SUMMER VILLAGE OF SUNBREAKER COVE
MUNICIPAL PLANNING COMMISSION AGENDA
JUNE 8, 2026 @ 9:00 A.M.

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. DEVELOPMENT ITEMS

1) 605 Fox Crescent

D. ADJOURNMENT

Summer Village of Sunbreaker Cove – Municipal Planning Commission

June 8, 2026

Agenda Item

605 Fox Crescent (Lot 6, Block 1, Plan 1823MC)

Development Permit Application

Background:

The registered owner of 605 Fox Crescent (Lot 6, Block 1, Plan 1823MC), in the village of Sunbreaker Cove is seeking approval for the operation of a tourist home. This property is located in the R1 District (Residential District). The dwelling on the property proposed to be used for the tourist home operation consists of 3 bedrooms and the proposed maximum amount of people staying overnight is 6. Parking will take place on the driveway of the property which provides ample off-street parking. Guests will not have access to a private dock, there is proper fire safety in place, and the property is connected to the wastewater line. This is the second application for a tourist home operation for this property.

Discussion:

This application is before MPC for the following reason:

- Land Use Bylaw 205-25, R1–Residential District - Discretionary Uses: Tourist Home is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.

Application Review:

Land Use Bylaw 205-25:

Tourist home means a dwelling unit operated as a temporary place to stay, with compensation, and includes all vacation rentals of a dwelling unit. The characteristics distinguish a tourist home from a dwelling unit used as a residence may include any of the following:

a. The intent of the occupant to stay for short-term (30 days or less) vacation purposes rather than use the property as a residence;
b. The commercial nature of a tourist home;
c. The management or advertising of the dwelling unit as a tourist home or other form of vacation rental, on any website such as Airbnb or VRBO; and/or
d. The use of a system of reservations, deposits, confirmations, credit cards, or other forms of electronic payments, etc.

For the purposes of this bylaw, a tourist home includes bed and breakfast operations where guests may be provided a meal by the dwelling's occupant.

A development permit is required to operate a tourist home. Tourist Home development permits will be valid for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the R1 - Residential District.

Conditions:

If approved, Administration would recommend the following conditions:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principal building only. Tourist homes shall not be developed within guest house suites and recreational vehicles.
- A tourist home shall comply with all food storage, serving, and preparation requirements in Part 6 of the Alberta Food Regulation.
- The maximum number of people staying overnight in the tourist home shall be 6.
- The owner/operator of the tourist home is responsible for informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom. Any parking within the road allowance shall not extend into the travelled portion of the road.
- Any damage to the road allowance shall be repaired immediately at the expense of the permit holder.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- Proof of short-term rental/vacation property insurance coverage to be provided.

Authorities:

For a discretionary use in any district:

- The Municipal Planning Commission may approve an application for a Development Permit:
  - With or without conditions;
  - Based on the merits of the proposed development, including its relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
  - Where the proposed development conforms in every respect to this Land Use Bylaw; or
- May refuse an application for a development permit based on the merits of the proposed development, even though it meets the requirements of the Land Use Bylaw; or
- Subject to provisions of section 5.6.5(c), the Municipal Planning Commission shall refuse an application for a development permit if the proposed development does not conform in every respect to the Land Use Bylaw.

Decision:

The Municipal Planning Commission shall:

1. Approve the application with or without conditions (Section 642 of the MGA), or
2. Deny the application stating reasons why (Section 642(4) of the MGA).
3. Refer the application back to administration with a timeline for more information.

May 8, 2026

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

RE: 605 Fox Crescent ,Sunbreaker Cove Alberta -Letter of intent for Tourist Home Application

Dear Summer Village,

We are applying to renew our Tourist Home Permit for the 2026 season.

I hereby make an application under the provisions of the Summer Village of Sunbreaker Cove for a Development Permit for a Tourist Home located at 605 Fox Crescent, Sunbreaker Cove, in accordance with the lands and supporting information submitted herewith, which form part of this application.

Included in our application is the following information required to support our application .

