

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
NOVEMBER 29, 2022 @ 8:30 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES**     - Regular Meeting Minutes, October 17, 2022  
  - Municipal Planning Commission, October 31, 2022

**D. DELEGATION**

- 1) Trista Carey – Tree Removal

**E. INFORMATION ITEMS**

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

**F. REQUESTS FOR DECISION**

**1) Finance**

- a) 2023 Budget

**2) Council & Legislation**

- a) Office Location
- b) Boat Launch Enforcement Bylaw #176-22
- c) Bylaw Enforcement Officer Bylaw #177-22
- d) Emerging Trends in Municipal Law

**3) Planning & Development**

- a) Tourist Homes Regulations Maximum

## **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) Correspondence**

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

### **4) Upcoming Meetings**

- a) Council Meeting – December 12, 2022

## **H. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
October 17, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held October 17, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

**PRESENT** Mayor: Jim Willmon via Zoom  
Deputy Mayor: Keith Kimball  
CAO: Tanner Evans  
Development Officer: Kara Hubbard  
Public Works Manager: Owen Olynyk  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The meeting was called to order at 8:33 a.m. by Mayor Willmon.

**AGENDA APPROVAL**

**SBC-22-141** MOVED by Mayor Willmon that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-22-142** MOVED by Mayor Willmon that the minutes of the Regular Meeting of Council held on September 19, 2022, be approved as presented.  
CARRIED

**SBC-22-143** MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission Meeting held on September 19, 2022, be approved as presented.  
CARRIED

**TABLED ITEMS**

**SBC-22-144** Encroachment Agreement Policy  
MOVED by Deputy Mayor Kimball that Council approve the encroachment agreement policy as amended, and Administration to mail the encroachment letter to all summer village residents notifying them if they have encroachments on municipal land, they must enter into an encroachment agreement.  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works Report

Councillor Beets joined the meeting at 9:02 a.m.

- 4) Development Update
- 5) CAO Report

**SBC-22-145** MOVED by Deputy Mayor Kimball that Council accept the information items as presented.  
CARRIED

REQUESTS FOR DECISION

FINANCE

**SBC-22-146**                    Parkland Regional Library Board 2023 Budget  
MOVED by Mayor Willmon that Council approve the Parkland Regional Library Board 2023 Budget as presented with an increase of 0.20 over 2022.  
  
CARRIED

COUNCIL & LEGISLATION

**SBC-22-147**                    Dock and Mooring Bylaw  
MOVED by Mayor Willmon that Council table the Dock and Mooring Bylaw and Administration to send the bylaw in word to Mayor Willmon for amendments.  
  
CARRIED

**Bylaw #175-22**                Electronic Meetings Bylaw  
**SBC-22-148**                MOVED by Deputy Mayor Kimball that Council give 1<sup>st</sup> reading to the Electronic Meetings Bylaw #175-22.  
  
CARRIED

**SBC-22-149**                    MOVED by Councillor Beets that Council give 2<sup>nd</sup> reading to the Electronic Meetings Bylaw #175-22.  
  
CARRIED

**SBC-22-150**                    MOVED by Mayor Willmon that Council by unanimous consent give 3<sup>rd</sup> reading to the Electronic Meetings Bylaw #175-22 at this meeting.  
  
CARRIED UNANIMOUSLY

**SBC-22-151**                    MOVED by Deputy Mayor Kimball that Council give 3<sup>rd</sup> and final reading to the Electronic Meetings Bylaw #175-22.  
  
CARRIED

PLANNING & DEVELOPMENT

**SBC-22-152**                    Municipal Tree Removal Request  
MOVED by Deputy Mayor Kimball that Council deny the request for tree trimming along Larch Road and Breakers Way on municipal land as requested in the demolition permit application.  
  
CARRIED

COUNCIL & COMMITTEE REPORTS

- Councillor Beets
- Association of Summer Villages of Alberta
- Deputy Mayor Kimball
- No reports
- Mayor Willmon
- Joint Services Committee
  - Owner of the boat house at 1209 Pine Road
  - Alberta Municipalities' convention



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

**SBC-22-153**      MOVED by Councillor Beets to accept the Council and Committee reports as information.

CARRIED

**NEXT MEETING**

**SBC-22-154**      MOVED by Mayor Willmon that the next meeting of Council be held on November 28, 2022, at 8:30 a.m.

CARRIED

**ADJOURNMENT**

**SBC-22-155**      MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 10:34 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 October 31, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Keith Kimball  
Member-at-Large: Fred Barham via Zoom  
Member-at-Large: Colette Gilbert via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau  
Applicant(s): Serena Franz

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

**AGENDA:**

**MPC-22-019** Moved by Collette Gilbert to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION**

**1. 641 Fox Crescent**

Application for 641 Fox Crescent (Lot 5, Block 2, Plan 1823MC) requesting a tourist home permit in the Summer Village of Sunbreaker Cove.

Kara Hubbard and Serena Franz left the meeting at 9:08 a.m.

**DECISIONS**

**1. 641 Fox Crescent**

**MPC-22-020** Moved by Fred Barham that the Municipal Planning Commission approve the development permit for a tourist home subject to 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 approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- 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.

Initials

- 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.
- Adjacent landowners to be provided contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.

CARRIED

**ADJOURNMENT:**

**MPC-22-021** Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:10 a.m.

CARRIED

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

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

Initials

**Summer Village of Sunbreaker Cove****November 29, 2022****Delegation****Information Item****Agenda Item:** *Trista Carey Tree Cutting Request***Background:**

At the October Council meeting, a request was brought forward from the homeowner of 1101 Larch Road to relocate a dwelling. As part of the relocation, a number of trees on municipal land along Larch Road and Breakers would need to be trimmed to facilitate the house move.

Council denied the request based on the recommendation of Administration as it appeared from the measurements that significant cutting back would be required and may significantly impact neighbouring properties.

Trista Carey is joining Council today to present her case to Council for reconsideration.

**Options for Consideration:**

- 1) Council accept as information.

**Administrative Recommendations:**

- 1) Council accept as informaton.

**Authorities:**

Land Use Bylaw 99/13

Sunbreaker Cove Municipal Development Plan

# Summer Village of Sunbreaker Cove Council

**RE:** Delegate Submissions to request reconsideration of tree trimming and tree removal to facilitate demolition of cabin per application previously submitted to Development Officer

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I am respectfully requesting that Council reconsider its earlier decision to deny the requested tree trimming and/or removal required to complete the demolition of the cabin currently located at municipal address 1101 Larch Road, for the following reasons:

## **1. Tree trimming**

- a. I provided the information available to me at the time regarding the necessary tree trimming and/or removal with the development application. Exact information was not available, although it was indicated that more exact information via tagging of trees could be provided upon request by the house moving company. I was not made aware of Administration's concerns prior to the last Council meeting, or advised that I could speak to the matter. Subsequent to the last Council meeting, it was suggested that I needed a survey to determine road allowance locations, etc. However, I have now gathered additional information, including a meeting with the house moving company and a certified arborist from Calgary, and on the basis of that new evidence, request the matter be reconsidered.
- b. After further review of the site by the owner of the house moving company and an independent certified arborist who has worked with the house moving company as a contractor over the past 10 years, it is anticipated that only 1-3 trees will need to be removed, and some additional pruning is required on a few trees which overhang the road allowance and the road itself. Enclosed as **Exhibit "A"** is information from the arborist with his professional opinion regarding the above. The extent of the removal or trimming is quite minimal overall, which is more evident now that all leaves have fallen and do not weigh down the branches. Further, the truck moving the cabin has some ability to navigate from side to side of the existing road, and in most places where there are trees on one side, the other side of the road is more open. This reduces the need to remove or trim trees unnecessarily.
  - i. It is anticipated that one (1) 5-6" diameter balsam poplar tree will need to be removed from the road allowance adjacent to 1105 Breakers Way (see **Exhibit "B"** attached). Please see comments from arborist regarding tree's condition. Some small willow trees located immediately beside the

roadway in that same area may need to be removed as well; this will need to be determined at the time of trimming, as this area is the narrowest in the entire ~2 block distance. All trees are contained on road allowance and within discretion of Council to authorize.

- ii. In addition, 2-3 large branches of a river willow on the north side of the road, on the corner of 1110 Breakers Way need to be pruned back (most of which are already dead), but intention is to leave base of tree where new growth has already started (so branch trimming only; tree to remain intact). Please see arborist's comments regarding health and future growth / risk of this tree. Survey stake indicates this tree is entirely on road allowance.
- iii. The bottom 3-4 branches on an overmature poplar tree on the corner of 1102 Marine Drive need to be pruned as they overhang the road. These branches pose a breaking hazard as they are not protected by higher branches and are therefore most likely to break off and damage private property and/or infrastructure in the event of wet snow or a severe storm. The remainder of the tree will be left intact, and healthier than before.
- iv. Willows surrounding corner of 1123 Larch Road – see **Exhibit “C”**. These trees pose a significant safety issue as they impede visibility to the oncoming traffic to the left of the uncontrolled intersection until a vehicle is well out into the intersection. This is a safety issue for vehicles and pedestrians, and need to be trimmed back for safety reasons regardless of this request. Note the degree of overgrowth between the Google Maps photos from July 2014 (picture contained in Exhibit “A” attached to arborist's report) and images from August 2022. This corner has not been maintained, to the detriment of the population of the area. Branches now overhang the new asphalt. This overgrowth needs to be trimmed back for the safety of residents, regardless of the determination of Council for this request.
- v. Small saplings and brush on road allowance at either side of intersection at Breakers Way and Marine Drive. Similarly, visibility of traffic control signs is greater reduced due to overgrowth of saplings and brush in this area. Note the image from August 2022, where the Stop sign is completely obscured. Even at the end of October, when all leaves are gone, the Stop sign is still partly obscured. A visual of the overgrowth from the vantage of standing behind the Stop sign is provided to show how much growth is blocking visibility. Similarly, the speed limit sign on the right-hand side of the road is also partly obscured in October, and

invisible in summer months when traffic is highest. As this is a major intersection within the municipality, the obscuring of a Stop sign, even without foliage in place, is a liability issue and needs to be trimmed back for safety reasons regardless of this request.

- c. All tree trimming and removal will be at the expense of the house moving company, and will include all clean up and mulching. The Summer Village is welcome to the mulch at no cost, if desired, and if not, will be hauled away. As of September 2022, the Summer Village's tree removal budget was over by \$2,940.19. This proposal allows the summer village to have some problematic trees / areas trimmed up professionally, leaving vegetation healthier than before without losing the overall 'country lane' esthetic of the area, at no additional cost to the summer village.

## 2. Road allowance

- a. By reviewing a map of the subdivision plan, I determined that the road allowance from the property lines on one side of Breakers Way to the other is consistently 66 ft across (with one small exception as noted on the subdivision plan). See **Exhibit "D"**. This narrower spot coincides closely with the poplar tree that we have requested be removed to the ground per paragraph 1(b)(i) above and in Exhibit "B" hereto. The house, including the eaves, is 38 ft wide. This means there is approx. 14 ft on each side of the house to the property lines. Even if the road is not exactly in the middle of the road allowance, which the Development Officer advises is unknown to Administration, it is unlikely to be out by more than a foot in either direction. As noted above, the driver of the vehicle can navigate over to one side of the road or the other to avoid some trees/branches as needed, minimizing the need for excessive branch trimming or tree removal.

## 3. Safety and sight lines, as well as liability

- a. As noted above, the current foliage and tree growth at the intersections of Larch Road and Breakers Way, as well as Breakers Way and Marine Drive, pose significant safety issues for motor vehicles and pedestrians in the municipality. Once advised of these safety concerns, the municipality has a positive obligation to mitigate the risk or becomes liable for any resulting damage or injuries that occur. Arguably, notice was given when the photographs were submitted with the development permit application in September, but if not, this would be considered written notice of the risk.  
Please refer to section 532(6) of the *Municipal Government Act*, attached as **Exhibit "E"**. These intersections need to be addressed and remedied by the summer village, regardless of Council's determination of this request. The

significant difference is that we are offering to pay for the trees and brush to be trimmed back, rather than it being at the expense of the taxpayers.

#### **4. Environmental Impact of decision**

- a. This summer village has long considered itself stewards of the environment. With proximity to a shared water body, members of the community, including myself, have been members of the Sylvan Lake Watershed Society, an organization that is focused on the long-term sustainable health of Sylvan Lake and its communities. The recent regional wastewater project was a major step forward to further protecting the watershed from pollutants. I was also involved with environmental initiatives several years ago (in the mid-2000s with two other residents), designed to offer additional information to residents about environmentally friendly ways to co-exist with nature in our community and reduce our footprint.
- b. In May 2022, a tree audit was completed in the summer village, which identified that we live in a boreal forest. The report identifies there are some increased risks of forest fires due to dead fall, and additional risk of overmature balsam poplar trees damaging infrastructure and private property. The report explains in great detail how the forest regenerates itself, and how to maintain a healthy boreal forest in our community. The proposed branch trimming and tree removal will not have a significant impact on the aesthetics of the area and is consistent with the advice contained in the report to maintain a healthy forest.
- c. I recognize that removing or trimming branches of trees may slightly alter the appearance of select areas within our community. However, the work required is quite minimal and in a very small area of the overall community. Our trees are a renewal resource; they regenerate. We are not proposing to clear cut a swath down either side of the road, but rather selectively remove or trim back only a few trees that prevent the house from travelling down the road currently. Further, while the trees are dormant, the least amount of damage will occur. All of the trees in question will regenerate quickly, and will come back healthier than before. Most significantly, the areas where the most amount of trimming or removal is required have also been identified as areas where there is risk of significant harm to residents due to the obscuring of intersections and traffic control signs.
- d. Conversely, if Council's previous decision is upheld to deny the request as clarified herein, the only alternative is to destroy the existing structure, rather than allow it to be recycled and relocated to allow a new family many more years of



enjoyment and shelter. There will still be an impact on the community, including multiple dump trucks required to haul away construction debris, not to mention the increase in dust and noise. There is a greater risk that small amounts of construction debris will escape into the surrounding community.

