
| 2. SV Of Norglenwold                      | \$ | 14,577.04 |
| a. May Shared Costs                       |    |           |
| 3. Empringham Disposal                    | \$ | 4,398.06  |
| a. Spring Bins                            |    |           |
| b. May Trash Collection                   |    |           |
| 4. Rugged West                            | \$ | 3,024.00  |
| a. May 10 <sup>th</sup> Buoy Installation |    |           |
| b. May 23 <sup>rd</sup> Mowing & Trimming |    |           |
| 5. Municipal Planning Services            | \$ | 7,507.50  |
| a. Land Use Bylaw Review                  |    |           |
| 6. Sylvan Lake Regional                   | \$ | 6,900.74  |
| a. 2025 Governance & Administration       |    |           |
| b. May WW Services                        |    |           |
| 7. AB School Foundation Fund              | \$ | 94,429.54 |
| a. Second Quarter                         |    |           |

**Council Expense Claims Report:**

**June 2025**

- Jim Willmon \$ 0
- Michael Bruni \$ 0
- Adele Poratoo \$ 0

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

Summer Village of Sunbreaker Cove  
List of Accounts for Approval

Date Printed  
06/27/2025 12:35 PM

Batch: 2025-00100 to 2025-00113

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1284 JUNE2MPC2025	06/17/2025	Ricalton, Debbie 261-000-220 - MPC Costs	June 2nd 2025 MPC Meetir	100.00	100.00
1285 1800003261	06/17/2025	Government of Alberta 225-000-200 - Policing Costs	Police Funding Model 2025	504.00	504.00
1286 27157	06/17/2025	Alberta Parking Lot Services 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refunc	Roadway Sweeping GST Tax Code	3,600.00 180.00	3,780.00
1287 2505007	06/17/2025	Chapman Riebeek LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refunc	legal services GST Tax Code	280.00 14.00	294.00
1288 047258 044316	06/17/2025	Land Solutions Inc. 297-210-840 - Project-DLO Doc 312-000-260 - GST Paid Refunc 297-210-840 - Project-DLO Doc 312-000-260 - GST Paid Refunc	DLO Projects GST Tax Code DLO Projects GST Tax Code	165.00 8.25 869.50 43.48	173.25 912.98
				Payment Total:	1,086.23
1289 00086512	06/17/2025	Roadata Services Ltd 232-000-250 - Road Maintenanc 312-000-260 - GST Paid Refunc	Road Permit GST Tax Code	32.00 1.60	33.60
1290 JUNE2MPC-25	06/17/2025	Jim Watson 261-000-220 - MPC Costs	June 2nd MPC Meeting	100.00	100.00
1291 PAULMPC-2025	06/27/2025	Marny Paul 261-000-220 - MPC Costs	June 16th MPC Meeting	100.00	100.00
				Total Computer Cheque:	5,997.83

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
340 2025-00084	06/11/2025	SV NGW 212-100-110 - Salaries 212-100-130 - Training 212-100-140 - Benefits 212-100-210 - Travel & Subsis 212-100-211 - WCB 212-100-266 - PW Fleet 212-200-215 - Postage/Freight/C 212-200-500 - Printing Costs 212-200-510 - Office Supplies 212-300-217 - Phone/Fax/Intern 212-300-540 - Utilities 212-300-250 - Facility Improver 212-300-255 - Facility Maintena 212-300-263 - Condominium Co 212-300-240 - Computer Sofwar 212-300-242 - IT Equipment 212-300-265 - Equipment Maint	Salaries Training Shared Benefits T&S WCB Public Works Fleet Postage/Freight Printing Costs Office Supplies Phone/Fax Utilities Facility Improvements Facility Maintenance Condominium Cost Computer Software IT Equipment Equipment Maintenance	9,807.16 218.77 825.69 147.54 248.17 106.81 -94.09 14.23 244.17 111.41 223.99 81.82 897.05 0.00 922.89 68.00 0.00	

