

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
MAY 29, 2023 @ 8:30 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**     - Regular Meeting Minutes, April 17, 2023  
                                      - Municipal Planning Commission, May 15, 2023

**D. INFORMATION ITEMS**

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

**E. TABLED ITEMS**

**1) Planning & Development**

- a) Municipal Development Plan

**F. REQUESTS FOR DECISION**

**1) Council & Legislation**

- a) Association of Summer Villages of Alberta Conference
- b) Association of Summer Villages of Alberta Silent Auction
- c) Burning and Fire Pit Bylaw

**2) Public Works**

- a) Admin Building Improvements Capital Budget Amendment
- b) Fleet Replacement Policy

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

### **1) Council Reports**

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

### **2) Committee Reports**

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

### **3) Upcoming Meetings**

- a) Council Meeting – June 19, 2023

## **H. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
April 17, 2023

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held April 17, 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 via Zoom
	Public Works Manager:	Owen Olynyk
	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-23-069** MOVED by Deputy Mayor Kimball that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-23-070** MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on March 22, 2023, be approved as presented.  
CARRIED

**SBC-23-077** MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission meeting held on April 17, 2023, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

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

**SBC-23-078** MOVED by Mayor Willmon that Council accept the information items as presented.  
CARRIED

**TABLED ITEMS**

**PLANNING & DEVELOPMENT**

**SBC-23-079** Boathouse Encroachment Letter  
MOVED by Deputy Mayor Kimball that Council renew the encroachment agreement with the owner of 1209 Pine Road to keep their existing boathouse and stairs. Should the property change ownership, the boathouse must be removed.  
CARRIED

REQUESTS FOR DECISION

FINANCE

- Bylaw #181-23  
SBC-23-080

Mill Rate Bylaw

MOVED by Councillor Beets that Council give 1<sup>st</sup> reading to the Mill Rate Bylaw #181-23.

CARRIED
- SBC-23-081

MOVED by Mayor Willmon that Council give 2<sup>nd</sup> reading to the Mill Rate Bylaw #181-23.

CARRIED
- SBC-23-082

MOVED by Deputy Mayor Kimball that Council by unanimous consent give 3<sup>rd</sup> reading to the Mill Rate Bylaw #181-23 at this meeting.

CARRIED UNANIMOUSLY
- SBC-23-083

MOVED by Councillor Beets that Council give 3<sup>rd</sup> and final reading to the Mill Rate Bylaw #181-23.

CARRIED
- SBC-23-084

Surplus Distribution

MOVED by Mayor Willmon that Council:

1. Rename the:

• Accumulated Surplus to Unrestricted Surplus, to be consistent with audited financials, and the

• General Contingency Reserve to General Operating Reserve, with the purpose being to provide for working capital needs as well as unanticipated operating expenses.

2. Allocate \$106,051 from Unrestricted Surplus to the General Operating Reserve

3. Allocate from the Environment Reserve:

• \$40,000 into the General Operating Reserve, and the balance

• \$16,600 into the Land Improvement Reserve

4. The Land Improvement Reserve be used in place of the Environmental Reserve for the 2023 Capital Budget.

CARRIED

COUNCIL & LEGISLATION

- SBC-23-085

1913 Days

MOVED by Deputy Mayor Kimball that Council accept the 1913 Days invitation as information.

CARRIED
- SBC-23-086

MDP Discussion

MOVED by Councillor Beets that Administration make amendments to the Municipal Development Plan as directed and Administration bring the Municipal Development Plan to the next meeting.

CARRIED

PLANNING & DEVELOPMENT

**Bylaw #188-23**      Plans Cancellation Bylaw  
**SBC-23-087**      MOVED by Mayor Willmon that Council give 1<sup>st</sup> reading to the Plans Cancellation Bylaw #188-23.  
CARRIED

**SBC-23-088**      MOVED by Deputy Mayor Kimball that Council give 2<sup>nd</sup> reading to the Plans Cancellation Bylaw #188-23.  
CARRIED

**SBC-23-089**      MOVED by Councillor Beets that Council by unanimous consent give 3<sup>rd</sup> reading to the Plans Cancellation Bylaw #188-23 at this meeting.  
CARRIED UNANIMOUSLY

**SBC-23-090**      MOVED by Mayor Willmon that Council give 3<sup>rd</sup> and final reading to the Plans Cancellation Bylaw #188-23.  
CARRIED

COUNCIL REPORTS

- Deputy Mayor Kimball
- No reports
- Councillor Beets
- No reports
- Mayor Willmon
- Dock Captains meetings to discuss mooring standards
  - Tanner meeting to discuss Lacombe County's Area Structure Plan

COMMITTEE REPORTS

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

CORRESPONDENCE

- Association of Summer Villages of Alberta
- SVRS Invasive Species

**SBC-23-091**      MOVED by Deputy Mayor Kimball to accept the Council and Committee reports as information and Administration to post the SRVS Invasive Species information on the website and include in the weekly email blast.  
CARRIED

NEXT MEETING

**SBC-23-092**      MOVED by Mayor Willmon that the next meeting of Council be held on May 29, 2023, at 8:30 a.m.  
CARRIED

**SBC-23-093**            MOVED by Councillor Beets that Administration update the Garbage Collection Bylaw to reflect the utility fee of \$135 to be charged to lots that will receive a garbage cart.

CARRIED

**ADJOURNMENT**

**SBC-23-094**            MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 11:04 a.m.

CARRIED

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

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

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held May 15, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Keith Kimball  
Member-at-Large: Marny Paul via Zoom  
Member-at-Large: Colette Gilbert via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Hubbard  
Recording Secretary: Carolyn Widmer  
Applicant(s): Paulette Poirier via Zoom  
Gallery: Drew Turbull via Zoom

**CALL TO ORDER:** Chair Kimball called the meeting to order at 9:02 a.m.

**AGENDA:**

**MPC-23-004** Moved by Collette Gilbert to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION**

**1. 609 Fox Crescent**

Application for 609 Fox Crescent (Lot 4, Block 1, Plan 1823MC) requesting a development permit to operate a tourist home.

Comments were received by Drew Turnbull in opposition to the operation of the tourist home.

Kara Hubbard and applicants left the meeting at 9:22 a.m.

**DECISIONS**

**1. 609 Fox Crescent**

**MPC-22-005** Moved by Chair Keith Kimball to approve the application for a development permit to operate a tourist home with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.

Initials

- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 6.
- The owner/operator of the tourist home is responsible for informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.

CARRIED

**ADJOURNMENT:**

**MPC-23-003**

Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:30 a.m.

CARRIED

\_\_\_\_\_  
KEITH KIMBALL, CHAIR

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

Initials



## Summer Village of Sunbreaker Cove

### Administration and Finance

**May 29, 2023**

### Information Item

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

#### **Background:**

Total payables processed and presented to Council \$ 46,781.58

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

1. Al's Bobcat & Trucking	\$ 3,998.93
a. Mar 1 – 22 <sup>nd</sup> Snow Removal	
2. Tar-ific Construction Ltd.	\$ 4,641.00
a. To Fill Void From The Boathouse	
3. Summer Village of Norglenwold	\$ 15,255.44
a. March 2023 Muni Specific Costs	
b. March 2023 Shared Costs	
4. Summer Village of Norglenwold	\$ 13,611.27
a. April 2023 Muni Specific Costs	
b. April 2023 Shared Costs	

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

##### **April 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  
2023-05-17 10:54 AM

**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
Batch: 2023-00019 to 2023-00024

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1048</b> 1002	<b>2023-04-30</b>	<b>Leier, Shane</b> 161-000-520 - Development Per	Development Permits/App	500.00	500.00
<b>1049</b> APR62023-MPC	<b>2023-04-30</b>	<b>Ricalton, Debbie</b> 261-000-220 - MPC Costs	April 6, 2023 MPC Meeting	100.00	100.00
<b>1050</b> 25051	<b>2023-04-30</b>	<b>Alberta Parking Lot Services</b> 232-000-250 - Road Maintenance 312-000-260 - GST Paid Refund	Apr 23rd Road Sweeping GST Tax Code	2,660.00 133.00	2,793.00
<b>1051</b> 19425	<b>2023-04-30</b>	<b>Al's Bobcat &amp; Trucking</b> 232-000-255 - Plowing Program 312-000-260 - GST Paid Refund	Mar 1 - 22nd Snow Removal GST Tax Code	3,808.50 190.43	3,998.93
<b>1052</b> 15163703 15164263	<b>2023-04-30</b>	<b>Go Services Inc.</b> 272-000-510 - Parks & Playgrou 312-000-260 - GST Paid Refund 272-000-510 - Parks & Playgrou 312-000-260 - GST Paid Refund	March Portable Toilet Rental GST Tax Code April Portable Toilet Rental GST Tax Code	232.50 11.63 225.00 11.25	244.13 236.25
			Payment Total:		480.38
<b>1053</b> 230250	<b>2023-04-30</b>	<b>Parkland Regional Library</b> 274-000-850 - Parkland Region 312-000-260 - GST Paid Refund	2nd Quarter Requisition P GST Tax Code	207.81 10.39	218.20
<b>1054</b> 1791	<b>2023-04-30</b>	<b>Sylvan Lake Regional</b> 242-000-260 - Useage Fees-WV	Mar 2023 WW Services	1,007.72	1,007.72
<b>1055</b> 059204	<b>2023-04-30</b>	<b>Tar-ific Const. Ltd</b> 297-198-840 - Project-Rip Rap 312-000-260 - GST Paid Refund	To Fill Void From The Boath GST Tax Code	4,420.00 221.00	4,641.00
<b>1056</b> 8878	<b>2023-04-30</b>	<b>Wild Rose Assessment Service</b> 212-400-232 - Assessment Fees 312-000-260 - GST Paid Refund	Apr 1-Jun Assessment Fee GST Tax Code	1,750.00 87.50	1,837.50
<b>1057</b> 46975	<b>2023-05-17</b>	<b>Empringham Disposal Corp</b> 243-000-200 - Waste Removal C 312-000-260 - GST Paid Refund	Apr 2023 Bi Weekly Collecti GST Tax Code	744.00 37.20	781.20
<b>1058</b> 1320	<b>2023-05-17</b>	<b>Rugged West Maintenance Inc.</b> 232-000-270 - Pathway Program 312-000-260 - GST Paid Refund	Bollard Removal GST Tax Code	200.00 10.00	210.00
<b>1059</b> 1804	<b>2023-05-17</b>	<b>Sylvan Lake Regional</b> 242-000-260 - Useage Fees-WV	Apr 2023 WW Services	1,189.44	1,189.44
<b>1060</b> 1694	<b>2023-05-17</b>	<b>Triangle Construction Inc.</b> 232-000-240 - Tree Removal 312-000-260 - GST Paid Refund	Tree Removal Crossing Pat GST Tax Code	150.00 7.50	157.50
			Total Computer Cheque:		17,914.87