- ✓ **A non -refundable fee in the amount of $500.00** deposited by **E- Transfer** -to etransfer.svsunbreakercove@sylvansummervillages.ca transfer on **May 8,2026**
- ✓ **Completed application** - with signatures
- ✓ **Scaled floor plans** include room location and uses .**Main Floor & Lower Level** and **Parking plan**
- ✓ **Fire safety -Smoke detectors (6) /Carbon (2) monoxide detectors , Fire extinguisher(2)** locations as noted on Main and Lower-level floor plans . Lower level - We have a smoke detector in each bedroom ,one in the hallway near the stairwell . Main floor we have 2 smoke detectors one in the hallway near the fireplace and one near the front entrance and living room . We have 2 carbon monoxide detectors – One on the main floor living room and one in the lower level in the hallway . Fire extinguishers are located -one on the lower level and one in the main floor laundry room.
- ✓ **Fire pit details** –One firepit located in the front yard to meet building clearance and property line setbacks.

- ✓ **Firepit components** - Circular concrete firepit is made with the following materials - Fire resistant concrete blocks placed underneath the pit spanning a 3ft radius .Inside the fire pit is a brick base with a spark arrestor mesh screen to contain spark over the fire. **Fire pit rules** are posted inside the cabin regarding firepit usage and to obey and confirm local fire bans in the community . No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.

- ✓ **Parking locations**- see attached **parking plan** for vehicle parking locations 1 stall per bedroom – 3 bedrooms = 3 required stalls.

- ✓ **A current copy of the Certificate of Title** (30 days or less) including ownership and encumbrances .(printed -**May 8, 2026 -10:23 am**)

- ✓ **No recreational vehicles** shall be used as accommodation for tourist home guests

- ✓ **Dock facilities** - we do not have a dock for guests to use.

- ✓ **Rental Insurance** – Intact – see enclosed policy

Additional Information

Our beautiful cabin retreat is in Sunbreaker Cove Sylvan Lake summer village . Nestled in a forest of trees giving you peace and tranquility.

Our fully furnished cabin offers all the amenities for a great stay ,with vaulted ceilings on the main floor, a large family room with a wood-burning fireplace , spacious kitchen and dining room 2 pc bathroom and separate laundry room .The lower level has 3 spacious bedrooms, a 4-pc bathroom and inviting family room . With a deck and an attached sunroom .

It is approximately 15-minute drive to Sylvan Lake which offers great dining, shopping, and MOO's famous ice cream shop.

Guests- Maximum – Six

We will only rent out to guests for parts of the year guests will be booked through Airbnb which requires each guest to be registered and approved . We maintain signage on the property to notify guests of policies and rules . We do not have a dock for guests to use.

Bedrooms- Three

Bathrooms- Two

House rules -posted inside the cabin and to be posted on Airbnb

- ✓ **Check in** at -4:00 PM
- ✓ **Check out** -before 11:00 AM
- ✓ **Primary guest** -minimum age to rent - 25 years old – Government Identification to be confirmed before booking is approved.
- ✓ **No Pets allowed**
- ✓ **Events- Group events and parties** - strictly prohibited .
- ✓ **Fire pit rules** will be posted in the cabin and reviewed with guests at check in. No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.
- ✓ **Guests** - will be respectful and adhere to all community standards bylaw and government laws .Including Noise , nuisance and littering .