Summer Village of Sunbreaker Cove  
List of Accounts for Approval

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06/27/2025 12:35 PM

Batch: 2025-00100 to 2025-00113

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
		212-300-270 - Equipment Renta	Equipment Rental	-12.19	
		212-300-510 - Other Contingenc	Contingency	1.91	
		212-300-530 - Building Insuranc	Building Insurance	0.00	
		212-100-270 - CPO Expenses	CPO Expenses	1,297.91	
		121-000-531 - CPO Enforcemer	CPO Shared Revenue	-534.20	14,577.04
341	06/11/2025	SV NGW			
2025-00088		242-000-256 - Wastewater Main	Racin Management Consult	1,255.08	
		212-300-240 - Computer Sofwar	ESRI Jan - Sept 2025	177.01	1,432.09
342	06/17/2025	Empringham Disposal Corp			
86071		243-000-200 - Waste Removal (	240 Weekly Collection	2,600.63	
		312-000-260 - GST Paid Refunc	GST Tax Code	130.03	2,730.66
85293		243-000-200 - Waste Removal (	240 Weekly Collection	1,488.00	
		243-000-200 - Waste Removal (	2 Public Trash Can Collecti	100.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	79.40	1,667.40
			Payment Total:		4,398.06
343	06/17/2025	Go Services Inc.			
15181603		272-000-510 - Parks & Playgrou	Monthly Portable Toilet Ren	364.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	18.20	382.20
344	06/17/2025	Red Deer Catholic Regional			
2025-2		201-100-130 - ASFF-Residentia	Second Quarter Tax Requis	2,469.59	2,469.59
345	06/17/2025	Rugged West Maintenance Inc.			
1447		272-000-500 - Buoys	Buoy Installation	1,849.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	92.45	1,941.45
1452		232-000-200 - Green Space Pro	May 23rd Mowing & Trimm	1,031.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	51.55	1,082.55
			Payment Total:		3,024.00
346	06/17/2025	Sylvan Lake Regional			
2194		242-000-260 - Useage Fees-WV	Apr WW Services	1,435.10	1,435.10
347	06/27/2025	Brownlee LLP			
586672		212-400-230 - Legal Fees	Agreement To Develop On	2,080.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	104.00	2,184.00
348	06/27/2025	Lacombe County			
IVC00046648		223-000-200 - Contracted Fire S	Fire Response- File #03-25-	2,220.00	2,220.00
349	06/27/2025	Municipal Planning			
1764		297-209-840 - Project -Land Use	Land Use Bylaw Review an	7,150.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	357.50	7,507.50
350	06/27/2025	Sylvan Lake Regional			
2220		242-000-260 - Useage Fees-WV	May WW Services	2,615.02	2,615.02
2212		242-000-250 - SLR WasteWater	Governance & Admin Costs	4,285.72	4,285.72
			Payment Total:		6,900.74
351	06/27/2025	Lorne Therriault			
MPC2025		261-000-220 - MPC Costs	June 2nd, MPC Meeting	100.00	100.00
352	06/27/2025	United Utilities			
258778		242-000-256 - Wastewater Main	Clear Blockage & Flush Elk	2,000.00	
		312-000-260 - GST Paid Refunc	GST Tax Code	100.00	2,100.00
			Total EFT:		48,730.32

Summer Village of Sunbreaker Cove  
List of Accounts for Approval  
Batch: 2025-00100 to 2025-00113

Date Printed  
06/27/2025 12:35 PM

OTHER

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2	06/27/2025	AB School Foundation Fund			
17130		201-100-130 - ASFF-Residentia	Second Quarter ASFF Schc	94,429.54	94,429.54
				Total Other:	94,429.54
				Total MAIN:	149,157.69

Certified Correct This June 27, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

## Summer Village of Sunbreaker Cove

### Public Works

#### Information Item

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

#### **Background:**

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

#### **Wastewater**

Newly contracted WW operator completed the first run of Valve Exercising, inspection and documentation throughout the village. Due to the size of the system, it took three days to complete this task. Now that the spreadsheet document has been developed to log maintenance actions, PW is hoping that the time to exercise and inspect each location should only take two working days each rotation. PW will have them complete the first half of the village for one month, and the second half the following in an alternating schedule.

PW had been contacted by a homeowner on Elk Street to have their valve opened for a new connection. The pump was slowly draining indicating there was an issue. PW advised the homeowner that the valve was correct and opened, and they should investigate whether the pump is functioning correctly and contact the installer. Xandal Backhoe investigated on behalf of the homeowner and contacted administration convinced there must be a blockage in the line. PW inquired and was told that a second home on Elk was slow to drain indicating a issue not isolated to one property. PW coordinated with United Utilities as recommended by new WW contractor and coordinated a flush of the branch line. It was discovered that there was in fact something blocking the branch and was successfully flushed out. Branch lines typically only get flushed once per year; this branch will be removed from the scope of the October flushing.

#### **Pathways**

Public Works has received several complaints about confusion within the pathway system of Fox Crescent. PW has been informed that the trails are causing confusion resulting in the public entering private back yards. PW inspected the locations and noted that it is a confusing trail and had become quite overgrown. PW had summer staff begin on maintaining these pathways by weed whipping the overgrowth (Figures 1 - 4). Next time Summer Staff are in this area to continue weed whipping they will mark out pathway and identify which branches lead to private residence. PW intends to order signage to hang on vegetation to direct walking traffic and prevent trespassing.