- e. According to Statistics Canada, Construction debris currently makes up an alarming amount of the solid waste in landfills. A 2021 report completed for BC Housing confirms these statistics, attached as **Exhibit “F”**. If the structure is demolished rather than removed, a local landfill will receive the waste, consisting of lumber and wood products, drywall, plastics and other products created from oil by-products, metal, fiberglass, ceramics and other construction debris. Allowing the relocation of the structure minimizes those risks to the greatest extent possible. We are attempting to recycle the structure and have a positive, rather than create additional solid waste for a local landfill. Further, there will be a greater impact to the environment as a whole if additional lumber, plastics, metals, and other products are required to build a new structure for the purchasers rather than allowing them to complete the purchase of this existing structure.
- f. The summer village’s land use bylaws specifically contemplate the relocation of an existing structure onto a lot in the subdivision. By logical extension, the land use bylaws also permit the demolition of a structure by relocation out of the area, and at a minimal disruption and impact to the community as a whole.

As a result of the foregoing information, I respectfully request that the Council of the Summer Village of Sunbreaker Cove reconsider their decision and grant the request to trim and/or remove trees as required and proposed herein.

Sincerely,



Trista Carey

## EXHIBIT "A" – Report from Arborist

Good afternoon Trista.

Was nice to meet with you last week and hear about your project. As per our walk through the Village I have a summary first of some concerns that I pointed out to you as well as some recommendations regarding the maintenance for healthy longevity for the trees. I will also outline the work that pertains to your house move project.

The first thing I noticed was the blind corner directly in front of your property. This is a hazard for pedestrians and vehicles as drivers need to be right into the intersection to be able to see any traffic approaching, and with the hills heading north from your property there is already a concern where it is more difficult to see what is coming from over the hill before passing through the intersection. The shrubs on this corner should be cut back to allow for adequate line of sight before somebody gets hurt....especially considering how icy the road was when we met last week. Google maps shows this corner from 8 years ago and the shrubs were being maintained better so that this line of sight was not nearly as inadequate.

The second hazardous condition I noticed is the overgrown trees/shrubs in front of the stop signs. Last week when we met the visibility of the stop signs was not adequate and although I am not familiar with any transportation bylaws, I think any doubt needs to be addressed formally with the appropriate parties. I can be certain that during the growing season these stop signs would be completely obscured creating a greater hazard again for pedestrians and traffic.

As we walked the road I can appreciate how nice the "canopy" would be in the summer months and how much that overhang along the road adds to the beauty and tranquility of the area. It is important for generations to come to preserve such things, and in order to preserve, some maintenance must be done. An example would be a Willow where the large stems are hanging over the road (3-4) of them. This is part of the canopy however the stems are mostly dead and heavy hanging over the road. The tree is persisting with many new stems growing from the base which will in time take the place of the large dying stems. This is how trees naturally "rejuvenate". However, if these large stems are to fall due to being "off balance" and growing at an angle there are 2 risks. There is a risk to people and property, although slight, it is still a risk that can be identified and should be addressed to be diligent. Willow wood also rots fast when it is dead. The second risk is the possibility that the stems of this tree fall pulling the roots out of the ground and at that point it will damage the root system and the new growth. Then that spot which was filling in with new growth to compensate for the decline in health from the older stems is just a bare hole with nothing.

To sum up the above, there is definitely some maintenance that is due along the right of way adjacent to the road we walked.

With my understanding of what your project entails with moving your building out, and the measurements of the space required to move the building, I believe that most of the pruning that would be required would be beneficial to all residents for safety reasons and for the health and preservation of the tree and shrub life along the road. Based on the measurements there is only 1 tree that would need to be removed to ground level to accommodate the building move. It is a Poplar where it has grown a very tall stem (reaching for the light) and the canopy of this tree will provide very little benefit or positive aesthetics to the canopy over the road.

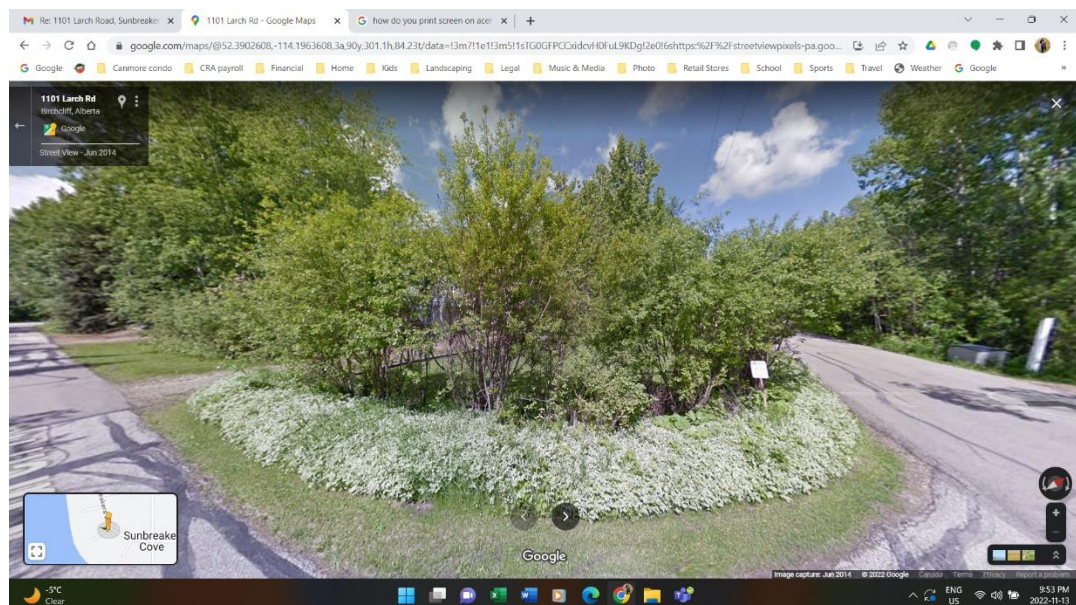
I am very fond of the idea that you are exploring a better way of building your new “home” and rather than ripping it apart and burying it in a landfill you are mindful of the incredible waste that would be. I wish more people would have that inclination as today’s world needs more of that!

As you know I am a Certified Arborist. I have been working with trees for 23 years in residential and commercial tree care in Calgary and areas as far as Red Deer and Invermere. We are a small company of 4 people as I prefer a “hands on” approach so I work with the crew at almost every job.

I hope this all helps you on the path to get your project started.

Thank you,  
 Kein Johnson  
 Everest Tree Care  
 ISA Certified Arborist pr2344A  
[everesttree@hotmail.com](mailto:everesttree@hotmail.com)  
 403-874-8363

**Google  
 Maps  
 image  
 from July  
 2014**



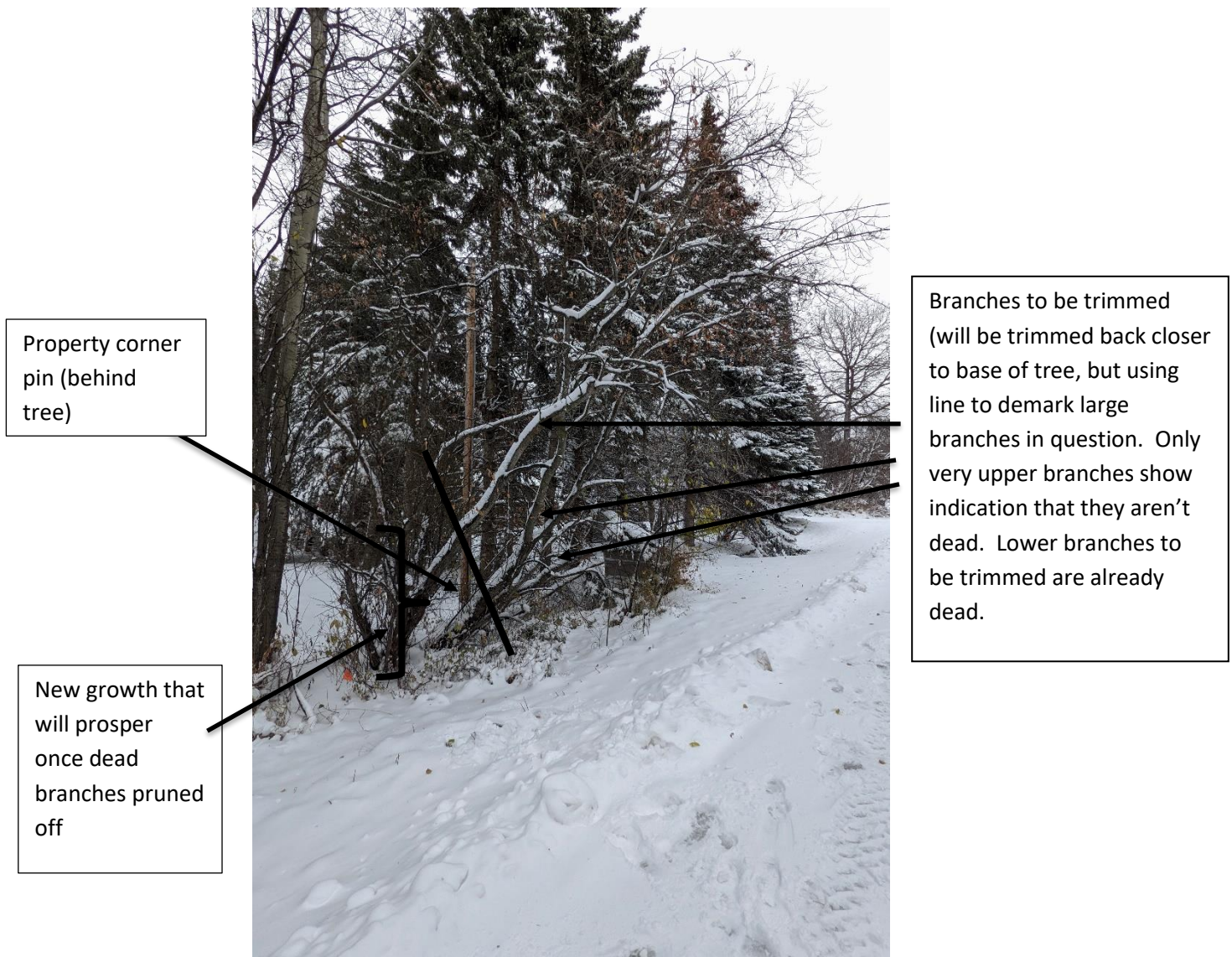
**EXHIBIT "B" – Photograph of Tree to be removed**



Tree to be removed

Edge of road



**EXHIBIT "C" – Photographs of Trees/branches to be trimmed**



Branches to be trimmed off.

NOTE: tree has already been flagged, presumably by property owner, and if removed then will not require further work. As noted above, these branches overhang road and pose risk in severe storm



