

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
MARCH 22, 2023 @ 8:30 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**             - Regular Meeting Minutes, February 13, 2023

**D. DELEGATION**

- 1) Metrix Group

**E. INFORMATION ITEMS**

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

**F. TABLED ITEMS**

**1) Council & Legislation**

- a) Boat Launch Enforcement Bylaw

**G. REQUESTS FOR DECISION**

**1) Council & Legislation**

- a) Communication Policy
- b) Community Standards Bylaw
- c) Dog Bylaw
- d) Fiber Optic Project Request
- e) Fire and Burning Bylaw

## **2) Public Works**

- a) Traffic Bylaw

## **3) Planning & Development**

- a) Boat House Letter
- b) Tourist Home Letter

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

## **1) Council Reports**

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

## **2) Committee Reports**

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

## **3) Upcoming Meetings**

- a) Council Meeting – April 17, 2023

# **I. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
February 13, 2023

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held February 13, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Jim Willmon
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets via Zoom
	CAO:	Tanner Evans
	Finance Manager:	Tina Leer
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau

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

**AGENDA APPROVAL**

**SBC-23-020** MOVED by Deputy Mayor Kimball that the agenda be adopted as amended:

Drainage update under D.4  
Animal Control Discussion under G.1.B  
Rate rider and pump discussion under G.1.A  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-23-021** MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on January 9, 2023, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Yearend Financial Report
- 3) Development Update
- 4) CAO Report

**SBC-23-022** MOVED by Mayor Willmon that Council accept the information items as presented.  
CARRIED

**TABLED ITEMS**

**PLANNING & DEVELOPMENT**

To discuss later in the agenda.

**REQUESTS FOR DECISION**

**FINANCE**

**SBC-23-023** Capital Budget  
MOVED by Mayor Willmon that Council approve the 2023 Capital Budget and the Capital Plan as amended:

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
February 13, 2023

C-1

PROJECT	AMOUNT	REVENUE
Road Analysis (46.6k total)	\$8,388.00	CCBF
Riprap	\$15,000.00	Environmental Reserve
Wastewater Emergency/ contingency plan	\$20,000.00	Wastewater Reserve
EOS Stairs	\$70,000.00	Land Improvement Reserve
Larch Road Drainage	\$62,000.00	MSI Funding
Larch Road Drainage	\$15,000.00	CCBF
Larch Road Drainage	\$35,000.00	Road Reserve
Docks DLO	\$25,000.00	Environmental Reserve
GIS Implementation	\$1,800.00	Wastewater Reserve
Admin Building Improvements	\$11,551.50	MSI Funding
	CARRIED	

Council break at 10:15 a.m.

Council reconvened at 10:30 a.m.

**Bylaw #180-23**      Borrowing Bylaw  
**SBC-23-024**      MOVED by Deputy Mayor Kimball that Council cancel the Borrowing Bylaw #180-23 as the Summer Village of Sunbreaker Cove no longer requires a borrowing bylaw.  

CARRIED

COUNCIL & LEGISLATION

**SBC-23-025**      Municipal Leaders’ Caucus  
MOVED by Councillor Beets that Council authorize Mayor Willmon to attend the Municipal Leaders’ Caucus March 30 & 31, 2023, at the Westin Edmonton, should he wish.  

CARRIED

**SBC-23-026**      Lake Access Concern  
MOVED by Mayor Willmon that Council accept the lake access concern as information and give further consideration to this in future capital budget items.  

CARRIED

PLANNING & DEVELOPMENT

**Bylaw #182-23**      Plans Cancellation Bylaw  
**SBC-23-027**      MOVED by Deputy Mayor Kimball that Council give 1<sup>st</sup> reading to the Plans Cancellation Bylaw #182-23.  

CARRIED

**SBC-23-028**      MOVED by Councillor Beets that Council give 2<sup>nd</sup> reading to the Plans Cancellation Bylaw #182-23.  

CARRIED

**SBC-23-029**      MOVED by Mayor Willmon that Council by unanimous consent give 3<sup>rd</sup> reading to the Plans Cancellation Bylaw #182-23 at this meeting.  

CARRIED UNANIMOUSLY



**SBC-23-030**            MOVED by Deputy Mayor Kimball that Council give 3<sup>rd</sup> and final reading to the Plans Cancellation Bylaw #182-23.  
CARRIED

**TABLED ITEMS**

**PLANNING & DEVELOPMENT**

**Bylaw #179-23**        Dock and Mooring Bylaw  
**SBC-23-031**        MOVED by Councillor Beets that Council give 1<sup>st</sup> reading to the Dock and Mooring Bylaw #179-23 as amended.  
CARRIED

**SBC-23-032**        MOVED by Mayor Willmon that Council give 2<sup>nd</sup> reading to the Dock and Mooring Bylaw #179-23 as amended.  
CARRIED

**SBC-23-033**        MOVED by Deputy Mayor Kimball that Council by unanimous consent give 3<sup>rd</sup> reading to the Dock and Mooring Bylaw #179-23 at this meeting as amended.  
CARRIED UNANIMOUSLY

**SBC-23-034**        MOVED by Councillor Beets that Council give 3<sup>rd</sup> and final reading to the Dock and Mooring Bylaw #179-23 as amended.  
CARRIED

**COUNCIL REPORTS**

- Mayor Willmon
- Pump letter discussion
  - Rate rider discussion
  - JSC update from Chair Dufresne
- Deputy Mayor Kimball
- Animal Control Bylaw discussion
- Councillor Beets
- Queen’s jubilee award

**COMMITTEE REPORTS**

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

**CORRESPONDENCE**

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

**SBC-23-035**            MOVED by Mayor Willmon to accept the Council, Committee, and  
correspondence items as information.  
CARRIED

**NEXT MEETING**

**SBC-23-036**            MOVED by Mayor Willmon that the next meeting of Council be held on  
March 13, 2023, at 8:30 a.m.  
CARRIED

**ADJOURNMENT**

**SBC-23-037**            MOVED by Mayor Willmon that being the agenda matters have been  
concluded, the meeting adjourned at 11:55 a.m.  
CARRIED

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

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

## **Summer Village of Sunbreaker Cove**

### **Finance & Administration**

#### **Request for Decision**

#### **Agenda Item:** *Delegation – Metrix Group*

##### **Background:**

The 2022 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2022 audited financial statements and answer any questions you may have.

The Draft Financial Statement and Audit finding Report is included for your review.

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

Council accept the 2022 audited financial statements as presented and authorize the Mayor to sign the financial return.

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

Council accept the 2022 audited financial statements as presented and authorize the Mayor to sign the financial return.

##### **Authorities:**

MGA Section 281(1)

The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.



March 22, 2023

Summer Village of Jarvis Bay  
2 Erickson Drive  
Sylvan Lake, AB T4S 1P5

**Attention: Council Members**

Dear Council Members:

**RE: 2022 AUDIT FINDINGS REPORT**

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Council. Additionally, during the course of our audit we identified matters that may be of interest to management.

The objective of our audit was to obtain reasonable assurance that the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and management and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

**SIGNIFICANT FINDINGS FROM THE AUDIT**

Our objective is to communicate appropriately to Council deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Summer Village's financial statements, and as such, our audit report is without reservation with respect to these matters.

### **Significant Qualitative Aspects of Accounting Practices**

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Summer Village. The application of those policies often involves significant estimates and judgments by management.

The Summer Village has made the following significant accounting estimates in preparing its financial statements.

*Amortization of Tangible Capital Assets - \$119,025 (2021 - \$41,646)*

We are of the opinion that the significant accounting policies, estimates and judgments made by management do not materially misstate the financial statements taken as a whole.

### **Corrected and Uncorrected Misstatements**

#### *Corrected Misstatements*

During the course of the audit, we identified sixteen (16) adjustments that were communicated to management and subsequently corrected in the financial statements. This type of assistance is common with our smaller local government clients.

#### *Uncorrected Misstatements*

There were no significant uncorrected misstatements aggregated by our Firm, for the year ended December 31, 2022.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of Summer Village management and staff throughout our work and we received full access to all necessary records and documentation.

### **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.

### **AUDITOR INDEPENDENCE**

We believe it is important to communicate, at least annually, with Council regarding all relationships between the Summer Village and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are 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 that have occurred from January 1, 2022 – March 22, 2023.

We appreciated the assistance of Tina Leer, Tanner Evans, and the other staff during the audit. We appreciate the opportunity to provide audit services to the Summer Village.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Tanner Evans, Chief Administrative Officer

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Financial Statements**  
**For The Year Ended December 31, 2022**

DRAFT

---

## INDEPENDENT AUDITORS' REPORT

---

To the Mayor and Council of Summer Village of Sunbreaker Cove

### *Opinion*

We have audited the financial statements of Summer Village of Sunbreaker Cove (the Summer Village), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2022, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation 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.

In preparing the financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting process.

(continues)



Independent Auditors' Report to the Mayor and Council of Summer Village of Sunbreaker Cove  
(continued)

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
March 22, 2023

### **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

To the Mayor and Members of Council of the Summer Village of Sunbreaker Cove

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgments of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Summer Village Council to express an opinion on the Summer Village's financial statements.

---

Mr. Tanner Evans  
Chief Administrative Officer

**SUMMER VILLAGE OF SUNBREAKER COVE****D-1****Statement of Financial Position****As At December 31, 2022**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 797,656	\$ 411,290
Receivables (Note 2)	788,277	1,859,460
	<u>1,585,933</u>	<u>2,270,750</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	29,975	483,253
Deposit liabilities	56,000	40,500
Due to other Sylvan Summer Villages (Note 3)	226,713	297,524
Deferred revenue (Note 4)	94,349	171,563
Long term debt (Note 5)	486,375	500,168
	<u>893,412</u>	<u>1,493,008</u>
<b>NET FINANCIAL ASSETS</b>	<u>692,521</u>	<u>777,742</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 6)	4,234,222	4,016,419
Prepaid expenses	-	262
	<u>4,234,222</u>	<u>4,016,681</u>
<b>ACCUMULATED SURPLUS (Note 7)</b>	<u>\$ 4,926,743</u>	<u>\$ 4,794,423</u>
Contingent liabilities (Note 9)		

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2022**

**D-1**

	2022 (Budget) (Note 13)	2022 (Actual)	2021 (Actual)
<b>REVENUE</b>			
Net municipal taxes (Schedule 2)	\$ 339,092	\$ 339,099	\$ 329,258
Sales and user charges (Schedule 4)	106,258	61,060	207,162
Interest	1,000	19,544	16,282
Licenses and permits	8,263	11,486	12,910
Penalties and costs on taxes	5,200	10,350	8,611
Government transfers for operating (Schedule 3)	9,041	9,056	16,852
Other	-	757	2,428
Fines	-	163	368
	<u>468,854</u>	<u>451,515</u>	<u>593,871</u>
<b>EXPENSES</b>			
Administration	138,321	142,098	141,105
Waste management	137,236	83,113	25,914
Roads, streets, walks and lighting	61,772	47,040	35,054
Protective services	53,685	29,375	35,938
Waste water treatment and disposal	34,885	22,020	175,567
Parks and recreation	28,266	18,869	29,910
Legislative	23,696	15,304	23,014
Planning and development services	3,462	2,671	2,500
Environment	4,577	2,090	4,791
Library	700	735	693
Amortization	-	119,025	41,646
	<u>486,600</u>	<u>482,340</u>	<u>516,132</u>
<b>ANNUAL SURPLUS BEFORE OTHER REVENUE</b>	<u>(17,746)</u>	<u>(30,825)</u>	<u>77,739</u>
<b>OTHER REVENUE</b>			
Government transfers for capital (Schedule 3)	145,567	152,585	1,142,020
Gain on disposal of tangible capital assets	-	10,560	-
Wastewater collection system fees	-	-	1,393,864
	<u>145,567</u>	<u>163,145</u>	<u>2,535,884</u>
<b>ANNUAL SURPLUS</b>	<u>127,821</u>	<u>132,320</u>	<u>2,613,623</u>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>4,794,423</u>	<u>4,794,423</u>	<u>2,180,800</u>
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 7)</b>	<u>\$ 4,922,244</u>	<u>\$ 4,926,743</u>	<u>\$ 4,794,423</u>

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2022**

**D-1**

	2022 (Budget) (Note 13)	2022 (Actual)	2021 (Actual)
<b>ANNUAL SURPLUS</b>	\$ 127,821	\$ <b>132,320</b>	\$ 2,613,623
Acquisition of tangible capital assets	(469,500)	<b>(398,342)</b>	(3,407,195)
Amortization of tangible capital assets	-	<b>119,025</b>	41,646
Proceeds on disposal of tangible capital assets	-	<b>72,074</b>	-
(Gain) on sale of tangible capital assets	-	<b>(10,560)</b>	-
	(341,679)	<b>(85,483)</b>	(751,926)
Use (acquisition) of prepaid expenses	-	<b>262</b>	20,588
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(341,679)	<b>(85,221)</b>	(731,338)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	777,742	<b>777,742</b>	1,509,080
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	\$ 436,063	\$ <b>692,521</b>	\$ 777,742

The accompanying notes are an integral part of these financial statements.

## Statement of Cash Flows

For The Year Ended December 31, 2022

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 132,320	\$ 2,613,623
Non-cash items not included in annual surplus (deficit):		
Amortization of tangible capital assets	119,025	41,646
Gain on disposal of tangible capital assets	(10,560)	-
	<u>240,785</u>	<u>2,655,269</u>
Changes in non-cash working capital balances related to operations:		
Receivables	1,071,183	(1,829,027)
Accounts payable and accrued liabilities	(453,278)	429,371
Deferred revenue	(77,214)	(633,026)
Deposit liabilities	15,500	19,500
Prepaid expenses	262	20,588
	<u>556,453</u>	<u>(1,992,594)</u>
Cash flow from operating activities	<u>797,238</u>	<u>662,675</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(398,342)	(3,407,195)
Proceeds on sale of tangible capital assets	72,074	-
Cash flow used by capital activities	<u>(326,268)</u>	<u>(3,407,195)</u>
<b>FINANCING ACTIVITIES</b>		
Proceeds from long term debt	-	503,700
Repayment of long term debt	(13,793)	(3,532)
Advances from other Sylvan Summer Villages	(70,811)	226,712
Cash flow from (used by) financing activities	<u>(84,604)</u>	<u>726,880</u>
<b>CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR</b>	<u>386,366</u>	<u>(2,017,640)</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>411,290</u>	<u>2,428,930</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 797,656</u>	<u>\$ 411,290</u>

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Schedule of Equity in Tangible Capital Assets**  
**For the Year Ended December 31, 2022**

**D-1**  
**(Schedule 1)**

	<b>2022</b>	<b>2021</b>
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ 3,218,727</b>	<b>\$ 580,058</b>
Acquisition of tangible capital assets	<b>398,342</b>	3,407,195
Amortization of tangible capital assets	<b>(119,025)</b>	(41,646)
Advances from other Sylvan Summer Villages	<b>70,811</b>	(226,712)
Long term debt proceeds	<b>-</b>	(503,700)
Long term debt repayments	<b>13,793</b>	3,532
Net book value of tangible capital assets disposed of	<b>(61,514)</b>	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 3,521,134</b>	<b>\$ 3,218,727</b>
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	<b>\$ 4,234,222</b>	<b>\$ 4,016,419</b>
Due to other Sylvan Summer Villages	<b>(226,713)</b>	(297,524)
Long term debt used for tangible capital assets	<b>(486,375)</b>	(500,168)
	<b>\$ 3,521,134</b>	<b>\$ 3,218,727</b>

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Schedule of Property Taxes**  
**For the Year Ended December 31, 2022**

**D-1**  
*(Schedule 2)*

	2022 (Budget) (Note 13)	2022 (Actual)	2021 (Actual)
<b>TAXATION</b>			
Real property taxes	\$ 703,056	\$ <b>703,051</b>	\$ 670,592
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	363,964	<b>363,952</b>	341,334
<b>NET MUNICIPAL PROPERTY TAXES</b>	<b>\$ 339,092</b>	<b>\$ 339,099</b>	<b>\$ 329,258</b>

DRAFT



**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2022**

**D-1**  
**(Schedule 3)**

	2022 (Budget) (Note 13)	2022 (Actual)	2021 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Provincial government conditional transfers	\$ 9,041	\$ <b>9,056</b>	\$ 16,852
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government conditional transfers	145,567	<b>152,585</b>	1,142,020
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>\$ 154,608</b>	<b>\$ 161,641</b>	<b>\$ 1,158,872</b>

DRAFT

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2022**

**D-1**  
**(Schedule 4)**

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 112,366	\$ 19,604	\$ 31,883	\$ 47,040	\$ 44,448	\$ 83,758	\$ 339,099
Sales and user charges	375	-	-	-	60,685	-	61,060
All other	757	-	163	-	-	21,836	22,756
Interest	19,544	-	-	-	-	-	19,544
Government transfers	9,056	-	-	-	-	-	9,056
	142,098	19,604	32,046	47,040	105,133	105,594	451,515
<b>EXPENSES</b>							
Contracted & general services	41,057	19,604	31,906	47,040	89,995	5,469	235,071
Salaries, wages & benefits	90,235	-	-	-	-	11,925	102,160
Interest on long-term debt	-	-	-	-	15,138	-	15,138
Materials, goods, supplies & utilities	10,806	-	140	-	-	-	10,946
	\$ 142,098	\$ 19,604	\$ 32,046	\$ 47,040	\$ 105,133	\$ 17,394	\$ 363,315
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	-	-	-	88,200	88,200
Amortization	(9,980)	(27,382)	-	(37,713)	(43,950)	-	(119,025)
<b>NET REVENUE</b>	\$ 9,980	\$ 27,382	\$ -	\$ 37,713	\$ 43,950	\$ 88,200	\$ (30,825)

The accompanying notes are an integral part of these financial statements.