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>258</b>	<b>2023-03-31</b>	<b>Summer Villages of Norglenwold</b>			

Date Printed  
2023-05-17 10:54 AM

**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
Batch: 2023-00019 to 2023-00024

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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2023-00039		226-000-200 - Enforcement	ATB MC-Fountain Tire-Brak	135.29	
		226-000-200 - Enforcement	ATB MC-911 Supply-Body A	387.59	
		226-000-200 - Enforcement	ATB MC-911 Supply-Tactica	21.60	
		226-000-200 - Enforcement	UFA-Feb Fuel for Bylaw	101.87	
		212-400-232 - Assessment Fees	RARB Membership	400.00	
		226-000-200 - Enforcement	ATB MC-Mobil 1 Lube-Oil C	20.74	
		226-000-200 - Enforcement	ATB MC-Esso-Bylaw Office	2.59	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	17.85	1,087.53
2023-00044		212-400-231 - Audit Fees	Metrix-2nd Audit Billing-Yea	4,698.91	4,698.91
2023-00048		212-100-110 - Salaries	Salaries	8,044.83	
		212-100-130 - Training	Training	115.74	
		212-100-140 - Benefits	Shared Benefits	273.72	
		212-100-210 - Travel & Subsis	T&S	76.05	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	13.78	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	87.15	
		212-200-510 - Office Supplies	Office Supplies	147.25	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	93.81	
		212-300-540 - Utilities	Utilities	288.14	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	200.81	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	63.45	
		212-300-242 - IT Equipment	IT Equipment	18.26	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	39.20	
		212-300-510 - Other Contingenc	Contingency	6.81	
		212-300-530 - Building Insuranc	Building Insurance	0.00	9,469.00
			Payment Total:		15,255.44
<b>259</b>	<b>2023-04-30</b>	<b>Summer Villages of Norglenwold</b>			
2023-00059		226-000-200 - Enforcement	Brownlee Law-Enforcement	72.68	
		226-000-200 - Enforcement	ATB MC-ESSO-Bylaw Truck	2.59	
		297-202-840 - Project-Admin Blc	Accelerated-Land Title Plan	115.36	
		297-202-840 - Project-Admin Blc	Rite-Way Fencing-Fencing /	1,227.48	
		226-000-200 - Enforcement	UFA-Bylaw Officer March Fi	126.06	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	7.35	
		226-000-200 - Enforcement	ATB MC-Amazon-Router-By	150.00	
		226-000-200 - Enforcement	Fountain Tire-Bylaw Truck 1	14.99	
		226-000-200 - Enforcement	ATB MC-CO-OP-Bylaw Offi	2.60	
		226-000-200 - Enforcement	UFA-Bylaw Officer Apr Fuel	87.69	
		212-400-220 - Council Mtg Expe	Office-129 Copies Dbl Sides	129.00	
		212-400-220 - Council Mtg Expe	Printing-129 Copies Dbl Sid	129.00	
		212-400-220 - Council Mtg Expe	Office-140 Copies Dbl Sides	140.00	
		212-400-220 - Council Mtg Expe	Print-140 Copies Dbl Sided-	140.00	2,344.80
2023-00063		212-100-110 - Salaries	Salaries	8,046.89	
		212-100-130 - Training	Training	704.62	
		212-100-140 - Benefits	Shared Benefits	299.52	
		212-100-210 - Travel & Subsis	T&S	102.50	
		212-100-211 - WCB	WCB	63.89	
		212-100-266 - PW Fleet	Public Works Fleet	17.33	
		212-200-215 - Postage/Freight/C	Postage/Freight	1.98	

Date Printed  
2023-05-17 10:54 AM

**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2023-00019 to 2023-00024

Page 3

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		212-200-500 - Printing Costs	Printing Costs	63.48	
		212-200-510 - Office Supplies	Office Supplies	95.21	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	93.81	
		212-300-540 - Utilities	Utilities	212.25	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintenan	Facility Maintenance	9.13	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	832.20	
		212-300-242 - IT Equipment	IT Equipment	315.35	
		212-300-265 - Equipment Mainte	Equipment Maintenance	31.21	
		212-300-270 - Equipment Renta	Equipment Rental	39.20	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	337.90	11,266.47
			Payment Total:		13,611.27
			Total EFT:		28,866.71
			Total MAIN:		46,781.58



# Council Expense Claim Form

NAME: Teresa BeetsPOSITION: CouncillorMONTH ENDING: March-2023

RECEIVED

APR 24 2023

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/13/23	Regular Council		Councillor	\$ 100.00
4/17/23	Regular Council		Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 200.00

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/13/23	Regular Council		\$0.61	\$ 0.00
4/17/23	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 200.00

## **Summer Village of Sunbreaker Cove**

**May 29, 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:

- Public Works has had a kick-off meeting with the engineering teams for both the GIS implementation and road analysis capital projects.
- Stantec will begin the road analysis of the five Summer Villages on May 8<sup>th</sup>. Residents will not experience any traffic delays or obstructions.
- Public Works is currently looking at options and pricing for fire ban signs that can remain affixed to a traffic sign mount but remain hidden when fire bans are not active.
- Administration will be asking Council for input with respect to any road marking needed in the Summer Village ie crosswalk markings.
- Another private property sewer break in Fox Crescent.
- Construction drawings for Larch Road drainage project, Administration is working on the tender currently.
- Line locates for No Parking signs along Breaker's Way have been put in, currently waiting for clearance from utility providers.

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

- 1) That Council accepts this report as information.

#### **Administrative Recommendations:**

That Council accept 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

May 29, 2023

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (25 in Birchcliff, 2 in Half Moon Bay, 19 in Jarvis Bay, 21 in Norglenwold, and 25 in Sunbreaker Cove).

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

- |                       |   |
|-----------------------|---|
| 1. 717 Sunhaven Way   | Addition                                      |
| 2. 669 Fox Crescent   | Dwelling & Detached Garage                    |
| 3. 1319 Birch Road    | Shed  |
| 4. 1119 Poplar Road   | Dwelling Addition                             |
| 5. 805 Sunhaven Way   | Demolition & Detached Garage with Guest House |
| 6. 711 Elk Street     | Deck  |
| 7. 1130 Breakers Way  | Dwelling                                      |
| 8. 701 Sunhaven Way   | Demolition & Dwelling                         |
| 9. 809 Sunhaven Way   | Dwelling                                      |
| 10. 1422 Aspen Close  | Dwelling                                      |
| 11. 747 Elk Street    | Dwelling                                      |
| 12. 1105 Poplar Road  | Dwelling & Garage with Guest House            |
| 13. 609 Fox Crescent  | Dwelling                                      |
| 14. 1213 Pine Road    | Demolition                                    |
| 15. 1213 Pine Road    | Dwelling                                      |
| 16. 1101 Larch Road   | Dwelling Move – Demolition                    |
| 17. 717 Elk Street    | Dwelling Addition (Sunroom & Swim Spa)        |
| 18. 1301 Breakers Way | Detached Garage <b>(NEW)</b>                  |
| 19. 1101 Larch Road   | Dwelling <b>(NEW)</b>                         |
| 20. 1209 Pine Road    | Detached Garage Addition <b>(NEW)</b>         |

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

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

**Closed development permit since last meeting:**

- |                      |                         |
|----------------------|-------------------------|
| 1. 1321 Birch Road   | Garage with Guest House |
| 2. 1126 Breakers Way | Tourist Home            |

**Permit Summary:**

Year to date 2023:

4 development permit. Estimated project cost \$775,000.00.

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****May 29, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Administration is working to set a date for our Intermunicipal Committee meeting with Lacombe County to discuss the Intermunicipal Collaboration Framework (ICF). According to the ICF, the Intermunicipal Committee is composed of two elected officials, the Chief Administrative Officer, and one other staff member from each municipality. We are currently looking at dates in late June or early July. This meeting will be a discussion regarding the future of shared services between our municipalities.

**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”.

**Sunbreaker Cove Road - Pavement Overlay**

Tim Timmons &lt;ttimmons@lacombecounty.com&gt;

Wed 4/12/2023 4:50 PM

To: Tanner Evans &lt;tevans@sylvansummervillages.ca&gt;

Cc: Bill Cade &lt;bcade@lacombecounty.com&gt;

 3 attachments (447 KB)

Sunbreaker Cove Access Road Paving - Agenda Item.pdf; Sunbreaker Cove Access Road Paving - Correspondence Between County and SV of Sunbreaker Cove.pdf; Sunbreaker Cove Boat Launch and Parking Area Costs - Memorandum.pdf;

Hi Tanner,

As discussed at our meeting this morning please see attached documentation re: the 2003 pavement overlay of the Sunbreaker Cove Access Road.

I have also included a Memorandum prepared by our Operations Department outlining the costs of improvements the County made to the Sunbreaker Cove boat launch and parking areas between 2008 and 2012.