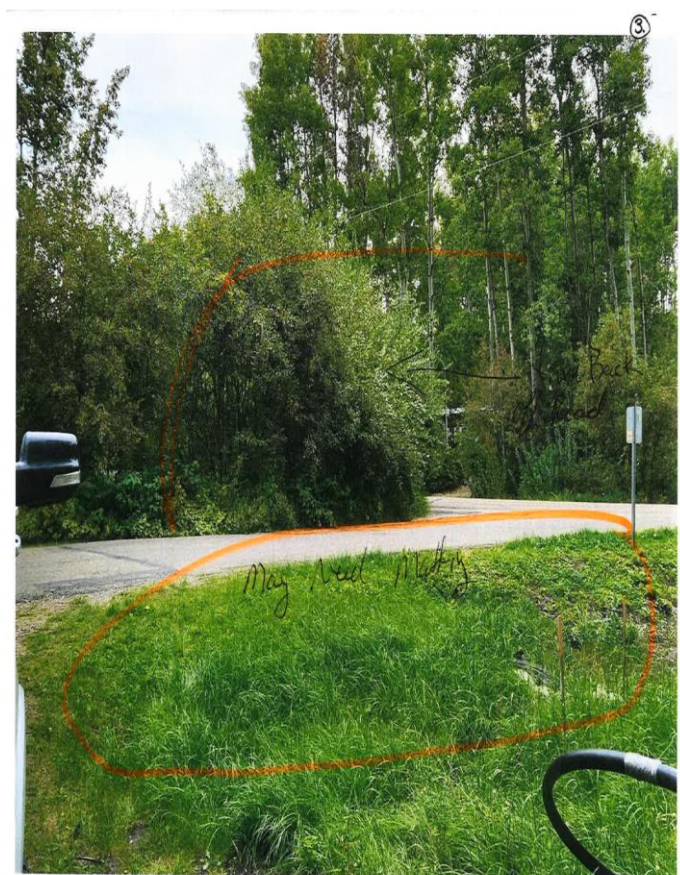
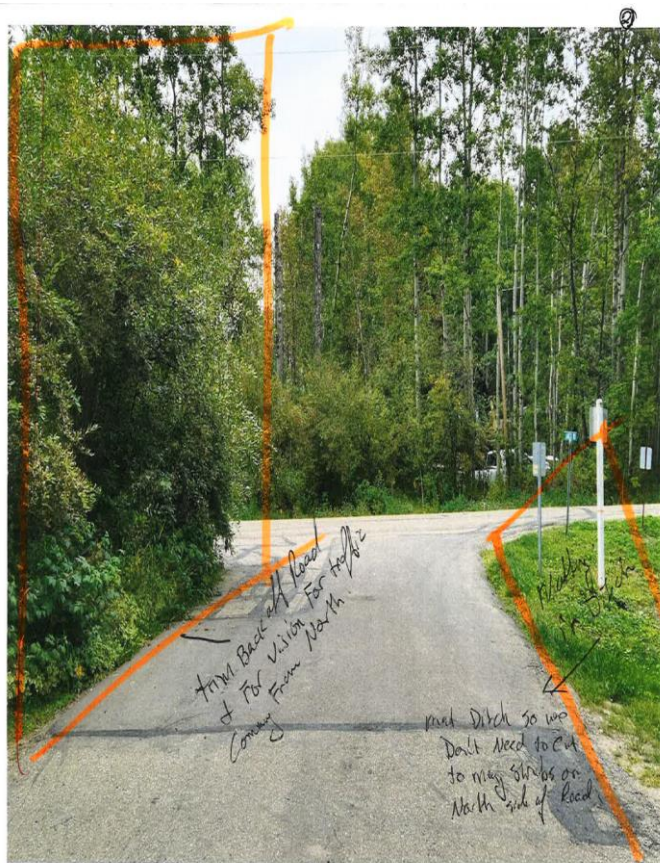
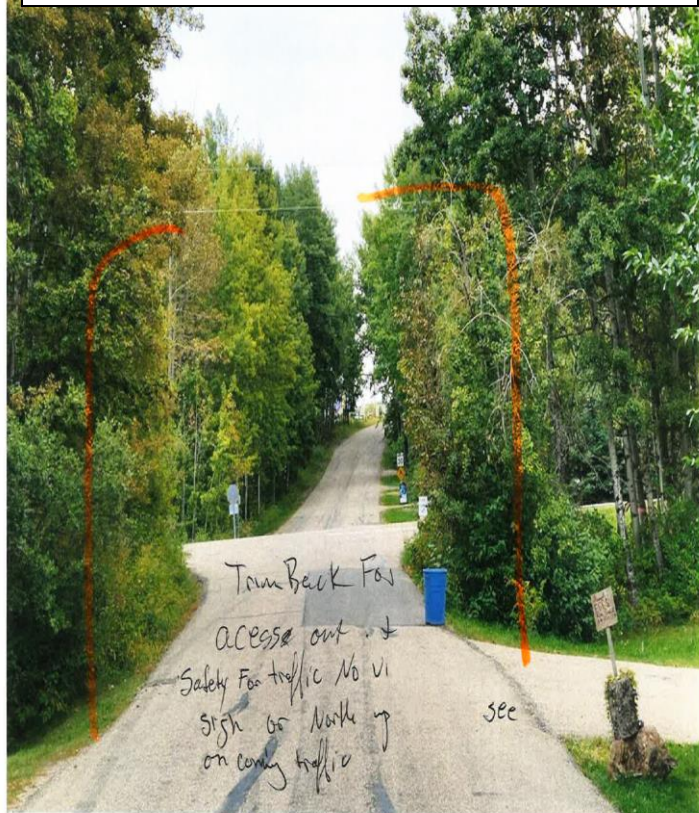
**EXHIBIT "D" – Photographs of Trees impeding view of intersection****Larch Road and Breakers Way; Breakers Way and Marine Drive**



Image taken August 2022; Stop sign completely obscured from sight to motorists



Images taken October 29, 2022





**EXHIBIT “D” – Subdivision Map**

**ATTACHED AS SEPARATE DOCUMENT**

## **EXHIBIT “E” – S. 532 of *Municipal Government Act***

### **Repair of roads, public places and public works**

**532(1)** Every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, must be kept in a reasonable state of repair by the municipality, having regard to

- (a) the character of the road, public place or public work, and
- (b) the area of the municipality in which it is located.

**(2)** The municipality is liable for damage caused by the municipality failing to perform its duty under subsection (1).

**(3)** This section does not apply to any road made or laid out by a private person or any work made or done on a road or place by a private person until the road or work is subject to the direction, control and management of the municipality.

**(4)** A municipality is not liable under this section unless the claimant has suffered by reason of the default of the municipality a particular loss or damage beyond what is suffered by the claimant in common with all other persons affected by the state of repair.

**(5)** A municipality is not liable under this section in respect of acts done or omitted to be done by persons exercising powers or authorities conferred on them by law, and over which the municipality has no control, if the municipality is not a party to those acts or omissions.

**(6)** A municipality is liable under this section only if the municipality knew or should have known of the state of repair.

**(7)** A municipality is not liable under this section if the municipality proves that it took reasonable steps to prevent the disrepair from arising.

**(8)** When a traffic control device has been defaced, removed or destroyed by someone other than a designated officer or employee or agent of the municipality, the municipality is liable under this section only if the municipality

- (a) had actual notice of the defacement, removal or destruction, and
- (b) failed to restore, repair or replace the traffic control device in a reasonable period of

time.

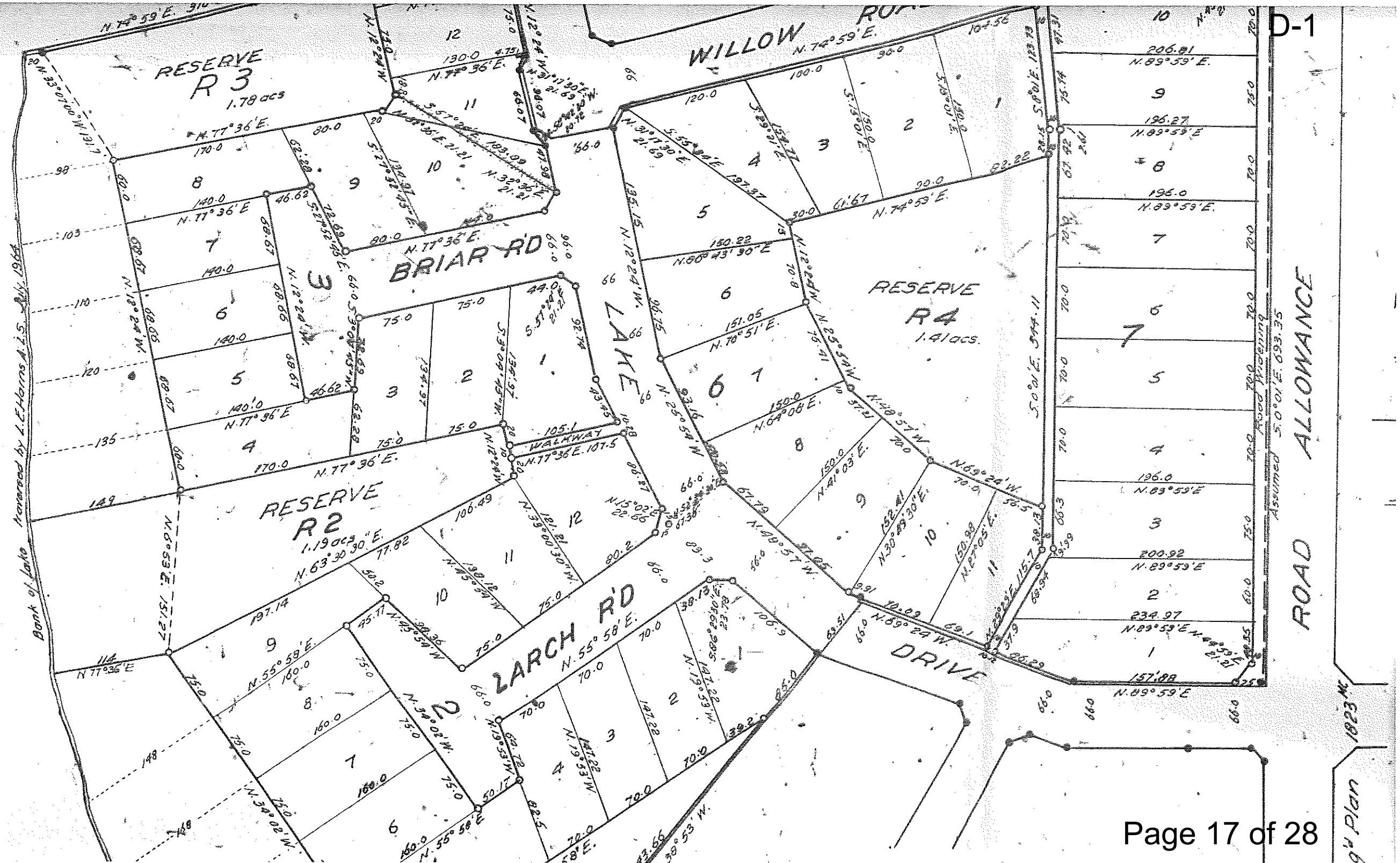
**(9)** A person who brings an action under this section must notify the municipality of the event that gives rise to the action within 30 days after the occurrence of the event.

**(10)** Failure to notify the municipality bars the action unless

- (a) there is a reasonable excuse for the lack of notice, and the municipality is not prejudiced by the lack of notice,
- (b) death is the result of the event complained of, or
- (c) the municipality waives in writing the requirement for notice.

**EXHIBIT “F” – Construction Debris report for BC Housing**

**ATTACHED AS SEPARATE DOCUMENT**



D-1

ROAD ALLOWANCE

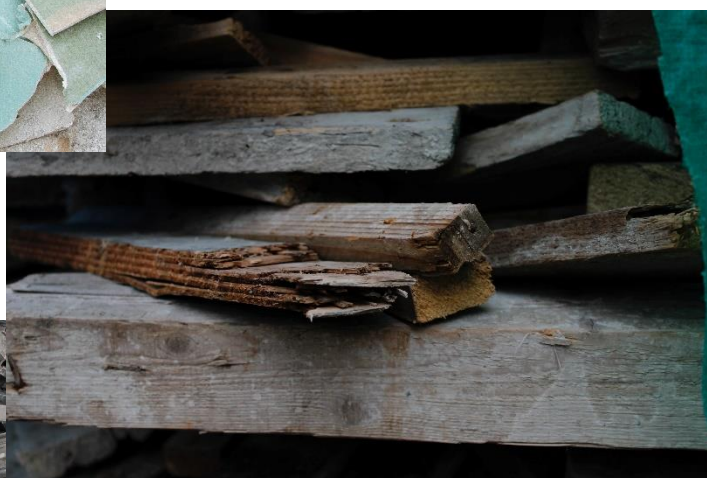
9th Plan 1823 M



## Residential Construction Waste Analysis

Prepared for BC Housing by Light House

April, 2021



Light House would like to gratefully acknowledge the support of *BC Housing* in funding the research for this report, and the assistance of *Coast Waste Management Association* in preparing the list of BC Construction Waste Receiving & Salvage Facilities.

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Title page photos courtesy of Adobe.com, and Unsplash.com.

## Introduction

In Canada, construction and demolition (C&D) waste is one of the largest contributors to municipal solid waste. Statistics Canada estimates that about 4 million tonnes of C&D waste were generated in Canada in 2010, and this number could be higher depending on how C&D waste is tracked<sup>1</sup>. The waste leads to significant costs to governments, businesses and the environment. Canadian municipalities spent more than \$3.2 billion on waste management in 2012<sup>2</sup> with the added negative impact on human health and wellness due to environmental contamination and greenhouse gas emissions. In addition to the cost of managing the waste, there is the avoidable cost of the excess and unrecovered materials to the project owners as well.

According to a study commissioned for Environment Canada, only 16% of CRD waste was reused or recycled (653,000 tonnes), the remaining 84% was disposed (3,353,000 tonnes), mainly in landfills (see Table 1).<sup>3</sup>

Table 1: Sources of CRD waste

Building stage	Residential	Non-residential	Total CRD waste
Construction	15% (366,600 tonnes)	5% (78,100 tonnes)	444,700 tonnes (11%)
Renovation	57% (1,393,100 tonnes)	32% (500,100 tonnes)	1,893,200 tonnes (47%)
Demolition	28% (684,300 tonnes)	63% (984,600 tonnes)	1,668,900 tonnes (42%)
Total amount of CRD waste	<b>2,443,900 tonnes (61%)</b>	<b>1,562,800 tonnes (39%)</b>	<b>~4 million tonnes (100%)</b>

Residential construction, renovation and demolition contributes just over 60% to total CRD waste generation, making the management of waste in this sector extremely important.

The activity related to residential new construction is the cause of approximately 75% of new construction waste. According to BC Housing's British Columbia's Monthly New Homes Registry Report<sup>4</sup>, 70% of the new registered homes are multi-unit residential buildings (MURBs) over the last seven years. This report analyses the waste generated by the construction of MURBs.