**SUMMER VILLAGE OF SUNBREAKER COVE**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2021**

**D-1**  
**(Schedule 4)**

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 104,393	\$ 30,603	\$ 38,071	\$ 35,054	\$ -	\$ 121,137	\$ 329,258
Sales and user charges	1,150	-	-	-	206,012	-	207,162
All other	2,428	-	368	-	-	21,521	24,317
Government transfers	16,852	-	-	-	-	-	16,852
Interest	16,282	-	-	-	-	-	16,282
	<u>141,105</u>	<u>30,603</u>	<u>38,439</u>	<u>35,054</u>	<u>206,012</u>	<u>142,658</u>	<u>593,871</u>
<b>EXPENSES</b>							
Contracted services & general services	\$ 36,365	\$ 30,603	\$ 38,439	\$ 35,054	\$ 40,173	\$ 8,768	\$ 189,402
Materials, goods, & supplies	16,244	-	-	-	157,262	-	173,506
Salaries, wages & benefits	88,496	-	-	-	-	19,036	107,532
Interest on long-term debt	-	-	-	-	4,046	-	4,046
	<u>141,105</u>	<u>30,603</u>	<u>38,439</u>	<u>35,054</u>	<u>201,481</u>	<u>27,804</u>	<u>474,486</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	-	-	4,531	114,854	119,385
Amortization	(13,812)	(24,834)	-	(3,000)	-	-	(41,646)
<b>NET REVENUE (DEFICIT)</b>	<u>\$ 13,812</u>	<u>\$ 24,834</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 4,531</u>	<u>\$ 114,854</u>	<u>\$ 77,739</u>

The accompanying notes are an integral part of these financial statements.

**1. ACCOUNTING POLICIES**

The financial statements of the Summer Village of Sunbreaker Cove (the "Summer Village") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Summer Village are as follows:

**(a) Reporting Entity**

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The entity is comprised of the municipal operations and all the organizations that are owned or controlled by the Summer Village and are, therefore, accountable to Summer Village for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties

**(b) Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Summer Village has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenditures are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

**(c) Cash and cash equivalents**

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition. Cash consists of an operating account at a financial institution.

**(d) Use of Estimates**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Village has used estimates to determine the useful lives of tangible capital assets.

(continues)

---

## Notes to Financial Statements

Year Ended December 31, 2022

**1. ACCOUNTING POLICIES (continued)***(e) Tax Revenue*

Property tax revenue is recognized as revenue in the year it is levied.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and recognized as revenue in the year the local improvement tax is levied.

*(f) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	15 years
Engineered structures:	
Wastewater system	75 years
Roadway system	10 years
Machinery, equipment and furnishings	10 years
Buildings	25 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

*(g) Contaminated Sites*

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Summer Village is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

*(h) Over-levy and Under-levy*

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

*(continues)*

## Notes to Financial Statements

Year Ended December 31, 2022

**1. ACCOUNTING POLICIES (continued)***(i) Non-Financial Assets*

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

*(j) New Accounting Standards not yet Adopted*

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

**2. RECEIVABLES**

	<b>2022</b>	2021
Wastewater collection system fees	\$ 711,450	\$ 723,724
Taxes and grants in place of taxes	26,918	14,847
Goods and Services Tax rebate	26,191	194,232
Other governments	23,718	926,657
	<b>\$ 788,277</b>	<b>\$ 1,859,460</b>

Wastewater collection system fees receivable are repayable in annual installments of \$28,949 over twenty four years.

**3. DUE TO OTHER SYLVAN SUMMER VILLAGES**

During 2021, the Summer Villages of Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of a new Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the new Administration Building.

In the event that any of the Summer Villages elect to sell either of the buildings, each of the Summer Village will proportionately receive a return of their initial contribution and all remaining proceeds will be divided equally.

	<b>2022</b>	2021
Due to other Sylvan Summer Villages		
Summer Village of Jarvis Bay	\$ 157,522	\$ 157,522
Summer Village of Norglenwold	69,191	140,002
	<b>\$ 226,713</b>	<b>\$ 297,524</b>

## Notes to Financial Statements

Year Ended December 31, 2022

## 4. DEFERRED REVENUE

	2021	Allocations	Funds Expended	2022
Municipal Sustainability Initiative	\$ 171,563	\$ 59,243	\$ (152,585)	\$ 78,221
Canada Community-Building Fund	-	16,128	-	16,128
	<u>\$ 171,563</u>	<u>\$ 75,371</u>	<u>\$ (152,585)</u>	<u>\$ 94,349</u>

## 5. LONG TERM DEBT

	2022	2021
Government of Alberta debenture repayable in semi-annual instalments of \$7,565 including interest at a rate of 3.39% maturing in 2046.	\$ 247,116	\$ 253,700
Government of Alberta debenture repayable in semi-annual instalments of \$6,910 including interest at a rate of 2.702% maturing in 2046.	<u>239,259</u>	<u>246,468</u>
	<u>\$ 486,375</u>	<u>\$ 500,168</u>

Principal repayment terms are approximately:

	Principal	Interest	Total
2023	\$ 14,214	\$ 14,735	\$ 28,949
2024	14,648	14,301	28,949
2025	15,096	13,853	28,949
2026	15,557	13,392	28,949
2027	16,033	12,916	28,949
Thereafter	<u>410,827</u>	<u>132,297</u>	<u>543,124</u>
	<u>\$ 486,375</u>	<u>\$ 201,494</u>	<u>\$ 687,869</u>

## Notes to Financial Statements

Year Ended December 31, 2022

## 6. TANGIBLE CAPITAL ASSETS

	2022 Net Book Value	2021 Net Book Value
Engineered structures		
Wastewater systems	\$ 3,249,810	\$ 3,293,760
Roadways	371,273	63,358
	<b>3,621,083</b>	3,357,118
Land improvements	212,431	195,281
Buildings	202,136	272,439
Land	179,100	179,100
Machinery and equipment	10,158	12,481
Vehicles	9,314	-
	<b>\$ 4,234,222</b>	<b>\$ 4,016,419</b>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 513,364	\$ 344,593	\$ 133,338	\$ -	\$ 724,619
Wastewater systems	3,296,280	-	-	-	3,296,280
	3,809,644	344,593	133,338	-	4,020,899
Buildings	315,525	-	95,812	-	219,713
Machinery and equipment	26,678	-	-	-	26,678
Land	179,100	-	-	-	179,100
Land improvements	350,354	43,400	-	-	393,754
Vehicles	-	10,349	-	-	10,349
	<b>\$ 4,681,301</b>	<b>\$ 398,342</b>	<b>\$ 229,150</b>	<b>\$ -</b>	<b>\$ 4,850,493</b>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 450,006	\$ 36,678	\$ (133,338)	\$ -	\$ 353,346
Wastewater systems	2,520	43,950	-	-	46,470
	452,526	80,628	(133,338)	-	399,816
Buildings	43,086	8,789	(34,298)	-	17,577
Machinery and equipment	14,197	2,323	-	-	16,520
Land improvements	155,073	26,250	-	-	181,323
Vehicles	-	1,035	-	-	1,035
	<b>\$ 664,882</b>	<b>\$ 119,025</b>	<b>\$ (167,636)</b>	<b>\$ -</b>	<b>\$ 616,271</b>



## Notes to Financial Statements

Year Ended December 31, 2022

**7. ACCUMULATED SURPLUS**

	2022	2021
Unrestricted surplus	\$ 111,324	\$ 58,723
Restricted surplus		
Operating reserves (Note 8)	766,818	785,046
Capital reserves (Note 8)	527,467	731,927
Equity in tangible capital assets (Schedule 1)	3,521,134	3,218,727
	<b>\$ 4,926,743</b>	<b>\$ 4,794,423</b>

**8. RESERVES**

	2022	2021
<b>Operating Reserves</b>		
Long Term Debt Payments	\$ 687,869	\$ 697,278
General contingencies	53,949	62,768
Tax rate stabilization	25,000	25,000
	<b>\$ 766,818</b>	<b>\$ 785,046</b>
<b>Capital Reserves</b>		
Roads, streets, walks, lighting	\$ 278,611	\$ 422,925
Land improvements	115,000	91,242
Sewer	75,889	116,044
Environmental	56,600	100,000
Fleet	1,367	1,716
	<b>\$ 527,467</b>	<b>\$ 731,927</b>

**9. CONTINGENT LIABILITIES**

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission. Under the terms of this membership the Summer Village is liable for its proportionate share of any losses incurred by the Commission. Any liability would be accounted for in the year the losses are determined.

**10. CREDIT FACILITY**

The Summer Village has a revolving line credit facility to a maximum of \$1,000,000 bearing interest at prime plus 1% per annum. The credit facility was not drawn upon as of December 31, 2022 or 2021.

## Notes to Financial Statements

Year Ended December 31, 2022

**11. CONTRACTUAL OBLIGATIONS**

The Summer Village has entered into an agreement for basic assessment services with Wild Rose Assessment Services Inc. for a five year term commencing April 2020 through March 2025. The cost of assessment services will be \$7,000 annually over the five years.

**12. DEBT LIMITS**

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village be disclosed as follows:

	2022	2021
Total debt limit	\$ 1,300,000	\$ 1,300,000
Total debt	(486,375)	(500,168)
<b>Total debt limit remaining</b>	<b>\$ 813,625</b>	<b>\$ 799,832</b>
Service on debt limit	\$ 112,879	\$ 148,468
Service on debt	(28,949)	(28,949)
<b>Total service on debt limit remaining</b>	<b>\$ 83,930</b>	<b>\$ 119,519</b>

The debt limit is calculated at 1.5 times revenue of the Summer Village (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Summer Village. Rather, the financial statements must be interpreted as a whole.

Pursuant to a Ministerial Order, the Summer Village received approval to exceed its regulated debt limit and borrow up to \$1.3 million to finance the sanitary collection system project.

**13. BUDGET FIGURES**

The 2022 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 20, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2022 Budget	2022 Actual
Annual surplus	\$ 127,821	\$ 132,320
Purchase of tangible capital assets	(469,500)	(398,342)
Amortization of tangible capital assets	-	(119,025)
Transfer (to) from reserves	341,679	222,688
	<b>\$ -</b>	<b>\$ (162,359)</b>

## Notes to Financial Statements

Year Ended December 31, 2022

**14. SEGMENTED INFORMATION**

The Summer Village provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

**15. SALARIES AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for Summer Village officials, the Summer Village Chief Administrative Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2022	2021
Mayor				
Beets (January 2021 - July 2022)	\$ 4,680	\$ 120	\$ 4,800	\$ 10,681
Willmon (August - December 2022)	3,180	-	3,180	3,450
Councilors				
Kimball	2,070	52	2,122	3,310
	\$ 9,930	\$ 172	\$ 10,102	\$ 17,441
Chief Administrative Officer				
Evans	\$ 17,729	\$ 1,504	\$ 19,233	\$ 18,226
Designated officer				
Assessor	\$ 7,200	\$ -	\$ 7,200	\$ 7,200

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

**16. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform to the current year's presentation.

**17. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and management.

## Summer Village of Sunbreaker Cove

### Administration and Finance

**March 22, 2023**

### Information Item

### Agenda Item: *Accounts Payable Update*

#### Background:

Total payables processed and presented to Council \$ 43,261.03

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

1. Al's Bobcat & Trucking	\$ 3,438.75
a. Snow Removal/Sanding-Feb. 2-24th	
2. AMSC Insurance Services LTD	\$ 3,748.00
a. Municipal Insurance	
3. Lakeview Contracting Inc.	\$ 3,937.50
a. Rip Rap Installation on Elk Street	
4. WSP Canada Inc.	\$ 4,706.63
a. Drainage Project-Period Ending Feb 3/23	
5. Summer Village of Norglenwold	\$ 12,099.27
a. Jan 2023 Muni Specific Costs	
b. Jan 2023 Monthly Shared Costs	
6. Summer Village of Norglenwold	\$ 10,317.44
a. Feb 2023 Muni Specific Costs	
b. Feb 2023 Monthly Shared Costs	

#### Council Expense Claims Report:

##### February 2023

▪ Jim Willmon	\$0
▪ Keith Kimball	\$0
▪ Teresa Beets	\$200.00

#### 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  
2023-03-15 9:43 AM

**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
Batch: 2023-00010 to 2023-00013

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1028</b>	<b>2023-02-28</b>	<b>Al's Bobcat &amp; Trucking</b>			
19318		232-000-255 - Plowing Program	Snow Removal/Sanding-Fel	3,275.00	
		312-000-260 - GST Paid Refund	GST Tax Code	163.75	3,438.75
<b>1029</b>	<b>2023-02-28</b>	<b>AMSC Insurance Services Ltd</b>			
41939		212-400-275 - Municipal Insuran	Municipal Insurance	3,748.00	3,748.00
<b>1030</b>	<b>2023-02-28</b>	<b>Cassels Brock &amp; Blackwell LLP</b>			
PAYSIMPLY022		112-000-570 - Other Revenue	Refund-Payment in Wrong	25.00	25.00
<b>1031</b>	<b>2023-02-28</b>	<b>Empringham Disposal Corp</b>			
43670		243-000-200 - Waste Removal C	Feb 2023 Bi Weekly Collec	744.00	
		312-000-260 - GST Paid Refund	GST Tax Code	37.20	781.20
<b>1032</b>	<b>2023-02-28</b>	<b>Go Services Inc.</b>			
15162660		272-000-510 - Parks & Playgrou	Jan 2023 Portable Toilet Re	232.50	
		312-000-260 - GST Paid Refund	GST Tax Code	11.63	244.13
15163151		272-000-510 - Parks & Playgrou	Feb Portable Toilet Rental	217.50	
		312-000-260 - GST Paid Refund	GST Tax Code	10.88	228.38
			Payment Total:		472.51
<b>1033</b>	<b>2023-02-28</b>	<b>Lakeview Contracting Inc.</b>			
1847		297-198-840 - Project-Rip Rap	Rip Rap Installation on Elk	3,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	187.50	3,937.50
<b>1034</b>	<b>2023-02-28</b>	<b>Red Deer River Watershed</b>			
RIVER-23		273-101-150 - Red Deer River V	2023 Contributions	49.47	49.47
<b>1035</b>	<b>2023-02-28</b>	<b>Sylvan Lake Regional</b>			
1760		242-000-260 - Useage Fees-WV	Jan 2023 WW Services	1,241.36	1,241.36
<b>1036</b>	<b>2023-02-28</b>	<b>Taxervice</b>			
2398156		212-400-910 - Tax Changes	Professional Service	70.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.50	73.50
2398157		212-400-910 - Tax Changes	Professional Service	70.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.50	73.50
			Payment Total:		147.00
<b>1037</b>	<b>2023-02-28</b>	<b>Town of Sylvan Lake</b>			
FCSS-23		212-403-220 - FCSS Town of Sy	2023 FCSS	2,146.90	2,146.90
<b>1038</b>	<b>2023-02-28</b>	<b>Town of Penhold</b>			
100		211-304-220 - Mayors and Reeve	Central AB Mayors & Reeve	150.00	150.00
<b>1039</b>	<b>2023-02-28</b>	<b>WSP Canada Inc.</b>			
1183520		297-199-840 - Project-Larch Ro	Drainage Project-Period En	4,482.50	
		312-000-260 - GST Paid Refund	GST Tax Code	224.13	4,706.63
			Total Computer Cheque:		20,844.32

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>256</b>	<b>2023-01-31</b>	<b>Summer Villages of Norglenwold</b>			
2023-00013		212-100-110 - Salaries	Salaries	7,670.85	
		212-100-130 - Training	Training	263.97	
		212-100-140 - Benefits	Shared Benefits	247.91	

Date Printed  
2023-03-15 9:43 AM

**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00010 to 2023-00013

Page 2

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2023-00017		212-100-210 - Travel & Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	37.79	
		212-200-500 - Printing Costs	Printing Costs	78.41	
		212-200-510 - Office Supplies	Office Supplies	175.20	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	22.23	
		212-300-540 - Utilities	Utilities	401.83	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	495.87	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	2,138.69	
		212-300-242 - IT Equipment	IT Equipment	164.30	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	39.20	
		212-300-510 - Other Contingenc	Contingency	35.39	
		212-300-530 - Building Insuranc	Building Insurance	0.00	11,771.64
		261-000-110 - Development Ser	Land Titles-D00E9ZD	35.00	
		226-000-200 - Enforcement	ATB MC-Petsmart-Kennely	44.40	
		226-000-200 - Enforcement	ATB MC-Gorilla Surplus-Bai	31.00	
		226-000-200 - Enforcement	ATB MC-Bylaw Organizer &	40.87	
		226-000-200 - Enforcement	ATB MC-Bylaw Officer Body	41.37	
		226-000-200 - Enforcement	ATB MC-Amazon-Animal Cr	48.39	
		226-000-200 - Enforcement	ATB MC-911 Supply-Tactica	61.20	
		226-000-200 - Enforcement	ATB MC-ShowDown-Embro	25.40	327.63
			Payment Total:		12,099.27
<b>257</b>	<b>2023-02-28</b>	<b>Summer Villages of Norglenwold</b>			
2023-00029		212-100-110 - Salaries	Salaries	8,041.08	
		212-100-130 - Training	Training	214.46	
		212-100-140 - Benefits	Shared Benefits	247.92	
		212-100-210 - Travel & Subsis	T&S	-119.65	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	290.93	
		212-200-215 - Postage/Freight/C	Postage/Freight	141.00	
		212-200-500 - Printing Costs	Printing Costs	226.23	
		212-200-510 - Office Supplies	Office Supplies	54.04	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	93.81	
		212-300-540 - Utilities	Utilities	281.87	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	228.91	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	100.57	
		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	39.20	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	9,840.37
		226-000-200 - Enforcement	ATB MC-Tow Bylaw Truck	30.00	
		226-000-200 - Enforcement	UFA-Jan Fuel Bylaw Officer	39.54	
		226-000-200 - Enforcement	Tanner's Expenses-Lockers	20.00	
		226-000-200 - Enforcement	ATB MC-Tires for Bylaw Tru	387.53	477.07
			Payment Total:		10,317.44

Date Printed  
2023-03-15 9:43 AM

**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00010 to 2023-00013

Page 3

				EFT		
Payment #	Date	Vendor Name				
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount	
				Total EFT:		22,416.71
				Total MAIN:		43,261.03

## Page 5 of 5



**Summer Village of Sunbreaker Cove****March 22, 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:

- Boathouse demolition and shoreline restoration in that area is now complete. Administration to advise Council of impact left from boathouse foundation (picture attached)
- Administration will be coordinating with contractors to plan and execute approved capital projects
- Administration will be posting seasonal summer student openings this month
- Waste collection service provider reported that cart manufacturer will not be able to ship carts until June due to supply chain issues

**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

March 22, 2023

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 97 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 23 in Norglenwold, and 25 in Sunbreaker Cove).