As mentioned at our meeting the Sunbreaker Cove Access Road is scheduled for a 50 mm pavement overlay in 2027. The estimated cost, which is obviously subject to change between now and then, is approximately \$240,000. We would be looking to recover 50% of the actual costs from the Summer Village of Sunbreaker Cove. Though the pavement in the boat launch and parking area is not scheduled for an overlay in 2027 we may want to consider doing this at the same time as the access road to achieve some economies of scale.

The Intermunicipal Collaboration Framework (ICF) between our two municipalities outlines the process for consideration of cost-sharing of new projects. This process requires initial notification of the project by the proposing party. Please consider this email as such notice.

The ICF also requires us to convene an Intermunicipal Committee meeting with 30-days of such notice being received, unless both CAO's agree otherwise. From my perspective there is no urgent need to have this meeting within the next 30-days. As such, I am supportive of deferring this meeting to a date that is convenient to both parties either sometime in June or early July. If you are supportive of this perhaps we could identify some potential meeting dates with our respective committee members and communicate them to one another. Please advise me of your thoughts.

Thanks Tanner,

Tim

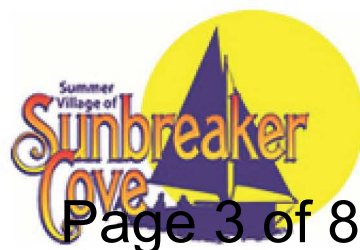
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# **Summer Village of Sunbreaker Cove & Lacombe County**

**INTERMUNICIPAL COLLABORATION FRAMEWORK**

---

## MASTER AGREEMENT



**WHEREAS**, the Summer Village of Sunbreaker Cove and Lacombe County (hereinafter referred to as the Parties) share common boundaries; and

**WHEREAS**, the Parties share common interests and are desirous of working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so; and

**WHEREAS**, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services that benefit residents in more than one of the municipalities, which municipality is responsible for providing these services and how the service will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Parties it is agreed as follows:

#### **A. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework is a permanent Agreement and shall come into force on final passing of a resolution to adopt the Framework by both Parties.
- 2) This Framework may be amended by mutual consent of the Parties unless specified otherwise in this Framework.
- 3) It is agreed by the Parties that the Intermunicipal Committee shall review at least once every four years, commencing no later than 2024, the terms and conditions of the agreement.

#### **B. INTERMUNICIPAL COOPERATION**

- 1) The Intermunicipal Committee composed of two elected officials, the Chief Administrative Officer and one other staff member from each municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

#### **C. MUNICIPAL SERVICES**

- 1) The Parties have reviewed the services offered to residents. Based on the review it has been determined that other than those services noted in Section C. 2) each Party will continue to provide services to their residents independently.
- 2) The Summer Village of Sunbreaker Cove and Lacombe County have a history of working together to provide municipal services to residents, with the following joint services being provided directly, or indirectly:
  - a. Wastewater - The Parties are members of the Sylvan Lake Regional Wastewater Commission (the Commission) with service levels and costs being established as per 1) agreements with the Commission, and 2) the

Commission's business plan.

- b. Emergency Services
  - i. Fire Services – Fire Services Agreement - Town of Bentley, Lacombe County and the Summer Village of Sunbreaker Cove and Lacombe County dated February 13, 2020.
  - ii. Emergency Management – Lacombe Regional Emergency Management Partnership Agreement – Lacombe County, City of Lacombe, Town of Bentley, Town of Blackfalds, Town of Eckville, Village of Alix, Village of Clive, Summer Village of Birchcliff, Summer Village of Gull Lake and Summer Village of Sunbreaker Cove dated May 3, 2011.
- c. Boat Launch – Memorandum of Understanding - Lacombe County and the Summer Village of Sunbreaker Cove dated November 30, 2005.

#### **D. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that either Party initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Party's Chief Administrative Officer will notify the other Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Committee level.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to a regional long-term planning document prepared by the Parties;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants, if applicable;
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and
  - g. Projected utilization by residents of both Parties.
- 4) Once either Party has received written notice of new project, an Intermunicipal Committee meeting must be held within 30 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) The Intermunicipal Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt

with through the procedure outlined within Section E of this document.

- 6) Both Parties recognize that the decision to participate or not participate in a project ultimately lies with the respective municipal councils.

## **E. DISPUTE RESOLUTION**

- 1) The Parties are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.
- 2) The Parties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) In the event of a dispute, the Parties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. Negotiation;
  - b. Mediation; and
  - c. Binding arbitration.
- 4) If any dispute arises between the Parties regarding the interpretation, implementation, or application of this Framework, or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein, however, if a dispute arises regarding an existing intermunicipal agreement between the Parties, and that agreement contains a binding dispute resolution process, then that process shall be followed instead of the one outlined in this framework.
- 5) If the Dispute Resolution Process is invoked, the Parties shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within 30 days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the Chief Administrative Officers. If the dispute is not resolved within 60 days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 7) If the Parties cannot resolve the dispute through negotiation within the prescribed time period, the dispute shall be referred to mediation.
- 8) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:

- a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.
- 9) The Parties shall, within 30 days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 10) Where a mediator is appointed, the Parties shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Parties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Parties.
- 11) In the event that:
  - a. The Parties do not agree on the appointment of a mediator within 30 days of the Mediation Notice; or
  - b. The mediation is not completed within 60 days after the appointment of the mediator; or
  - c. The dispute has not been resolved within 90 days from the date of receipt of the Mediation Notice;

either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 12) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Parties may provide the other party with written notice (“Arbitration Notice”) specifying:
  - a. The subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
  - b. The nomination of an individual to act as the arbitrator.
- 13) The Arbitration Act (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
- 14) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Parties.

**F. CORRESPONDENCE**

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of the Summer Village of Sunbreaker Cove to:

**The Summer Village of Sunbreaker Cove  
c/o Chief Administrative Officer  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, AB T4S 2J5**

b. In the case of Lacombe County to:

**Lacombe County  
c/o County Manager  
RR 3  
Lacombe, AB T4L 2N3**

2) In addition to F(1), notices may be sent by electronic mail to the Chief Administrative Officer of the Summer Village of Sunbreaker Cove and the County Manager of Lacombe County.

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

**THE SUMMER VILLAGE  
OF SUNBREAKER COVE**

**LACOMBE COUNTY**

\_\_\_\_\_  
Teresa Beets, Mayor

\_\_\_\_\_  
Paula Law, Reeve

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Tim Timmons, County Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **Summer Village of Sunbreaker Cove**

**May 29, 2023**

### **Planning and Development**

#### **Request for Decision**

#### **Agenda Item:** *Municipal Development Plan*

##### **Background:**

Administration has completed the last of the suggested amendments brought forward by Council and is bringing forward the 2023 Municipal Development Plan for Council's review and consideration.

The next steps going forward would be to give 1<sup>st</sup> reading to the Municipal Development Plan Bylaw and schedule a public hearing for the next Council meeting.

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

- 1) That Council give 1<sup>st</sup> reading to the Municipal Development Plan Bylaw #187-23 and schedule a public hearing for the next Council meeting.
- 2) That Council discuss and provide direction to Administration.

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

That Council give 1<sup>st</sup> reading to the Municipal Development Plan Bylaw #187-23 and schedule a public hearing for the next Council meeting.

##### **Authorities:**

*Municipal Government Act, Section 632(3)*

SUMMER VILLAGE OF SUNBREAKER COVE  
MUNICIPAL DEVELOPMENT PLAN BYLAW  
BY-LAW 187-23

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISION OF THE *MUNICIPAL GOVERNMENT ACT*, BEING CHAPTER M-26, OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE ADOPTION OF A MUNIICPAL DEVELOPMENT PLAN BYLAW.

**WHEREAS**, Section 632 of the *Municipal Government Act*, Revised Statues of Alberta 2000, and amendments thereto, permit a Council to adopt by bylaw a Municipal Development Plan Bylaw.

**AND WHEREAS**, a Municipal Development Plan has been prepared in accordance with the requirement of Part 17 of the *Municipal Government Act*, Revised Statues of Alberta 2000, Chapter M-26, and amendment thereto; and

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

- 1. That this bylaw may be cited as the Summer Village of Sunbreaker Cove “*Municipal Development Plan Bylaw*”.
- 2. That the attached booklet and maps, being Schedule “A”, are hereby adopted as the Summer Village of Sunbreaker Cove Municipal Development Plan.
- 3. That the previous version of the Summer Village of Sunbreaker Cove Municipal Development Plan, Bylaw #82-08, is hereby repealed upon 3<sup>rd</sup> and final reading being given.

READ a first time this 29<sup>th</sup> day of May 2023.

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

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

PUBLIC HEARING held on June 19<sup>th</sup>, 2023.

READ a second time this 19<sup>th</sup> day of June 2023.

READ a third and final time this 19<sup>th</sup> day of June 2023.

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

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

# ***Summer Village of Sunbreaker Cove***



## **Municipal Development Plan**

**Revised 2023**

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# **1.0 Introduction**

## **1.1 BACKGROUND**

The initial Municipal Development Plan (MDP), adopted in August 2003, was prepared in response to increased development pressures around the Lake and adjacent to the Summer Village's borders. Prior to the 2003 MDP, Council relied on the Land Use Bylaw as the tool to guide development decisions. The Municipal Development Plan reflects the kind of community the residents of Sunbreaker Cove would like to see as well as providing the basis for actions and decisions to both protect and improve quality of life now and in the future.

The current MDP has been updated to reflect subsequent developments without change to the visions and goals set out in the 2003 MDP.

## **1.2 LEGISLATED FRAMEWORK**

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

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

- a) future land use within the municipality,
- b) the manner of and the proposals for future development in the municipality,
- c) the coordination of land use and future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those municipalities,
- d) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities,
- e) the provision of municipal services and facilities either generally or specifically,
- f) policies compatible with the subdivision and development regulations

to provide guidance on the type and location of land uses adjacent to sour gas facilities,

- g) policies respecting the provision of municipal, school, or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards, and
- h) policies respecting the protection of agricultural operations.