**Tree Removal**

Public Works responded to several requests for hazardous tree removal through the summer village but concentrated within the Elk and Fox area. PW has Tree Crews scheduled for July 3<sup>rd</sup> and 4<sup>th</sup> to remove hazardous trees threatening property along the walking trails in Elk Street Pathway and Fox Crescent. Further, PW is not certain of the best method to remove the tree house which was discussed in the June report. PW will inquire with the tree removal contractors to see if this is a task within the scope of their professional services.

**Drainage**

Public works met on site with a representative from awarded drainage project proponent to review details and confirm strategy. Review and scope of the typography showed that the drainage strategy should work with some regrading of the ditch and a catch basin installed along the municipal reserve located behind house 1210 Marine Drive. After walking the MR between 1101 and 1105 Breakers it was determined that running a full-length culvert may not be the best solution. Urban Dirtworks pitched running a French drain like how they did with a project in Red Deer which utilizes eco sandbags that act as a retaining wall to direct drainage. The benefit to these eco sandbags is that they have organic material within, over time the vegetation grows to blend in with the environment while still protecting the integrity of the drainage bank (Figure 5). Final numbers should be coming soon, and with removing items from the scope of the project the estimate will likely be reduced. PW has coordinated with surveyors to get property lines identified and located.

**Administrative Recommendations:**

That Council accepts this report as information.

**Authorities:**

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



*Figure 1- Overgrown Walkway*



*Figure 2- Overgrown Walkway*



*Figure 3- Overgrown Pathway*



*Figure 4- Overgrown Pathway*



*Figure 5 - French Drain Eco Bags (For visualization and example purposes only, depth/width subject to change)*



## Summer Village of Sunbreaker Cove

July 11, 2025

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (17 in Birchcliff, 6 in Half Moon Bay, 24 in Jarvis Bay, 24 in Norglenwold, and 24 in Sunbreaker Cove).

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

1. 669 Fox Crescent	Dwelling & Detached Garage	Issued in 2020
2. 1130 Breakers Way	Dwelling	Issued in 2021
3. 809 Sunhaven Way	Dwelling	Issued in 2021
4. 1422 Aspen Close	Dwelling	Issued in 2022
5. 747 Elk Street	Dwelling	Issued in 2022
6. 1213 Pine Road	Dwelling	Issued in 2022
7. 717 Elk Street	Dwelling Addition	Issued in 2023
8. 1330 Balm Road	Dwelling Addition	Issued in 2023
9. 1209 Breakers Way	Demolition & Dwelling	Issued in 2023
10. 1329 Birch Road	Dwelling Addition	Issued in 2024
11. 1113 Briar Road	Demolition, Dwelling, & Det.Grg.	Issued in 2024
12. 1225 Breakers Way	Detached Garage	Issued in 2024
13. 621 Fox Crescent	Dwelling Addition	Issued in 2024
14. 741 Elk Street	Demolition, Dwelling, & Det.Grg.	Issued in 2024
15. 1325 Birch Road	Demolition & Dwelling	Issued in 2024
16. 1210 Marine Drive	Mechanized, Stripping/Grading	Issued in 2025
17. 619 Fox Crescent	Escarpment Stairs & Deck Ext.	Issued in 2025 <b>(NEW)</b>
18. 1405 Juniper Road	Deck Addition	Issued in 2025 <b>(NEW)</b>
19. 711 Elk Street	Deck Addition & Shed	Issued in 2025 <b>(NEW)</b>

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

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

**Completed since last meeting:**

- 1. 1301 Breakers Way Detached Garage Issued in 2023

**Permit Summary:**

Year to date 2025:

7 development permits. Estimated project cost \$190,000.00.

2024 Jan.-Dec.:

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

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

**Land Use Bylaw Re-Write**

The third draft of the Land Use Bylaw has been received from Municipal Planning Services and was provided to Council on May 26, 2025, for review and feedback.

Next Steps:

Council to determine whether to proceed with the current draft or provide further amendments prior to moving forward with public consultation.

Potential Online Open House Dates:

- Monday, July 28
- Tuesday, July 29
- Tuesday August 5
- Tuesday, August 12

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #99/13.