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

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

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

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

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

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #99/13.

## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Information**

#### **Agenda Item: *CAO Report***

#### **Background:**

- Administration is meeting with Lacombe County in April to discuss shared concerns such as cost sharing, the boat launch, commissionaires, reserves, and a potential emergency access road.
- Administration is still seeking quotes for the DLO application and will move forward with the application once we have secured one final quote. We have also reached out to the Province regarding our DLO strategy.

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

Council accept as information.

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

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

## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Council and Legislation**

#### **Request for Decision**

#### **Agenda Item: *Boat Launch Enforcement Bylaw***

##### **Background:**

As a requirement by Lacombe County to allow their Peace Officers and Commissionaires the ability to enforce paid parking within designated areas of the Summer Village, Administration has drafted a Boat Launch Enforcement Bylaw for Council's review and consideration. This bylaw contains sections identified by Lacombe County from their Use of Roads and their Rates and Fees Bylaws.

Administration had brought forward a bylaw at the November Council meeting that would allow for the adoption of those 2 Lacombe County bylaws by the Summer Village but was directed by Council for Administration to create a bylaw specific to Sunbreaker Cove.

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

- 1) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Boat Launch Enforcement Bylaw # 176-22.
- 2) That Council accepts as information.

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

- 1) That Council give 1<sup>st</sup> reading to the Boat Launch Enforcement Bylaw #176-22.
- 2) That Council give 2<sup>nd</sup> reading to the Boat Launch Enforcement Bylaw #176-22.
- 3) That Council by unanimous consent give 3<sup>rd</sup> reading to the Boat Launch Enforcement Bylaw #176-22 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Boat Launch Enforcement Bylaw #176-22.

##### **Authorities:**

*Municipal Government Act, Section 7*

A Council may pass bylaws for municipal purposes respecting the following matters...(f) services provided by or on behalf of the municipality.

# SUMMER VILLAGE OF SUNBREAKER COVE BOAT LAUNCH ENFORCEMENT BYLAW BY-LAW 176-23

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR LACOMBE COUNTY TO IMPLEMENT CONTROLLED PARKING AND ENFORCEMENT OF PAID PARKING AT THE BOAT LAUNCH IN THE SUMMER VILLAGE OF SUNBREAKER COVE.

**WHEREAS**, pursuant to the provisions of Section 18 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000 with amendments, a Municipal Council may pass bylaws respecting the direction, control, and management of all roads within the municipality;

**WHEREAS**, Lacombe County has a License of Occupation with the Province of Alberta to operate a boat launch in the Summer Village of Sunbreaker Cove; and

**WHEREAS**, Lacombe County has established paid public parking within the boundaries of the Summer Village of Sunbreaker Cove;

**NOW, THEREFORE**, the Council of the Summer Village of Sunbreaker Cove, duly assembled, enacts as follows:

## 1. TITLE

- 1.1 This bylaw may be cited as the “*Boat Launch Enforcement Bylaw*”.

## 2. DEFINITIONS

- 2.1 “*Controlled Space*” means that portion of a highway or parking lot where parking is subject to charge, and regulation in accordance with an applicable traffic control device.
- 2.2 “*Highway*” has the same meaning as within the Traffic Safety Act, RSA 2000, c T-6 and includes a “road” as defined in the *Municipal Government Act*, RSA 2000, c M-26.
- 2.3 “*Peace Officer*” means:
- a) a Police Officer,
  - b) a person appointed as a Peace Officer pursuant to the Peace Officer Act, S.A. 20063, c. P-3.5, or
  - c) a person appointed as a bylaw enforcement officer pursuant to the *Municipal Government Act*, RSA 2000, c M-26.
- 2.4 “*Second Offence*” means the penalty when any person contravenes the same provision of the Bylaw twice within a consecutive twelve-month period.

- 2.5 “*Third Offence*” means the penalty when any person contravenes the same provision of the Bylaw three times within a consecutive twelve-month period.
- 2.6 “*Traffic Control Device*” has the same meaning as within the *Traffic Safety Act*, RSA 2000, c. T-6 and includes any payment terminal erected for the use of a controlled space.
- 2.7 “*Vehicle*” means the same meaning as defined in the *Traffic Safety Act*, RSA 2000, c. T-6.

### 3. CONTROLLED PARKING SPACES

- 3.1 Lacombe County may authorize parking spaces within the areas defined in Schedule “A” to be designated as a controlled space and cause to be placed a traffic control device to regulate that space.
- 3.2 No person shall park or allow a vehicle to remain in a controlled space for longer than the period of time prescribed by a traffic control device.
- 3.3 The operator of a vehicle shall pay for the use of a controlled space in accordance with the instructions given on a traffic control device.
- 3.4 Where parking spaces have been marked, no person shall stop or park a vehicle at any place other than:
- a) wholly within the controlled space; or
  - b) between the lines or markings indicating the limits of a single parking space.
- 3.5 No person shall park a vehicle:
- a) where prohibited by a traffic control device; or
  - b) contrary to the instructions given by a traffic control device.
- 3.6 Immediately after parking a vehicle in a controlled space, the operator shall immediately follow the instructions given on a traffic control device for the use of the space.
- 3.7 Fees relating to this Bylaw are established within Schedule “B”.

### 4. OFFENCE

- 4.1 Any person who contravenes this bylaw is guilty of an Offence and liable on summary conviction as outlined in “Schedule D”.
- 4.2 If a vehicle is involved in a contravention of this bylaw, the owner of that vehicle is guilty of an Offence and liable on summary conviction as outlined in “Schedule D”.

5. MUNICIPAL TAG

- 5.1 A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 5.2 For the purposes of this bylaw, the Municipal Tag shall state:

a) the Offence,

b) date and time of the Offence,

c) location of the Offence,

d) the name and address of the offender if ascertainable,

e) any vehicle license plate number and jurisdiction of issue if involved,

f) the Peace Officer’s name and appointment number,

g) the appropriate penalty for the Offence as in Schedule “C” of this bylaw, and

h) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal tag.

6. VIOLATION TICKETS

- 6.1 A Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

7. SEVERABILITY PROVISION

- 7.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

8. EFFECTIVE DATE

- 8.1 The Bylaw shall take effect from the date of third and final reading.

READ a first time this 22<sup>nd</sup> day of March 2023.

READ a second time this 22<sup>nd</sup> day of March 2023.

READ a third and final time this 22<sup>nd</sup> day of March 2023.

Jim Willmon, Mayor

Tanner Evans, C.A.O.



SCHEDULE 'A'

Geographic Coverage Area of Bylaws

Sunbreaker Cove - Geographic Coverage Area



SCHEDULE “B”

PARKING FEES

Parking Fees

- 1) All parking fees include GST.
- 2) All fees apply from May 1<sup>st</sup> to October 15<sup>th</sup> of each year, weather dependent.
- 3) Season passes cover parking from May 1<sup>st</sup> to October 15<sup>th</sup> of each year.
- 4) The following rates apply to designated parking areas at Sunbreaker Cove Parking Lot (per vehicle, including trailer).

a) Boat Launch Stalls

I. Per day

\$ 20.00

II. Per season

\$160.00

b) Park Only

I. Per hour

\$ 10.00

II. Per season

\$ 80.00

c) Launch Only

I. Per hour

\$ 10.00

II. Per season

\$ 80.00

SCHEDULE “C”

MUNICIPAL TAG FINE SCHEDULE

	<u>Penalty</u>
First Offence	Fine amount of \$75.00
Second Offence	Fine amount of \$150.00
Third Offence	Fine amount of \$300.00

SCHEDULE “D”

VIOLATION TICKET FINE SCHEDULE

	<u>Penalty</u>
First Offence	Fine amount of \$ 150.00
Second Offence	Fine amount of \$ 300.00
Third Offence	Fine amount of \$1,200.00

## **Summer Village of Sunbreaker Cove**

**March 22, 2022**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *Communication Policy*

#### **Background:**

Administration is bringing forward the Communication Policy for Council's review to ensure it reflects the current practice of Council. Administration has provided some recommendations for amendments to the policy attached for Council's consideration.

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

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

#### **Administrative Recommendations:**

Council to discuss and provide direction to Administration.

#### **Authorities:**

MGA Section 153(a)

Councillors have the following duties:

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



Policy Title <b>Communication</b>	Date: <del>June 30, 2016</del> <u>March 13, 2023</u>	Resolution No. <del>897-16</del>
--------------------------------------	---	-------------------------------------

**Policy Title:** Communication

### **Purpose**

The purpose of this communication policy is to ensure efficient, effective, timely and comprehensive communications to stakeholders of the Summer Village of Sunbreaker Cove.

### **Desired Outcomes**

- Provide citizens with timely, accurate, clear, objective and complete information about policies, programs, services and initiatives.
- Employ a variety of ways and means to communicate and provide information to accommodate diverse needs.
- Citizens will know where to find information on their local government.
- Citizens will be able to attend and participate in public meetings.
- Citizens will have opportunities to best impact local decision making.
- Municipal information, both online and in print, will have a clearly recognized identity.
- Municipal elected and appointed officials will utilize opportunities to disseminate information of interest to citizens and other parties.

## **I. CITIZENS FINDING INFORMATION**

**I.**

### **A. MUNICIPAL WEBSITE**

**A.**

A Primary source of official information for citizens of Sunbreaker Cove is [www.sunbreakercovesylvansummervillages.ca](http://www.sunbreakercovesylvansummervillages.ca). The website is utilized to access information written by ~~our~~ the administration and it is a resource for searchable reference material on the Municipality.

- 1.** The website will maintain up-to-date user-friendly information to assist citizens in their business with the municipality. The site will be informative to facilitate communication between the public, Councillors and staff. A calendar of municipal meetings and events open to the public will be kept up to date on the municipal website.
- 1.** The municipal website is the primary source of official municipal information. It shall be neutral in focus, shall archive minutes of official meetings, and shall be updated on a regular basis.

3. The website is not a forum for commenting on municipal issues and services. The website shall contain links to easily enable e-mails to municipal officials.

~~3.~~

4. Online municipal services shall be expanded where appropriate.

## **B. Press Releases**

~~B.~~

The Summer Village of Sunbreaker Cove shall issue press releases regarding municipal issues and activities.

Press Releases will be issued by the Chief Administrative Officer in consultation with the Mayor.

## **C. Advertising**

~~C.~~

The municipality shall place advertisements in any medium deemed appropriate to inform residents about their rights, responsibilities, municipal policies, programs, services, initiatives, upcoming meeting, dangers or risks to public safety.

The Summer Village does not purchase ads for general promotion of the municipality.

## **D. Other Opportunities for Citizens to Find Information**

~~D.~~

1. The Municipal CAO shall provide Council updates each month on municipal activities that may be of interest to the public.

~~1.~~

2. At least two times per year the Mayor in consultation with council will publish a newsletter that will provide update on the activities, meetings and upcoming projects.

~~2.~~

3. The Municipal Council will seek opportunities to speak to local groups on municipal issues on a regular basis as approved by Council.

## **II. CITIZENS COMMUNICATING WITH COUNCIL**

~~II.~~

1. Council contact information shall be provided on the municipal website.

~~1.~~

2. Citizens communicating verbally with any member of Council is considered to be general in nature and will not receive a formal response unless specifically requested in writing.

~~2.~~



3. Citizens communicating with any single member of Council in writing, including email communication, is considered to be general in nature and will not receive a formal municipal response unless specifically requested in writing, or unless the member of Council puts the matter before Council on a Council meeting agenda. Written communicating received by a Councillor requiring consideration or decision by Council, shall be forwarded to the CAO by the Councillor for inclusion in the next agenda package.  
3.
4. Citizens requesting action from the municipality or wishing to ensure their communication is addressed formally by all of Council should send their communication to the CAO's office addressed to all of Council. This includes written communication received by either regular mail or email. If an email is sent to Council, Council's response must be to direct the email to the CAO for possible action and/or inclusion in the next agenda package.
5. Any communication intended for Council will be forwarded to the Chief Administrative Officer (CAO) in writing and must:
  - a. be legible, coherent, respectful, and
  - b. be able to identify the writer and the writer's contact information.
6. Any communication in writing addressed to all members of Council will be added to a Council agenda so that Council can formally deal with the matter. Formal written responses will be sent to all communications listed on Council agenda.
7. If the CAO determines the communication is within the governance authority of Council, the Chief Administrative Officer will:
  - a. if it relates to an item already on the agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the agenda is being considered; or
  - b. acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.
8. If the standards set out in II (5) are not met and the CAO determines the communication is not within the governance authority of Council, the CAO will:
  - a. refer the communication to administration for a report and/or direct response to the writer and provide a copy of the original correspondence and referral to the Councillors; and



4.b. take any other appropriate action on the communication.

All electronic communication sent by a member of Council will include all members of Council and the CAO and reflect the vision and goals of Council.

~~Any communication in writing addressed to all members of Council will be added to a Council agenda so that Council can formally deal with the matter. Formal written responses will be sent to all communications listed on Council agenda.~~

### III. CITIZENS ATTENDING MEETINGS

#### A. Meeting Space

~~A.~~

~~1. The current Council chamber is, at times, not large enough to accommodate the public in attendance. When anticipated, meetings should be moved to the large Council Chambers to provide appropriate seating for the public.~~

2.1. At a time that future renovations might be considered for the municipal administration offices, the opportunity for larger Council chambers and public seating shall be studied. located at the Administration office, will accommodate the public in attendance. When attendance exceeding the capacity of Council chambers is anticipated, meetings will be moved to another location to accommodate the public.

#### B. Participation at Meetings

~~B.~~

1. All Municipal Council meetings and meetings of advisory committees and boards shall provide an opportunity for members of the public to speak through a listed delegation as outlined in the municipal procedural bylaw.

#### C. Annual Information Meeting

~~C.~~

~~1. An Information Meeting will may, at the discretion of Council, be held annually where members of the public can attend and discuss any matters they wish with their members of Council.~~

~~4.~~

2. There will be no formal minutes taken. Should Council deem it necessary to hold an Information Meeting, it will have an informal format allowing Council to meet face-to-face with local residents. No agenda will be provided for these meetings. While a presentation may

be made, no formal minutes will be taken, and no public commitment will be made by members of Council.

~~2.~~

- ~~3.~~ Notice of the ~~Annual~~ Information Meeting will be published in newsletters and extra mailings as well as the municipal website.

~~3.~~

- ~~4.~~ Matters brought forward to members of Council that require further study or action may be referred to staff by the members of Council.

~~4.~~

#### **IV. CITIZENS HAVING OPPORTUNITIES TO IMPACT LOCAL DECISION MAKING**

~~IV.~~

- ~~1.~~ Except for emergency special meetings, 72 hours' notice of any municipal meeting shall be provided. The notice shall include a copy of the agenda items for the meeting posted on the municipal website.

~~4.~~

- ~~2.~~ The Municipality will provide an opportunity to contact Council members and staff directly via the municipal website.