The Municipal Development Plan may deal with:

- a) proposals for the financing and programming of municipal infrastructure,
- b) co-ordination of municipal programs relating to the physical, social, and economic development of the municipality,
- c) environmental matters within the municipality
- d) financial resources of the municipality
- e) economic development of the municipality,
- f) any other matter relating to the physical, social, or economic development of the municipality,
- g) statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies, and
- h) policies respecting the provision of conservation reserves *in proposed subdivisions* in accordance with section 664.2(1)(a) to (d).

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

### 1.3 PROCESS

The Municipal Development Plan needs to reflect the aspirations and quality of life valued by the Sunbreaker Cove residents. The MDP is the key in ensuring that the vision residents want their community to look like in the future will occur.

Amendments to the MDP bylaw require a public hearing and three readings of the amending bylaw.

## 1.4 PUBLIC INVOLVEMENT

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

- a) a community survey distributed to all ratepayers in December of 2001.
- b) an Advisory Committee was formed in January 2002.
- c) a public information open house was held May 4, 2002.
- d) a public hearing was held on August 11, 2003.
- e) the enabling bylaw was passed on August 11, 2003.
- f) First reading of the 2023 amended MDP was given [REDACTED]
- g) a public hearing was held on [REDACTED]
- h) the amended MDP was passed on [REDACTED]

## 2.0 Overview

### 2.1 LOCATION

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

The Summer Village is located within Lacombe County and shares the Lake with other municipalities including the Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, and Norglenwold, the Town of Sylvan Lake, and the Counties of Lacombe and Red Deer. Primary road access is from Range Road 2-2 which ties in with the broader transportation system of Highway 20 to the east or Highway 766 to the west via Rainy Creek Road.

Sunbreaker Cove enjoys approximately 1.95 kilometers of shoreline within its boundaries, substantially all of which are designated as Environmental Open Space District (EOS). The total area of land within the municipal boundary is 57.5 ha. Approximately 18.6% is dedicated to roads, 59.8% is in private ownership, 3% is the former Sun Haven Provincial Recreation Area (PRA) and the boat launch discussed below, 12% is walkways and green space, designated as Community Recreation District (CR), remaining 6.6% is designated as Environmental Open Space (EOS). The Open Space Community Recreation Districts and walkway system plays an important role as they form an integral part of the overall community and in March 2016 an Open Space Master Plan was adopted.

The lands around the Summer Village are in the County of Lacombe. While the surrounding lands are currently dominated by a mixed-wood forest, comprised mainly of trembling aspen, the County's Area Structure Plan places them within the Lake Development Area rather than the Agricultural Area. Today, the Summer Village consists of a mixture of seasonally occupied cabins, all season vacation homes, and permanent residences.

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

## 2.2 HISTORICAL OVERVIEW

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

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

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

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



certainly, impacts the local residential property owners of the Summer Village.

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

- a) the ability to govern democratically and represent the interests and welfare of the community,
- b) to provide services and infrastructure necessary and/or desirable for the ratepayers,
- c) getting the maximum benefit from municipal taxes which were paid to Lacombe County.

In March 2010, Alberta Tourism, Parks, and Recreation (TPR) deregulated and transferred Sun Haven Provincial Recreation Area (PRA) to the Summer Village of Sunbreaker Cove for its continued operation as a public recreation site. The PRA consists of the same two reserve lots transferred in August 1990 by the County of Lacombe to the Province. It is a small day site of 1.59 acres that acts primarily as a staging area for the boat launch. A caveat was placed on title to ensure that if the Summer Village is no longer running the site for public recreation, the title will be transferred back to the province. The Summer Village does not have the authority to sell or transfer the site to a third party for any purposes.

The County of Lacombe operate the boat launch under a license of occupation (LOC) from the Provincial Government. Lacombe County doubled the width of the boat launch in 2010 and in 2012/13 created a 5-acre overflow parking area north of Sunbreaker Cove to accommodate up to 150 trucks and trailers.

## **3.0 Vision**

### **3.1 BACKGROUND**

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

### **3.2 VISION STATEMENT**

The Summer Village of Sunbreaker Cove is a quiet country residential community, striving to keep it safe and secure while meeting the needs of both the permanent

and seasonal residents. The Summer Village is committed to being a good steward of the environment and encourages passive, family-oriented uses, and activities.

### 3.3 CORE VALUES

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

### 3.4 GUIDING PRINCIPLE

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

## 4.0 **Goals and Objectives**

### 4.1 GOALS OF THE MUNICIPAL DEVELOPMENT PLAN

- a) To develop a plan for the community which reflects the inherent qualities of Sylvan Lake and lake living as a low density, single family residential community within a seasonal recreational environment.
- b) To encourage high standards for new and existing development that compliments and protects the existing character of the Summer Village.

- c) To preserve and protect the existing public EOS districts, walkways and CR districts within the Summer Village and manage environmentally sensitive areas within the plan area.
- d) To encourage residents to become more environmentally aware and to become good stewards of the natural environment and Sylvan Lake as a whole.

## 4.2 OBJECTIVES OF THE WHOLE MUNICIPAL DEVELOPMENT PLAN

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

## 5.0 **Reserves and Open Space**

### 5.1 GOAL

To encourage preservation and protection of walkways, environmental open spaces (EOS) and green areas as much as practical, in their natural condition.

### 5.2 BACKGROUND

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

### 5.3 OBJECTIVES

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

### 5.4 POLICIES

Policies for the Reserves and Open Spaces are set out in the Open Spaces Master Plan adopted in 2016, specifically under Section 7.4. Policies are listed separately for connectivity areas and trails, amenities, communal sheds, public open spaces and green passive spaces, conservation areas, and shoreline management.

## **6.0 Environmental Protection**

### 6.1 BACKGROUND

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

### 6.2 OBJECTIVES

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

### 6.3 POLICIES

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

## 7.0 **Existing and Future Land Development**

### 7.1 GOALS

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

### 7.2 BACKGROUND

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

Land-intensive agricultural and natural resource developments occur in appropriate locations within the watershed. Large agriculture operations and confined feeding operations shall be prohibited within the Summer Village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged. There are no agricultural operations, aggregate developments or oil and gas operations within the Summer Village of Sunbreaker Cove that need protection by policy.

Undeveloped lands within the Summer Village are intended to facilitate low-impact recreational activities and support the ecological health of Sylvan Lake. Large-scale agricultural activities and natural resource development would be incompatible with the Summer Village's current (and planned) community.

### **7.3 EXISTING AND FUTURE LAND USE**

As of May 2023, the Summer Village had a total of 265 residential lots, of which 249 are developed (94%). There are 14 undeveloped lots scattered throughout. Present restrictions for minimum lot size will limit any further subdivision.

Existing subdivisions were approved under the Planning Regulations of that time and the former Red Deer Regional Planning Commission. All the lots manage their own water supply via water wells. The Summer Village owns and operates a low-pressure forced main sanitary system that will require all its residents to be connected by April 2024.

### **7.4 OBJECTIVES**

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

### **7.5 POLICIES**

- a) Single detached dwellings will be the exclusive form of development within the Summer Village of Sunbreaker Cove. High density residential redevelopment is not allowed.
- b) All residential lots will be required to maintain an appropriate appearance from all access roads.

- c) Detached garages may be permitted if they are architecturally compatible with the main dwelling and adjacent developments.
- d) Commercial uses of residential property are not encouraged and will generally not be permitted, except as provided in the Land Use Bylaw.
- e) Holiday trailers, motor homes, or campers are not permitted to be parked on a vacant parcel except to enable the registered owner of the property to remain on the lot during construction of a home on the property in accordance with the Land Use Bylaw.
- f) Permanent storage or parking of holiday trailers, motor homes, campers, or boat trailers on reserve land is prohibited. Long-term parking is not allowed on the Summer Village road allowances.
- g) All new developments shall comply with the standards and provisions of the Land Use Bylaw.
- h) The natural features of a development site such as trees and vegetation should remain to the greatest extent practical.
- i) No developments should occur adjacent to or near the shores of the lake, which could degrade fish or wildlife habitat, or adversely impact the natural quality through excessive removal of vegetation.
- j) Home occupation is a discretionary use and may only be allowed through the provisions of the Land Use Bylaw. Applications will not be considered if traffic or parking problems are to be generated or it will negatively affect the use and enjoyment of neighboring properties.
- k) High density residential redevelopment is not allowed.
- l) Large agricultural operations and confined feeding operations shall be prohibited within the Summer Village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged.
- m) Aggregate resource extraction developments shall be prohibited within the Summer Village. All development of oil and gas infrastructure (e.g., well sites, pipelines) shall be discouraged within the Summer Village. In the event that oil and gas infrastructure is proposed to be developed within the Summer Village, the development authority shall work with the proponents to discourage locating oil and gas infrastructure in areas with important natural features.

## **8 Infrastructure – Transportation and Utilities**

### **8.1 GOALS**

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

### **8.2 BACKGROUND**

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

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

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

### **8.3 OBJECTIVES**

- a) Ensure Sunbreaker Cove neighborhoods remain safe and viable, socially, and economically.
- b) To maintain municipal services currently contracted for the Summer Village. They are snow removal, ditch mowing, garbage collection, wastewater collection, law enforcement, fire and ambulance services and general maintenance.
- c) Provide a cost-effective, reliable, and safe road system servicing all sectors of the Summer Village.
- d) Ensure an effective storm water drainage system is maintained for existing and future development areas.
- e) Remain an environmental steward in protecting the lake and environment with the Summer Village's urban-level wastewater service.