<sup>1</sup> Statistics Canada, 2013

<sup>2</sup> Statistics Canada, 2014

<sup>3</sup> Guy Perry and Associates and Kelleher Environmental, 2015

<sup>4</sup> BC Housing, 2021

Chart 1: Share of Registered New Homes by Building Type, BC, 2014-2020

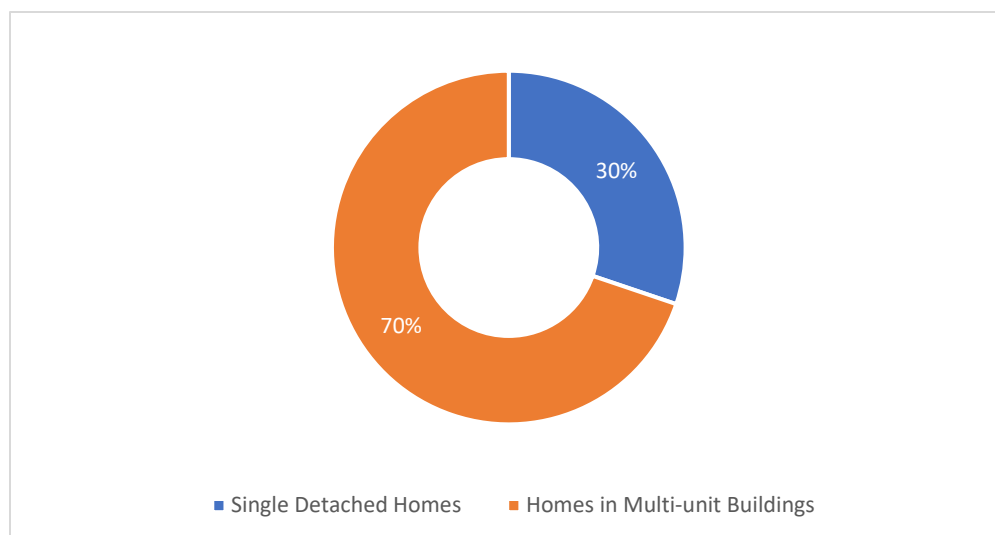
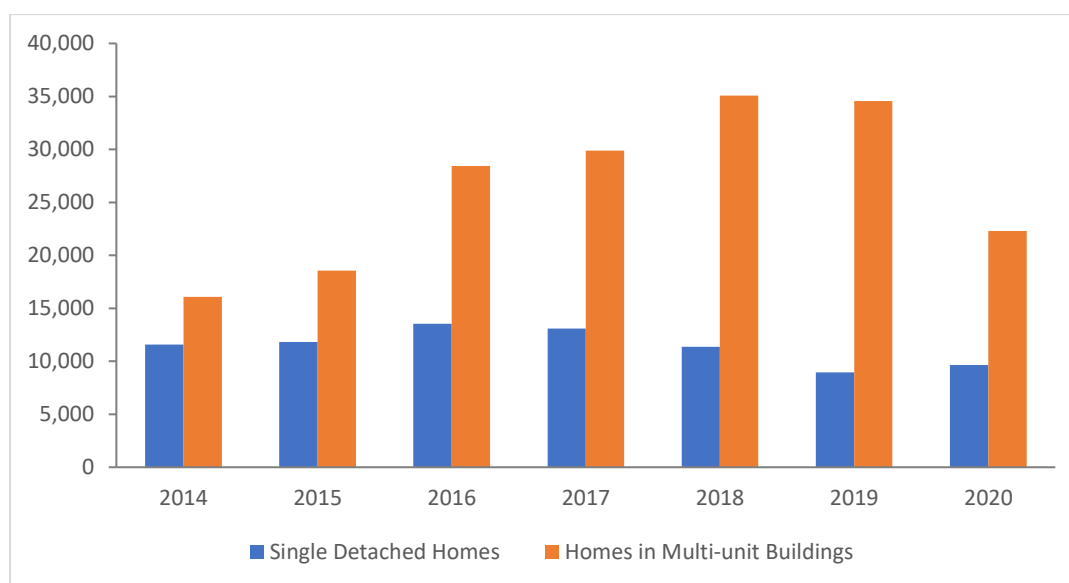


Chart 2: Registered New Homes by Building Type, BC, 2014-2020





## Analysis

### 1. National Residential Construction Waste Analysis

The sampling dataset is based on 106 multi-unit residential buildings (MURBs) totalling 1.96M m<sup>2</sup> built from 2007 to 2019. The following table shows the types of residential buildings across Canada. 'Low-rise' buildings are defined as three stories or less, 'mid-rise' is four to nine stories, and 'high-rise' is ten stories or more.

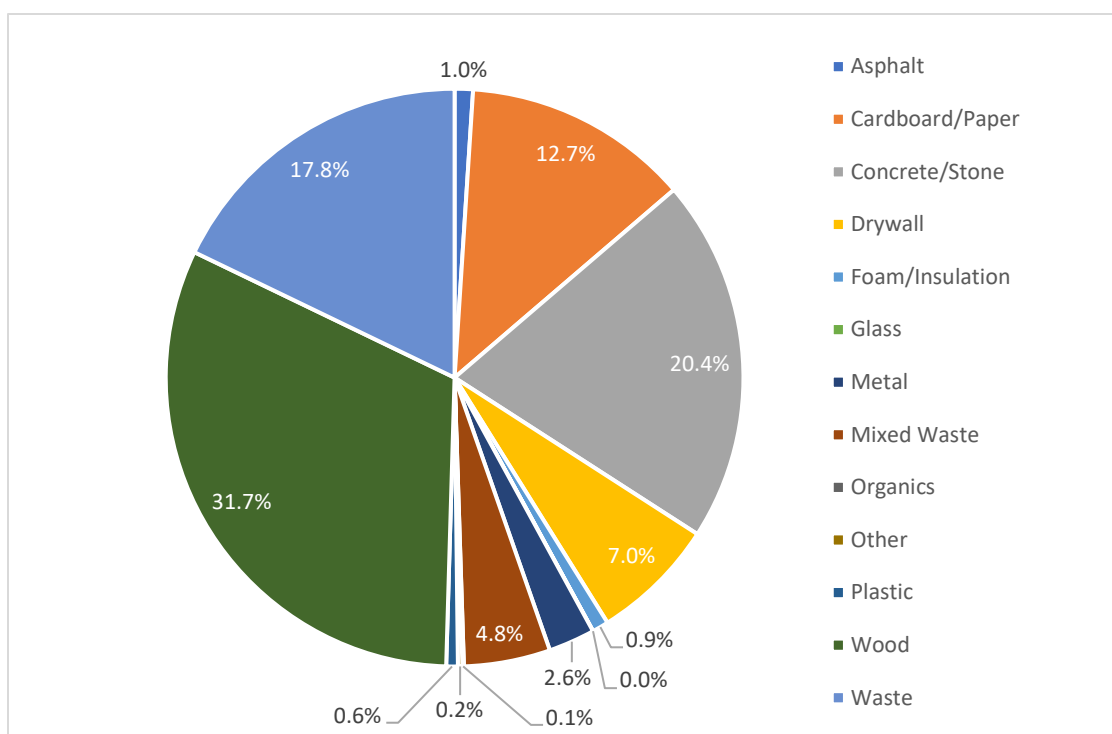
Table 2: Number of Three Types of Residential Buildings from Dataset

Province	Low-rise multi-unit residential	Mid-rise multi-unit residential	High-rise multi-unit residential	Total
AB	0	1	2	3
BC	4	21	16	41
MB	1	0	0	1
NS	0	2	0	2
ON	2	17	28	47
QC	0	7	5	12
Total	7	48	51	106

These 106 LEED certified residential projects all targeted the *Construction Waste Management* non-mandatory credit which requires the tracking of all construction and demolition waste on the project, and awards points for diversion rates of 50% or greater. As a result, the sampled projects have an average diversion rate of just over 85% as compared to the 16% nationwide average. The tracking allows us to determine what types of materials are going to waste on these construction projects, as per Table 3 below.

Table 3: Construction Waste by Material per m<sup>2</sup> of Gross Floor Area, National

Material	Weight Generated per GFA (kg/m2)	Percentage Total by Weight	Volume Generated per GFA (m3/m2)	Percentage Total by Volume
Asphalt	1.6	1.7%	0.004	1.0%
Cardboard/Paper	2.7	2.9%	0.046	12.7%
Concrete/Stone	37.4	39.8%	0.073	20.4%
Drywall	7.6	8.0%	0.025	7.0%
Foam/Insulation	0.1	0.1%	0.003	0.9%
Glass	0	0%	0	0%
Metal	5.6	6.0%	0.009	2.6%
Mixed Waste	3.6	3.9%	0.017	4.8%
Organics	0	0%	0	0.1%
Other	0.2	0.2%	0.001	0.2%
Plastic	1.2	1.2%	0.002	0.6%
Wood	20.5	21.8%	0.114	31.7%
Waste	13.5	14.3%	0.064	17.8%
<b>Totals</b>	<b>94.0</b>	<b>100%</b>	<b>0.359</b>	<b>100%</b>

Chart 3: % Volume Generated per GFA (m<sup>3</sup>/m<sup>2</sup>), National

These figures capture some demolition of existing structures on site, where included in the project scope. Concrete waste is the highest portion by weight among all materials at 37.4%, followed by wood (20.5%) and waste (13.5%). By converting the materials from weight into volume<sup>5</sup>, wood becomes the most significant contributor (31.7%), then concrete (20.4%) and waste (17.9%). The recycling rates on these projects show us that source separation on site into single waste streams has a higher recycling rate than commingled (mixed waste) that is sorted off-site with overall diversion rates that are much lower.

It is worth noting that, although foam/insulation has a low waste generation rate, there are only a few facilities that accept this material. There are toxins in foam insulation, such as spray polyurethane foam (SPF) which is otherwise promoted as a “green” product. In addition to the toxicity, SPF makes it more difficult to separate other building materials that it adheres to, lowering the overall diversion rates for demolition projects. The other common insulation materials such as fibreglass are nearly impossible to recycle<sup>6</sup>

In order to account for the materials hidden in the *Mixed Waste* and *Waste* categories, we can combine the LEED project data with Metro Vancouver’s 2018 *Construction & Demolition Waste Composition Study* (TRI Environmental Consulting, 2019). If we assume that these two categories are consistent with the construction waste generated in Metro Vancouver, then both categories can be converted into the materials they are composed of, based on the 2018 study. The following table shows the results of the 2018 Metro Vancouver study converted to material categories to match the LEED data.

<sup>5</sup> Appendix A

<sup>6</sup> Recycle Nation, 2014

Table 5: Metro Vancouver C&D Waste Composition by Material<sup>7</sup>

Material	% by Weight
Asphalt	4.9%
Cardboard/Paper	1.6%
Concrete/Stone	1.4%
Glass	1.8%
Metal	4.2%
Organics	0.5%
Other	11.9%
Plastic	11.5%
Wood	60.8%
Waste (household garbage)	1.5%

Table 6: Metro Vancouver Residential Projects – Mixed Waste and Waste Converted to Materials

Material	Weight (kg)	% by Weight	Volume (m3)	% by Volume
Asphalt	856,360	1.6%	1,970	1.0%
Cardboard/Paper	1,212,390	2.3%	20,210	10.2%
Concrete/Stone	19,019,180	35.5%	37,280	18.7%
Drywall	4,209,830	7.9%	14,030	7.1%
Glass	266,740	0.5%	210	0.1%
Metal	4,027,640	7.5%	6,710	3.4%
Organics	79,860	0.1%	540	0.3%
Other	1,765,630	3.3%	8,500	4.3%
Plastic	1,716,480	3.2%	3,440	1.7%
Wood	11,348,250	21.2%	63,050	31.7%
Waste	9,009,750	16.8%	42,900	21.6%

<sup>7</sup> TRI Environmental Consulting, 2019

Chart 4: % of Materials by Weight, Metro Vancouver Residential Projects (waste converted)

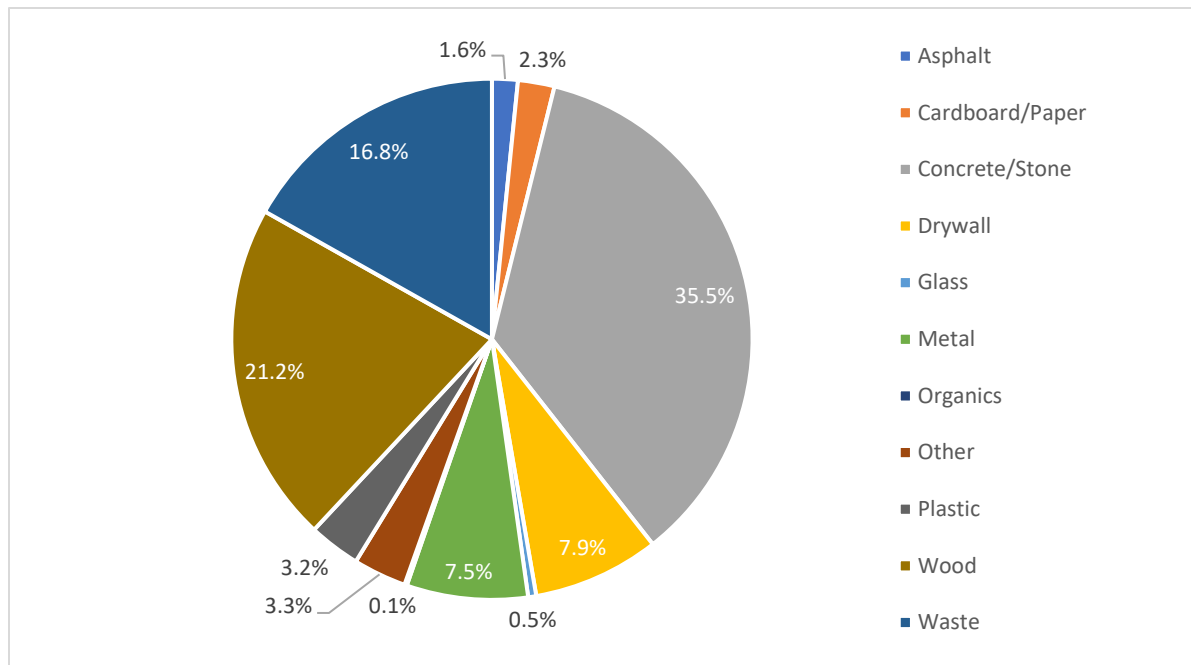
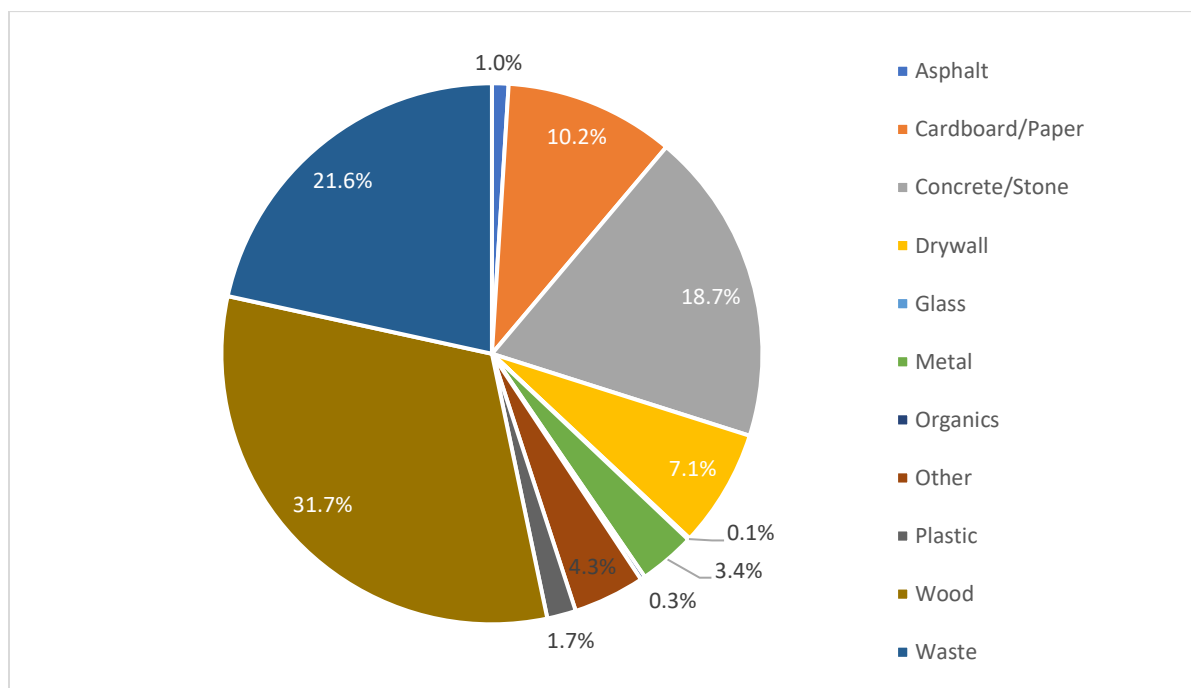