Safety

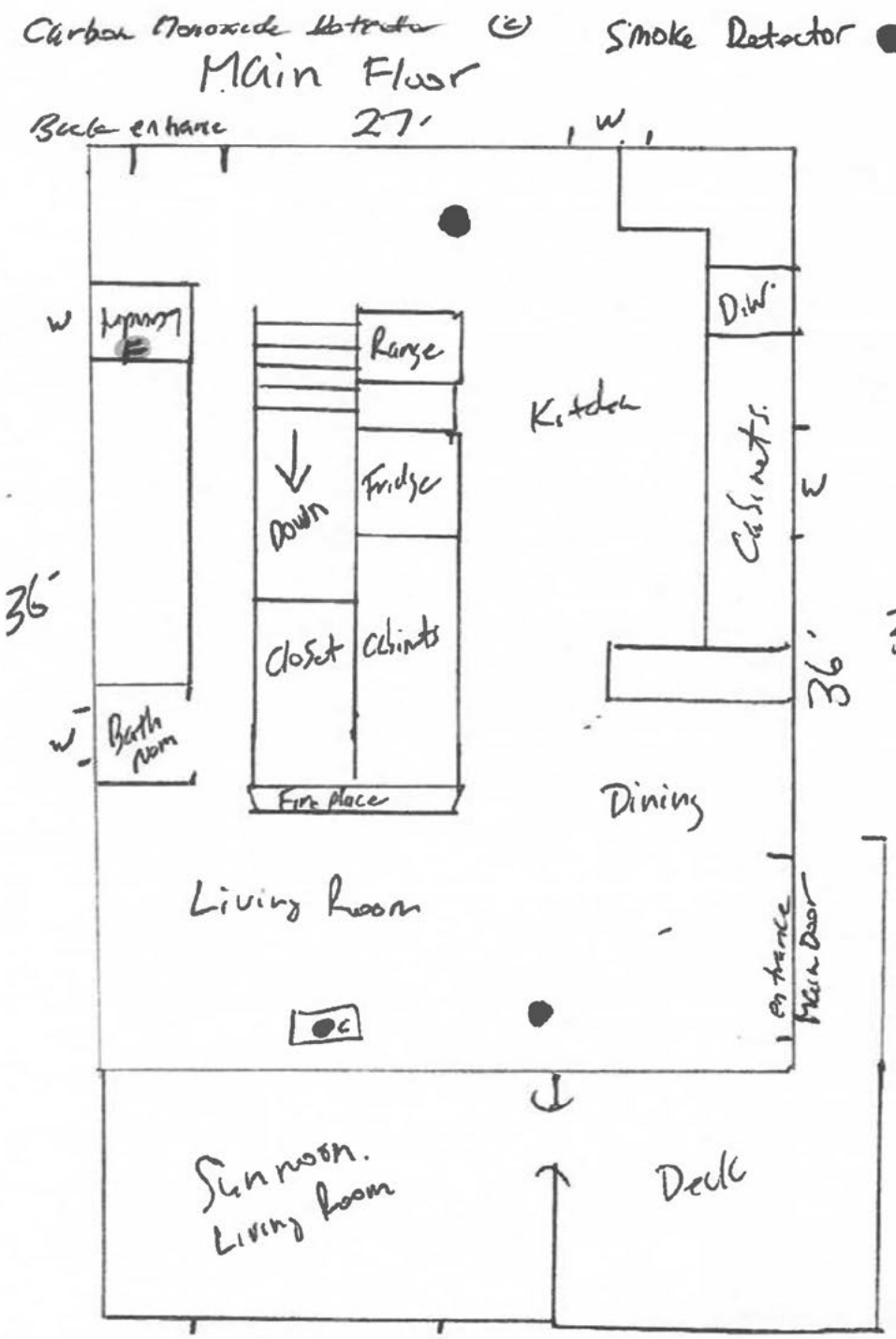
- ✓ **Carbon monoxide detector** -Two carbon monoxide detectors on the property
- ✓ **Smoke detector**- Six smoke detectors on the property
- ✓ **Fire extinguishers** – two provided in the property
- ✓ **Deadbolt lock**
- ✓ **Exterior lighting**
- ✓ **Rental insurance**