## 8.4 POLICIES

- a) Establish, operate, and maintain, within available resources, a paving program for the completion of the entire road system for the effective movement of vehicles and pedestrians in Sunbreaker Cove.
- b) Ensure that traffic or bylaw infractions including speeding, parking and weight restrictions will be monitored and enforced by appropriate law enforcement.
- c) Council has implemented a method restricting parking for adjacent public roadways and lands.
- d) The Summer Village collaborates with the adjacent county to address vehicle access and parking concerns in the public boat launch area.
- e) Future Councils to examine the possibility of providing emergency vehicle only access for the Sunhaven and Breakers side.
- f) The majority of residents do not support street lighting within the Summer Village but may consider lighting at intersections where warranted for safety reasons.

# 9 Intermunicipal Planning and Cooperation

## 9.1 BACKGROUND

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

The Sylvan Lake Intermunicipal Development Plan is a collaborative effort of eight municipalities surrounding Sylvan Lake. The purpose of the Sylvan Lake IDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of surrounding municipalities.

## 9.2 GOAL

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

Focused on land-based decision, the Intermunicipal Development Plan is a focus on setting clear expectations and agreements as to how development will proceed, how the environment will be protected, what support services will be required to accommodate the development and how partner municipalities will continue to work together.

### 9.3 POLICIES

- a) The Summer Village supports consultative approaches with Lacombe County regarding but not limited to the following matters:
  - i. Subdivision and development of adjacent lands
  - ii. Transportation and utility linages
  - iii. Communication and issue resolution processes
- b) The Summer Village does not intend to annex the adjacent lands, but the development of these lands should not materially or esthetically impair the quality of life for the residents of Sunbreaker Cove, so that consideration should be given to allow for compatible land uses.
- c) The Sylvan Lake Intermunicipal Development Plan prepared for the Sylvan Lake area is the principal tool in interpreting and implementing the policies that are envisioned for the residents and public users of the lake as a whole.

## **10. Implementation and Review**

### 10.1 GOAL

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

### 10.2 BACKGROUND

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

### 10.3 OBJECTIVES

- a) Apply the intent of the Municipal Development Plan policies to all aspects of the Summer Villages planning and development activities.
- b) Ensure consistency between the Municipal Development Plan policies to all aspects of the Summer Villages planning and development activities.

### 10.4 POLICIES

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

**Summer Village of Sunbreaker Cove**

**May 29, 2023**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *ASVA Annual Conference*

**Background:**

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 19<sup>th</sup> & 20<sup>th</sup> at the Royal Hotel West in Edmonton. Registration for the conference opens September 15<sup>th</sup> but accommodations can be booked now to ensure accommodations at the conference hotel.

**Options for Consideration:**

Council has allocated \$1034 in the 2023 budget for this conference.

**Administrative Recommendations:**

Council to discuss and provide direction to Administration.

**Authorities:**

2023 Budget



# 65 YEARS of SUCCESS TOGETHER

## 2023 ASVA ANNUAL CONFERENCE & AGM



### SAVE-THE-DATE OCTOBER 19-20, 2023 THURSDAY & FRIDAY

- Meet the Ministers Municipal Affairs and Environment (TBC)
- MLA's (TBC)
- Alberta Emergency Management Updates – Friday October 20<sup>th</sup> -morning session
- Municipal Planning Services – Land Use Issues Summer Villages Face
- ALMS
- Updates from the Nurse Practitioners Association
- Broadband In Communities
- Firesmart
- Alberta Invasive Species
- Aquatic Invasive Species Specialist
- Municipal Affairs -MAP review (Municipal Accountability Program)
- And more ....

(Please note that Speakers may change due to unforeseen circumstances)

#### OCTOBER 19<sup>TH</sup> BANQUET VENUE

- ☐ Hot Buffet Dinner
- ☐ Awards
- ☐ Entertainment
- ☐ Silent Auction
- ☐ Cash Bar



## Venue

**CONFERENCE REGISTRATION  
BEGINS MID JULY ONLINE.  
WATCH FOR UPDATES...**

**CONFERENCE RATE:  
\$299**

Cancellations must be in writing via email to [execdirector@asva.ca](mailto:execdirector@asva.ca) before September 15, 2023 for a full refund, less \$50 administration fee

**Conference  
Registration  
Deadline September  
15<sup>th</sup>**

**Royal Hotel West**  
10010-178 St  
Edmonton, AB T5S 1T3  
780-484-6000  
to book your  
accommodations  
Ask for the ASVA Group  
Booking Rate  
Room Rates: Queen: \$119  
+ Taxes  
Double Queen or King  
\$129 + Taxes

Please join us in listening to the exciting speakers with updates and information that can impact your Summer Villages. Network with Peers from all over Alberta.

**IT'S ALL ABOUT  
REGIONAL  
COLLABORATION**

**ASSOCIATION OF  
SUMMER VILLAGES OF  
ALBERTA**

[www.asva.ca](http://www.asva.ca)



## **Summer Village of Sunbreaker Cove**

### **Council and Legislation**

### **Request for Decision**

**May 29, 2023**

### **Agenda Item: *ASVA Silent Auction***

#### **Background:**

The Association of Summer Villages of Alberta is celebrating 65 years of success together. Administration received a request from the ASVA asking for a cash sponsorship or to donate a silent auction item for the ASVA Convention being held October 19-20 at the Royal Hotel in Edmonton.

Council has removed the donations line from the budget entirely.

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

- 1) Council provide a donation to the ASVA Silent Auction.
- 2) Council accept as information.

#### **Administrative Recommendations:**

That Council review, discuss and provide direction to Administration.

#### **Authorities:**

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



Association of  
**SUMMER VILLAGES**  
 OF ALBERTA

April 14, 2023

**Via Email: Original Will Remain on File**

**ATTENTION:**

Dear \_\_\_\_\_,

I am the \_\_\_\_\_ of the Summer Village of \_\_\_\_\_ and a Director on the Association of Summer Villages of Alberta (ASVA) Board.

ASVA is excited to be hosting the Association's 65<sup>th</sup> Annual Conference October 19 & 20, 2023 at the Royal Hotel West, Edmonton, AB. We are celebrating **65 YEARS OF SUCCESS TOGETHER**, with the focus for this educational event being Regional Collaboration.

We are seeking your valued support, and are asking for your consideration to provide:

- a cash sponsorship and/or,
- a silent auction item for donation

The publicity you will receive from your contribution is substantial and consists of the following:

Exposure of your company to:

- the Mayors, Deputy Mayors and Councilors from 51 Municipalities (Summer Villages) of Alberta
- Reeves/Mayors from adjacent Municipalities
- DEMS and Deputy DEMS
- MLA's and Ministers from various areas/departments of Alberta



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

Whether you choose to provide a Silent Auction item (please identify value of your item) or cash donation, below is how you will be recognized, when payment is received before September 1<sup>st</sup>, 2023. There is great value in being a Sponsor at the Conference.

Sponsorship Level	Amount	Provided with a Display Space	Number of Breakfast, snacks, lunch & banquet tickets provided with Sponsorship	Number of Breakfast, snacks, lunch provided with Sponsorship Level	Recognized as a Sponsor in the Agenda Pkg	Recognized on Power point	Self-Introduction of your Company to the delegates & intro of guest speaker (as part of	Sponsor Sign at Coffee Station	Logo in ASVA Annual Report	Company Logo place on ASVA Website as Sponsor
PLATINUM	\$2,000+	YES	4	0	YES	YES	YES	NO	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	NO	YES	YES
SILVER	\$500+	YES	0	2	YES	YES	NO	NO	YES	NO
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	NO	NO

Thank you in advance for your consideration to our request. As always, we appreciate your support.

\_\_\_\_\_  
Director

Association of Summer Villages of Alberta

\* The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.



## **Summer Village of Sunbreaker Cove**

**May 29, 2022**

### **Council & Legislation**

#### **Request for Decision**

#### **Agenda Item: *Burning and Fire Pit 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.

At the March Council meeting, Council discussed the use of fireworks and provided direction to Administration. Administration has updated the Burning and Fire Pit Bylaw and is bringing it 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> readings to the Burning and Fire Pit 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 Burning and Fire Pit Bylaw #183-23
2. Council give 2<sup>nd</sup> reading to the Burning and Fire Pit Bylaw #183-23.
3. Council by unanimous consent give 3<sup>rd</sup> reading to the Burning and Fire Pit Bylaw #183-23 at this meeting.
4. Council give 3<sup>rd</sup> and final reading to the Burning and Fire Pit Bylaw #183-23.

##### **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 BURNING AND FIRE PIT BYLAW BY-LAW #183-23

*A bylaw of the Summer Village of Sunbreaker Cove, in the Province of Alberta, for the purpose of regulating burning.*

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 safety, health and welfare of people and the protection of people and property;

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 enforce burning within the Summer Village of Sunbreaker Cove;

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

### 1. **SHORT TITLE**

- 1.1 This Bylaw shall be cited as “***Burning and Fire Pit Bylaw.***”

### 2. **DEFINITIONS**

- 2.1 In this Bylaw, including this section, unless the context otherwise requires:
- a) “**Act**” means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, as amended, and any amendment or substitutes thereof.
  - b) “**Building Waste**” means any clean scrap wood produced in the process of constructing, altering, or repairing a building.
  - c) “**Consumer Fireworks**” means consumer fireworks classified as such under the Explosives Regulations, 2013, as amended from time to time, including outdoor, low hazard, consumer fireworks such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, roman candles, volcanoes, and sparklers.
  - d) “**Council**” means the Municipal Council of the Summer Village of Sunbreaker Cove.
  - e) “**Director of Disaster Services**” means the person appointed by the Summer Village to that position and includes any person appointed by the Director of Disaster Services to act as such Director's delegate for the purposes of this Bylaw.
  - f) “**Discharge**” means to fire, ignite, explode, or set-off or cause to be fired, ignited, exploded or set-off.