## Summer Village of Sunbreaker Cove

July 11, 2025

### Information

#### Agenda Item: *CAO Report*

#### Background:

- CAO attended a meeting with a potential new IT service provider. IT services are one of our higher costs in the shared budget, and we are on the lookout for more competitive pricing. Our current IT contractors provide us with internet and phone services, our servers and security, along with software and hardware support. CAO will continue to compare prices and potential service providers.
- CAO attended the Local Government Association of Alberta (LGAA) conference from June 18-20. Conferences attended included the following:
  - “How to Build Real Connections in a Digital World”* – This session dealt with the challenges with our blended at-home / in-office work environment that we continue to find ourselves in.
  - “Buddy to Boss”* – This session was about mentoring and preparing for succession planning, and how to navigate the challenges of moving up in an organization into a managerial role above coworkers and peers.
  - “What’s up with your world? Less Than 1,000 Population”* – This session was a group of Local Government Managers in smaller municipalities, along with lawyers from Lidstone Company in an open discussion about the administrative and legislative challenges that communities our size face and will continue to face. Discussion took place around elections, the introduction of Bill 50 and Bill 20, natural persons powers, and liability for volunteers working on municipal projects.
  - “Ask the Expert: Legal Cases and Key Legislative and Regulatory Changes Affecting Local Governments”* – This session was led by a group of lawyers who went over recent case law and discussed new legislative requirements, mostly coming out of Bill 50 and Bill 20.
  - “Public Engagement With Intent”* – This session discussed how to create more meaningful public engagement.
  - “Where to go From Here?”* – This session went over codes of conduct, integrity commissioners, and where we may be headed now that the Province has repealed our code of conduct bylaws.
  - “Inappropriate or Abusive Behaviour From the Public or Council”* – This session centred around the unfortunately common inappropriate behaviour that local government employees have to deal with.

- There was also the Annual General Meeting, tradeshow, presentations from Municipal Affairs, and keynote speakers discussing leadership qualities.
- CAO attended the Sylvan Lake Regional Wastewater Commission (SLRWWC) meeting on June 23. The final business plan was discussed along with comments from the Technical Committee, and the decision to route the line to the north of the lake was made. A financial report was given. Direction was given to engineer upgrades for the Jarvis Bay and Norglenwold meters which are not functional.
  - CAO met again with Fire and Flood to discuss their plans for the west side of the Town of Sylvan Lake, which include Norglenwold. Fire and Flood will come back to me with pricing for an emergency preparedness plan for the other Summer Villages.
  - PW Manager and CAO met on site at the forthcoming drainage project location on Breakers Way near Marine Drive and Larch Road. We spoke to the homeowner near the municipal walkway about previous drainage issues and solutions over the years. Contractors were unsure about the use of culverts in the area for a few different reasons and were unsure if we would have enough grade to direct water where it needs to go. After shooting elevations they have confirmed that we do have the required grade but that culverts may not be the best option. Likely the use of a type of French drain in the municipal reserve between Larch Road and Poplar Road will direct the water where it needs to go while also allowing the surrounding areas to drain into it appropriately, eliminating other potential water pooling issues in the reserve. Our Public Works Manager will continue to work with the contractor for an appropriate solution and will report back to Council.

**Options for Consideration:**

Council to discuss and accept as information.

**Administrative Recommendations:**

Council accept as information.

**Authorities:**

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

## **Summer Village of Sunbreaker Cove**

**July 11, 2025**

### **Administration**

### **Request for Decision**

#### **Agenda Item: *ASVA Convention Resolutions***

#### **Background:**

Administration has received a request from the Director of the Association of Summer Villages of Alberta asking if Council would like to put forward any resolutions that are common to summer villages and needs the attention of the Government of Alberta. These resolutions will be voted on at the ASVA Annual General Meeting which takes place at the annual conference in October.

Approximately 6 weeks in advance of the AGM, the Agenda Package and resolutions will be sent out to Council. There is no guarantee that resolutions received after that date will be considered. That is determined by the membership.

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

1. Accept as information.
2. Have Administration draft resolutions.

#### **Administrative Recommendations:**

Council discuss and provide direction to Administration.

#### **Authorities:**

MGA Part One, Municipal purposes (a) to provide good government, (c) to develop and maintain safe and viable communities.



June 05, 2025

Good afternoon, Mayors, Councils and CAO's;

One of the ways the ASVA serves our members is by bringing common Summer Village issues and needs to the attention of the Alberta Government. The formal process for this is done via Resolutions voted on at our ASVA Annual General Meeting, which this year takes place on Thursday October 16<sup>th</sup> at 3:45pm. This process is also used if the membership wishes to give their board other directions in relation to governing the Association.

The process for submitting Resolutions is outlined in the Resolution Policy #204, which I have attached to this email. This Policy can also be found on the ASVA website at [www.asva.ca](http://www.asva.ca) under "About" click on **ASVA Policy**, then look for **Policy #204, Policy Title – Resolutions**.