~~2.~~

- ~~3.~~ Special public meetings will be held from time to time on matters that have a significant impact on a majority of ratepayers.

~~3.~~

- ~~4.~~ The Municipal Council shall invite public input on citizen priorities prior to the completion of Strategic Plans.

#### **V. MEDIA COMMUNICATIONS – Media Enquiries**

~~V.~~

The Media play an important role in providing information to the public on matters of civic interest.

The Mayor is the official spokesperson on behalf of Council, and the CAO is the official spokesperson for all operational matters.

While it is recognized that Councillors are able to speak to the media in their capacity as individual Councillors, Council members will be honest and respectful of each other in their communication~~ss,~~ and will communicate accurately with the media regarding municipal business.

**VI. MUNICIPAL INFORMATION WILL HAVE A CLEARLY RECOGNIZED IDENTITY**

**VI.**

**Municipal Logo**

The municipal logo shall be utilized on municipal vehicles, on letterheads, ~~on~~ ~~agendas,~~ on municipal publications, on the website and on signage when appropriate.

## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Council & Legislation**

#### **Request for Decision**

#### **Agenda Item: *Community Standards Bylaw***

##### **Background:**

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

The current Community Standards Bylaw was passed in 2015 and needed review and updating. Administration has amended the bylaw, and in some places, moved sections around, to provide a the layout that is consistent between all Summer Villages. It is being brought forward for Council's review and consideration.

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

1. Council to discuss and give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Community Standards bylaw either as presented or amended.
2. Council table for amendments or further consideration.

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

1. Council give 1<sup>st</sup> reading to the Community Standards Bylaw #184-23
2. Council give 2<sup>nd</sup> reading to the Community Standards Bylaw #184-23.
3. Council by unanimous consent give 3<sup>rd</sup> reading to the Community Standards Bylaw #184-23 at this meeting.
4. Council give 3<sup>rd</sup> and final reading to the Community Standards Bylaw #184-23.

##### **Authorities:**

Section 4, Part 2 (7) of the MGA – A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities, and things in, on or near a public place or place that is open to the public;
- (c) nuisances, including unsightly property.

SUMMER VILLAGE OF SUNBREAKER COVE

~~BY-LAW #107-15~~  
COMMUNITY STANDARDS  
BY-LAW #184-23

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE IN THE PROVINCE OF ALBERTA TO PROHIBIT CERTAIN ACTIVITIES IN ORDER TO PREVENT AND COMPEL THE ABATEMENT OF NOISE, NUISANCE, UNSIGHTLY PREMISES AND PUBLIC DISTURBANCES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by bylaw provide for a system of licensing, permits and approvals, and regulating business within the Municipality;

WHEREAS Council of the Summer Village of Sunbreaker Cove deems it expedient and in the public’s interest to pass a bylaw to regulate and control noise, nuisance, unsightly ~~premises~~premises, and public disturbances;

NOW THEREFORE the Municipal Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, duly assembled enacts as follows:

1. TITLE

This bylaw may be cited as the “**Community Standards Bylaw.**”

2. DEFINITIONS

—In this Bylaw, including this section, unless the context otherwise requires:

- a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions thereof.
- b) “Bullying” means verbal or physical abuse, threats, taunts, teasing, name calling and put downs, written, or electronically transmitted, or repeated abusive communication, direct or through any medium whatsoever.
- c) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Sunbreaker Cove appointed by Council.
- d) “Council” means the Municipal Council of the Summer Village of Sunbreaker Cove.
- e) “Graffiti” means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
  - (i) the application of any substance, including paint, ink,

- \_\_\_\_\_stain  
or whitewash to any surface; or
- (ii) the affixing of any substance, including paper, fabric, or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
- (iii) the marking, scratching, etching or other alteration or disfigurement of any surface.

f) **“Minor”** means an individual under 18 years of age.

g) **“Municipal Ticket”** means a ticket in a form as approved by the Chief Administrative Officer, issued by the Summer Village allowing for the voluntary payment of a fine established under this Bylaw.

h) **“Nuisance”** for the purpose of this bylaw, includes any use of or activity upon any property which is offensive to any person or has or may have a detrimental impact upon any person or other property in the neighbourhood.

i) **“Peace Officer”** means:

- (i) a member of the Royal Canadian Mounted Police;
- (ii) a Bylaw Officer as appointed by the Summer Village to enforce bylaws of the Summer Village; or
- (iii) \_\_\_\_\_a Community Peace Officer as appointed by the Solicitor General of Alberta.

j) **“Premises”** means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.

k) **“Provincial Ticket”** means a ticket as defined in the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.

l) **“Public Place”** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.

m) **“Sign”** means any word, letter, model, placard, board, notice device, or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction, and its supporting structure.

n) **“Summer Village”** means the Summer Village of Sunbreaker Cove.

o) **“Youth”** means an individual 12 to 17 years of age;

3. NOISE

- \_\_\_\_\_3.1 No person shall cause or permit any noise that annoys or  
\_\_\_\_\_disturbs the peace of any other person.

- 3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:
  - 3.3.1 type, volume, and duration of the sound;
  - 3.3.2 time of day and day of the week;
  - 3.3.3 nature and use of the surrounding area.
- 3.4 Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

4. INDUSTRIAL/CONSTRUCTION NOISE

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
  - 4.1.1 is a permitted use; or
  - 4.1.2 is an approved discretionary use; or
  - 4.1.3 is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.
- 4.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
- 4.3 With the exception of the activities referred to in section 4.1 herein, no person shall use, ~~operate~~operate, or allow to be used or operated any tools, machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of 8:00 p.m. and 7:00 a.m. any day.

~~5.~~ **EXCEPTIONS**

- ~~5.14.4~~ These provisions do not apply to work carried on by ~~t~~The Summer Village, or by a contractor carrying out the instructions of ~~t~~The Summer Village, providing it is work of an emergent nature of circumstance.

5. CONSTRUCTION WASTE

- 5.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.

5.2 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction site.

6. NUISANCE AND UNSIGHTLY PREMISES

6.1 ~~“Nuisance” for the purpose of this bylaw includes any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, and without limiting the generality of the foregoing, includes the following: No person shall permit any use or activity upon their property which is offensive to any person and may have a detrimental impact on any person or property including but not limited to:~~

6.1.1 the failure to cut grass, weeds, shrubs, ~~tree~~strees, or other landscaping features incidental to a landscaped area;

6.1.2 the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;

6.1.3 the growth of trees or shrubs in such a manner that they interfere with utilities or endanger visibility to street signage, or roadway clearance;

6.1.4 the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;

6.1.5 the storage or accumulation of or failure to dispose of discarded dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;

6.1.6 the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of six (6) minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;

6.1.7 the generation of excessive dust and permitting such dust to escape from the property;

6.1.8 the failure to maintain an accessory building, structure, or fence such that it deteriorates, becomes unsightly or becomes a safety hazard~~;~~

6.1.9 the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;

6.1.10 ~~the~~ the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any light standard, bench, garbage receptacle, fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;



~~6.1.11~~ the burning of anything other than dry untreated clean wood in a residential wood fireplace.

6.2 No person being the owner, agent of the owner, lessee or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

7. ~~GRAFFITI~~

~~7.1~~ No person shall place graffiti or cause it to be placed on any property.

7.2 ~~Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.~~

~~7.3~~ A property owner who breaches the provisions of Section ~~78.2~~ where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.

~~7.4~~ ~~In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.~~

8. ~~CONSTRUCTION WASTE LITTERING~~

~~8.1 No person shall place, deposit, or throw or cause to be placed, deposited, or thrown upon any Summer Village property, including any street, lane, ditches, park, or other public place, or water course:~~

~~8.1.1 a cardboard or wooden box, carton, container, or receptacle of any kind;~~

~~8.1.2 a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;~~

~~8.1.3 paper of any kind, whether or not containing written or printed matter thereon;~~

~~8.1.4 any human, animal, or vegetable matter or waste;~~

~~8.1.5 any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;~~

~~8.1.6 scrap metal, scrap lumber, tires, dismantled, wrecked, or dilapidated motor vehicles or parts there from;~~

~~8.1.7 any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;~~

~~8.1.8 dirt, filth, yard refuse, or rubbish of any kind whether similar or dissimilar to the foregoing including but not limited to~~

grass clippings, weeds, materials from pruning such as branches, limbs, twigs, leaves, or any other pruning debris.

8.2 A person who has placed, deposited, or thrown or caused to be placed or thrown anything or any matter mentioned in subsection 8.1 upon any road, ditch, municipal reserve, or other public place or water course shall forthwith remove it.

**9. CAUSE A DISTURBANCE**

9.1 No person located in a public place shall disturb the peace and enjoyment of other members of the public by:

9.1.1 screaming, shouting, or using loud, abusive, or grossly insulting language;

9.1.2 being intoxicated by alcohol or other substances; or

9.1.3 openly exposing or exhibiting an indecent act.

~~8.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.~~

~~8.2 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.~~

**109. NUISANCE ENFORCEMENT**

~~910.1~~ A Peace Officer may, after giving reasonable notice to the owner or occupier of the premises, enter upon the said premises and carry out an inspection.

~~910.2~~ Upon completion of the inspection, the Peace Officer may direct the owner or occupant of the property to:

~~910.2.1~~ cease the activity which causes the nuisance;

~~910.2.2~~ change the way in which such person is carrying out any activity;

~~910.2.3~~ direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including:

- (a) the removal of anything or matter from the property, which constitutes the nuisance; ~~and~~
- (b) the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;
- (c) enter into a cleanliness agreement in a form to the satisfaction of the Peace Officer.

- (d) specify the time within which such person must comply with the directions contained in the notice; ~~and~~
  - (e) notify the owner or occupant that, if compliance with the notice is not ~~a~~effected within a specified time, the municipality will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier;
  - (f) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the Summer Village to keep the premises clean, tidy, and free of nuisances.
- ~~910.3~~ Any person who refuses to allow an inspection of the premises under Section 10.1 is guilty of an offence.
- ~~910.4~~ Any person who fails to comply with a direction made under this Section is guilty of an offence.
- ~~910.5~~ No person shall cause or permit or undertake any activity upon any Summer Village property which is a nuisance.

11. AUTHORITY TO REMOVE

- 11.1 The Chief Administrative Officer may authorize the removal and put in storage or destroy anything placed upon Summer Village property in contravention of this bylaw.

12. ORDER

- 12.1 A designated officer may, by written order, require a person responsible for the contravention to remedy the contravention.
- 12.2 The Order shall:
- 12.2.1 state a time within the owner must comply with the order;
  - 12.2.2 state that if the owner does not comply with the order within a specified time, the Summer Village will take the action or measure at the expense of the owner.
- 12.3 The Summer Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

13. RIGHT TO REMEDY

- 13.1 The Summer Village may take whatever actions or measures are necessary to deal with the unsightly property if:
- 13.1.1 the Summer Village has issued a written Order under Section 13 of this bylaw;
  - 13.1.2 the Order contains a statement referred to in Section 12.2 of this bylaw;

13.1.3 the person to whom the Order is directed has not complied with the Order within the time specified in the Order; and

13.1.4 the appeal periods respecting the Order have passed or, if an appeal has been made, the appeal has been decided and it allows the Summer Village to take the action or measures.

#### **14. PENALTIES**

14.1 Any person who breaches any section of this Bylaw is guilty of an offence and liable to:

14.1.1 payment of the penalty specified in Schedule "A" hereto; or

14.1.2 for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00;

14.1.3 and in default of payment of any penalty, to imprisonment for up to six (6) months.

#### **15. MUNICIPAL AND PROVINCIAL TICKETS**

15.1 Any Peace Officer or who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:

15.1.1 A Municipal Ticket allowing payment of the specified penalty to the Summer Village; or

15.1.2 A Provincial Ticket according to the provisions of the *Provincial Offences Procedure Act*, as amended.

15.2 Service of a Municipal Ticket will be sufficient if it is:

15.2.1 personally served; or

15.2.2 served by regular mail to the person's last known mailing address.

15.3 If a violation ticket is issued in respect of an offence, the violation ticket may:

15.3.1 specify the fine amount established by this Bylaw for the offence; or

15.3.2 require a person to appear in Court without the alternative of making a voluntary payment.

15.4 A person who commits an offence may:

15.4.1 If a violation ticket is issued in respect of the offence; and

15.4.2 If the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Court Office specified on the violation ticket.

16. SEVERABILITY

16.1 If any part of this Bylaw is found to be invalid, then that part shall be severed, and the remaining Bylaw will continue to be in force.

This Bylaw shall take effect on the date of the third and final reading and upon signing by the Mayor and Chief Administrative Officer. Bylaw #107-15 is hereby rescinded.

**READ** a first time in Council assembled this 22<sup>nd</sup> day of March 2023.

**READ** a second time in Council assembled this 22<sup>nd</sup> day of March 2023.

\_\_\_\_\_  
Bill Carr, Mayor

\_\_\_\_\_  
Phyllis Forsyth, CAO

**READ** a third time in Council assembled and passed this 22<sup>nd</sup> day of March 2023.

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

\_\_\_\_\_  
Tanner Evans, CAO

SCHEDULE “A”

Offence	Schedule of Fines	Section	Fine
Make noise		3.1	
	a) first offence		\$250.00
	b) second offence within 1 year		\$500.00
	c)third and subsequent offences within 1 year		\$750.00
Permit Noise		3.2	
	a) first offence		\$250.00
	a) second offence within 1 year		\$500.00
	b) third and subsequent offences within 1 year		\$750.00

Industrial or construction noises	4.1 or 4.2	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$750.00
Failing to contain construction waste	5.1 or 5.2	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences		\$1000.00
Permitting a nuisance on Private Property	6.1	
a) first offence		\$200.00
b) second offence within 1 year		\$400.00
c) third and subsequent offences within 1 year		\$600.00
Placing Graffiti on property	7.1	
a) first offence		\$2,500.00
b) a second offence within 1 year		\$5,000.00
c) third and subsequent offences within 1 year		\$7,500.00
Failure to remove Graffiti	7.2	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$1,000.00
Failure to comply with Graffiti order	7.3	\$250.00 for each day that the breach continues
Depositing litter on Summer Village property	8.1	
a) first offence		\$500.00
b) second offence within 1 year		\$750.00
c) third and subsequent offences within 1 year		\$1,000.00
Failing to remove litter	8.2	
a) first offence		\$500.00
b) second offence within 1 year		\$750.00
c) third and subsequent offences within 1 year		\$1,000.00
Cause a disturbance	9.1	
a) first offence		\$250.00
b) second offence within 1 year		\$500.00
c) third and subsequent offences within 1 year		\$1,000.00

## **Summer Village of Sunbreaker Cove**

**March 22, 2022**

### **Council & Legislation**

#### **Request for Decision**

#### **Agenda Item: *Dog Bylaw***

#### **Background:**

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

Amendments have been made to the Dog Bylaw with increases in fees, and where necessary, expanded definitions. The Dog Bylaw is being brought forward for Council's review and consideration.

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

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings to the Animal Control Bylaw #183-23.
- 2) Council accept as information.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to the Animal Control Bylaw #183-23.
- 2) That Council give 2<sup>nd</sup> reading to the Animal Control Bylaw #183-23.
- 3) That Council by unanimous consent give 3<sup>rd</sup> reading to the Animal Control Bylaw #183-23 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Animal Control Bylaw #183-23.

#### **Authorities:**

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

(h) wild and domestic animals and activities in relation to them.

# SUMMER VILLAGE OF SUNBREAKER COVE DOG CONTROL BYLAW BY-LAW #183-23

A Bylaw of the Summer Village of Sunbreaker Cove, in the Province of Alberta, to provide for the regulating, controlling and confinement of dogs.

WHEREAS pursuant to the provisions of sections 7 and 8 of the *Municipal Government Act*, 2000, Chapter M-26, as amended, a Municipal Council may pass By-laws respecting domestic animals and activities in relation to them;

AND WHEREAS, the Council of the Summer Village of Sunbreaker Cove deems it necessary to provide for the regulating, control and confinement of dogs running at large within the Summer Village;

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

## 1. TITLE

**1.1** This By-law may be known as ***“The Dog Control By-law.”***

## 2. INTERPRETATION AND APPLICATION

**2.1** In the By-law unless the context otherwise requires:

- a) ***“Administrator”*** means the Administrator for the Summer Village of Sunbreaker Cove and whatever subsequent title may be conferred on that officer by Council or Statute.
- b) ***“Animal Shelter”*** means a place or facility designated by the Administrator for the purpose of holding and caring for any dogs impounded under provision of this By-law.
- c) ***“Animal Shelter Keeper”*** means the owner or operator of an animal shelter.
- d) ***“At Large”*** means when a dog is off the premises of the owner’s property and is not on a leash held by a person able to control the animal.
- e) ***“Bite”*** means a wound to the skin causing it to bruise, puncture or break.
- f) ***“Biting”*** means force applied by an animal by means of its mouth and teeth upon a person or other animal.
- g) ***“By-law Enforcement Officer”*** means a person or persons appointed as such by Council whose duties entail carrying out the provision of this By-law.
- h) ***“Control of Dogs”*** means that dogs are on a leash or otherwise restrained by a permitted leash held by a person, and that permitted leash is attached to a choke chain, collar or harness securely holding that animal. If it is difficult for a person to restrain the animal by a permitted leash, then the



animal shall be deemed to be “at large” notwithstanding the presence of a permitted leash.