- g) **“Extinguish”** means to apply something to make a fire stop burning by applying water, sand, or dirt until the hissing sound of the embers dies out entirely.
- h) **“Fire Ban”** means a prohibition on all burning, including the discharge of all fireworks within the summer village.
- i) **“Fire Department”** means any responding Fire Department.
- j) **“Fire Pit”** includes a permanently affixed outdoor fire receptacle.
- k) **“Fireworks”** means a device containing gun powder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations.
- l) **“Garden Waste”** means shrubbery and tree pruning, weeds, grass trimmings, roots, tree stumps, turf, and similar vegetation.
- m) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning or any waste and includes any nuisance.
- n) **“Municipal Ticket”** means a form prescribed by the Chief Administrative Officer of the Summer Village or his/her delegate allowing for voluntary payment to the Summer Village of a fine amount established by this Bylaw.
- o) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property.
- p) **“Open Fire”** means any fire that is not contained within a fire pit or stationary barbecue.
- q) **“Outdoor Fireplace”** means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue and is constructed of brick, rock, other masonry material or metal and has not been constructed as part of a building.
- r) **“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 Special Constable as appointed by the Solicitor General of Alberta to enforce the

bylaws of the Summer Village of Sunbreaker Cove.

- s) **“Portable Fire Receptacle”** means an outdoor fire receptacle which is not permanently affixed.
- t) **“Summer Village”** means the Summer Village of Sunbreaker Cove.
- u) **“Waste”** includes:
  - i) any rubbish, refuse, garbage, paper, packaging, pallets, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole or part of any animal carcass;
  - ii) the whole or part of any article, raw or processed material, vehicle or other machinery that is disposed of;
  - iii) animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption, and storage of food;
  - iv) building waste;
  - v) garden waste;
  - vi) anything that is designated as waste in the regulation under the *Environmental Protection & Enhancement Act*, (1992) S.A., Chapter E 13.3.

### 3. **FIRE PITS, OUTDOOR FIREPLACE, PORTABLE FIRE RECEPTACLE & BBQ**

3.1 Fire pits should follow the below mentioned recommendations:

- a) the exception to these recommendations should be in areas where front and side areas are the only possible locations for a fire pit;
- b) a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials measured from the nearest fire pit edge or as recommended by the Administrator or Director of Disaster Services of their designates;
- c) be constructed of bricks, concrete blocks, heavy gauge metal or other non-combustible components;
- d) have a spark arrestor mesh screen of 1.30 centimetres (.50 inches) expanded metal (or equivalent) to contain spark over the fire at all times;
- e) be the sole responsibility of the owner or occupier of the property;
- f) burn only charcoal briquettes, propane, natural gas or wood products that are not contaminated with

glue, paint, stain or other preservatives;

- g) have flames no higher than ninety (90) cm (approx. 3.5 ft) above the top of the surrounding grade of the fire pit.

3.2 Any person who starts a propane, natural gas or charcoal barbecue or starts a fire in a fire pit that complies with Section 3 herein, shall:

- a) remain in charge, or keep a competent person in charge, of the barbecue or fire.

3.3 Any person in charge of a barbecue or fire pit shall ensure that the same:

- a) does not create a risk or hazard to persons or to other properties;
- b) does not create a nuisance, which is offensive to any other person;
- c) is completely extinguished before supervision of the barbecue or fire ends.

3.4. Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.

#### **4. OPEN AIR FIRES**

4.1 With the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 herein, burning in provincial or municipal owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Summer Village of Sunbreaker Cove.

#### **5. FIRE BANS**

5.1 The Council or their delegates may enact a Fire Ban within the Summer Village at their discretion.

5.2 No person shall start a fire at any place within the corporate limits of the Summer Village at any time while a Fire Ban is in place.

#### **6. FIREWORKS**

6.1 No person shall purchase, possess, handle, discharge, fire or set off fireworks within the Summer Village of Sunbreaker Cove unless he holds a permit signed by the Fire Service. Permits will only be issued for the discharge

of professional fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the Alberta Fire Code.

## **7. COST RECOVERY**

- 7.1 Where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, false alarm or incident for the purpose of preserving life or property from injury or destruction by fire or other incident on land, the Administrator, or his or her designate may, in respect of any costs incurred in taking such action, charge any cost so incurred to the person who caused the fire, or to the owner or occupier of the land in respect of which the action was taken, pursuant to this Bylaw.
- 7.2 In respect of any costs or fees levied or charged under this Bylaw:
- a) The Summer Village may recover such costs or fees as a debt due and owing to the Summer Village; and
  - b) In default of payment, where permitted by the Municipal Government Act, add the amounts to the tax roll of a parcel of land.

## **8. PENALTIES**

- 8.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the penalties set out in Schedule "A" which is attached to and forms part of this Bylaw.
- 8.2 If a person is issued a Municipal Ticket in respect of an offence, they may pay the fine amount established by this Bylaw for the offence at the Summer Village Administration Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 8.3 A Peace Officer, Director of Disaster Services or the Fire Chief is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer, Director of Disaster Services or the Fire Chief has reasonable grounds to believe has contravened any provision of this Bylaw.

## **9. SEVERABILITY & REPEAL**

- 9.1. If any part of this Bylaw is found to be invalid, then that part shall be severed and the remaining Bylaw shall be maintained.

9.2 Bylaw #94-12 is hereby rescinded upon 3<sup>rd</sup> and final reading.

Read a First Time in Council assembled this 29<sup>th</sup> day of May 2023.

Read a Second Time in Council assemble this 29<sup>th</sup> day of May 2023.

Read a Third and final time in Council assembled and passed this 29<sup>th</sup> day of May 2023.

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Jim Willmon, Mayor

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Tanner Evans, Administrator

SCHEDULE A

PENALTIES

SECTION	OFFICE DESCRIPTION	PENALTIES
3.2	Non-supervision of fire	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00 + recovery costs as per Schedule A
	3 <sup>rd</sup> offence	\$1,000.00 + recovery costs as per Schedule A
3.3	Creating a risk, nuisance or not extinguishing fire	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00 + recovery costs as per Schedule A
4	Open air fire	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00 + recovery costs as per Schedule A
	3 <sup>rd</sup> offence	\$1,000.00 + recovery costs as per Schedule A
5	Fire during a Fire Ban	
	1 <sup>st</sup> offence	\$500.00
	2 <sup>nd</sup> offence	\$1,000.00 + recovery costs as per Schedule A
	3 <sup>rd</sup> offence	\$5,000.00 + recovery costs as per Schedule A
6	Purchase, possess, handle discharge, fire or set off fireworks	
	1 <sup>st</sup> offence	\$250.00
	2 <sup>nd</sup> offence	\$500.00
	3 <sup>rd</sup> offences	\$1,000.00



**Summer Village of Sunbreaker Cove****May 29, 2023****Council and Legislation****Request for Decision****Agenda Item:** *Admin Building Improvements Capital Project Amendment***Background:**

Project planning tends to prove more difficult during winter months when snow and ice typically have everything buried making it harder for contractors to quote accurately on a project. In instances like this, they do a soft quote during the bidding process with a caveat that a site assessment happen in the spring to make sure the scope of work and subsequent cost is clearly defined. In April, the contractors assigned to this project came to do a site assessment since all the snow and ice receded and both companies revised their quote to encompass all necessary work needing done for their respective areas. The paving company assumes that there could potentially be an additional increase to their quote dependent on having to remove extra pavement due to more fragmenting with our mild winter freeze/thaw cycles and heavy truck traffic coming in and out of this parking lot. Also, some base stabilization might be necessary in order to pave the area in front of the sheds. The concrete company said due to there being a longitudinal crack running the entire length of the building and the parking lot side dropping into the ground, that void form should be installed to alleviate frost heaves and also not allow more water to seep through and collect essentially creating a void underneath which could lead to foundation problems in the future. There is also an additional cost for completely removing the cut-off bollards to make way for the void form installation and to address the western side of the sidewalk from the natural gas riser all the way to the western edge of the building where the eavestrough downspout has eaten away some of the concrete.

The initial cost of this project was approved and slated to be \$64,100. The revised number between both contractors increases the project cost to \$76,871. The request today is to get approval for an additional \$2,322, which is Sunbreaker Cove's contribution to the project, to be applied to the MSI grant in order to move forward fully with this capital project.

**Options for Consideration:**

- 1) That Council approve the request to increase the capital budget and grant application amount by \$2,322.
- 2) That Council deny the request to increase the capital budget and grant application amount.

**Administrative Recommendations:**

- 1) That Council approve the request to increase the capital budget and grant application amount by \$2,322.

**Authorities:**

*Municipal Government Act*, Section 153 (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 and interests of the municipality.”

## **Summer Village of Sunbreaker Cove**

**May 29, 2023**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Fleet Replacement Policy***

#### **Background:**

Administration has created a Fleet Replacement Policy in order to implement a procedure to follow that defines when a fleet unit or piece of power mobile equipment is to be considered for replacement and the mechanisms on how the replacement will be handled and brought forward to Council for funding approval. The initial draft was presented to the Joint Services Committee for feedback, and subsequent of that feedback, is being brought forward to Council for decision.

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

- 1) That Council approve the Fleet Replacement Policy as presented.
- 2) That Council accept this request as information.

#### **Administrative Recommendations:**

- 1) That Council approve the Fleet Replacement Policy as presented.

#### **Authorities:**

*Municipal Government Act*, Section 153 (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 and interests of the municipality.”



Policy Title: <b>Fleet Replacement Policy</b>	Date: <b>May 29, 2023</b>	Resolution No:
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### **Purpose and Scope:**

The purpose of this policy is to ensure the municipality maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of procurement, disposal, replacement and sustainable funding.

### **General Policy**

- 1.0 Administration will recommend the type of equipment and vehicle(s) that will be required to be replaced on a regular basis, to ensure the service level and operations of the municipalities is maintained and will be brought forward to all Councils for funding approval.
- 2.0 Administration will endeavor to purchase the most economical and fuel-efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs.
- 3.0 Used vehicles and pieces of equipment may be considered for purchase.
- 4.0 All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with the approved tendering and purchasing policy.
- 5.0 Vehicles and equipment will be evaluated for replacement based on the following criteria:

<b>Vehicle/Equipment Type</b>	<b>Service Parameters</b>
Light Duty Vehicles (Trucks/SUV)	10 Years or 150,000km (whichever comes first)
Trailers	15 Years or Condition (whichever comes first)
Power Mobile Equipment	State of condition assessed annually

- 6.0 In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.