A few notable points from the Policy:

#### **Submission**

**#8) Resolutions must be submitted to ASVA administration ([info@asva.ca](mailto:info@asva.ca)) no later than August 25th of each year;**

**#10) Resolutions must be submitted:**

- a) Electronically, as specified in the call for Resolutions;**
- b) In the format specified by the template in Appendix "A";**
- c) Along with minutes that show proof of the moving and seconding councils' approvals as required in section 3; and**
- d) In adherence to the guidelines presented in this Policy**

#### **ASVA Review**

**#25) The ASVA will electronically publish and distribute the Resolutions to members no less than six (6) weeks prior to Conference to provide councils enough time to review and discuss the Resolutions.**

Therefore, we ask that **all** Resolutions be forwarded to the Executive Director, Kathy Krawchuk, at [info@asva.ca](mailto:info@asva.ca) **no later than AUGUST 25th**. Resolutions received by that date, will be collated and sent out to all Councils as a Resolution Package by September 4th so that your Councils can review the Resolutions and determine your support for those Resolutions put forward.

Pursuant to the Policy, Resolutions received after the August 25<sup>th</sup> deadline will only be only dealt with if the Resolution is considered an Emergent Resolution (addressed in Sections 11-17 of the Policy) or conditions prevented the member from submitting by the deadline (like an emergency).

If you have any questions, please reach out.

Sincerely,  
Kathy

Kathy Krawchuk  
Executive Director  
ASVA  
[www.asva.ca](http://www.asva.ca)  
780.236.5456

## ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

<b>Policy Title:</b> <b>Resolutions</b>	<b>Policy Type:</b> Board Governance    200
	<b>Policy No.</b> 204
<b>Approved</b>	<b>Revised</b>
<b>Res. No.</b> 2020-21 <b>Date:</b> June 15, 2020	<b>Res. No.</b> <b>Date:</b>

### Preamble

The ASVA represents 51 Summer Villages that face a wide variety of complex issues. As part of fulfilling our vision and mission, ASVA conducts a resolution process that enables our Members to identify and prioritize common issues and solutions that empower ASVA's Board of Directors to advocate to the federal and provincial governments and the AUMA and RMA on the Member's behalf.

The purpose of this policy is to establish a clear and consistent process for resolutions that align with ASVA's broader advocacy initiatives.

### Policy

#### Call for Resolutions

1. No later than July 1<sup>th</sup> of each year, ASVA will issue a call for resolutions to be considered at ASVA's Conference during the Annual General Meeting.
2. The call includes information on ASVA's resolutions policy and process, including a resolution writing guide and template;

#### Movers and Seconders

3. Resolutions may be sponsored by:
  - a. A single Member's council. Resolutions sponsored by a single Member must be seconded by another Member's council;
  - b. The councils of a group of Members. All group sponsored resolutions are deemed to be seconded; or
  - c. The Board.
4. The sponsor of a resolution is deemed to have moved the resolution and is referred to as the "mover".

#### Research and Writing

5. As outlined by the template in Appendix "A", each resolution shall be written in the following format:
  - a. A concise title, which specifies the issue in the resolution;
  - b. A preamble of "WHEREAS" clauses, which provide a clear, brief, and factual context for the operative clause;
  - c. An operative clause, which clearly sets out what the resolution is meant to achieve and the proposal for action; and

## ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

- d. Background information, which provides further context as to why the issue is important to Alberta's summer villages
- 6. Primary responsibility for researching and drafting resides with the mover.
- 7. Members are encouraged to seek initial advice from ASVA administration on resolution topics as well as feedback on the format, accuracy and clarity of draft resolutions

### Submission

- 8. Resolutions must be submitted to ASVA administration no later than August 25<sup>th</sup> of each year.
- 9. ASVA's Executive Director may grant an extension of the deadline if:
  - a. The Conference is scheduled later than the third Thursday in October; or
  - b. Conditions prevent Members from submitting resolutions by the deadline (e.g. There is an emergency event.)
- 10. Resolutions must be submitted:
  - a. Electronically, as specified in the call for resolutions;
  - b. In the format specified by the template in Appendix "A";
  - c. Along with minutes that show proof of the moving and seconding councils' approvals as required in section 3; and
  - d. In adherence to the guidelines presented in this policy.