Chart 5: % of Materials by Volume, Metro Vancouver Residential Projects (waste converted)



By converting the unknown wastes into materials, we see a clearer picture of the materials that are going to waste on residential construction sites.

## Conclusions & Tools

Thanks to local governments' waste reduction and diversion regulations, the amount of C&D materials diverted from landfills has increased by 30% in 10 years<sup>8</sup>. The following are examples of the C&D reduction efforts of municipalities in BC.

The City of Vancouver has set a goal to become a city of zero waste by 2040. In 2014, Vancouver passed The Green Demolition By-law, requiring the diversion of 70% to 90% of some residential demolition materials from landfills. In 2016, Vancouver managed to divert 86% of demolition from landfills<sup>9</sup>.

In 2011, the City of Port Moody passed a by-law to reduce C&D materials sent to landfills. It requires developing a residual materials management plan and a cash deposit when applying for a new construction or demolition permit. In 2013, the City obtained a diversion rate of 84% of these materials from landfills<sup>10</sup>.

In 2006, the Regional District of Nanaimo (RDN) set a target of diverting 75% of the region's waste from landfills by 2010. RDN introduced a landfill ban on the disposal of clean wood waste in 2007. In 2008, as a result of the ban, landfill disposal of wood waste was reduced by 87%<sup>11</sup>.

With additional information and tools, the industry can continue to achieve higher diversion rates as we work towards our ultimate goal of CRD waste avoidance. The LEED project waste information indicates that municipal and regional governments can ask for much higher rates of diversion from builders than is currently being required.

### 1. [BC Construction Waste Receiving & Salvage Facilities](#)

Accompanying this report is a list of salvagers, service providers, recycling facilities and construction waste haulers. This list extends the work done by Metro Vancouver in their publication *Construction & Demolition Waste Reduction and Recycling Toolkit*<sup>12</sup> and the Capital Regional District (CRD), as well as the efforts of the Coast Waste Management Association (CWMA), and expands the list to cover Squamish-Lillooet Regional District (SLRD), the Okanagan, as well as online platforms.

### 2. [Mid and High-Rise Residential Construction Waste Calculator](#)

To plan for waste management it's helpful to know the volume of different materials that can be anticipated for a new construction project. A calculator has been provided that estimates the waste for mid and high-rise residential construction, based on the averages of the waste materials generated by the 106 sample projects.

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<sup>8</sup> Canadian Council of Ministers of the Environment, 2019

<sup>9</sup> City of Vancouver, 2021

<sup>10</sup> CR&D Case Study 7

<sup>11</sup> CR&D Case Study 4

<sup>12</sup> Metro Vancouver Regional District, 2020

## References

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- Canadian Council of Ministers of the Environment. (2019). Guide for Identifying, Evaluating and Selecting Policies for Influencing Construction, Renovation and Demolition Waste Management. <https://www.ccme.ca/en/res/crdguidance-secured.pdf>
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- Statistics Canada. Table 38-10-0138-01 Waste materials diverted, by type and by source. <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3810013801>
- Statistics Canada. (2013). Waste Management Industry Survey: Business and Government Sectors 2010 (Catalogue no. 16F0023X). <https://www150.statcan.gc.ca/n1/en/catalogue/16F0023X>
- Statistics Canada (2014). Statistics Canada. Table 38-10-0036-01 Local government characteristics of the waste management industry. <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3810003601>
- TRI Environmental Consulting. (2019). 2018 Construction & Demolition Waste Composition Study. <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/2018ConstructionDemolitionWasteCompositionStudy.pdf>

## Appendix A

**Weight to Volume Conversion Table**

Material	m <sup>3</sup> /kg	kg/m <sup>3</sup>	Source	Notes/Description
Asphalt	0.0022995	434.9	<a href="#">EPA</a>	Estimate 95% asphalt roofing, 5% asphalt paving
Cardboard/Paper	0.0166667	60.0	CaGBC LEED 2009 reference guide, page 390	Cardboard
Concrete/Stone	0.0019600	510.2	<a href="#">EPA</a>	
Drywall	0.0033333	300.0	CaGBC LEED 2009 reference guide, page 390	Gypsum Wallboard
Foam/Insulation	0.0333333	30.0	<a href="https://www.atermit.com/upload/Expanded%20Polystyrene%20(EPS)%20Foam%20Insulation%20(density%2030%20kgm).pdf">https://www.atermit.com/upload/Expanded%20Polystyrene%20(EPS)%20Foam%20Insulation%20(density%2030%20kgm).pdf</a>	<a href="#">verified as approximately average by this site</a>
Glass	0.0007804	1,281.5	<a href="#">California Integrated Waste Management Board</a>	
Metal	0.0016667	600.0	CaGBC LEED 2009 reference guide, page 390	Steel
Commingled	0.0047619	210.0	CaGBC LEED 2009 reference guide, page 390	Mixed Waste
Organics	0.0067422	148.3	<a href="#">EPA</a>	Mixed Yard Waste - Uncompacted
Other	0.0048159	207.6	USGBC 2009 reference guide, page 360	Construction and Demolition Mixed Waste
Plastic	0.0020015	499.6	<a href="#">TRI 2019</a>	Chlorine Plastic
Waste	0.0047619	210.0	CaGBC LEED 2009 reference guide, page 390	Mixed Waste
Wood	0.0055556	180.0	CaGBC LEED 2009 reference guide, page 390	

Priority of sources: 1) CaGBC/USGBC; 2) EPA; 3) Industry/academic source

## **Summer Village of Sunbreaker Cove**

### **Administration and Finance**

**November 29, 2022**

### **Information Item**

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

#### **Background:**

Total payables processed and presented to Council \$ 397,281.90

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

- |  |               |
|--|---------------|
| 1. Border Paving Ltd.                  | \$ 354,453.75 |
| a. Asphalt Overlay Paving Project      |               |
| 2. Lacombe County                      | \$ 14,034.35  |
| a. Guard Service-May to September      |               |
| b. Emergency Sewer Force Main Flush    |               |
| 3. Summer Village of Norglenwold       | \$ 9,670.53   |
| a. September 2022 Muni Specific Costs  |               |
| b. September 2022 Monthly Shared Costs |               |
| 4. Summer Village of Norglenwold       | \$ 8,987.07   |
| a. October 2022 Muni Specific Costs    |               |
| b. October 2022 Monthly Shared Costs   |               |

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

##### **October 2022**

- |                   |             |
|-------------------|-------------|
| ▪ Jim Willmon     | \$ 0        |
| ▪ Teresa A. Beets | \$ 0        |
| ▪ Keith Kimball   | \$ 1,424.42 |

#### **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.



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**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
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Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>988</b>	<b>2022-10-31</b>	<b>Border Paving Ltd</b>			
72809		297-194-840 - Project - Road Ov	Asphalt Overlay Paving	337,575.00	
		312-000-260 - GST Paid Refund	GST Tax Code	16,878.75	354,453.75
<b>989</b>	<b>2022-10-31</b>	<b>Empringham Disposal Corp</b>			
38419		243-000-200 - Waste Removal C	Weekly Collection	1,248.00	
		312-000-260 - GST Paid Refund	GST Tax Code	62.40	1,310.40
38817		243-000-200 - Waste Removal C	Weekly Collection	1,248.00	
		312-000-260 - GST Paid Refund	GST Tax Code	62.40	1,310.40
			Payment Total:		2,620.80
<b>990</b>	<b>2022-10-31</b>	<b>Go Services Inc.</b>			
15159686		272-000-510 - Parks & Playgrou	Monthly Portable Toilet	377.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.85	395.85
<b>991</b>	<b>2022-10-31</b>	<b>Lacombe County</b>			
IVC00042614		226-000-200 - Enforcement	Guard Service May to Sept	8,705.49	
		312-000-260 - GST Paid Refund	GST Tax Code	435.28	9,140.77
IVC00042644		297-191-840 - Project - Wastew	Emergency Sewer Forcema	4,666.30	
		312-000-260 - GST Paid Refund	GST Tax Code	227.28	4,893.58
			Payment Total:		14,034.35
<b>992</b>	<b>2022-10-31</b>	<b>Parkland Regional Library</b>			
220256		274-000-850 - Parkland Region	4th Quarter Requisition Pay	183.81	
		312-000-260 - GST Paid Refund	GST Tax Code	9.19	193.00
<b>993</b>	<b>2022-10-31</b>	<b>Red Deer River Watershed</b>			
OCT2022		273-101-150 - Red Deer River V	2022 Red Deer River Water	48.50	48.50
<b>994</b>	<b>2022-10-31</b>	<b>Roadata Services Ltd</b>			
00079845		232-000-250 - Road Maintenan	Road Permits	15.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
<b>995</b>	<b>2022-10-31</b>	<b>Rugged West Maintenance Inc.</b>			
1308		272-000-500 - Buoys	Fall 2022 Buoy Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
1304		232-000-270 - Pathway Program	Bollard Removal	80.00	
		232-000-200 - Green Space Pro	Mowing and Trimming-Sept	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	54.00	1,134.00
			Payment Total:		2,971.50
<b>996</b>	<b>2022-10-31</b>	<b>Sylvan Lake Regional</b>			
1701		242-000-260 - Useage Fees-WV	Wastewater Services -Sept	1,446.58	1,446.58
<b>997</b>	<b>2022-10-31</b>	<b>Triangle Construction Inc.</b>			
1632		232-000-240 - Tree Removal	Tree Removal on Briar Roa	725.00	
		312-000-260 - GST Paid Refund	GST Tax Code	36.25	761.25
1634		232-000-240 - Tree Removal	Tree Removal-Sunhaven W	925.00	
		312-000-260 - GST Paid Refund	GST Tax Code	46.25	971.25
			Payment Total:		1,732.50
<b>998</b>	<b>2022-11-16</b>	<b>Go Services Inc.</b>			
15160461		232-000-200 - Green Space Pro	Monthly Portable Toilet Ren	210.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.50	220.50
<b>999</b>	<b>2022-11-16</b>	<b>Roadata Services Ltd</b>			
00080044		232-000-250 - Road Maintenan	road permits-Oct/22	15.00	

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**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
<b>1000</b>	<b>2022-11-16</b>	<b>Xandal Backhoe Ltd.</b>			
22-1108		297-191-840 - Project - Wastew	Turn on 5 Valves	375.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.75	393.75
Total Computer Cheque:					378,542.58