- i) **“Controlled Confinement”** means the confinement of a dog in a pen, cage, or building, or securely tethered in a manner that will not allow the dog to bite, harm or harass any person or dog.
- j) **“Damage to Property”** means damage to property other than the owner’s property and includes defecating or urinating on such property.”
- k) **“Day”** means a continuous period of twenty-four (24) hours.
- l) **“Dog”** means either a male or female canine.
- m) **“Kennel”** shall mean a dwelling, shelter, room, or place so considered housing or keeping four (4) or more dogs over the age of four (4) months with the provisions of this By-law.
- n) **“Owner”** means:
  - i. a natural person or body corporate who has legal title to the dog;
  - ii. a person who has the care, charge, custody, possession, or control of a dog;
  - iii. a person who owns or harbors a dog; or
  - iv. a person who claims and receives a dog from an animal shelter.
- o) **“Peace Officer”** means:
  - i. a member of the Royal Canadian Mounted Police;
  - ii. a member of a Municipal By-law Enforcement Officer; and
  - iii. a Peace Officer
- p) **“Permitted Leash”** means a leash adequate to control the dog to which it is attached, and which leash shall not exceed three (3) metres in length.
- q) **“Pound”** means such place as may, from time to time, be established for the impounding and keeping of dogs in accordance with the provisions of this By-law.
- r) **“Pound Keeper”** means any person or persons duly authorized to operate a pound and may include an Animal Control Officer.
- s) **“Running at Large”** means any dog that is not an aggressive Dog, that is:
  - i. off the premises of the Owner and not in an off-leash area; and

- ii. not on a permitted leash held by a person able to control the dog.
- t) **“Summer Village”** means the Municipal Corporation of the Summer Village of Sunbreaker Cove or the area contained within the boundary thereof as the context requires.

### 3. **REGULATIONS**

- 3.1 No dog shall be allowed to run at large in the Summer Village.
- 3.2 The owner of a dog must not leave an animal chained up, in a kennel, or at large outside between the hours of 11:00 p.m. and 8:00 a.m. Animals must be kept indoors during these hours so not to create a barking disturbance.
- 3.3 The owner of a dog shall not permit the dog to be or become a public nuisance by:
  - a) biting, or attempts to bite a person;
  - b) biting, barking at, or chasing bicycles, automobiles, or other vehicles;
  - c) barking, howling, chasing people, or otherwise disturbing any neighbors;
  - d) causing damage to property;
  - e) causing harm (biting) to another dog; or
  - e) keeping a female dog which is in season (*in heat*) at any location where the dog is a source of attention and accessible to other dogs.
- 3.4 An owner of a dog who permits the dog to defecate on property other than his own shall remove forthwith any defecated matter deposited.
- 3.5 No person shall:
  - a) untie, loosen, or otherwise free a dog which has been tied or otherwise restrained which is not in distress unless such person has the authorization of the owner, and any person acting contrary to this section is guilty of an offence;
  - b) negligently or willfully open a gate, door, or other opening in a fence or enclosure in which a dog has been confined and thereby allow a dog to run at large in the Summer Village; and
  - c) no person shall tease, torment, annoy, abuse or injure any dog, and any person who does so is guilty of an offence.
- 3.6 Breach of, or failure to comply with any of the requirements of Section 3 is an offence under this By-law which may result in

prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A attached hereto.

### 3.7 Kennel Operations

- i. shall not be permitted in the Summer Village of Sunbreaker Cove;
- ii. the keeping of more than three (3) dogs over the age of four (4) months will be considered the operation of a kennel;
- iii. if written complaints are received by the Summer Village or damage is proven as a result of the kennel, Council will direct the person operating the kennel to move or cease to operate the same;
- iv. breach of, or failure to comply with Section 3.7 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule "A."

## 4. **DISEASE CONTROL (RABIES)**

- 4.1 The Owner of an animal that has caused a serious wound, or that the Owner has reason to suspect may have been exposed to rabies or another communicable disease, shall, in addition to any other duty imposed under the *Public Health Act*, immediately inform a By-law Enforcement Officer or Peace Officer:
- a) of the infliction of the serious wound or the suspicion of exposure to rabies or other communicable disease;
  - b) in the case of a serious wound, of the name and contact information for the person that has been wounded or the Owner of the animal that has been wounded, as applicable; and
  - c) whether the matter has been reported to the local community health centre, Public Health Inspector, or the Medical Officer of Health.
- 4.2 A By-law Enforcement Officer or Peace Officer that has reasonable ground to believe that an animal found at large may have, or has been, exposed to rabies or another communicable disease may confine the animal at an animal shelter, veterinary facility, or any other location as directed by the Medical Officer of Health or a Public Health Inspector.
- 4.3 A By-law Enforcement Officer or Peace Officer that has reasonable grounds to believe that an animal with the Summer Village has been exposed to rabies or another communicable disease shall report the matter to the Medical Officer of Health or a Public Health Inspector as soon as reasonably possible.
- 4.4 An Owner of an animal which is suffering from rabies or another communicable disease or who has been notified by the Summer Village that an Enforcement Officer has reasonable grounds to

believe the animal has, or has been exposed to, rabies or another communicable disease shall:

- a) not permit the animal to be in any public place; and
- b) not keep the animal in contact with or in proximity to any other animal.

4.5 An Owner who fails to comply with any provision in this part is guilty of an offence.

## **5. CAPTURE AND IMPOUNDMENT**

- 5.1 A By-law Enforcement Officer or Peace Officer may capture and impound any dog in respect of which the Officer believes an offense under this By-law is being or has been committed.
- 5.2 The Animal Shelter Keeper shall report any apparent illness, communicable disease, injury, or unhealthy condition of any dog to an SPCA Officer and shall act upon his recommendations. The owner, if known, shall be held responsible for all charges resulting.
- 5.3 When necessary, the By-law Enforcement Officer or Peace Officer may, in attempting to capture a dog found to be in contravention of this By-law, employ the use of bait or any device or other suitable means to apprehend the dog, provided that:
  - i. it is not prohibited by law; and
  - ii. it is employed with due respect for humane treatment of the dog.
- 5.4 Where a dog is on any private property or premises, without the permission of the owner or occupant, the By-law Enforcement Officer or Peace Officer may, with the permission of the property or premises owner apprehend the dog.

## **6. INTERFERENCE AND OBSTRUCTION**

- 6.1 No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this By-law, and any person who does so is guilty of an offence.
- 6.2 No person, whether or not he is the owner of a dog which is being or has been pursued or captured, shall:
  - i. interfere with or attempt to obstruct a By-law Enforcement Officer or a Peace Officer who is attempting to capture or who has captured a dog which is subject to being impounded pursuant to the provisions of this By-law; or
  - ii. unlock or unlatch or otherwise open the vehicle in which dogs are kept for impoundment or have been placed so as to allow or attempt to allow a dog to escape therefrom.

- 6.3 Breach of, or failure to comply with any of the requirements of Section 6 is an offence under this By-law which may result in prosecution or, in lieu thereof, require payment of a voluntary fine as set out in Schedule A which is attached hereto.

## **7. RECLAIMING OF IMPOUNDED DOG**

- 7.1 An impounded dog may be kept at the shelter for a period of ninety-six (96) hours (Saturdays, Sundays and statutory holidays not included). During this period, the owner may reclaim the dog by paying the facility, during normal working hours, an impoundment fee and boarding fee as set out in Schedule "B" of this By-law, and by paying the impound facility directly any veterinarian fees incurred during the impoundment.
- 7.2 The dog be retained for longer than ninety-six (96) hours if, in the opinion of the Administrator, the circumstances warrant the expense.
- 7.3 Subject to Section 7.2, any dog not reclaimed by the owner within a period of ninety-six (96) hours from the date of the impoundment (Saturdays, Sundays and statutory holidays not included) may be sold by the Animal Shelter Keeper provided such sale is not for the purpose of medical research or to a research laboratory. Any proceeds from the sale of the impounded animals shall be the property of the Summer Village.
- 7.4 The purchaser of a dog from the Shelter Keeper pursuant to the provisions of this By-law shall obtain full right and title to it and the right and title of the former owner of the dog shall cease there upon or on a cost recovery basis.
- 7.5 Any dog not reclaimed by the owner within a period of ninety-six (96) hours (Saturdays, Sundays and statutory holidays not included) from the date of the impoundment or sold by the Animal Shelter Keeper shall become the property of the Summer Village which will then instruct the Animal Shelter Keeper to destroy or otherwise dispose of the dog with no liability to the owner for the said disposition.

## **8. VIOLATION TAG**

- 8.1 The By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person the By-law Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this By-law.
- 8.2 The Violation Tag shall be in such form as determined by the Administrator and shall state:
- i. the name and address of the offender if ascertainable;
  - ii. the offence and location;

- iii. date of the offence;
- iv. the appropriate penalty for the offence as provided in Schedule "A" of this By-law;
- v. that the penalty must be paid within ten (10) days of the issuance of the Violation Tag; and
- vi. any other information as may be required by the Administrator.

8.3 The Violation Tag may be issued to the Offender or Owner

- i. either personally;
- ii. by mailing a copy to such person at their last known address;
- iii. by leaving it for the defendant at his residence with a person on the premises who appears to be at least eighteen (18) years of age; or
- iv. upon retrieval of such person's dog from the Shelter.

8.4 Where a Violation Tag is issued pursuant to Section 8.1 of this By-law, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified on the Violation Tag.

8.5 Nothing in the By-law shall prevent the Summer Village By-law Enforcement Officer or Peace Officer from immediately issuing a Violation Ticket.

## 9. **VIOLATION TICKETS**

9.1 In those cases where a Violation Tag has been issued and if the penalty specified on the Violation Tag has not been paid within the prescribed time, then a Summer Village By-law Enforcement Officer or Peace Officer is hereby authorized to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, 1988, Chapter P-21.5, as amended, to any person who the Summer Village By-law Enforcement Officer or Peace Officer has reasonable grounds to believe has contravened any provision of this By-law.

9.2 Notwithstanding Section 9.1 of this By-law, a Summer Village By-law Enforcement Officer or Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, supra, to any person who contravenes any provision of this By-law.

9.3 Any person to whom a Violation Ticket has been issued may make voluntary payment in respect to the Violation Ticket by delivering the Violation Ticket along with an amount equal to that specified for the offence as set out in Schedule "A" of this By-law, to the Provincial Court office specified on the Violation Ticket.

10. **PENALTIES**

- 10.1 Any person who contravenes any provision of this By-law is guilty of an offence and is liable to a penalty as set out in Schedule “A” of this By-law.
- 10.2 Notwithstanding section 10.1 of this By-law, any person who commits a second offence under this By-law within one (1) year of committing the first offence may be liable to a fine of not less than nor more than the sum set out in Schedule “B” of this By-law, while a person who commits a third or subsequent offence under this By-law within one (1) year of committing the first offence may be liable to a fine of not less than nor more than the sum as set out in Schedule “B” of this By-law.
- 10.3 Under no circumstance shall any person contravening any provision of this By-law be subject to the penalty of imprisonment.
- 10.4 Where there has been a breach of this By-law, an Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, S.A. 1998, c-p-21.5, as amended.

11. **GENERAL**

- 11.1 Schedule A and Schedule B is attached hereto and shall form a part of this By-law.
- 11.2 Should any provision of this By-law be invalid, then such invalid provision shall be severed, and the remaining By-law shall be maintained.
- 11.3 This By-law shall come into effect on final reading and passing of the By-law.
- 11.4 This bylaw repeals and replaces By-law #96-12.

**READ** a first time, this 13<sup>th</sup> day of March 2023.

**READ** a second time, this 13<sup>th</sup> day of March 2023.

**READ** a third and final time, this 13<sup>th</sup> day of March 2023.

---

Jim Willmon, Mayor

---

Tanner Evans, Administrator

SCHEDULE “A”

Amount which will be accepted by the Summer Village of Sunbreaker Cove in lieu of prosecution:

SECTION	OFFENCE DESCRIPTION	PENALTY
3.1	Owner of dog at large	\$200.00
3.2	Leaving dog chained up, in a Kennel, or at large outside between 11 pm and 8 am	\$200.00
3.3 (a)	Owner of any dog which bites, or attempts to bite a person	\$500.00
3.3 (b)	Owner of any dog which bites at, barks at, or chases vehicles	\$100.00
3.3 (c)	Owner of any dog barking, howling, disturbing any neighbours, or chases people	\$200.00
3.3 (d)	Owner of any dog causing damage to property	\$250.00
3.3 (e)	Owner of any dog causing harm (biting) to another dog	\$250.00
3.3 (f)	Owner keeping a female dog which is in season at any location where the dog is a source of attention and accessible to other dogs	\$100.00
3.4	Failure of owner to remove defecation immediately from property which is not the Owner’s property	\$100.00
3.5 (a)	Untying, loosening or otherwise freeing any dog without the Owner’s consent	\$200.00
3.5 (c)	Teasing, tormenting, annoying, abusing or injuring any dog	\$200.00
4.4	Failure to quarantine rabid dog or dog exposed to rabies or any other communicable disease	\$500.00
6.1	Interfere with, impeding or hindering an Animal Control Officer’s enforcement of this By-law	\$250.00
10.2	Second offence within one year of the first offence	***
	Third or subsequent offence within one year of the first offence	+++



- \*\*\* Double the amount of the specified  
Penalty for the first offence
- +++ Triple the amount of the specified  
penalty for the first offence

**SCHEDULE “B”**

Impound Fees .....as per required fees

Care and sustenance – per day .....as per required fees

Veterinary fees .....as per expended

## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Fiber Option Project Request***

#### **Background:**

Administration has received a request for support from Red Deer County as part of their application to the Universal Broadband Fund administered by Innovation, Science and Economic Development Canada.

They have provided a sample letter attached should Council wish to support this endeavor.

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

- 1) That Council accept as information.
- 2) That Council support Red Deer County and Administration send letter.

#### **Administrative Recommendations:**

That Council discuss and provide direction to Administration.

#### **Authorities:**

*Municipal Government Act*, Section 153 (a)

Councillors have the following duties:

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

February 9, 2023

Innovation, Science and Economic Development Canada  
235 Queen Street  
Ottawa, Ontario K1A 0H5

Re: Red Deer County Rural Fiber Optic Project – Letter of support

Dear Innovation, Science and Economic Development Canada (ISED):

On behalf of **Sunbreaker Cove**, please accept this letter of support to Red Deer County's Rural Fiber Optic Project in their application to the Universal Broadband Fund (UBF) administered by Innovation, Science and Economic Development Canada (ISED).

**Sunbreaker Cove is a summer village in Alberta. It is located on the norther shore of Sylvan Lake.** It is surrounded by hundreds of rural residents who regularly face internet accessibility and bandwidth issues.

The lack of reliable internet connections & the very slow upload & download speeds makes conducting business very challenging in rural Alberta. Most businesses today rely heavily on internet for all aspects of their operations. Businesses are extensively using internet to run, manage & operate sales contacts, product demos, invoicing, competitive research, day to day business, access to parts catalogs, system monitoring, security management, record keeping, marketing, logistics management, communications, etc.

The COVID pandemic also exposed how inadequate and outdated the existing systems are. Virtual teaching and working from home efforts were almost impossible to conduct without encountering drops in service. With the recent shift to working from home and virtual schooling, the current internet system has been beyond overloaded. Rather than lag behind the urban municipalities, it is crucial to provide the infrastructure needed to ensure our rural businesses and residents not only survive, but thrive during these already difficult economic conditions.

If you require more information about **Sunbreaker Cove**, please contact us via email at [tevans@sylvansummervillages.ca](mailto:tevans@sylvansummervillages.ca)

Sincerely,

***Tanner Evans, CAO***

## **Summer Village of Sunbreaker Cove**

**March 22, 2022**

### **Council & Legislation**

### **Request for Decision**

#### **Agenda Item: *Fire and Burning Bylaw***

#### **Background:**

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the 5 Summer Villages.

Administration is beginning the review and amendments to the Fire and Burning Bylaw. Your current bylaw prohibits consumer fireworks and only allows for professional fireworks discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the Alberta Fire Code. Administration is wondering if this is still Council's intention or are amendments required to allow residents to discharge fireworks within the Summer Village.

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

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

#### **Administrative Recommendations:**

- 1) That Council discuss and provide direction to Administration.

#### **Authorities:**

Municipal Government Act, Section 7

A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property.

## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Traffic Bylaw***

#### **Background:**

With the addition of our Bylaw Enforcement Officer, Administration has been reviewing bylaws to ensure they are enforceable and cohesive between the five Summer Villages. Administration has revamped the Traffic Bylaw to be more streamlined with updated definitions and pertinent language and is bringing it forward for Council's review and consideration.

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

- 1) That Council accept as information.
- 2) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Traffic Bylaw #185-23.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to the Traffic Bylaw #185-23.
- 2) That Council give 2<sup>nd</sup> reading to the Traffic Bylaw #185-23.
- 3) That Council by unanimous consent give 3<sup>rd</sup> reading to the Traffic Bylaw #185-23 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Traffic Bylaw #185-23.