**Administrative Responsibilities**

- 7.0 The Public Works Manager is responsible to recommend replacement of vehicles and equipment in accordance with the parameters of this policy.
- 8.0 Fleet replacement requests must be approved by the Chief Administrative Officer before being brought forward as a request for decision.

**Fleet Replacement Reserve**

- 9.0 Administration and Council will establish a Fleet Replacement Reserve.
- 10.0 Administration will establish a fleet replacement rate, taking into consideration the life span of the existing equipment and vehicle(s) and the estimated replacement cost.
- 11.0 Fleet replacement charges will be transferred to the Fleet Replacement Reserve fund for equipment and vehicle replacement.
- 12.0 Fleet replacement due to obsolescence or end of life cycle will be financed through the Fleet Replacement Reserve or through potential grant funding, if available.
- 13.0 Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the Fleet Replacement Reserve.
- 14.0 Proceeds from the disposal of vehicles or equipment will either be allocated to the Fleet Replacement Reserve or used as a trade-in towards the purchase of a replacement if viable.
- 15.0 Council, by resolution, shall authorize the transfer of funds to and from the reserve.

Signed and Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## **Summer Village of Sunbreaker Cove**

**May 29, 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

#### **Upcoming Meetings:**

Next Council Meeting – June 23, 2023



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

**WEDNESDAY – APRIL 12, 2023 – 6:30PM**

### **1. Communications**

A warm introduction was given to the new Library Director named Haley Amendt. She comes from Parkland Regional Library in Lacombe where she worked as a consultant. Her first day at the Sylvan Lake Municipal Library was April 10, 2023; please stop in to welcome her to the community.

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

The Treasurer's Report was approved as presented.

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

The Director's Report was approved as presented.

There are a few changes in staff to note this month. Tammy will be leaving the library at the end of April after 18 years of service, she will be replaced with Vanessa who started on April 11. Martina's last day was March 31 and Susan moved from Sylvan Lake Library to join Parkland Regional Library as a consultant on April 11. These two open positions will be reviewed over the coming weeks to assess requirements for the summer season.

The auditor's attended the library on April 5 and 6 to complete the annual audit; an update will follow.

### **4. Programming Report**

A new partnership was created with "Tamarack Jack's Honey and Meadery" out of Caroline. On April 21 an adults only Mead Tasting event will take place from 7:00pm to 8:30pm and feature samples of the "True Taste of Alberta" alongside delicious charcuterie. This evening will also feature a musical guest "Bops n Moss" and tickets can be purchased at the library for \$15 + GST per person. The next day, April 22, there will be a family event for Earth Day "So You Want to be a Beekeeper" hosted by Tamarack Jack's Apiary. Running from 2:00pm to 4:00pm there will be crafts, an up-close look at a beehive and honey infused treats. Both events will be held at the library and more information can be obtained by phoning (403) 887-2130 or checking out the events page:

<https://sylvanlibrary.prl.ab.ca/events?d=0>

The Film Society screening of “The Whale” last month showed the best turnout ever for this program with many attending who had never been before. Any past screenings of the Film Society are purchased by the Sylvan Lake Library for future viewing by patrons, check one out on your next visit to the library!

## **5. Policy**

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

Meeting adjourned at 7:25pm.

**Next Regular Meeting – May 10, 2023, at 6:30pm.**





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

**WEDNESDAY – MAY 10, 2023 – 6:30PM**

### **1. Roles and Responsibilities – Board Training**

Ron Sheppard, Parkland Regional Library, attended to provide training to the Board on Roles and Responsibilities. This training acted as both an orientation and refresher training for Board Members.

### **2. Treasurer’s Report**

The Treasurer’s Report was approved as presented.

The Q1 and Q2 payments have been received from the Town of Sylvan Lake totalling \$217,882.20.

### **3. Director’s Report**

The Director’s Report was approved as presented.

There is currently a vacant Library Clerk position. The Library Director is investigating hiring a full-time staff member as the library is reaching pre-covid numbers and a busy summer is anticipated.

The library will be closed on May 29 for a staff meeting and professional development.

As part of the Town of Sylvan Lake’s 50<sup>th</sup> Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50<sup>th</sup> Avenue will be in effect during the performance of the work between 45<sup>th</sup> Street and 49<sup>th</sup> Street and detours around 50<sup>th</sup> Avenue will be provided. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

### **4. Programming Report**

Maddie, Programmer with the library, took free library cards to the Grade 6 students of Beacon Hill Elementary School for the “My Library Card” program.

New programs for the summer are open for registration including the TD Summer Reading Club. This weekly program offers crafts, new connections, and a love of reading. More information can be obtained by phoning (403) 887-2130 or checking out the events page:

<https://sylvanlibrary.prl.ab.ca/events?d=0>

## 5. Policy

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

Meeting adjourned at 8:44pm.

**Next Regular Meeting – June 14, 2023, at 6:30pm.**

# *Parkland Update*

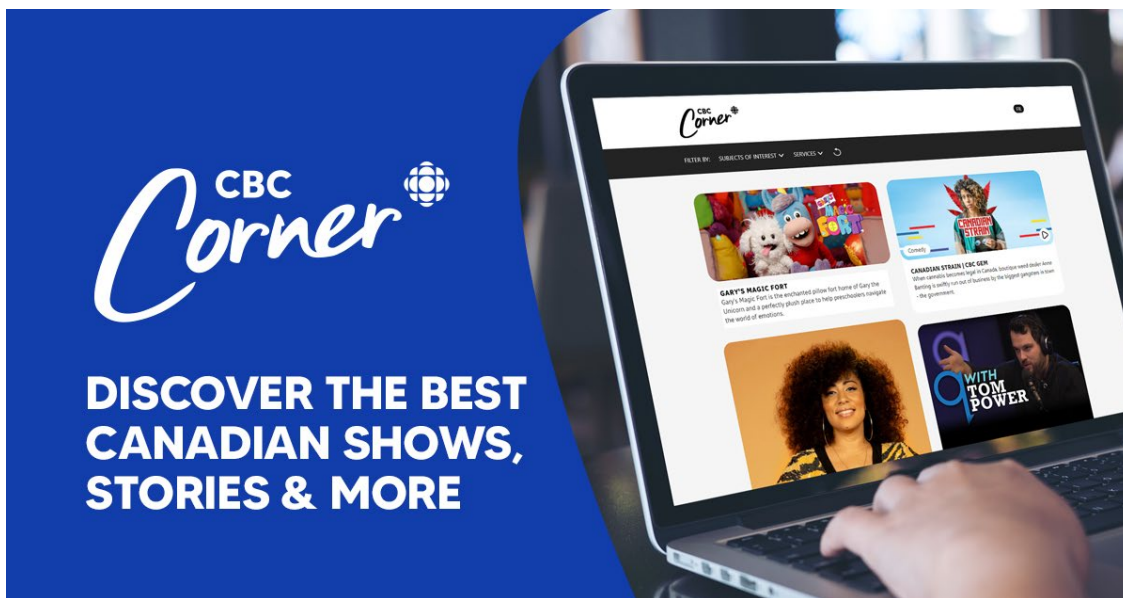
Thursday, March 4, 2023

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

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## Introducing the Newest Addition to eLibrary – CBC Corner



[CBC Corner](#) has introduced a program to partner with libraries to offer a one-of-a-kind portal to discover unique Canadian and local content, including news, TV and radio shows, podcasts, kids' content, a language learning app, and more.

Library staff can find more information and social media content in [this online PDF](#) or in our [latest blog post](#).

**Congratulations to Donna on 25 Years!**

Congratulations to Donna Williams on her anniversary of 25 years working at Parkland Regional Library System. Donna started with Parkland as an Accountant and advanced to the Assistant Director of Operations in 2003. Later, Donna advanced to her current position as Manager of Finance and Operations, Deputy Director.

Join us in thanking Donna for 25 years of service!



## Stronger Together Call for Proposals Due June 1

The [Stronger Together](#) planning committee is currently seeking innovative and industry-leading proposals for in-person and virtual sessions as well as asynchronous poster presentations. Our target audiences are library trustees, library managers, and general library staff. The preferred topics are:

- Leadership
- Programming
- Advocacy
- Customer Service
- Diversity and Inclusion
- Library Technology
- Collection Development
- Board Development

Please [submit your application](#) by **June 1, 2023**, and all applicants will be contacted before we finalize our list of speakers in June. If you have additional questions before you submit your application, please contact us at [librariesarestrongertogether@gmail.com](mailto:librariesarestrongertogether@gmail.com).

## LIBRARY NEWS

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

## Occupational Health & Safety Toolkit

IntegralOrg has revised and updated an [Occupational Health and Safety \(OHS\) Toolkit](#) to provide organizations with an overview of Alberta's OHS Act.

## Canadian Book Consumer Study 2022

Booknet Canada has released a study that shares insights into spending habits, reasons to buy books at specific places, and motivations behind borrowing vs. buying. This report is available for [download in PDF](#) and [EPUB format](#).

## Global News Article: Violence in Libraries

Global News recently published a news story and article on the changing role of public libraries and the rise in violent incidents. This is particularly an issue in larger centers. Read the [full article here](#) or watch the [18-minute news story](#).

## Update Your ALTA Profile Information

To ensure all trustees are current on all things [Alberta Library Trustees Association \(ALTA\)](#), you should confirm that your board information is up to date. We encourage library managers and board chairs to update their board profiles on a regular basis. Should you require any assistance, please reach out to [president@librarytrustees.ab.ca](mailto:president@librarytrustees.ab.ca).