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>249</b>	<b>2022-09-30</b>	<b>Summer Villages of Norglenwold</b>			
2022-00122		261-000-110 - Development Ser	ESRI ArcGIS Renewal	55.50	
		212-400-230 - Legal Fees	Brownlee-General Matters	104.05	
		211-201-212 - Alberta Summer \	ASVA Conference-Keith Kin	295.00	
		212-400-222 - Advertising	Business Cards-Keith Kimb	87.60	
		212-400-222 - Advertising	Business Cards-Jim Willmoi	87.00	629.15
2022-00126		212-100-110 - Salaries	Salaries	6,200.94	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	211.27	
		212-100-210 - Travel & Subsis	T&S	249.74	
		212-100-211 - WCB	WCB	129.80	
		212-100-266 - PW Fleet	Public Works Fleet	167.36	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	218.72	
		212-200-510 - Office Supplies	Office Supplies	339.19	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	83.04	
		212-300-540 - Utilities	Utilities	276.43	
		212-300-250 - Facility Improvem	Facility Improvements	228.76	
		212-300-255 - Facility Maintena	Facility Maintenance	668.64	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	95.83	
		212-300-242 - IT Equipment	IT Equipment	28.15	
		212-300-265 - Equipment Mainte	Equipment Maintenance	103.21	
		212-300-270 - Equipment Renta	Equipment Rental	40.30	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	9,041.38
Payment Total:					9,670.53
<b>250</b>	<b>2022-10-31</b>	<b>Summer Villages of Norglenwold</b>			
2022-00133		212-400-230 - Legal Fees	Brownlee Law-Legal Fees	22.80	
		212-400-230 - Legal Fees	Brownlee Law-Legal Fees-L	62.25	
		261-000-110 - Development Ser	Land Titles	35.00	
		261-000-110 - Development Ser	ATB MC-AB Land Tittles-45	10.00	
		224-000-200 - Emergency Mana	ATB MC-Sobeys-Snacks for	8.83	
		224-000-200 - Emergency Mana	ATB MC-Dollarama-Supplie	3.42	
		224-000-200 - Emergency Mana	ATB MC-Subway-Lunch for	18.40	
		261-000-110 - Development Ser	ATB MC-AB Land Titles-45	10.00	
		212-300-265 - Equipment Mainte	ATB MC-Cody Thornhill-Ch	70.80	
		226-000-200 - Enforcement	Municipal World-Bylaw Enfc	85.80	327.30
2022-00137		212-100-110 - Salaries	Salaries	6,214.53	
		212-100-130 - Training	Training	290.87	
		212-100-140 - Benefits	Shared Benefits	254.85	
		212-100-210 - Travel & Subsis	T&S	446.02	

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**Summer Village of Sunbreaker Cove**  
**List of Accounts for Approval (Detailed)**  
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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-211 - WCB	WCB	129.79	
		212-100-266 - PW Fleet	Public Works Fleet	40.17	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	150.44	
		212-200-510 - Office Supplies	Office Supplies	286.92	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	83.04	
		212-300-540 - Utilities	Utilities	314.47	
		212-300-250 - Facility Improvem	Facility Improvements	89.14	
		212-300-255 - Facility Maintena	Facility Maintenance	235.56	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	55.52	
		212-300-242 - IT Equipment	IT Equipment	28.15	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	40.30	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	8,659.77
			Payment Total:		8,987.07
			Total Other:		18,657.60

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>3258</b>	<b>2022-10-31</b>	<b>Receiver General/OTH</b>			
CP9-22		312-000-262 - CRA Remunerati	Council September Remun	12.36	12.36
<b>3273</b>	<b>2022-10-31</b>	<b>Receiver General/OTH</b>			
CP10-22		312-000-262 - CRA Remunerati	Counci Oct CPP	69.36	69.36
			Total Other:		81.72
			Total MAIN:		397,281.90



# Council Expense Claim Form

NAME: Kerth Kimball  
 POSITION: Councillor / Deputy Mayor  
 MONTH ENDING: Oct 31/22

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
5/9/22	Select-Event council	4 hrs	Title- councillor	\$0.00 100
6/6/22	Select-Event MPC	1 hr	Title- councillor	\$0.00 100
6/13/22	Select-Event council	4 hrs	Title- councillor	\$0.00 100
7/11/22	Select-Event council	4 hrs	Title- councillor	\$0.00 100
7/25/22	Select-Event MPC	1 hr	Title- Dep Mayor	\$0.00 100
9/19/22	Select-Event MPC	1 hr	Title- Dep Mayor	\$0.00 100
9/19/22	Select-Event council	4 hrs	Title- Dep Mayor	\$0.00 100
10/17/22	Select-Event council	4 hrs	Title- Dep Mayor	\$0.00 100
10/31/22	Select-Event MPC	1 hr	Title- Dep Mayor	\$0.00 100
	Select-Event		Title	\$0.00
				\$0.00 900

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
Oct 21/22	Select-Event ASVA EDMONTON	220 km	\$0.61	\$0.00 134.20
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
	Select-Event		\$0.61	\$0.00
				\$0.00 134.20

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/21/22	Hotel (EDMONTON)	372.32	17.90	\$0.00 390.22
	ASVA			\$0.00
				\$0.00
				\$0.00 390.22

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

TOTAL PAYABLE: \$0.00 1424.42

**R**  
**RENAISSANCE\***  
 HOTELS

RENAISSANCE EDMONTON AIRPORT

GUEST FOLIO

530 ROOM	KIMBALL/KEITH NAME	179.00 RATE	10/21/22 DEPART	07:18 TIME	-	54264 ACCT#	39429 GROUP
VQ	**PASSPORT ID**		10/19/22	19:47			
TYPE	XX		ARRIVE	TIME			
129	XX AB T9E0V4						
ROOM CLERK	ADDRESS	VSXXXXXXXXXXXX0024 PAYMENT			MBV#:		
DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE		
10/19	ROOM	530, 1	179.00				
10/19	GST	530, 1	8.95				
10/19	TRSM LEV	530, 1	7.16				
10/20	ROOM	530, 1	179.00				
10/20	GST	530, 1	8.95				
10/20	TRSM LEV	530, 1	7.16				
10/21	CCARD-VS						
PAYMENT RECEIVED BY: VISA			XXXXXXXXXXXX0024	390.22			
					.00		

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**R**  
**RENAISSANCE\***  
 HOTELS

RENAISSANCE EDMONTON AIRPORT  
 4236-36 STREET  
 ED INTRN. APT, AB T9E 0V4  
 780-488-7159 FAX: 780-488-6372

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

## **Summer Village of Sunbreaker Cove**

**November 29, 2022**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

#### **Background:**

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

- Administration has reached out to Don Munro to explore wastewater certification for all villages.
- First snow clearing of the winter season has been completed.
- Sewer flushing to begin the week of November 11 by Pidherney's.

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

That Council accepts this report as information.

#### **Authorities:**

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



## Summer Village of Sunbreaker Cove

November 29, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 19 in Norglenwold, and 24 in Sunbreaker Cove).

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

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

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

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

**Closed development permits since last Council meeting:**

1. 685 Fox Crescent                      Tourist Home Operation

**Permit Summary:**

Year to date 2022:

13 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**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Budget 2023 - 2026***

#### **Background:**

Administration would like to provide the following draft 2023 - 2026 Budget to Council.

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

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2023 - 2026 Budget.

A live budget will be provided for any changes and recommendations.

#### **Administrative Recommendations:**

- 1) That Council review and approve the 2023 budget as provided.
- 2) That Council amend and approve the 2023 budget.
- 3) That Council table item for further discussion and consideration in their December 2022 Council meeting.

#### **Authorities:**

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.



# SUNBREAKER COVE

## BUDGET 2023 - 2026

FINANCE NOV 15/22  
CAO INPUT NOV 24/22  
COUNCIL REVIEW  
COUNCIL APPROVED  
ASFF / DI  
ASSESSMENTS

---

APPROVED:

**Budget Summary****Revenue**

Taxation	\$	339,758.27
Administration	\$	15,429.71
Protective Services	\$	-
Public Works	\$	116,200.00
Planning and Development	\$	8,422.30
<b>Taxation and Operating Revenue</b>	<b>\$</b>	<b>479,810.29</b>
Alberta Requisitions	\$	374,882.46
Capital Revenue	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>854,692.74</b>

**Expenses**

Council & Legislative	\$	21,762.97
Administration	\$	190,206.33
Protective Services	\$	38,965.43
Public Works	\$	207,208.47
Planning & Development	\$	4,300.00
Recreation & Planning	\$	17,317.62
Environment	\$	49.47
<b>Operating Expenses</b>	<b>\$</b>	<b>479,810.29</b>
Alberta Requisitions	\$	374,882.46
Capital Projects	\$	-
<b>Total Expenses</b>	<b>\$</b>	<b>854,692.74</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Administration</b>					
101-000-110	Taxation	\$ 339,758.27	\$ 349,505.51	\$ 366,367.98	\$ 375,652.72
101-000-510	Penalties	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28	\$ 5,628.65
101-103-130	DI Designated Industrial Tax	\$ 12.06	\$ 12.31	\$ 12.55	\$ 12.80
112-000-540	Interest Charges				
112-000-550	Returns on Investments	\$ 1,000.00	\$ 1,001.00	\$ 1,001.00	\$ 1,001.00
112-000-410	Sales of Services and Supplies	\$ 61.87	\$ 63.72	\$ 65.63	\$ 67.60
112-000-840	Grant Lacombe	\$ 549.78	\$ 566.27	\$ 583.26	\$ 600.76
112-000-570	Other Revenue	\$ -	\$ -	\$ -	\$ -
112-000-600	Transfer from Reserve	\$ -	\$ -	\$ -	\$ -
112-000-740	MSI Operational	\$ 8,502.00	\$ 8,672.04	\$ 8,845.48	\$ 9,022.39
<b>Total Administration</b>		<b>\$ 355,187.98</b>	<b>\$ 365,230.93</b>	<b>\$ 382,394.18</b>	<b>\$ 391,985.92</b>
<b>Protective Services</b>					
121-000-530	Collected Fines	\$ -	\$ -	\$ -	\$ -
<b>Total Protective Services</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works</b>					
101-000-120	Garbage Levy	\$ 29,651.00	\$ 34,384.14	\$ 34,384.14	\$ 34,384.14
	Wastewater Connection Levy (rate rider)	\$ 23,159.00	\$ 25,173.00	\$ 25,425.00	\$ 25,675.00
	Wastewater Utility Levy	\$ 57,600.00	\$ 87,300.00	\$ 99,000.00	\$ 99,900.00
	Transfer from Reserves	\$ 5,790.00			
<b>Total Public Works</b>		<b>\$ 116,200.00</b>	<b>\$ 146,857.14</b>	<b>\$ 158,809.14</b>	<b>\$ 159,959.14</b>
<b>Planning and Development</b>					
161-000-410	Compliance Certificates	\$ 566.15	\$ 577.48	\$ 589.03	\$ 600.81
161-000-520	Development Permits / Appeal Fees	\$ 5,610.00	\$ 5,722.20	\$ 5,836.64	\$ 5,953.38
161-000-510	Inspection Fees	\$ 1,132.31	\$ 1,154.95	\$ 1,178.05	\$ 1,201.61
161-000-590	Encroachment Fees	\$ 1,113.84	\$ 1,136.12	\$ 1,158.84	\$ 1,182.02
		\$ -	\$ -	\$ -	\$ -
<b>Total Planning and Development</b>		<b>\$ 8,422.30</b>	<b>\$ 8,590.75</b>	<b>\$ 8,762.56</b>	<b>\$ 8,937.81</b>
<b>Total Revenue</b>		<b>\$ 479,810.29</b>	<b>\$ 520,678.82</b>	<b>\$ 549,965.89</b>	<b>\$ 560,882.88</b>

Account #	Department / Description Council	2023 Budget	2024 Budget	2025Budget	2026 Budget
211	Remuneration				
211-101-150	Mayor Remuneration	\$ 6,000.00	\$ 6,120.00	\$ 6,242.40	\$ 6,367.25
211-102-150	Deputy Mayor Remuneration	\$ 4,000.00	\$ 4,080.00	\$ 4,161.60	\$ 4,244.83
211-103-150	Councillor Remuneration	\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42
<i>Total Remuneration</i>		\$ 12,000.00	\$ 12,240.00	\$ 12,484.80	\$ 12,734.50
	Travel and Subsistence				
211-101-210	Mayor Trav & Sub	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02
211-102-210	Deputy Mayor Trav & Sub	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
211-103-210	Councillor Trav & Sub	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
<i>Total Travel and Subsistence</i>		\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04
	Registration & Conventions				
211-201-212	ASVA Conference	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74	\$ 1,166.62
211-201-212	AUMA Conference	\$ 879.46	\$ 897.05	\$ 914.99	\$ 933.29
211-202-212	Disaster Forum				
	Council Education Opportunities	\$ 450.00	\$ 452.00	\$ 452.00	\$ 452.00
<i>Total Registration and Conventions</i>		\$ 2,428.79	\$ 2,470.37	\$ 2,510.73	\$ 2,551.91
	Memberships				
211-301-220	AUMA Membership	\$ 1,007.76	\$ 1,027.92	\$ 1,048.47	\$ 1,069.44
211-302-220	ASVA Membership	\$ 1,034.28	\$ 1,054.97	\$ 1,076.06	\$ 1,097.59
211-303-220	FCM Membership	\$ 175.51	\$ 179.02	\$ 182.60	\$ 186.25
211-304-220	Mayors & Reeves Membership	\$ 116.63	\$ 118.96	\$ 121.34	\$ 123.77
<i>Total Memberships</i>		\$ 2,334.18	\$ 2,380.86	\$ 2,428.48	\$ 2,477.05
<b>Total Council</b>		<b>\$ 21,762.97</b>	<b>\$ 22,191.23</b>	<b>\$ 22,626.01</b>	<b>\$ 23,069.49</b>