#### **Authorities:**

*Municipal Government Act, Section 7*

A Municipal Council may pass Bylaws for municipal purposes regarding transport and transportation systems of all roads within the municipality.

**SUMMER VILLAGE OF SUNBREAKER COVE  
TRAFFIC BYLAW  
BY-LAW #185-23**

A Bylaw of the Summer Village of Sunbreaker Cove in the Province of Alberta for the regulation and control of motor vehicle and pedestrian traffic within the boundaries of the Summer Village.

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 health, safety, and welfare of people and protection of property in, on, or near public lands;

AND WHEREAS the Council of the Summer Village of Sunbreaker Cove deems it necessary and in the public interest to pass a bylaw to regulate and enforce all manner of traffic within the Summer Village, including 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 referred to as the *Traffic Bylaw*.

**SECTION 1.0 – DEFINITIONS**

- 1.1 “**Act**” means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 as amended or repealed and replaced from time to time;
- 1.2 “**Bicycle**” means a mechanical device propelled by muscular power on which a person may ride;
- 1.3 “**Bus**” means a motor vehicle that is designed for carrying eleven (11) or more persons, including the driver;
- 1.4 “**CAO**” means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.5 “**Crosswalk**” means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by any other marking on the road surface;
- 1.6 “**Council**” means the elected municipal Council of the Summer Village of Sunbreaker Cove;
- 1.7 “**Ditch**” means any area that is designed or artificially shaped for water drainage;
- 1.8 “**Emergency Vehicle**” means a motor vehicle used:
  - a) used for police/peace officer duty;
  - b) by a fire department;
  - c) as an ambulance; and
  - d) for purposes relating to maintenance of a public utility;

- 1.9 **“Gross Weight”** means:
- a) in respect of a single axle of a vehicle, the total weight that a single axle transmits to a roadway;
  - b) in respect of an axle group of a vehicle, the sum of the weights transmitted to a roadway by all of the axles within the axle group;
  - c) in respect of a tire of a vehicle, the total weight that the tire transmits to a roadway; and
  - d) in respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a roadway through each of the axles;
- 1.10 **“Heavy Vehicle”** means any vehicle with the exception of recreational vehicles, with or without a load, exceeding any of the following criteria:
- a) two (2) axles;
  - b) six (6) meters in length;
  - c) a gross weight of 4500 kilograms;
- 1.11 **“Motor Vehicle”** means any vehicle propelled by any power other than muscular power;
- 1.12 **“Municipal Land”** means any property owned by the Summer Village including but not limited to:
- a) ditches;
  - b) parks;
  - c) green spaces; and
  - d) municipal reserve property;
- 1.13 **“Obstruction”** means an obstacle or event which interferes with, or prevents the vision, passage, or use of any public property by vehicles or pedestrians;
- 1.14 **“Off-Highway Vehicle”** means any motor vehicle that is designed for cross-country travel on natural terrain including but is not limited to land, water, snow, ice, marsh, or swamp land;
- 1.15 **“Operator”** means a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner;
- 1.16 **“Peace Officer”** means a person who is:
- a) a Royal Canadian Mounted Police Officer;
  - b) a Community Peace Officer;
  - c) a Bylaw Enforcement Officer; and
  - d) any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.17 **“Pedestrian”** means a person on foot, in a wheelchair or using rollerblades, skateboards, or non-motorized scooters;
- 1.18 **“Person”** means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle;
- 1.19 **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended or repealed and replaced from time to time;



- 1.20 **“Recreational Vehicle”** means any vehicle designed for travel with temporary living accommodation for holidays or camping purposes;
- 1.21 **“Road Ban”** means the gross axle weight allowance permissible on public roadways within the boundaries of the Summer Village;
- 1.22 **“Roadway”** means any thoroughfare, street, road, trail, avenue, driveway, lane or any other place or part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;
- 1.23 **“Special Event”** means any public or private event, gathering, celebration, festival, competition, contest or similar type of activity that takes place in whole or in part on a public roadway which may involve pedestrians, bicycles, or vehicles where traffic flow could be obstructed;
- 1.24 **“Speed Limit”** means the maximum allowable speed a motor vehicle is able to travel within the boundaries of the Summer Village indicated by a traffic control device;
- 1.25 **“Summer Village”** means the municipal corporation of the Summer Village of Sunbreaker Cove, the territory contained within the corporate limits, its administration, and staff;
- 1.26 **“Traffic Control Device”** means any sign, signal, marking, or device placed, marked or erected under the authority of the Summer Village and this Bylaw for the purpose of regulating, warning, or guiding traffic;
- 1.27 **“Trailer”** means a vehicle without motive power that is designed to transport property and is meant to be towed by another vehicle;
- 1.28 **“Vehicle”** means a mechanical device in, on or by which a person or property may be transported either under its own propulsion or drawn on a roadway and can include a combination of thereof;
- 1.29 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;

## **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 maximum allowable speed limit in the Summer Village of Sunbreaker Cove shall be 30km/h unless otherwise specified by a traffic control device.
- 2.4 Nothing in this Bylaw prohibits any emergency vehicle as well as vehicles engaged in roadway maintenance and inspection, or Summer Village staff from being parked on the roadways in the performance of their duties.

### **Section 3.0 – Traffic Control Devices**

- 3.1 All “no parking” zones shall be indicated by traffic control devices installed by the Summer Village.
- 3.2 The Summer Village shall have appropriate traffic control devices installed and maintained to regulate traffic and speed limits.
- 3.3 The location, style, and placement of all traffic control devices shall be determined in accordance with standards derived from the Transportation Association of Canada.
- 3.4 No person shall contravene any traffic control device within the Summer Village under authority of this Bylaw.
- 3.5 No person shall be permitted to remove or tamper with any traffic control device that is installed or placed within the boundaries of the Summer Village.

### **Section 4.0 – Summer Village Parking**

- 4.1 No operator of:
  - a) a heavy vehicle;
  - b) any type of construction machinery or heavy equipment;
  - c) a bus;
  - d) a recreational vehicle; or
  - e) a trailer;shall park or be permitted to be parked on any public roadway or municipal land within the boundaries of the Summer Village.
- 4.2 No person shall park a vehicle in a “no parking” zone unless authorized by the Summer Village for a special event.
- 4.3 Parking on a public roadway shall be permitted when standing in obedience to a peace officer.
- 4.4 A vehicle left parked in the same location on a public roadway or municipal land in excess of 72 hours shall be deemed to have been abandoned for the purposes of this Bylaw. A peace officer may cause the vehicle to be removed and impounded at the operator’s expense. In lieu of, or addition to, the removal and impounding of the abandoned vehicle, a peace officer may elect to issue a violation ticket to the operator of the vehicle.

### **Section 5.0 – Off-Highway Vehicles**

- 5.1 A peace officer, Summer Village staff, or agent of the Summer Village may operate an off-highway vehicle on public roadways or municipal lands where such operation is required in performance of their duties.
- 5.2 A person may operate an off-highway vehicle on a public roadway within the Summer Village for the purpose of access and egress to Sylvan Lake and their residence as long as the person obeys all provisions in this Bylaw.

- 5.3 No person shall operate an off-highway vehicle on a public roadway from the 15<sup>th</sup> of June through to the 31<sup>st</sup> of August, inclusive.
- 5.4 The hours of operating an off-highway vehicle shall be restricted to the period of time between 08:00 and 23:00.
- 5.5 The maximum speed at which an off-highway vehicle shall be permitted to travel on a public roadway within the Summer Village is 30 km/hr.
- 5.6 No person shall operate or ride as a passenger of an off-highway vehicle without wearing head protection in the form of a helmet.
- 5.7 All off-highway vehicles operated on public property must:
  - a) have a certificate of registration issued under the Traffic Safety Act;
  - b) display a license plate issued under the Traffic Safety Act; and
  - c) be insured as defined under the Traffic Safety Act.
- 5.8 No person shall operate or ride an off-highway vehicle adjacent to or alongside another off-highway vehicle in the same direction.
- 5.9 No person shall operate an off-highway vehicle without due care and attention, or without reasonable consideration for other persons or property, on any portion of a public roadway.
- 5.10 An operator of an off-highway vehicle shall immediately, on being signaled or requested to stop by a Peace Officer, bring their vehicle to a stop, and provide any information respecting the driver or the vehicle until they are permitted to proceed on their route by that Peace Officer.

#### **Section 6.0 – Restrictions**

- 6.1 No vehicle shall be permitted to operate engine retarder brakes within the boundaries of the Summer Village.
- 6.2 No operator shall exceed the vehicle weight restrictions, commonly referred to as the “Road Ban”, established by the Summer Village on all public roadways within the Summer Village of Sunbreaker Cove as outlined in Schedule “B” of this Bylaw.
- 6.3 No person shall place, pile, or store any snow, ice, gravel, dirt, or other obstruction on any public roadway or municipal land.
- 6.4 Any person placing or causing to be placed any snow, ice, gravel, dirt, or other obstruction on all public roadways and municipal lands shall remove or cause the removal thereof in any event no later than 24 hours after notification to do so by a peace officer or the CAO or his/her designate. After 24 hours, a peace officer may issue a violation ticket or elect to have the Summer Village remove the obstruction and perform all necessary repairs. The Summer Village’s expenses required to remediate the issue may be charged to the property tax of the land subject to the order under Section 553 of the Municipal Government Act.

- 6.5 No person shall operate a vehicle having spikes, metal tracks, chains, lugs, corks, grousers, skids, or bands that connects to their vehicle that will make contact on any public roadway. This prohibition does not apply to studded winter tires.
- 6.6 No person shall leave a vehicle unattended on a public roadway while it is supported by a jack or similar device.

**Section 7.0 – Violations & Penalties**

- 7.1 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.
- 7.2 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.
- 7.3 Service of such violation ticket shall be sufficient if it is:
- a) personally served;
  - b) mailed to the address of the registered owner of the vehicle;
  - c) attached to the vehicle in respect of which an offence is alleged to have been committed; or
  - d) mailed to the address of the registered owner of the property in respect of which an offence is alleged to have been committed.
- 7.4 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.

**AND THAT** this Bylaw shall repeal Bylaw No. 153-20 and shall take full force and come into effect from and after the date of 3<sup>rd</sup> Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 22nd day of March 2023.

GIVEN second reading this 22nd day of March 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 22nd day of March 2023.

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

\_\_\_\_\_  
Tanner Evans, CAO

## SCHEDULE "A"

### PENALTIES

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

The Penalties shall apply to:

<b>Section</b>	<b>Offense</b>	<b>Penalty</b>
2.3 & 5.5	Driving beyond posted speed limit	Traffic Safety Act
3.5	Illegal removal or tampering of traffic control devices	\$200 per occurrence
4.1 & 4.2	Illegal parking	\$100 per occurrence
4.4	Abandoned vehicle on public roadway or municipal land	\$350 per occurrence
5.3 & 5.4	Operating off-highway vehicle during prohibited time or season	\$200 per occurrence
5.6 & 5.7	Operating off-highway vehicle without head protection or required documents	Traffic Safety Act
6.1	Use of engine retarder brakes	\$250 per occurrence
6.2	Violation of vehicle weight restrictions	Traffic Safety Act & Commercial Vehicle Dimension and Weight Regulation Act
6.3	Depositing obstructions on public roadways and municipal lands	\$200 per occurrence
6.5	Use of prohibited tire/wheel accessories	\$150 per occurrence
6.6	Leaving a vehicle unattended on a jack or similar device	\$150 per occurrence

## SCHEDULE "B"

### ROAD VEHICLE WEIGHT RESTRICTION

<b>Time of Year</b>	<b>Road Ban</b>
Year Round	75% G.V.W.

**Summer Village of Sunbreaker Cove**

**March 22, 2023**

**Planning and Development**

**Request for Decision**

**Agenda Item:** *Boathouse Encroachment Letter*

**Background:**

At the January Council meeting, Council made the decision to not renew the encroachment agreement for a boathouse and stairs at 1209 Pine Road. Administration sent a letter to the homeowner stating that the encroachments must be removed by April 30, 2024, and if they wished to speak to Council on this matter there is an opportunity to appear as a delegation.

The homeowner has contacted administration with questions for Council. Enclosed are the questions, background and photos.

**Options for Consideration:**

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

**Administrative Recommendations:**

That Council discuss and provide direction to Administration.

**Authorities:**

Encroachment Policy SBC-22-144

**Kara Hubbard**

---

**From:** [REDACTED]  
**Sent:** Thursday, February 9, 2023 5:37 PM  
**To:** Kara Hubbard; Tanner Evans; [REDACTED]  
**Subject:** Encroachment Agreement 1209 Pine Road

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Kara,

Further to our conversation, and Tanner's suggestion, I have put my questions in writing in regards to Council's decision not to renew the encroachment agreement for 1209 Pine Road and further that my boathouse be removed by April 30, 2024.

-What is the development plan? In point 2 of our Encroachment Agreement " provided that the Summer Village required the land on which the encroachment is located for public purpose (development), the Summer Village may give notice..."

- When will this other mentioned boathouse be removed? (I understand it is in poor condition justifying it's removal. However, I completed extensive maintenance on our boathouse 2 years go in consultation with Kara Hubbard to ensure that the boathouse was safe and well maintained as per the agreement).

-Where is the mentioned riprap being installed?

-What is the plan for the shoreline in front of 1209 Pine Road?  
 I understand that the boathouse is blocking access to the shoreline. However, riprap was previously installed along the shoreline in front of properties on Pine Road (including our boathouse) and further west, to stop erosion. The grade of the bluff in front of these properties and the large rocks/riprap makes any access along this municipal shoreline from the east very difficult. So why is it necessary to remove the boathouse?

-If I remove the boathouse what will Council do to ensure the remaining bluff is stabilized?

-Point G of the Encroachment agreement states that "The Owner may be permitted to modify the stairs and landing system when or if the encroachment is removed to allow lakeshore access, with the Summer Village's approval." Will this require a permit?

-We have a dock which extends from our stairs, as do other property owners with stairs down the bluff to the lakeshore in front of Pine Road. Will we be allowed to continue to put out our dock and lift? I am open to this being a shared dock. Currently the location of our dock relative to the community dock to our east and our neighbour's dock to the west meet proposed Alberta Environments spacing requirements.

The registered letter I received states that there is an opportunity to appear as a delegation during an upcoming Council meeting, and to contact Teri Musseau as soon as possible if I would like to do so. In reading this it implies a sense of urgency. I understand there is a Council meeting Monday February 13, 2023 and I would appreciate an opportunity to discuss the above questions with Council to gain a better understanding of their plans.

Regards  
 Richard Sinclair







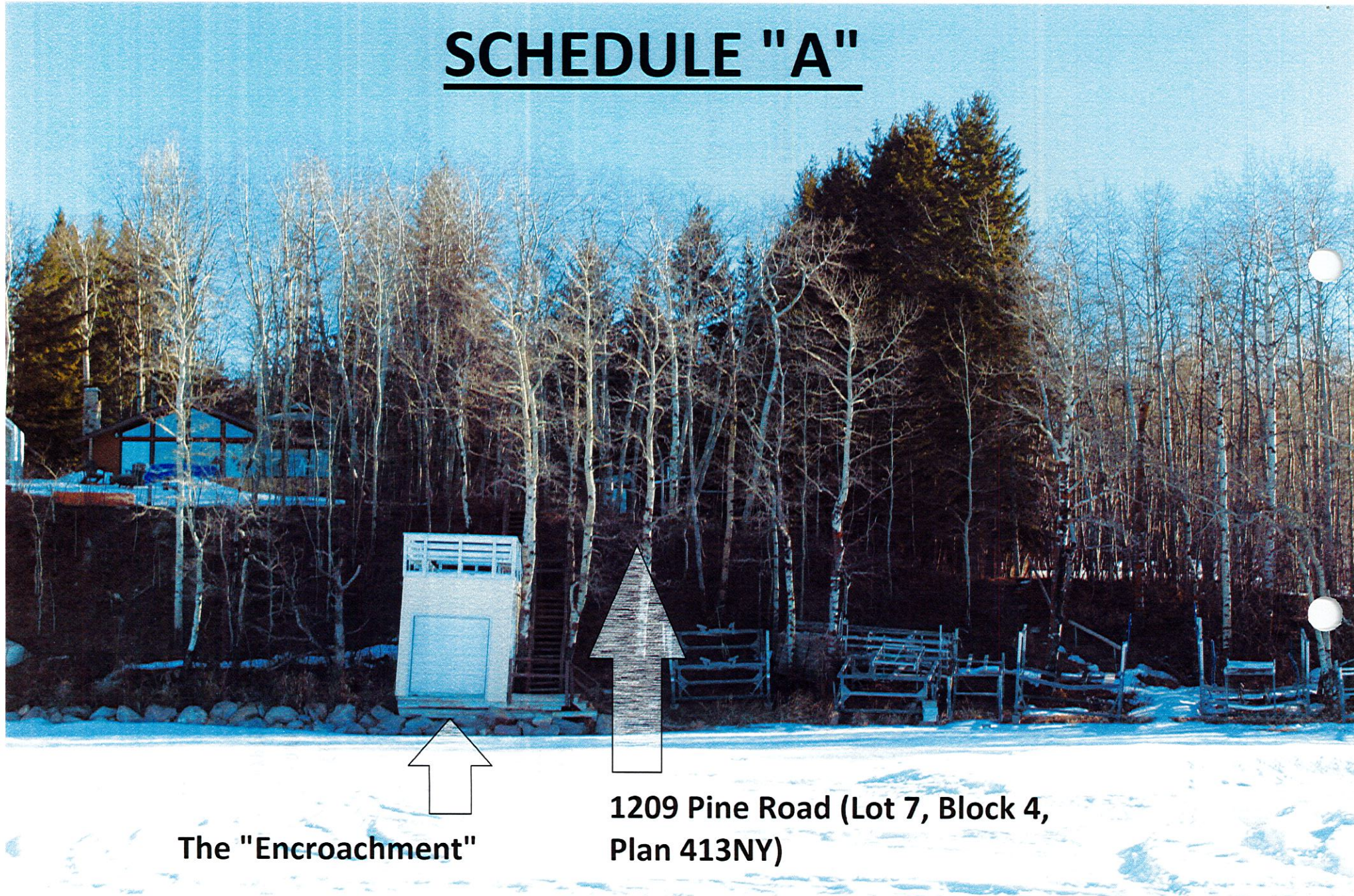








## SCHEDULE "A"



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 2<sup>nd</sup> 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 25<sup>th</sup> 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 10<sup>th</sup>, 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



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.