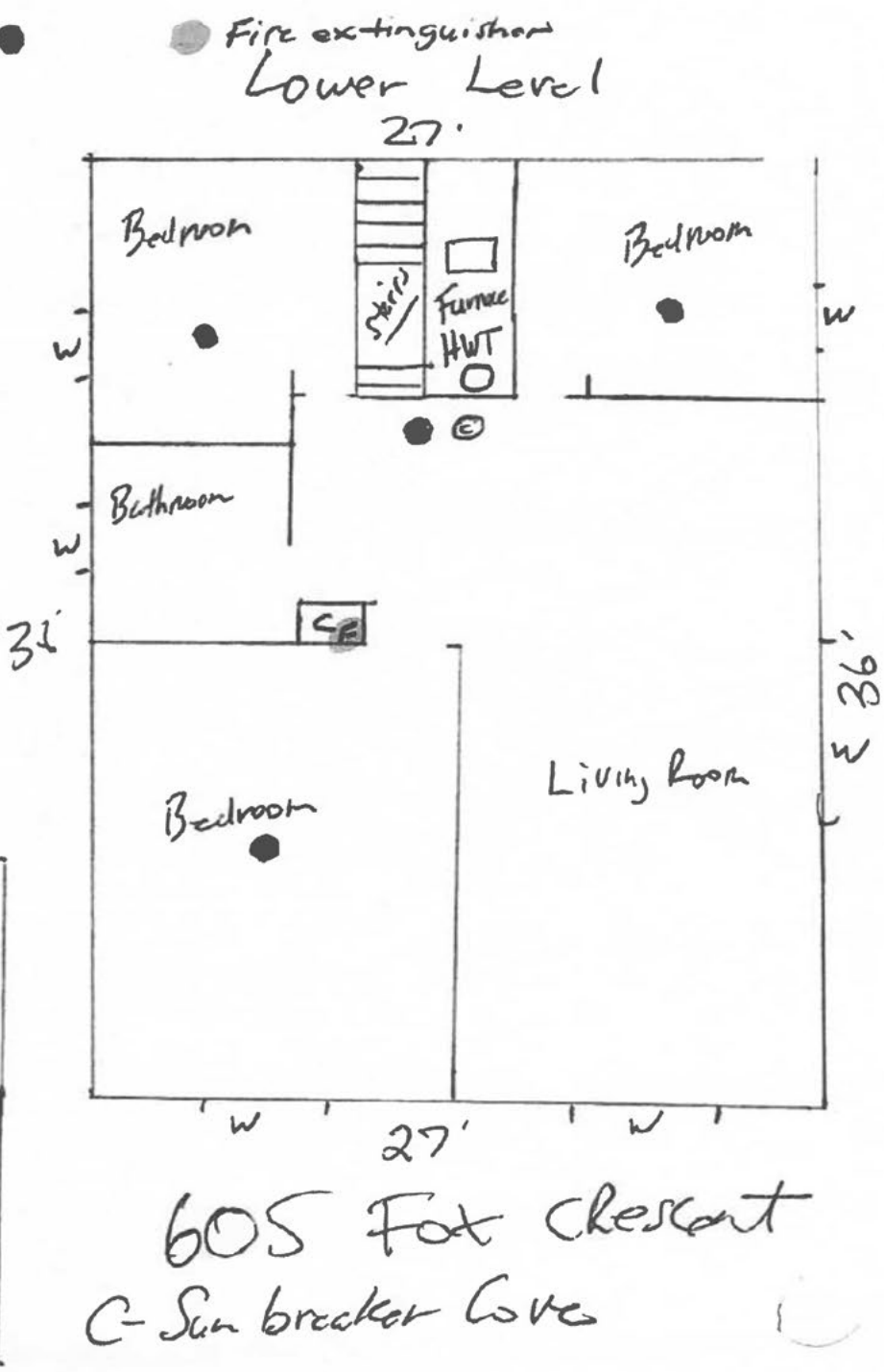
Thank you for reviewing our application and please do not hesitate to contact us with any additional questions you may have.