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

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

### Support Your Users with Answers to Libby's Most Frequently Asked Questions Webinar

**Tuesday, May 9**  
**12pm**

Are you looking for support as you field

Libby questions? [Join the experts](#) at OverDrive/Libby as they walk viewers through Libby's top FAQs, troubleshooting tips, and helpful resources.

### **Plan a Campaign to Draw People Into Your Libraries Webinar**

**Thursday, May 11**  
**12pm**

Many libraries have had to change their hours and their services numerous times during the past few years. This has led to public confusion about when and if you're really open, and what's available now. [This session](#) will show you how to plan communications that will draw people back into your buildings. \$49 USD

### **Non-Profit Leadership: It's All About Trust Podcast Episode**

Buffeted on all sides from seemingly endless waves of controversies and challenges, nonprofit leadership in Canada finds itself increasingly under the microscope. Public trust in the sector has reached new lows in recent years, and donations are in decline. [Tune in](#) to find out strategies to combat these issues.

### **Intro to Fundraising: Effective Strategies for Nonprofits Webinar**

**Wednesday, May 17**  
**1pm**

For many nonprofits, fundraising is not only hard work, but it can be overwhelming—and the resources required to fundraise successfully can take away from your core work. But this does not have to be the case. [Register now](#) for this webinar to learn practical tools, tactics, and strategies for fundraising.

### **Community Development Unit Board Training Webinars**

A [variety of webinars](#) are available from the Community Development Unit with topics such as strategic planning, board governance, building leadership, fund development and grant writing, evaluation, public and stakeholder engagement, developing partnerships, and collaborative relationships.

# *Parkland Update*

Thursday, April 20, 2023

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

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## **Welcome Susan!**

Join us in welcoming Susan Hall to Parkland as a new Finance Clerk. Susan grew up in Carbonear, Newfoundland, and moved to Alberta at 19. Susan then met her late husband in Alberta and was married for 31 years, they had three beautiful boys in that time. She now has three grandbabies; Jackson, Piper, and Paisley. Susan has worked at the Sylvan Lake Library for over eight years and is excited to learn in this new position.



## **Congratulations to Sara!**

Sara has been with PRLS for almost 5 years, working at the Ponoka Jubilee Library until last fall when she moved to Maskwacis Library Services, where she will now be the Library Manager. Sara had been a classical musician, researcher, grant writer, archivist, veterinary technician, university professor, and Zellers toy department specialist. Her library experience includes corporate, academic, and public libraries in BC, Alberta, and Ontario. After work, she enjoys gardening, hiking, kayaking, and hanging out with her dog (Callie) and cat (Sunny Nutbar).





## Radon Kits Recalled for the Summer

Due to the spring warm weather, the Radon Kits will be unavailable until September. During warmer months people open windows to allow natural airflow. This prevents the radon kits from screening an area properly. Because of this we will, temporarily, be changing the status of these items to “unavailable”. Please return them to Parkland where they will be put in storage until September. Please do not lend these out to patrons. The holds list will be maintained and reactivated in the fall.

## LIBRARY NEWS

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

## TAL Provincial Advocacy Tools



The Alberta Library has created resources including printables and postables to help your library advocate during provincial elections. You can [download this toolkit](#), or find it and other advocacy resources on the [Parkland Advocacy Page](#).



Although we have recently received a commitment for increased funding from the Minister of Municipal Affairs, Rebecca Schultz, further work is needed for ongoing funding increases. Library boards can still meet with MLAs and MLA candidates in their area to express gratitude for the funding increase and build relationships for additional advocacy work. We encourage you to schedule these appointments soon, as once the election is called, time with stakeholders will be difficult to get.

## Big Library Read



The next [Big Library Read](#) kicks off on Wednesday, May 3, with its book selection, *Tastes Like War* by Grace M. Cho. Part food memoir, part sociological investigation, *Tastes Like*

*War* is about a daughter's search through intimate and global history for the roots of her mother's schizophrenia.

[Marketing materials](#) and a press release are available to promote this program to your patrons and community. Readers can use #biglibraryread on social media for a chance to win a selection of book-ish prizes and Libby swag any reader is sure to love!

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - April 26 at 10am. Join on teams from the calendar invite.

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

### Display It! Kickstarting Library Exhibit Programs Webinar

**Wednesday, April 26**

**12pm**

Library collections are treasure troves of knowledge, and exhibits are fun and engaging opportunities to highlight resources and encourage discovery. [This one-hour webinar](#) will talk about ways to kickstart and grow an exhibit program.

### Library Services to Homeschoolers Webinar

**Wednesday, May 3**

**12pm**

Are all learners welcome in your library? There are at-home learners in your community, and the library is the single most important resource to DIY educators. [Learn about](#) the history, methods, and growing diversity of home education. You will explore outreach opportunities and program inspirations to put into practice in your library.

### **So You've Been Appointed to the Board On-Demand Webinar**

[This webinar](#) covers all you need to know after joining a board. Vic Mensch, Chair of Chinook Arch Library System and Kirk MacLeod, former President of the LAA, answer questions about Board ethics, how boards make decisions, what to do if you disagree, and more.

### **How to Craft and Utilize an Elevator Speech to Prove Your Library's Value Webinar**

**Thursday, April 27  
12pm**

Classic elevator speeches are 2- or 3-sentence statements that pack a punch. Some people refer to them as “value statements” or “soundbites.” When you have just a moment to make an important point, you must use it wisely. During [this webinar](#), you will learn how to speak efficiently and effectively when advocating for your library.

### **Library Safety and Security: A Holistic Approach Webinar**

**Thursday, May 18  
1pm**

Creating a safe environment for the public, staff, and collections is a top concern for libraries. As a public space, this sometimes means that library staff are faced with behavior or events that may feel unsafe, uncomfortable, or illegal. Although we can't predict or control every situation, we can be prepared to effectively respond to a range of scenarios. [This session](#) will present a holistic approach for creating safe environments through strong community relationships, inclusive policies, and empowered staff.



# *Parkland Update*

Thursday, May 18, 2023

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

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## Promotional Materials Available to Borrow



Parkland has a variety of promotional materials available for your library to borrow. Promote your next program, event, or trade show with banners, prize wheels, a tablecloth, and more! Check out our [latest blog post](#) on why items like these are important to include in your marketing. Library staff can view photos of the materials in the Q Drive and fill out the [booking form](#) to reserve them.

## Alberta Provincial Election Advocacy Resources

Prepared by the seven library systems in Alberta, the "Libraries—Value Beyond Words" toolkit can be used by libraries and library patrons who are advocating for local library services during the Provincial election campaign period. The provincial election is being held on Monday, May 29th. The toolkit can be accessed on the [PRLS Advocacy webpage](#).



## LIBRARY NEWS

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

### Updated OH&S Resources

Visit the [OHS Resource Portal](#) for bulletins, infographics, and recorded webinars supporting workplace health and safety in Alberta, or [subscribe](#) to the OHS eNews from the Government of Alberta. You'll find amazing and helpful resources to use in your library. Keep up to date and discover what changes are coming and things to watch for, including events, and so much more.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - May 24 at 10am. Join on Teams from the calendar invite.
- **PLC Meeting and Programming Workshop** - June 5 at 10am. Hybrid PLC meeting. Join virtually via the calendar invite, or email [libraryservices@prl.ab.ca](mailto:libraryservices@prl.ab.ca) to RSVP for in-person by May 23.

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

**Book Ban and Censorship:  
Managing Public Comment  
Sections and Material  
Challenges Webinar**

**Tuesday, May 23**  
**12pm**

The 2021-2022 "Surge" of US library challenges marked the biggest number of reported attempts to remove library materials since the Office for Intellectual Freedom was founded. The technique shifted from quiet requests for reconsideration to public challenges at board meetings. [Register for this webinar](#) to learn tips, policy ideas, and more! \$49 USD

**Occupational Health and Safety**  
**Toolkit: OHS for Alberta**  
**Nonprofits Webinar**  
**On-Demand**

This [instructional video](#) provides nonprofits and charities with an overview of Alberta's Occupational Health and Safety Act to help them get on the right track and comply with the legislation. A key point is that OHS regulations apply not only to employees but to volunteers as well.





## 2020 Return on Investment for S.V. of Sunbreaker Cove

### S.V. of Sunbreaker Cove membership levy to Parkland Regional Library = **\$692.55**

(Based on official 2020 City population of 81 x \$8.55 requisition amount)

#### Direct financial return to Sylvan Lake Municipal Library

2020 materials allotment	\$91.53
2020 Rural Services Grant <sup>1</sup>	\$382.95
	<b>\$474.48</b>

#### Technology Savings to Sylvan Lake Municipal Library

Computers for library use	\$915.59
Software & licensing	\$8,938.04
SuperNet connection	\$10,776.00
	<b>\$20,629.63</b>

Residents can register at any PRLS library without paying the minimum \$60 non-resident fee

#### Potential non-resident savings for households in S.V. of Sunbreaker Cove

35 Households <sup>2</sup>	<b>\$2,100.00</b>
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\* Number of households from the 2016 Federal Census

### Total financial benefits to libraries and patrons= **\$23,204.11**

### S.V. of Sunbreaker Cove Return on Investment \$1= **\$33.51**

County libraries averaged a 42% discount on books purchased through PRLS

<sup>1</sup> The S.V. of Sunbreaker Cove assigned a rural population of 69 to Sylvan Lake Municipal Library

<sup>2</sup> Number of county families can save the \$60 non-resident fee

*Strong Libraries, Strong Communities*





## System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Subscription databases including Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, Niche Academy, Grant Connect, and Novelist; Press Reader (newspapers & magazines) Pronunciator (language learning), and Alberta eBooks
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- 24/7 I.T. support included
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 42% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library material
- Library supplies (library cards, barcodes, etc.) included
- Shared specialty collections including:
  - Large print books
  - Audio books
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Included training for staff and trustees