### Emergent Resolutions

- 11. A resolution related to a matter of an urgent nature arising after the resolution deadline may be considered as "emergent" on a case-by-case basis.
- 12. The criteria of an emergent resolution are that it **must**:
  - a. Deal with an issue of concern to Alberta summer villages which has arisen after the resolution deadline, or just prior to the resolution deadline, such that Members could not submit it as a resolution in time;
  - b. Have a critical aspect that needs to be addressed before the next Conference; and
  - c. Comply with the guidelines for resolutions set out in this policy.
- 13. Members wishing to move emergent resolutions shall provide notice to ASVA Administration as soon as possible with a deadline of **the Monday before** the first day of Conference.
- 14. Emergent resolutions must be submitted:
  - a. Electronically, as specified in the call for resolutions;
  - b. In the format specified by the template in Appendix "A";
  - c. Along with minutes that show proof of the moving council's approval and
  - d. In adherence to the guidelines presented in this policy.
- 15. The initial determination whether the proposed resolution meets the criteria of an emergent resolution will be made by:
  - a. ASVA's Board, if the proposed emergent resolution is submitted before the final Board meeting prior to Conference; or
  - b. ASVA's Executive Committee, if the proposed emergent resolution is submitted after the final Board meeting prior to Conference.
- 16. If the Board or Executive Committee determines the resolution meets the criteria of an emergent resolution, the Board or Executive Committee will second the resolution.

## ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

17. If the resolution receives initial approval for consideration after all printing has been done for the annual conference, the mover will provide ASVA with 100 printed copies of the resolution to distribute at the Annual General Meeting.

### ASVA Review

18. ASVA Administration will review resolutions as they are submitted and advise movers if a resolution:
- a. Could trigger any of the criteria set out in Section 22;
  - b. Addresses a topic covered by an already active resolution;
  - c. Contradicts existing ASVA policy;
  - d. Should be combined with a similar resolution being moved by another member; or
  - e. Has any further deficiencies such as:
    - i. Absence of any indication of the resolution being endorsed by the council of the moving and seconding municipality;
    - ii. Unclear, contradictory, incorrect, or misleading statements;
    - iii. Lack of enough background information to justify the action being proposed; or
    - iv. Incorrect formatting.
19. ASVA Administration will compile resolutions into the Annual General Meeting package and ASVA may comment on the resolution if:
- a. It affects ASVA's ability to act on the resolution
  - b. Whether and how the resolution relates to an existing ASVA position or strategic initiative, and:
  - c. Potentially could trigger the criteria set out in Section 22.
20. ASVA's Board or Executive Committee will review and recommend any amendments to the draft resolutions as required, including proposed comments and any Section 22 concerns.
21. The draft Resolutions will then be forwarded to the Board for consideration.
22. To preserve ASVA's credibility, the Board reserves the right to ensure issues raised by resolutions to be considered at the Conference are related to municipal interests and do not:
- a. Involve conflicts between individual municipalities;
  - b. Involve conflicts between individual municipalities and citizens, other organizations, etc.;
  - c. Involve internal issues of a municipality;
  - d. Promote the interests of individual businesses;
  - e. Direct a municipality to take a course of action;
  - f. Result in the perception that ASVA is partisan and supports a political party or candidate; or
  - g. Lack the clarity required to determine the issue and/or what is being asked of the ASVA.
23. If Section 22 conditions exist, the Board may reject the proposed resolution and notify the mover with an explanation of why the resolution will not appear in the Annual General Meeting package.
24. The mover of a rejected resolution may appeal the decision by bringing forward a motion at the Resolutions segment of the Annual General Meeting for the resolution to be considered, and the decision can be reversed by 2/3 majority of votes cast.
25. The ASVA will electronically publish and distribute the Resolutions to Members **no less than** six (6) weeks prior to Conference to provide councils enough time to review and discuss the resolutions.

## ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

### Resolutions Session

26. All procedures at the Resolutions segment of the Annual General Meeting will be governed by Robert's Rules of Order as modified by this policy.
27. Resolutions will be debated in the order they are presented in the Annual General Meeting package. Emergency resolutions will be listed and debated last.
28. The Resolutions segment shall not be closed until all resolutions listed in the agenda are debated and voted upon, or the allotted time for the Resolutions segment has expired, unless the majority of delegates present vote to extend the allotted time.
29. Resolutions which are not debated at a Resolutions segment because of insufficient time will be considered by the Board following the Conference unless a resolution is passed to continue with the resolution segment the following day.