Account #	Department / Description	2023 Budget	2024 Budget	2025Budget	2026 Budget
<b>Administration</b>					
121-1	Personnel				
212-100-110	Salaries	\$ 97,472.00	\$ 99,421.44	\$ 101,409.87	\$ 103,438.07
212-100-130	Training	\$ 1,826.00	\$ 1,862.52	\$ 1,899.77	\$ 1,937.77
212-100-210	Travel & Subsistence	\$ 2,191.00	\$ 2,234.82	\$ 2,279.52	\$ 2,325.11
212-100-211	WCB	\$ 1,395.00	\$ 1,422.90	\$ 1,451.36	\$ 1,480.39
212-100-266	PW Fleet	\$ 730.00	\$ 744.60	\$ 759.49	\$ 774.68
212-100-140	Benefits	\$ 3,377.00	\$ 3,444.54	\$ 3,513.43	\$ 3,583.70
<i>Total Personnel</i>		<i>\$ 106,991.00</i>	<i>\$ 109,130.82</i>	<i>\$ 111,313.44</i>	<i>\$ 113,539.71</i>
212-2	Consumables				
212-200-215	Postage / Freight / Courier	\$ 1,100.00	\$ 1,122.00	\$ 1,144.44	\$ 1,167.33
212-200-500	Printing costs	\$ 1,002.00	\$ 1,022.04	\$ 1,042.48	\$ 1,063.33
212-200-510	Office Supplies	\$ 1,826.00	\$ 1,862.52	\$ 1,899.77	\$ 1,937.77
<i>Total Consumables</i>		<i>\$ 3,928.00</i>	<i>\$ 4,006.56</i>	<i>\$ 4,086.69</i>	<i>\$ 4,168.43</i>
212-3	Facilities & Equipment				
212-300-217	Phone / Fax/ Internet	\$ 913.00	\$ 940.39	\$ 968.60	\$ 997.66
212-300-540	Utilities	\$ 1,643.00	\$ 1,692.29	\$ 1,743.06	\$ 1,795.35
212-300-250	Facility Improvements	\$ 1,826.00	\$ 1,880.78	\$ 1,937.20	\$ 1,995.32
212-300-255	Facility Maintenance	\$ 3,881.00	\$ 1,137.34	\$ 1,137.34	\$ 1,137.34
212-300-263	Condominium Costs	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreement	\$ 2,738.00	\$ 2,820.14	\$ 2,904.74	\$ 2,991.89
212-300-242	IT Equipment	\$ 455.00	\$ 468.65	\$ 482.71	\$ 497.19
212-300-265	Equipment Maintenance	\$ 274.00	\$ 282.22	\$ 290.69	\$ 299.41
212-300-270	Equipment Purchase/Rental	\$ 730.00	\$ 751.90	\$ 774.46	\$ 797.69
	Fleet Replacement Reserve	\$ -	\$ -	\$ -	\$ -
212-300-510	Other	\$ 91.00	\$ 1,962.36	\$ 1,962.36	\$ 1,962.36
	Development Contingency				
	Building Insurance NEW	\$ 548.00	\$ -	\$ -	\$ -
<i>Total Facilities &amp; Equipment</i>		<i>\$ 13,099.00</i>	<i>\$ 11,936.07</i>	<i>\$ 12,201.16</i>	<i>\$ 12,474.20</i>
<i>Total Shared Budget</i>		<i>\$ 124,018.00</i>	<i>\$ 125,073.45</i>	<i>\$ 127,601.29</i>	<i>\$ 130,182.34</i>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
212-4	Municipal Specific				
212-400-220	Election Expenses/Meetings	\$ 1,000.00	\$ 1,030.00	\$ 5,000.00	\$ 5,000.00
212-402-220	Donations to other organizations	\$ -	\$ -	\$ -	\$ -
212-400-221	Bank Fees	\$ 700.00	\$ 714.00	\$ 728.28	\$ 742.85
212-400-222	Advertising	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
212-400-230	Legal Fees	\$ 4,500.00	\$ 4,590.00	\$ 4,681.80	\$ 4,775.44
212-400-231	Audit Fees	\$ 6,600.00	\$ 6,812.00	\$ 6,812.00	\$ 6,812.00
212-400-232	Assessment Fees	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00
212-400-231	Accounting Software	\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 4,382.25	\$ 4,469.90	\$ 4,559.29	\$ 4,650.48
212-400-910	Tax Changes	\$ 106.08	\$ 108.20	\$ 110.37	\$ 112.57
274-000-510	ICF - Contingency	\$ -	\$ -	\$ -	\$ -
247-000	Infrastructure Reserve	\$ 40,000.00	\$ 57,000.00	\$ 64,000.00	\$ 64,000.00
212-400-	Fleet Replacement Reserve	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<i>Total Municipal Specific</i>		<i>\$ 66,188.33</i>	<i>\$ 83,634.10</i>	<i>\$ 94,811.94</i>	<i>\$ 95,023.94</i>
<b>Total Administration</b>		<b>\$ 190,206.33</b>	<b>\$ 208,707.55</b>	<b>\$ 222,413.23</b>	<b>\$ 225,206.27</b>



Account #	Department / Description	2023 Budget	2024 Budget	2025Budget	2026 Budget
<b>Protective Services</b>					
223-000-200	Contracted Fire Service	\$ 9,765.70	\$ 9,961.01	\$ 10,160.23	\$ 10,363.44
226-000-200	Enforcement	\$ 8,000.00	\$ 8,160.00	\$ 8,323.20	\$ 8,489.66
224-000-200	Emergency Management	\$ 2,800.00	\$ 2,856.00	\$ 2,913.12	\$ 2,971.38
224-000-201	Safety Equipment	\$ 220.73	\$ 225.15	\$ 229.65	\$ 234.24
224-000-	Policing costs (RCMP)	\$ 18,179.00	\$ 18,180.00	\$ 18,180.00	\$ 18,180.00
<b>Total Protective Services</b>		<b>\$ 38,965.43</b>	<b>\$ 39,382.16</b>	<b>\$ 39,806.20</b>	<b>\$ 40,238.73</b>
<b>Public Works</b>					
Maintenance Programs					
232-000-200	Green Space Program	\$ 10,608.00	\$ 10,820.16	\$ 11,036.56	\$ 11,257.29
232-000-201	Tree Removal	\$ 15,000.00	\$ 15,300.00	\$ 15,606.00	\$ 15,918.12
232-000-255	Plowing Program	\$ 27,580.80	\$ 28,132.42	\$ 28,695.06	\$ 29,268.97
232-000-250	Road Maintenance Program	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
232-000-530	Ditch and Culvert Program	\$ 2,198.66	\$ 2,242.63	\$ 2,287.48	\$ 2,333.23
232-000-265	Sign Program	\$ 2,220.21	\$ 2,264.62	\$ 2,309.91	\$ 2,356.11
232-000-270	Pathway Program	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28	\$ 5,628.65
<i>Total Maintenance</i>		<i>\$ 83,311.67</i>	<i>\$ 84,977.90</i>	<i>\$ 86,677.46</i>	<i>\$ 88,411.01</i>
Waste Water / Water					
242-000-250	SLRWW Gov & Admin	\$ 6,605.00	\$ 6,737.10	\$ 6,871.84	\$ 7,009.28
	SLRWW Debenture				
	Wastewater Service Rate Charges	\$ 36,166.00	\$ 33,488.00	\$ 38,640.00	\$ 40,098.00
	Transfer to Reserves	\$ 944.00	\$ 22,298.00	\$ 28,965.00	\$ 31,793.00
	SBC Wastewater Debenture Share	\$ 28,949.00	\$ 28,949.00	\$ 28,949.00	\$ 28,949.00
	SBC Wastewater Maintenance Program	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00
	Wastewater project costs				
242-000-251	SLR Water Comm.	\$ -	\$ -	\$ -	\$ -
<i>Total Wastewater</i>		<i>\$ 93,664.00</i>	<i>\$ 112,472.10</i>	<i>\$ 124,425.84</i>	<i>\$ 128,849.28</i>



Account #	Department / Description	2023 Budget	2024 Budget	2025Budget	2026 Budget
	Waste and Recycle				
243-000-200	Waste Removal Contract	\$ 12,729.60	\$ 12,984.19	\$ 13,243.88	\$ 13,508.75
243-000-255	Landfill	\$ 17,503.20	\$ 17,853.26	\$ 18,210.33	\$ 18,574.54
<i>Total Waste</i>		<i>\$ 30,232.80</i>	<i>\$ 30,837.46</i>	<i>\$ 31,454.21</i>	<i>\$ 32,083.29</i>
<b>Total Public Works</b>		<b>\$ 207,208.47</b>	<b>\$ 228,287.46</b>	<b>\$ 242,557.51</b>	<b>\$ 249,343.58</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025Budget	2026 Budget
<b>Planning and Development</b>					
Memberships					
261-000-110	Development Services	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73
261-000-215	SDAB Costs	\$ 600.00	\$ 612.00	\$ 624.24	\$ 636.72
261-000-220	MPC Costs	\$ 1,200.00	\$ 1,224.00	\$ 1,248.48	\$ 1,273.45
261-000-200	Planning Projects	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
261-000-115	IDP (reserve)	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
<b>Total Planning and Development</b>		<b>\$ 4,300.00</b>	<b>\$ 4,396.00</b>	<b>\$ 4,494.22</b>	<b>\$ 4,594.71</b>
<b>Recreation and Planning</b>					
274-000-850	Parkland Regional Library	\$ 714.00	\$ 728.28	\$ 742.85	\$ 757.70
272-000-515	Regatta/Canada Day	\$ 3,000.00	\$ 3,060.00	\$ 3,121.20	\$ 3,183.62
212-403-220	FCSS to Town of Sylvan Lake	\$ 2,146.90	\$ 2,189.83	\$ 2,233.63	\$ 2,278.30
	Buoys	\$ 5,388.86	\$ 5,496.64	\$ 5,606.57	\$ 5,718.71
272-000-510	Parks and Playgrounds (Sunset/Glen's)	\$ 6,067.86	\$ 6,189.22	\$ 6,313.00	\$ 6,439.26
<b>Total Recreation and Planning</b>		<b>\$ 17,317.62</b>	<b>\$ 17,663.97</b>	<b>\$ 18,017.25</b>	<b>\$ 18,377.60</b>
<b>Environment</b>					
Memberships					
273-100-150	Environmental Projects (SLMC & Lake Si	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 49.47	\$ 50.46	\$ 51.47	\$ 52.50
273-000-220	Shoreline Restoration	\$ -	\$ -	\$ -	\$ -
<b>Total Environment</b>		<b>\$ 49.47</b>	<b>\$ 50.46</b>	<b>\$ 51.47</b>	<b>\$ 52.50</b>
412-000-900	<b>Accumulated Surplus</b>	\$0.00	\$0.00	\$0.00	\$0.00
412-000-901	<b>Annual Surplus/Deficit</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Budget</b>		<b>\$ 479,810.29</b>	<b>\$ 520,678.82</b>	<b>\$ 549,965.89</b>	<b>\$ 560,882.88</b>

## **Summer Village of Sunbreaker Cove**

**November 29, 2022**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item:** *Municipal Accountability Program*

#### **Background:**

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

Municipal Affairs identified that while we do have motions to purchase the building, there was no resolution in minutes stating the location of the municipal office. In order to be compliant, Administration is asking that Council make the motion today.

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

- 1) That Council accept as information.
- 2) That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

#### **Administrative Recommendations:**

That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

#### **Authorities:**

*Municipal Government Act*, Section 204

A council must name a place as its municipal office.

## **Summer Village of Sunbreaker Cove**

**November 29, 2022**

### **Council and Legislation**

### **Request for Decision**

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

##### **Background:**

As a requirement by Lacombe County to allow their peace officers and commissionaires the ability to enforce paid parking within the designated areas of the summer village, the traffic bylaw would have to be amended to include the paid parking provisions.

Rather than changing the traffic bylaw and further possible amendments should Lacombe County change their bylaws, a new bylaw was created to adopt the Lacombe County's Use of Roads Bylaw #1370/22, and 2022 Rates and Fees Bylaw #1371/22, for the Summer Village of Sunbreaker Cove.

In the *Municipal Government Act*, Division 2, Scope of Bylaws, Geographic areas of bylaws, it states:

12 A bylaw of a municipality applies only inside its boundaries unless

(a) one municipality agrees with another municipality that a bylaw passed by one municipality has an effect inside the boundaries of the other municipality and the council of each municipality passes a bylaw approving the agreement, or

(b) this or any other enactment says that the bylaw applies outside the boundaries of the municipality.

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

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

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

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

Enforcement Bylaw #176-22 at this meeting.

- 4) That Council give 3<sup>rd</sup> and final reading to the Boat Launch Enforcement Bylaw #176-22.

**Authorities:**

*Municipal Government Act*, Division 2, Scope of Bylaws

SUMMER VILLAGE OF SUNBREAKER COVE  
BOAT LAUNCH ENFORCEMENT BYLAW  
BY-LAW 176-22

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ADOPTION OF VARIOUS BYLAWS OF LACOMBE COUNTY AS BYLAWS OF THE SUMMER VILLAGE OF SUNBREAKER COVE.

**WHEREAS**, pursuant to Division 2, Scope of Bylaws, Geographic area of bylaws, 12 (a), of the *Municipal Government Act*, RSA 2000, c. M-26, one municipality agrees with another municipality that a bylaw passed by one municipality has an effect inside the boundaries of the other municipality and the council of each municipality passes a bylaw approving the agreement; and

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

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

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

- 1. That the bylaws of Lacombe County listed hereunder attached hereto, and as amended by Lacombe County shall continue as bylaws for the Summer Village of Sunbreaker Cove until they are repealed.

Bylaw No. 1370/22 – Use of Roads Bylaw  
Bylaw No. 1371/22 - 2022 Rates and Fees Bylaw

- 2. That the bylaws shall apply only to the areas specified in ‘Schedule A’ of the Summer Village of Sunbreaker Cove.
- 3. That this bylaw shall be effective upon 3<sup>rd</sup> and final reading being given.

READ a first time this 28<sup>th</sup> day of November 2022.

READ a second time this 28<sup>th</sup> day of November 2022.

READ a third and final time this 28<sup>th</sup> day of November 2022.

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

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



Schedule ‘A’

Geographic Coverage Area of Bylaws

Sunbreaker Cove - Geographic Coverage Area



**Schedule 'B'**

LACOMBE COUNTY USE OF ROADS BYLAW #1370/22



**BYLAW NO. 1370/22**

A BYLAW OF LACOMBE COUNTY IN THE PROVINCE OF ALBERTA RESPECTING THE USE OF HIGHWAYS UNDER THE DIRECTION, CONTROL AND MANAGEMENT OF LACOMBE COUNTY.