Yours truly

[redacted]

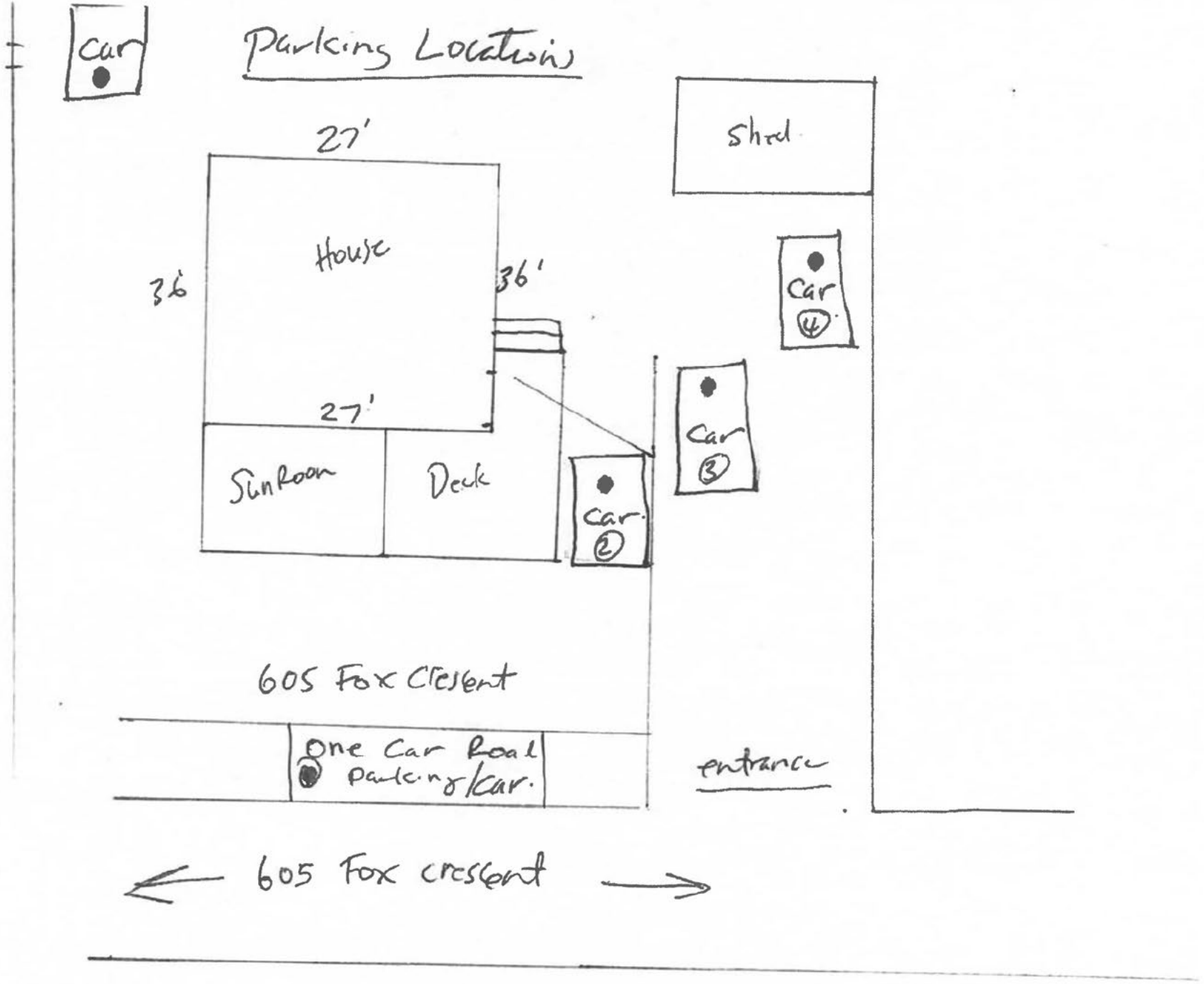
Carbon Monoxide Detector (C) Smoke Detector ● Fire extinguisher