### Adoption

30. The Annual General Meeting Chair will introduce each proposed resolution by indicating its number, title, the names of the mover and seconder, and the operative clause.
31. A mover may withdraw a proposed resolution when the resolution is introduced. In this event, the Annual General Meeting Chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
32. Resolutions that are moved by the Board must be seconded from the floor by a representative of a Member.
33. A spokesperson from the mover will then have up to two (2) minutes to speak, followed by a spokesperson from the seconder, who will also have up to two (2) minutes to speak to the resolution.
34. Next, ASVA comments on member-moved resolutions may be presented by a Board Member.
35. These comments must be approved in advance by the Board.
36. The Annual General Meeting Chair will then open debate by calling for a speaker in opposition, seeking clarification or proposing an amendment.
37. Speakers will have a two (2) minute time limit and shall not speak more than once on any one question.
38. If no one rises to speak in opposition, for clarification or to propose an amendment to a resolution, the question will be immediately called.
39. No debate on accompanying background material and information for resolutions is allowed.
40. When no opposing position speaker is available, the Annual General Meeting Chair will declare the end of the debate and the spokesperson from the mover will be allowed one (1) minute for the closing of debate.
41. Amendments, including "minor amendments" should be submitted in writing to the Annual General Meeting Chair prior to the amendment being introduced, but verbal amendments will also be accepted from the floor.
42. Amendments must be seconded from the floor or they do not proceed.
43. Debate procedures for an amendment shall be the same as for a resolution as set out in Sections 32 to 38.
44. The conflict-of-interest guidelines for council votes, as outlined in the Municipal Government Act, shall also apply to Conference resolution votes for all delegates. It is incumbent upon each delegate to adhere to these guidelines.
45. Voting may, at the discretion of the Annual General Meeting Chair, be by:
  - a. a show of hands of eligible voters;
  - b. paper ballot
  - c. electronic means

## ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

46. The number of votes necessary for any resolution to pass is a simple majority of votes cast for that resolution (50% plus one vote).

### **Action on Adopted Resolutions**

47. All adopted resolutions will be sent to the relevant provincial and/or federal ministry or organization for response.

48. Further advocacy on resolutions may be considered by the Board of Directors.

### **POLICY REVIEW**

49. This Policy will be reviewed annually by the Board.

### **APPENDICES**

A. Resolution Template

## ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

### APPENDIX A

#### Resolution Template

Title of resolution:

Moved by:

Seconded by:

**WHEREAS** the purpose of the “Whereas clauses” is to clearly and succinctly describe the issue or opportunity that the resolution is bringing forward, and identify why the subject is relevant to Alberta summer villages;

**WHEREAS** the clauses should identify whether the issue involves the need for information sharing, policy changes, legislative/regulatory change or a combination thereof, and refer to specific documents and sections whenever possible;

**WHEREAS**

**WHEREAS**

; and

**WHEREAS**

**IT IS THEREFORE RESOLVED THAT** the AUMA advocate for .....This operative clause is the call to action. It usually includes a request for the Government of Alberta, Government of Canada or another organization to act. This is the most important part of the resolution and should be written clearly, so there is no doubt as to what action is being requested.

#### **BACKGROUND:**

No preamble can be comprehensive enough to give a full account of the situation that gave rise to the resolution. In all cases, supplementary or background information (1 to 2 pages max.) is necessary.

The background should answer the following questions:

- What is the impact of the issue on Alberta summer villages and how many municipalities are impacted? (Provide examples and/or statistics where possible.)
- What priority should the resolution be given?
- Does the issue and call to action align with one of ASVA’s strategic initiatives?
- Has the issue been addressed by ASVA in response to a resolution or otherwise in the past and what was the outcome?
- Have other associations or groups acted on this issue, or are they considering action? (e.g. Is a similar resolution being considered by the AUMA or RMA?)
- What other considerations are involved? (e.g. Does the proposed action align with goals of the provincial or federal government, or other organizations?)

**Summer Village of Sunbreaker Cove**

**July 11, 2025**

**Council Reports**

**Information Item**

**Council Reports:**

Mayor  
Deputy Mayor  
Councillor

**Committee Reports:**

- Safe Quiet Lakes

**Correspondence:**

**Upcoming Meetings:**

Next Council Meeting – August 8, 2025

From: **Safe Quiet Lakes** <[outreach-safequiet.ca@shared1.ccsend.com](mailto:outreach-safequiet.ca@shared1.ccsend.com)>

Date: Tue, 27 May 2025 at 13:25

Subject: Safe Quiet Lakes May 2025 Newsletter

To: <[summervillages@gmail.com](mailto:summervillages@gmail.com)>

**OUR MISSION:** To be a leading voice in promoting safe, quiet waterways and respectful boating practices through education, advocacy and legislative change.



Safe Quiet Lakes

May 2025 Newsletter

### Chair's Message



After a rather long winter it feels wonderful to say welcome to a new season at the cottage! It's always exciting to be back on the lake. And this summer has plenty in store for us at SQL!

Mark your calendars for the launch of our 2025 Your Lakes Your Views on June 17th. This initiative will include even more lake communities across the province and offer us invaluable insights into your perspectives on lake-related issues.

We're planning an in-person Stakeholder meeting and looking forward to discussing key challenges and potential solutions with lake association executives and municipal officials.