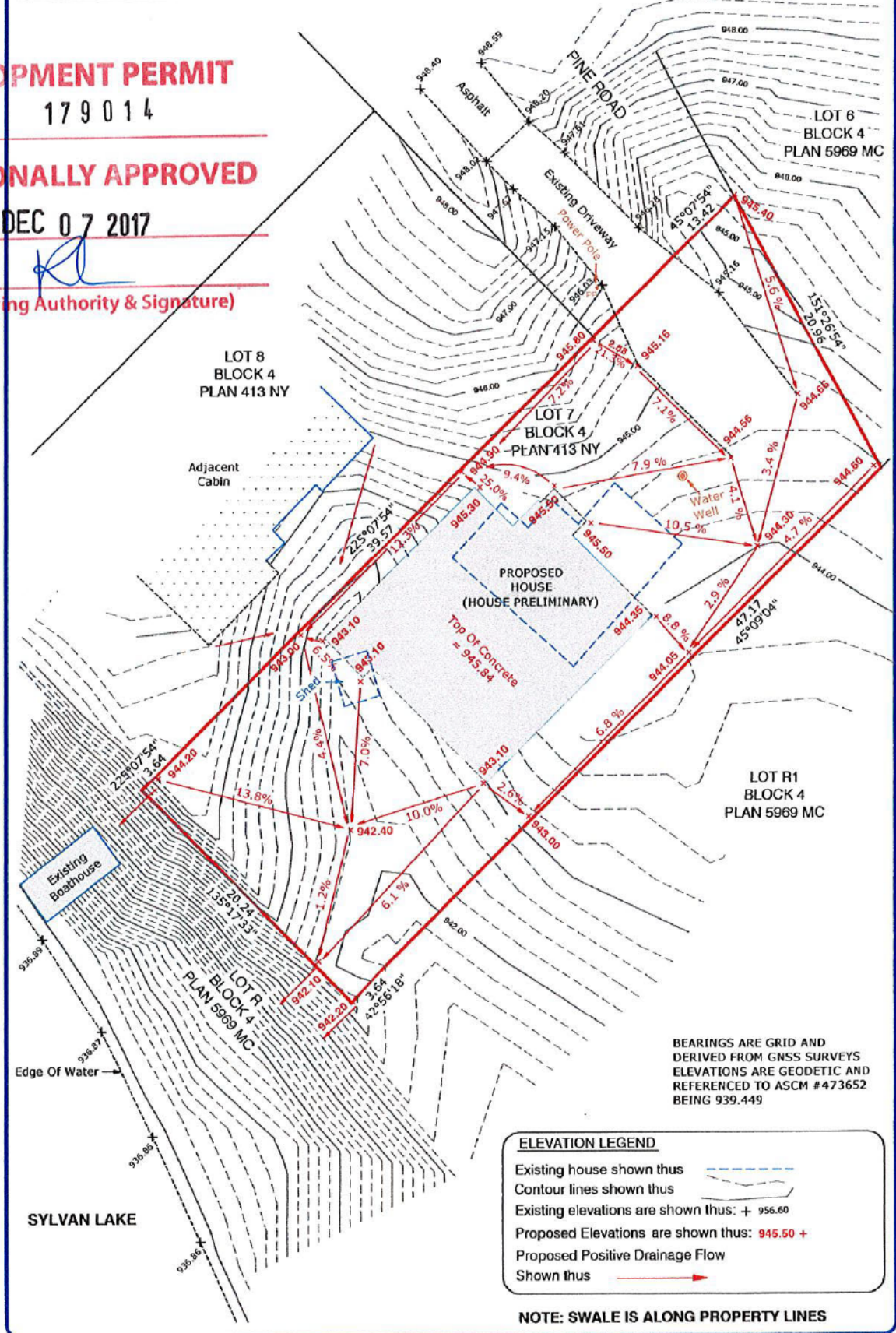
Initials

☐

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

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

RECEIVED  
NOV 29 2017





## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Planning and Development**

#### **Request for Decision**

**Agenda Item:** *Land Use Bylaw Regulations Letter – Tourist Homes*

#### **Background:**

Administration has received a letter from residents with proposed Land Use Bylaw amendments, specifically on Tourist Home regulations that include the cost of tourist home applications, and the definition of the 7-day minimum stay requirement.

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

- 1) That Council discuss and direct administration to draft a Land Use Bylaw Amendment.
- 2) That Council accept as information.

#### **Administrative Recommendations:**

That Council discuss and if desired provide direction to administration to draft a Land Use Bylaw amendment, or accept as information.

#### **Authorities:**

Land Use Bylaw #99/13.

Colette Gilbert

1126 Breakers Way  
Sunbreaker Cove, AB  
[REDACTED]

Sunbreaker Council  
c/o Kara Hubbard  
[khubbard@sylvanlakesummervillages.ca](mailto:khubbard@sylvanlakesummervillages.ca)

March 12, 2023

Dear Mrs. Hubbard,

We, as Tourist Home Operators in Sunbreaker Cove, write to you regarding the Tourist Home Land-Use By-Laws, specifically the:

- 1) Cost to renew the permit
- 2) Definition of the shoulder season and 7-day minimum stay requirement

Over the last two years we have noticed a significant decline in bookings due to the 7-day minimum stay requirement during the shoulder seasons. And the cost to renew the Tourist Home Permit is quite expensive and consumes a large portion of our operating budget.

This letter is to request modification the tourist home permit fees and the redefinition of the peak season. We also provide suggestions to further improve the current bylaws and to help neighbors feel at ease having rentals in their neighborhood.

**1) Cost to Renew the Permit**

Other communities typically require a larger amount up front for initial application, because the initial site visits and submitted documentation require detailed analysis. They are time-consuming and require extensive review. We believe the current application fee is suitable for the first-time applicant.

The relicensing portion, especially when there are no changes to the home, requires minimal work and should be a very quick process. If a renewal does have changes, for example a new structure or firepit or other, then perhaps it could have a change fee associated with it of say one hundred dollars to cover the costs to review.

Furthermore, on review of the bylaws the permit falls under a developmental permit, which is for developments. Perhaps there could be a new permit, such as a business license permit or some other wording that the tourist homes would fall under. This would allow for the change in costs without losing the detailed overview by the counsel.

Recommendations:

- A) A lower annual fee for renewal of the homes, \$50
- B) An annual review fee to account for any homes making an addition to their property, \$100

C) Consider a new permit classification for Tourist Homes

## 2) Definition of the shoulder season and 7-day minimum stay requirement

The tourist Home Land-Use By-Law Amendment #152-20 2 f states:

*“The minimum length of stay shall be no less than seven (7) days in the peak season between May one (1) until September thirty (30). Otherwise, it shall be no less than three (3) days”*

The Summer Village provided the following reasoning for the 7-day minimum stay:

“It is to control at what time of year the rentals can have shorter terms so that in the summer months “peak season” there isn’t as much turn around for the rentals, less potential for weekend parties and infraction of the community standards bylaws by having new people in the village frequently that are not aware of the regulations.”

Although many of us would love to see a more aggressive change, where the three-night minimum be converted to a two-night minimum to allow us more bookings throughout the year, we do understand the reasons for the three-night bookings and have opted to request only that the peak season be redefined. We believe the peak season should be defined as July 1 to August 31 to align with school break since most bookings are families with children.

It is very unlikely to have seven-day bookings outside this window because school is in session. Typically, May, June, and September are months when the population of Sunbreaker Cove decreases as many three-season neighbors return to their primary residences.

We all use a rental platform(s), either Airbnb and/ or VRBO. These platforms have strict party/ events policies. In fact, Airbnb does not allow events of any sort and will close out Guest and Host accounts who violate the Community Disturbance Policy. Anyone can contact Neighborhood Support to report a violation which remains confidential (see attached).

VRBO’s policy, Stay Neighborly, requires a written complaint that could lead to removal of listings that continue to violate the Stay Neighborly Policy (see attached). We all want to be good neighbors and maintain the family atmosphere in the community. We do not want the risk of damage to our properties, the heavy cleanup, or a decline in relationships with our neighbors that result from disruptive Guests. We feel the strict no party policies are effective and that they protect us, our neighbors, and the community.

Recommendations:

- a) Operators be encouraged to only use rental platforms that have a disturbance policy in place, such as Air BnB and VRBO.
- b) Operators to communicate ALL bylaws that affect guests including firepit, quiet time, and parking. Seven-night minimum from July 1 to August 31 inclusively; 3-night minimum for all other months

Suggestions:

- a) The Airbnb services be available on the Summer Village Website as they respond 24 hours per day and seven days per week. The Community Disturbance Policy and the Neighborhood

Support Line for Airbnb be posted on the website via a link. This information is also easily located and accessible from the Airbnb.ca main page and is attached to this letter for your review.

- b) That Operators provide their contact information and identify what platform they use so that any community disturbances can be easily reported to the neighbors immediately surrounding their property and continue to provide their information to the Summer Village as part of the renewal process.

We believe that these recommendations and suggestions will be a benefit the entire community; when everyone feels heard and is given opportunity to speak up, the feel valued and respected. This will benefit the tourist home operators and the non-tourist home residents who will gain security in knowing that they are able to make anonymous complaints that will be immediately acted upon. We thank you for your time to review the proposed changes and we look forward to hearing from you.

Sincerely,

**Colette Gilbert**

1126 Breakers Way  
[REDACTED]

**Serena Franz**

641 Fox Crescent  
[REDACTED]

**Keltie & Rodolfo Cardenas**

753 Elk Street  
[REDACTED]

**Adèle Poratto**

1318 Balm Road  
[REDACTED]

**Jill Sarluis**

635 Fox Crescent  
[REDACTED]



[Home](#) > [All topics](#) > [About Airbnb](#) > [Our community policies](#) > [Community expectations](#) >  
[Community Disturbance Policy](#)

Community policy

## Community Disturbance Policy

It is important that those who use Airbnb are respectful of local communities. That respect includes trying to avoid disturbing neighbors with disruptive parties, events, noise, or other disruptive behaviors and actions. This Policy covers our ban on disruptive gatherings and other community disturbances during listing stays or Experiences.

### Parties and Events

Disruptive gatherings are prohibited, regardless of size.

- What we don't allow:
  - Disruptive gatherings
  - Open-invite gatherings
  - Disturbances to the surrounding community such as:
    - Excessive noise
    - Excessive visitors
    - Excessive trash/littering
    - Smoking nuisances
    - Parking nuisances
    - Trespassing
    - Vandalism
  - Advertising listings as party or event friendly

### Unauthorized party intervention



We are committed to safe and responsible travel, and reducing the number of unauthorized parties at Airbnb listings has long been a priority. To help us achieve this, we take action, and may block certain reservations that we determine to be higher risk for unauthorized parties.

## What happens when a Host or guest violates our policies?

We ask our community to work together to help prevent community disturbances and disruptive gatherings. Airbnb may take steps up to and including suspending or removing a guest, Host, or listing from the Airbnb platform if they fail to comply with our policies.

Where a listing is advertised as party or event friendly, we may suspend the listing until the violating content is removed. We may also ask the Host to update their listing to include an explicit rule stating that parties and events are not allowed. Where a Host has set an unreasonable occupancy for a listing, we may require the Host to update the listing's occupancy to mitigate the risk of disruptive gatherings.

In rare cases where it appears that the listing is intended primarily for the purpose of hosting parties or events (for example, party or event venues), or where a listing has created a severe or chronic nuisance within a neighborhood, the listing may be permanently removed from Airbnb.

## Reporting a disruption

When it's believed an Airbnb listing or Experience is causing a community disturbance—whether that's excessive noise, a disruptive gathering, or unsafe behavior—members of the local community can report it through our dedicated [Neighborhood Support](#). This provides access to the Neighborhood Support team phone number, where a party or other community disturbance that's still in progress can be reported. Once an issue is reported to us, we will send a confirmation email explaining what happens next. This page also provides a link to local emergency services.



While these guidelines don't cover every possible scenario, they're designed to offer general guidance on Airbnb's Community Disturbance Policy.





[Home](#) > [Neighbourhood Support](#)

How-to

## Neighbourhood Support

You can report a party, noise complaint, or neighbourhood concern here.

For help with a reservation, hosting, or your account, [contact Airbnb Support](#)—our Neighbourhood Support team is only available to help with concerns related to home sharing in your community.

**For emergencies:** If you feel unsafe or are concerned about your or someone else's well-being, please contact local emergency services immediately.

### Urgent neighbourhood situations

Reach out to Neighbourhood Support if there's a party or disturbance happening nearby.

[Request a call](#)

### Other neighbourhood concerns

Send us a message using the button below. Our team will investigate and follow up via email.

[Report a concern](#)

Did this article help? [Yes](#) [No](#)



FILTERS +


[← Back](#)
[← Back](#)

Stay Neighborly

Find H  
Catego

Property Owner or  
Manager  
(/category/SN\_Property\_Owner\_or\_Man

Community Member  
(/category/SN\_Community\_Member)

## Report a concern about a Vrbo property

We're committed to our vacation rental hosts being neighborly in their local communities. We've created a Stay Neighborly program to help hosts stay compliant with local regulations and government agencies. It's also a way for community members to let us know if they have a concern about a Vrbo property.

### Report a concern

If you're able to talk with the host first, let them know your concerns and give them a chance to make it right. They may not even know there's a problem. If you're still having issues, submit a Stay Neighborly complaint form

(<http://www.stayneighborly.com/>) and have this information ready:

- Your name, email address, and phone number.
- URL for the listing from the Vrbo website.
- Details about the issue.
- Documents such as police reports, affidavits, photos, or formal citations if you have them.
- Local ordinance or code being violated if you're a community official or regulator.

### Vrbo's response to your report

After you've submitted the form to us, we'll:

- Remind the host about our educational resource center with information about regulation, tax compliance, and host best practices.
- Inform the host about Vrbo's no-tolerance policy for hosts and guests who abuse the right to rent short-term rental properties.
- Enforce our Terms and Conditions which removes listings that continue to violate local nuisance rules.



## **Summer Village of Sunbreaker Cove**

**March 22, 2023**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

#### **Committee Reports:**

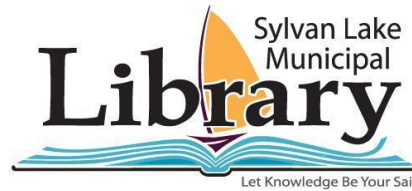
Julie Maplethorpe, Summer Village of Jarvis Bay

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

#### **Correspondence:**

#### **Upcoming Meetings:**

Next Council Meeting – April 17, 2023



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

**WEDNESDAY – FEBRUARY 8, 2023 – 6:30PM**

### **1. Treasurer’s Report**

The Treasurer’s Report was approved as presented.

### **2. Director’s Report**

The Director’s Report was approved as presented.

The Little Free Pantry received two very generous donations in January. Cenovus Energy – Clearwater Division donated a large amount of dry goods and \$315 in cash from their safety meeting; there were over 100 people in attendance. On the same day Lokal Kitchen stopped by with the dry goods received during their “Season of Giving” campaign in December. This is the fourth year in a row that the Little Free Pantry has benefitted from the generosity of the restaurant and their customers. If you are interested in donating, please stop by the library during open hours:

Sunday 1:00pm – 5:00pm / Monday 1:00pm – 8:00pm

Tuesday / Wednesday / Thursday 10:00am – 8:00pm

Friday / Saturday 10:00am – 5:00pm

The Henday Association for Life Long Learning is holding English as a Second Language classes at the library on Wednesday evenings. This resulted from some Ukrainian immigrants and their sponsors requesting access to this type of service in the area.

### **3. Programming Report**

A Murder Mystery event was held for the first time in January. Participants arrived at the library for an evening of high society decadence with a side of “Murder in Manhattan”. Interrogations were carried out, accusations were thrown, and eventually the murder was solved. Stay tuned for similar events.