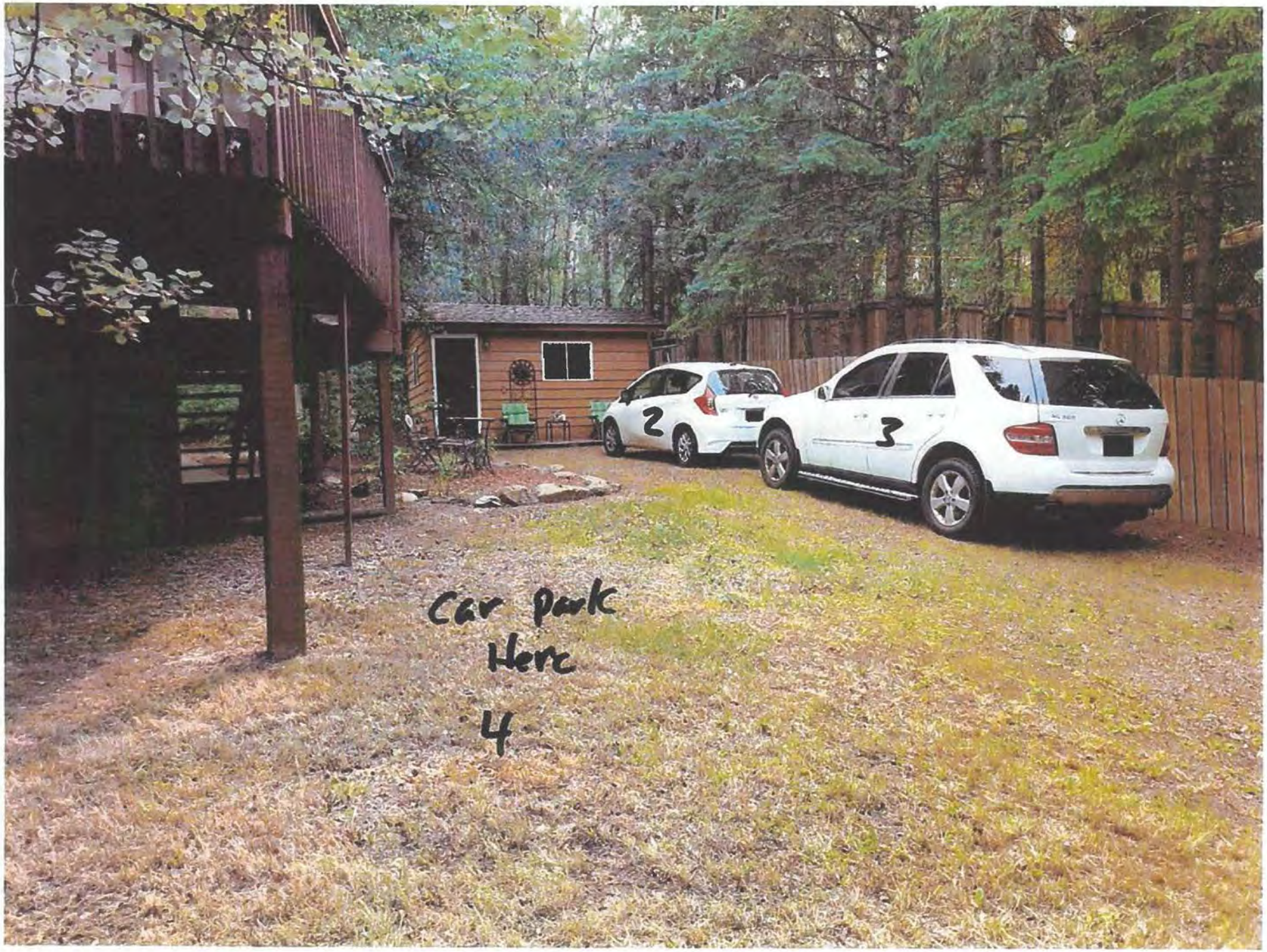


605 Fat Crescent

C - Sun breaker Cove


Car
Parking Locations
27'
House
36
36'
27'
Sunroom
Deck
Car ②
Car ③
Car ④
Shed
605 Fox Crescent
One Car Road Parking/Car.
entrance
605 Fox crescent