In addition, we'll be updating our Boater Code signs at local marinas and public docks. It's been quite a while since many of these signs were last refreshed, and our goal is to modernize them all over the next few seasons.

Lastly, please give a warm welcome to our new Programs Manager, Matt, and our new Board Director, Dr. Tim James!

We truly appreciate your continued support and interest in our work. If you have any feedback or are interested in volunteering, please feel free to reach out to me at [chair@safequiet.ca](mailto:chair@safequiet.ca).

Warm regards,

Diana Piquette

Chair, Safe Quiet Lakes

## Your Lakes, Your Views



It's time to raise your voice and play a crucial role in shaping the future of our lakes and waterways.

Safe Quiet Lakes is proud to present the most thorough surveys of lake users ever conducted in Ontario. Our "Your Lakes Your Views" surveys from 2013, 2017, and 2021 have collected nearly 10,000 responses, providing valuable insights into the activities, concerns, and priorities of those who enjoy our beautiful lakes. The results from these surveys have informed local and federal governments, as well as lake associations, helping them develop effective programs and strategies based on the real needs of the community. These surveys shape our actions and priorities moving forward.

Mark your calendars for June 17! We'll be launching the latest version of this comprehensive survey at [safequiet.ca](https://safequiet.ca)

You can log in from any device, anywhere, and contribute to setting a course for the future of our lakes.

Don't miss out on this opportunity to make an impact!

---

### Welcome from the new Programs Manager



Safe Quiet Lakes is thrilled to welcome our new programs manager, Matt Driscoll.

A resident of Bracebridge, Matt brings a wealth of experience in journalism and program management from his time with other Muskoka-based not-for-profits.

After falling in love with the stunning scenery, breathtaking vistas, and the wonderful people of this unique part of Canada, he made Muskoka his home 15 years ago. Now, alongside his wife Heather and their two adventurous boys, Matt is even more motivated to contribute to preserving the area's natural beauty and preservation by joining the Safe Quiet Lakes team.

With a busy summer on the horizon, Matt is eager to dive in and collaborate with this dynamic group of individuals who share his passion for safe, quiet waterways and respectful boating practices

If you have any questions or just want to connect, feel free to reach out to him at [outreach@safequiet.ca](mailto:outreach@safequiet.ca). Let's make this summer one to remember!

---

### Safe Boating Awareness Week



Safe Boating Awareness Week has been the mainstay of boating safety to over 16 million people who recreate on Canadian waters.

Many are getting onto the water in time for Safe Boating Awareness week, and we want to remind you of five key messages for boating safely.

The Canadian Safe Boating Council's Safe Boating Awareness Week messages this season are:

1. Wear Your Lifejacket - Over 80% of Canadians who drown while boating were not wearing their lifejacket or not wearing it properly. There are so many choices for lifejackets / personal floatation devices on the market now, it is easy to pick one that suits your 'boating style' and is one that you are comfortable wearing all the time you are on the water.
2. Boat Sober - Whether it's prescription drugs, alcohol or cannabis, the use of intoxicants is both irresponsible and illegal. In some provinces, being convicted of impaired operation will also affect your automobile license.
3. Take a Boating Course – If you are operating a powered recreational vessel, you should have your Pleasure Craft Operator Card or some other proof of competency. But that is just as start, so consider taking some advanced courses. If your boating preference tends towards paddle, this is the perfect time to enroll in some on water training. Or if you are just starting out, log onto and start your boating in a paddle craft responsibly. The site is not a

substitute for on water training, but it does provide a great first step in education about paddle craft.

4. **Be Prepared, You and Your Vessel**- Make sure you and your boat are up to your planned on-water activities. That means you are knowledgeable about your upcoming trip, your boat is properly equipped with the required and good to have safety equipment, the weather is suitable for the voyage, you have sufficient fuel and you have filed a trip plan. Plus, this is not all about you...it is important to keep in mind that by staying out of trouble you will not be putting pressure on rescue resources.
5. **Be Cold Water Safe** - Cold water can severely impact your ability to swim or even just stay afloat. Even the best swimmers will feel the effects of a sudden cold-water immersion. No matter your swimming ability, best chance of surviving an accidental cold-water immersion is to wear your lifejacket!

To find more, visit the CSBC website [HERE](#).

### Join us in helping to keep our waterways safe

*We build partnerships to encourage conversations about respectful boating and to lead change through education and advocacy. Your donation will help drive our programs.*

*Have questions? Contact us at [outreach@safequiet.ca](mailto:outreach@safequiet.ca)*



Please click the image to learn more about our programs.

[CLICK HERE TO DONATE TODAY](#)

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Thank you!

Thank you to the many donors and partners who support us and share our messages.

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### Join the Conversation



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