Another first was a monthly Drop-In-Card Games program. Crib was the game of choice with Hearts to be explored in February. Many participants requested this program to be offered more than once per month.

The Film Society showed “The Phantom of the Open” in January and will be showing “Buffy Sainte-Marie: Carry It On” on February 27 from 7:00pm-9:00pm. Tickets are \$10.00 + GST, Season Passes are \$40.00 + GST (with a season pass you get one film free). Tickets and Season Passes can be purchased in advance at

the Library, or at the theatre the night of the showing. Please note that only cash can be accepted at the theatre. Films screen the last Monday of the month at Landmark Cinemas.

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

#### **4. New Items**

The 2022 Annual Report was presented to the Board and approved.

The Canada Revenue Agency requires a listing of current Board Members, moving forward this task will be updated regularly by the library bookkeeper.

#### **5. Policy**

The Personnel Policy was brought forward for its annual review by the sub-committee. This policy was passed with minor amendments.

#### **6. Information and Updates**

The hiring sub-committee is moving forward with interviews for the Library Director position that is currently vacant. Once the formal interviews have been conducted the applicant will make a presentation to the Board during a regular Board meeting.

Meeting adjourned at 8:59pm.

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



# Sylvan Lake Municipal Library



The library had **2,301**  
open hours in 2022!



**1,313** people have a card  
at our library



**36,380** people walked  
through our doors last year



In addition to **50,158**  
website visits



The library added **2,408**  
new items last year



Bringing the total  
collection to **21,515**



There were **3,320**  
downloads of e-Content



Contributing to a total of  
**80,742** checkouts!



We lent our items to  
libraries outside of our  
system **14,319** times



Our service is delivered  
by **13** dedicated staff



And **6** amazing  
volunteers



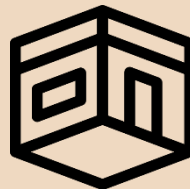
The library has **10** public  
computers



And brought in **25,834**  
items upon patron  
request



We answered **7,600**  
reference questions



And our meeting spaces  
were booked **97** times



**5** mobile devices  
available for loan



We offered **749** in-  
person programs



**110** virtual  
programs



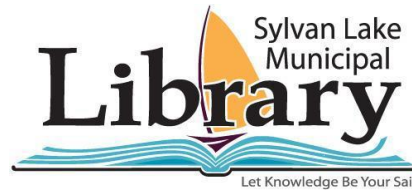
And **2** digital  
literacy programs



**9,364** people  
attended in total



And our Wi-Fi had  
**72,207** connections!



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

**WEDNESDAY – MARCH 8, 2023 – 7:00PM**

### **1. Communications**

Introductions went around the table as a new Board member was welcomed named Charlie.

### **2. Treasurer’s Report**

The Treasurer’s Report was approved as presented.

### **3. Director’s Report**

The Director’s Report was approved as presented.

The Annual report was successfully submitted to the Public Library Services Branch (PLSB) on February 9, 2023, after the Board approved it as amended the previous evening. Confirmation was received from the PLSB that the Provincial funding will increase for the 2023-2024 fiscal year; the increase will be approximately \$12,500. The Board will send a letter to thank the Minister of Municipal Affairs.

### **4. Programming Report**

Myrna Pearman, a local biologist, enthusiastic nature writer and photographer presented “Beauty Everywhere” at the library in February. She spoke about her experiences as a wildlife photographer along side a stunning slideshow of her work and gave participants suggestions of places to observe wildlife within our own backyard of Central Alberta. To follow Myrna please visit her website:

<https://www.myrnapearman.com/>

The Film Society will be showing “The Whale” on March 27 from 7:00pm-9:00pm; films screen the last Monday of the month at Landmark Cinemas. Tickets are \$10 + GST, Season Passes are \$40 + GST (with a season pass you get one film free). Tickets and Season Passes can be purchased in advance at the library, or at the theatre the night of the showing. Please note that only cash can be accepted at the theatre.

### **5. Policy**

Work will continue with sub-committees to review policies as necessary.

Meeting adjourned at 8:50pm.

**Next Regular Meeting – April 12, 2023, at 6:30pm.**

# *Parkland Update*

Thursday, February 9, 2023

---

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



## **Benefits of Physical Audiobooks**

Physical audiobooks offer benefits over eAudiobooks for many library users. You can request bins of large print or audiobooks by genre via [Parkland's Support Site](#). Parkland has created [promotional material](#) for large print and audiobooks to help you market the collections to your patrons. You can read our [latest support site article](#) for more information.

### **Promotional Materials List**

Parkland has created a spreadsheet with Canva links to [promotional materials](#) that have been created for libraries. With a Canva account, you will be able to apply your own branding and colours and customize the materials in any way. New additions include instructional brochures for all e-resources, large print and audiobook flyers, and book sale promotional materials.

## LIBRARY NEWS

---

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

### Local Author Visit at Clive Library



At the end of January, Clive Library had local author and illustrator, [Ashley Akkermans](#) visit and do a reading of her book *Sully the Rodeo Pickup Horse*, inspired by the real rodeo horse, Sully! They had a great turnout with 28 kids and 11 adults visiting their tiny library to hear her talk; the author was delighted with the turnout.

Ashley would also be happy to do readings at other Parkland libraries. If you're interested, please contact [Ashley](#) via her website.

### Upcoming Library & Literary Dates

For events later this year, Library Staff can see our [2023 Notable Library and Literary dates document](#) on the Q Drive.

February 14 - [Library Lovers Day](#)

February 19-25 - [Freedom to Read Week](#)

March 20 - [World Storytelling Day](#)

March 21 - [World Poetry Day](#)

## TRAINING & EVENTS

---

Dates and registration information for upcoming library training and events.

### Upcoming Events & Webinars

- February 22 at 10am - Library Managers Coffee Break
- March 6 at 10am - PLC Meeting (in-person and virtual)

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

#### Intellectual Freedom Webinar February 23 2pm

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

#### Trauma-Informed Leadership Webinar March 15 9am

[This workshop](#) explores how to lead with a trauma-informed approach and provides five key principles that trauma-informed workplaces embody. Some of the topics

#### Psychological Safety in the Workplace Webinar March 16 8am

[This workshop](#) provides an overview of the characteristics of a psychologically safe workplace and the roles of both the employee and employer in promoting psychological safety. Some of the topics included are the 13 factors that impact psychological safety, the benefits of promoting psychological safety, how employees can support psychological safety, how organizations can implement psychologically safe practices, and how to assess your organization's psychological safety.



include understanding the impact of trauma in the workplace, characteristics of a trauma-informed leader, trauma-informed workplace assessment, 5 Principles of trauma-informed workplaces, and the leadership role in championing these principles.

# Parkland Update

Thursday, February 23, 2023

---

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

---

## First, Then, Next Boards

First, then, next boards are a great way to communicate with young children the schedule of a program. This can make them feel more comfortable in new places, help them understand what to expect in a program, and make them feel more in control. These boards are also a great way to make your programming more inclusive as they are a great visual tool to help people with cognitive disabilities such as autism, attention deficit, dyslexia etc.

If you'd like one of these boards for your programming or would like more information, please email Emma McPherson at [emcpherson@prl.ab.ca](mailto:emcpherson@prl.ab.ca).

First, Then, Next Boards will come with the basic set of cards for programming, but additional cards can be added to fit your library's needs. Please list any additional cards in your email request, as well, your library brand colours and logo can be added. If not specified the board and cards will come in the green shown.



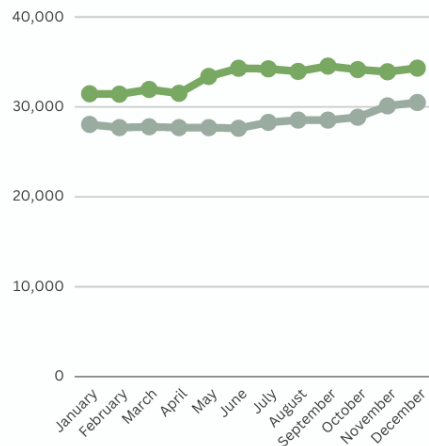
## Social Media Resources

Social media can be confusing to navigate, what platform should you be posting on? What time of day is best? How often should we be posting? There are so many questions to consider, so check out our [latest blog post](#) for some helpful tips!

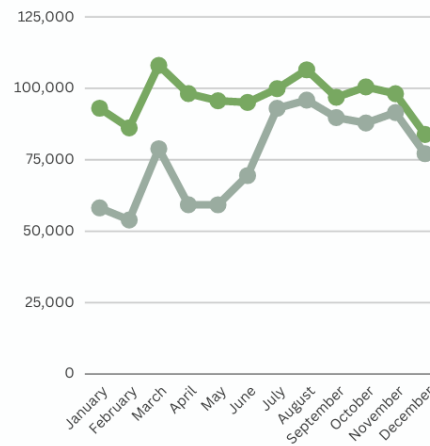
## Regional Cardholder Statistics

Parkland has gathered cardholder statistics to get a picture of the health of region-wide library services between 2021 and 2022. Library staff can view these statistics and keep up with the 2023 statistics as they are updated monthly.

### Active Patrons 2021 2022



### Circulations 2021 2022



## LIBRARY NEWS

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

### New York Times Creates a Love Letter to Libraries

On Valentine's Day, writers and photographers at the NY Times published [A Love Letter to Libraries](#). The article takes the reader from myths and perceptions of libraries of yore, and shifts to current-day programming and experiences. If your library has access to the NY Times, it's well worth a few minutes to read this heartwarming ode to libraries.

Enjoy and happy Library Lover's Month!

### TD Summer Reading Club StoryWalk

**Deadline March 13**

The TD SRC StoryWalk is available once again for SRC 2023! This fun, socially distanced activity places a children's book, page by page, on laminated poster boards along a path or in a park. Kids and their families have the opportunity to enjoy reading a book while strolling through their community. StoryWalk is free and available to participating libraries that submitted their statistics and evaluation for the 2022 TD SRC program and that have registered for the 2023 TD SRC. The book this year is *Treasure* by Mireille Messier. If you're eligible and interested in receiving a StoryWalk kit this year, [find out how to get one](#), and don't wait, because there is a limited number of kits available and they will go fast!

## Upcoming Webinars

- **PLC Meeting** - March 6 at 10am \*Registration with your consultant is required

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

### Challenging Employee Conversations Without Fear Webinar

**Thursday, February 23  
12pm**

In this webinar, you will learn how to think about and prepare for challenging conversations in ways that feel constructive and authentic. Don't miss out on this LibraryWorks webinar and [register today](#). Fee: \$49 (USD)

### Dealing with Digital Distractions: Ideas and Recommendations for Libraries Webinar

**Thursday, March 2  
12pm**

Library managers and staff have many demands and distractions. [This presentation](#) will help cut through the noise and suggest both technical and non-technical solutions for better balance at work. Attendees will also learn more about how to deal with email stress, creating boundaries and routines, and more. Fee: \$49 (USD)

### Expand Content Discovery and Leverage Patron Interests with Libby Webinar

**Wednesday, March 1  
11am**

Deep search and Notify Me tags help Libby users discover more content in Libby. In Marketplace, Notify Me tags data offers your library direct feedback from users and helps you satisfy their reading interests in a new and innovative way. [Register for this webinar](#) for an informative session about these highly anticipated updates!

### Spring Book Club Picks Webinar

**Tuesday, March 14  
12pm**

Are you looking for the next great title for your book club? Check out [this free one hour-webinar](#) for titles that will ignite lively discussion for any reading group!

### Romance Book Sales in the Canadian Market: A Love Story Report

In the last six years, the sales of Romance books increased by 42%, with LGBTQ titles seeing a whopping increase of 10,406%. What other Romance subcategories have seen outstanding growth? What topics are readers taking a break from? [Find out in](#)

[this blog post](#) from BookNet Canada.

# *Parkland Update*

Thursday, March 9, 2023

---

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

---

## One eRead Canada 2023

Parkland has registered for [One e-Read Canada](#) which will take place in April 2023. eBooks will be available for any member library patron to read. This year, the book is *Tatouine* by Jean-Christophe Réhel.

Promotional materials, programming ideas, and more information will be sent out to library staff by the end of next week.



# — 2023 *ANNUAL CONFERENCE* Stronger Together

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM  
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

The [Stronger Together](#) team is thrilled to share the dates for the 2023 Stronger Together Conference. Northern Lights Library System has joined the team this year to help put on what we hope will be the best Stronger Together conference to date!

This year the conference will be a hybrid model. It will be one full conference day online and two in-person days at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with and loves libraries including a focused leadership development day for Library Trustees.

**Save the date:**

Online	Stronger Together Conference	–	November 3rd,	2023
In-Person	Leadership Development Day	–	November 9th,	2023
In-Person	Stronger Together Conference	–	November 10th,	2023

For any inquiries, please send your questions to [librariesarestrongertogether@gmail.com](mailto:librariesarestrongertogether@gmail.com).

## Resources for Purchasing Romance Novels

As we've seen in our ILL statistics and market sales statistics our patrons want romance books! However, these books tend to be published and promoted a little differently from other genres. [Here are a few sources](#) where you can find those popular, social media famous romance books. Once you have that awesome romance novel picked out, you can place your order through ULS either by searching the title or placing a Special Order.

## LIBRARY NEWS

---

---

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



Free Comic Book Day will be on May 6, 2023. If your library would like to participate, please look at their [catalogue](#) and make a list of comics you would like to order. You can then send your list to [comics@variantedmonton.com](mailto:comics@variantedmonton.com) to get your comics ordered for you. Parkland has also created materials for libraries to promote Free Comic Book Day.

### Overdrive Big Library Read 2023

[Big Library Read](#), facilitated by OverDrive, is a reading program through libraries that connects readers around the world with the same ebook at the same time without any wait lists or holds. Overdrive has [released the dates](#) they will be running this program in 2023 so libraries can prepare.

- April 26 – May 10
- July 13 – July 27
- November 2 – 16

### Libby Deep Search & Notify Me Tags



Launching March 21, 2023, [Libby](#) will offer a new feature that helps you find all the content you're looking for. Even if it's not yet in the digital collection.

This feature is called [Deep Search](#).

In Libby, there are two ways to discover titles that are not yet in the digital collection:

1. If you search for a title, author, or series and it returns no results, Libby will automatically expand into a "deep search" to display relevant titles that are not yet in our collection.



2. If you run a search that returns fewer than 100 results, you can tap the filter button to manually enable "deep search."

From the expanded search, you will see relevant results with a Notify Me option. Tap Notify Me to tag titles and be notified if they are added to your library's digital collection in the future.

## Sponsored Book for Libraries

Scotiabank is on a mission to make hockey more diverse, more inclusive, and more accessible for all. Most children's hockey books don't feature players of colour, which is why *The Hockey Jersey: A new hockey story to inspire the next generation* was written. If young players don't see themselves in the game today, how can they imagine themselves in its future? Visit [Scotiabank's webpage](#) to find a copy for your library.

## #IndigenousYouthRise Support Fund Grant

Do you have Indigenous youth in your community who are interested in purchasing or making their own regalia? Check out the [We Matter Regalia Grant](#). This is a one-time \$700 grant for Indigenous youth to purchase or make their very own First Nations, Inuit, or Métis regalia.

Applications are open March 8 - 15.

## TRAINING & EVENTS

---

Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Polaris Training** - March 24, 10am - 12pm. [Join online](#) or register with your consultant to attend in person.
- **Library Managers Coffee Break** - March 22, 10am.

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

**Spring Book Club Picks Webinar****Tuesday, March 14****12pm**

Are you looking for the next great title for your book club? Check out [this free one-hour webinar](#) for titles that will ignite lively discussion for any reading group!

**Design Social Content Like a Pro Webinar****Wednesday, March 15****12pm**

Great design is behind the success of many top-performing social posts—but what's even more important is the principles behind that design. And whether you're a design pro or an absolute newbie, understanding those principles is the key to crafting more effective social content.

[In this webinar](#), Hootsuite will be dissecting top-performing social posts to explain why they were successful—and what you can learn from them to improve your own content.

**What's New with Canadian Book Borrowers Blog Post**

This article features the preliminary results of BookNet's Canadian Book Consumer Study 2022. [Read this blog post](#) to get insights into the borrowing behaviour of

Canadians, including answers to what, where, how, and why they borrowed books.

## **ALTA March Coffee Chat Virtual Meeting**

**Wednesday, March 15  
7pm**

Alberta Library Trustees Association has an amazing network of members, [join the group](#) for a coffee and conversation via Zoom. This is an opportunity to engage with fellow library board members to discuss this ever-changing landscape. The topic for this month is Your 2023 Funding and Budget.

## **Native Stories, Native Peoples: Opportunities for Library Engagement Webinar Recording**

The history and current experiences of Indigenous peoples and First Nations are complex, rich, and diverse. Libraries can play an important role in counteracting damaging myths and narratives about Indigenous peoples, as well as exploring contemporary struggles and joys. [This recorded webinar](#) highlights opportunities for libraries to connect their communities to accurate and respectful information, fostering understanding and support of Indigenous peoples past and present. Note: this is a US-based webinar, the terminology used reflects American practices.