605 Fox CRTS -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3
Car park
Here
4

MAY 12 2025

MAY 12 2025

Fox Crescent

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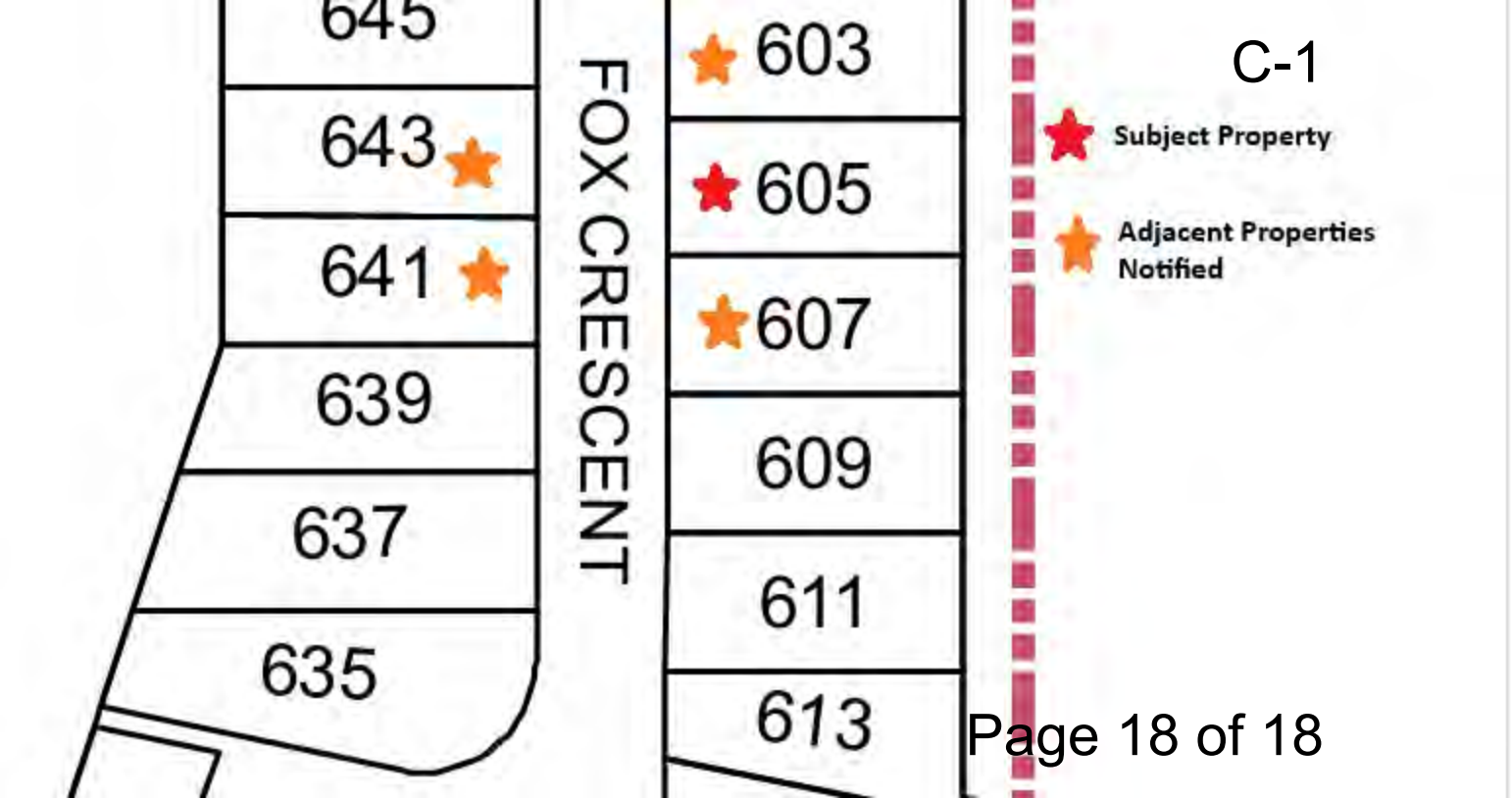
Fox
Rosewood Crescent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FOX CRESCENT
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C-1
Subject Property
Adjacent Properties Notified