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

AND WHEREAS the Council of Lacombe County deems it necessary to provide for the direction, control and management of all roads within the County;

NOW THEREFORE the Council of Lacombe County in the Province of Alberta, duly assembled, hereby enacts the following:

1. **TITLE**

- 1.1. This Bylaw shall be known as the "Use of Roads Bylaw".

2. **DEFINITIONS**

- 2.1. "County" means the municipal corporation of Lacombe County or where the context permits, means the area within the municipal boundaries of Lacombe County.
- 2.2. "Controlled Space" means that portion of a highway or parking lot where parking is subject to charge and regulation in accordance with an applicable traffic control device.
- 2.3. "County Manager" means the Chief Administrative Officer of Lacombe County or designate.
- 2.4. "Cultivate" means to loosen or break up the soil.
- 2.5. "Dispose" includes discharging, dumping, throwing, dropping, discarding, or abandoning.
- 2.6. "Highway" has the same meaning as within the Traffic Safety Act, RSA 2000, c. T-6 and includes a "Road" as defined in the Municipal Government Act, RSA 2000, c M-26.
- 2.7. "Litter" means:
- a) Rubbish, refuse, garbage, waste material, paper, packages, containers, bottles, cans, or any part thereof,
  - b) Any article, product, machinery, motor vehicle, building materials or other manufactured goods or part thereof, or
  - c) Trees, shrubs, manure, sewage, straw, hay, soil, gravel, rock, dead animals, or dead fowl.
- 2.8. "Municipal Tag" has the same meaning as within the Enforcement of Bylaws, bylaw 1373/22.
- 2.9. "Peace Officer" means:
- a) a Police Officer,
  - b) a person appointed as a Peace Officer pursuant to the Peace Officer Act, S.A. 2006, c. P-3.5, or
  - c) a person appointed as a bylaw enforcement officer pursuant to the Municipal Government Act, RSA 2000, c M-26.

- 2.10. "Second Offence" means the penalty when any person contravenes the same provision of the Bylaw twice within a consecutive twelve-month period.
- 2.11. "Traffic Control Device" has the same meaning as within the Traffic Safety Act, RSA 2000, c. T-6 and includes any payment terminal erected for the use of a controlled space.
- 2.12. "Third Offence" means the penalty when any person contravenes the same provision of the Bylaw three times within a consecutive twelve-month period.
- 2.13. "Vehicle" has the same meaning as defined in the Traffic Safety Act, RSA 2000, c. T-6 and includes off-highway vehicles as defined in the Off-highway Vehicle Bylaw, Bylaw 1137/11.
- 2.14. "Violation Ticket" means as defined in the Provincial Offences Procedure Act, RSA 2000, c. P-34.

### 3. CONTROLLED PARKING SPACES

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

### 4. DISABLED PARKING

- 4.1. Parking spaces for persons with disabilities shall be marked by signs posted by the County.
- 4.2. No person shall stop or park a vehicle in a parking space, or any part thereof, that is marked or designated for the use of persons with disabilities, unless:
  - a) the vehicle displays a placard or license plate issued or recognized by the Registrar for a person with a disability; and
  - b) the vehicle is operated by, or is being used to transport, a person with a disability.
- 4.3. Where, pursuant to Section 4.2., the Vehicle is identified by a placard for a person with a disability, the owner or operator shall have such placard visibly displayed while the vehicle is stopped or parked in a parking space designated for disabled parking.

## 5. EXCEPTIONS

5.1. Sections 3 and 4 of this Bylaw shall not apply to:

- a) any person performing work of an emergency nature for the preservation or protection of life, health or property, but the onus shall be on the person performing the work to show that that the work was of an emergency nature;
- b) any act of maintenance or repair being carried out by employees or contractors of Lacombe County
- c) any act of emergency maintenance or repair being carried out by employees or contractors of a private utility;
- d) the operation of emergency equipment for any emergency vehicle;
- e) a Peace Officer engaged in performing their duty; or
- f) any activity within the sole jurisdiction of the Government of Canada or the Province of Alberta.

5.2. The County Manager may authorize the parking of a vehicle or may exempt a vehicle or class of vehicles from the parking provisions of this bylaw.

## 6. USE OF HIGHWAYS

- 6.1. No person shall dispose of, or cause to be disposed of, any litter on a highway.
- 6.2. No person shall cultivate, or cause to be cultivated, a highway or any portion thereof.
- 6.3. No person shall remove, cut, or otherwise destroy trees or shrubs located on a highway.
- 6.4. No person shall remove any soil, sand, or gravel from a highway.
- 6.5. No person shall grade, ditch, or otherwise change the contour of a highway.
- 6.6. No person shall deposit snow upon the traveled portion of a highway.
- 6.7. No person may wash or clean equipment or vehicles on any portion of a highway.
- 6.8. No person shall install a fence or other physical structure on a highway.
- 6.9. No person shall install an approach on a highway.
- 6.10. No person shall install drainage works or facilities on a highway.
- 6.11. No person shall install a sign on a highway.
- 6.12. No person shall damage, deface, destroy, remove, or tamper with a traffic control device, or sign.
- 6.13. Notwithstanding anything hereinbefore contained the County Manager may issue a permit to a person authorizing any of the actions or things prohibited within Sections 6.1. to 6.12. inclusive of this Bylaw.

## 7. OFFENCE

- 7.1. Any person who contravenes this bylaw is guilty of an offence and liable on summary conviction as outlined in "Schedule B".
- 7.2. If a vehicle is involved in a contravention of this bylaw, the owner of that vehicle is guilty of an offence and liable on summary conviction as outlined in "Schedule B".

8. MUNICIPAL TAG

8.1. A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

8.2. For the purposes of this bylaw, the Municipal Tag shall state:

- a) the offence,
- b) date and time of the offence,
- c) location of the offence,
- d) the name and address of the offender if ascertainable,
- e) any vehicle license plate number and jurisdiction of issue if involved,
- f) The Peace Officer's name and appointment number,
- g) the appropriate penalty for the offence as in Schedule "A" of this Bylaw, and
- h) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag.

9. VIOLATION TICKETS

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

10. SEVERABILITY PROVISION

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

11. REPEAL OF BYLAW

11.1. Bylaw No. 1074/08 is hereby repealed.

12. EFFECTIVE DATE

12.1. This Bylaw shall take effect as and from third and final reading.

Received first and second readings, and by unanimous consent of the Councillors present, a third reading and finally passed this 14<sup>th</sup> day of April, 2022.

  
Reeve

  
County Manager

SCHEDULE "A"  
MUNICIPAL TAG

	<u>PENALTIES</u>	<u>SECTION</u>
First Offence	Fine amount of \$75.00	3.1. – 3.6.
	Fine amount of \$150.00	4.1 – 4.3.
Second Offence	Fine amount of \$150.00	3.1. – 3.6.
	Fine amount of \$300.00	4.1 – 4.3.
Third Offence	Fine amount of \$300.00	3.1. – 3.6.
	Fine amount of \$600.00	4.1 – 4.3.
First Offence	Fine amount of \$300.00	6.0. – 6.12.
Second Offence	Fine amount of \$1000.00	6.0. – 6.12.
Third Offence	Fine amount of \$2500.00	6.0. – 6.12.

**SCHEDULE “A”  
MUNICIPAL TAG**

	<u>PENALTIES</u>	<u>SECTION</u>
First Offence	Fine amount of \$150.00	3.1. – 3.6.
	Fine amount of \$300.00	4.1 – 4.3.
Second Offence	Fine amount of \$300.00	3.1. – 3.6.
	Fine amount of \$600.00	4.1 – 4.3.
Third Offence	Fine amount of \$600.00	3.1. – 3.6.
	Fine amount of \$1,200.00	4.1 – 4.3.
First Offence	Fine amount of \$1000.00	6.0. – 6.12.
Second Offence	Fine amount of \$2500.00	6.0. – 6.12.
Third Offence	Fine amount of \$5000.00	6.0. – 6.12.



Schedule ‘C’

2022 RATES AND FEES BYLAW #1371/22

**BYLAW No. 1371/22**

A BYLAW OF LACOMBE COUNTY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE ESTABLISHMENT OF FEES FOR VARIOUS SERVICES, SUPPLIES, INFORMATION, APPLICATIONS AND APPEALS PROVIDED TO THE PUBLIC

WHEREAS, Pursuant to Section 7 of the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, Council has the authority to pass bylaws related to the delivery of services provided by or on behalf of the municipality.

WHEREAS, Lacombe County provides a variety of services and supplies to the public for a fee; and

WHEREAS, Lacombe County has established fees for the conduct of appeals and hearings; and

WHEREAS, Pursuant to the provisions of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, Lacombe County must make certain information available to the public;

NOW THEREFORE, the Council of Lacombe County, duly assembled, enacts as follows:

1. Short Title and Purpose

- 1.1. This bylaw may be cited as the "2022 Rates and Fees Bylaw".
- 1.2. This bylaw establishes fees and rates for services and supplies offered by Lacombe County, and which are not already covered under another bylaw of Lacombe County.

2. Rates

- 2.1. Schedules 1, 2, 3, 4, 5, & 6 attached hereto and forming part of this bylaw, outline the fees and rates established for each service area of the County.
- 2.2. Fees and charges for items not included in this bylaw or any other County bylaw may be established by the County Manager, or designate, as required from time to time.

3. Other Terms and Conditions

- 3.1. All goods and services provided by the County are payable at time of delivery.
- 3.2. **Unless otherwise indicated**, all fees are exclusive of any Goods and Services Tax ("GST"), and the County will charge GST on goods and services in accordance with the provisions of the Excise Tax Act.
- 3.3. Fees and rates charged by the County shall be paid for using the following methods: cash, cheque, Interac®, bank draft, money order, or electronic funds payment.
- 3.4. The County may also offer other forms of payment through a 3<sup>rd</sup> party payment processor.
- 3.5. Subject, to guidelines adopted by policy, the County may also provide credit to customers of County services and supplies.
- 3.6. Two percent (2%) per month (26.82% annual effective rate) shall be charged on accounts receivable balances not paid with the net 30-day terms of payment with the exception of:
  - a. Amounts owed by federal provincial and municipal governments and agencies customers.
  - b. Amounts subject to a payment plan as approved by the County Manager.

- 3.7. At the discretion of the County Manager, or designate, late payments penalties may be waived, cancelled, or adjusted.
4. Lacombe County Bylaw #1352/21 is hereby repealed.
5. Rates in this bylaw become effective upon adoption of this bylaw.

Received first and second readings, and by unanimous consent of the Councillors present, a third reading and finally passed this 14<sup>th</sup> day of April, 2022.

  
\_\_\_\_\_  
Reeve  
\_\_\_\_\_  
County Manager

## Schedule 1 Corporate Services

### 1. General Fees and Charges

#### a. Photocopying

Single Sided	\$0.25 per page
Double Sided	\$0.40 per page

#### b. Fax Transmission

Local	\$0.50 per page
Long Distance	\$1.00 per page

#### c. Staff Time to Produce Information Not Provided for Elsewhere in This Policy

\$7.50 per ¼ hour

#### d. FOIP Requests

As per Lacombe County Freedom of Information and Protection of Privacy Bylaw, as amended from time to time.

#### e. Copies of Council, Council Committee, MPC & SDAB Meeting Minutes

County Ratepayers - No charge for 1<sup>st</sup> copy of minutes of each meeting. Additional copies provided at cost of photocopying noted above.

Non-County Ratepayers - Provided at cost of photocopying noted above.

#### f. Electronically Generated Records

CD Rom      \$3 per CD, and staff time to produce record

### 2. Aerial Photography/Mapping

#### Regular

County Map	\$15
County Map (mailed)	\$15 plus mailing costs
County Atlas Booklet	\$23
County Atlas Booklet (mailed)	\$23 plus mailing costs
County Map Foldup	\$15
County Map Foldup (mailed)	\$15 plus mailing costs

#### Laminated

County Map	\$17
County Map (mailed)	\$17 plus mailing costs

#### Quarter Section Maps

8.5" x 11" Hard Copy	\$5
8.5" x 11" Digital Copy	\$10

#### Air Photo

\$100 per township

#### Custom Mapping

\$65 per hour (minimum 1-hour charge)

### 3. Tax Certificates

\$25

### 4. Dishonored Payment

\$25

### 5. Cemetery Plots – Mirror and District Cemetery (Bylaw 1008/05)

Single Plot Lacombe County resident	\$200
Single Plot Non-resident	\$400
Cremation Plot – Lacombe County resident	\$100
Cremation Plot – Non-resident	\$200

Field of Honour – Veteran	\$100
Field of Honour – Veteran’s spouse	\$200
Perpetual Care – Single Plot	\$100
Perpetual Care – Cremation Plot	\$60
Opening/Closing – Cremains	\$200

6. Dog Licensing Fees

Obtained prior to February 28 <sup>th</sup>	Altered \$15.00	Unaltered \$25.00
Obtained after February 28 <sup>th</sup>	Altered \$30.00	Unaltered \$50.00

7. Mirror Lot Sales Prices (Council Policy AD(8))

Type	Size	Price
Serviced With Water and Sewer - at Property Line	50’ x 120’	\$14,000
	Other Sizes	\$2.33/sq. ft.
Serviced With Water and Sewer– in Adjacent Street	50’ x 120’	\$9,800
	Other Sizes	\$1.63/sq. ft.
Unserviced Lots	Subject to Council approval	

All lot sales are subject to G.S.T.

8. Deferred Servicing Fee for QEII West Lacombe Business Parks  
Connection Fee as per Bylaw 1353/21, clause 4.10

Deferred Servicing Fee	\$75,215.52 per ha
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Schedule 2  
Agricultural Services

1.	<u>Rental Equipment AG(3) and AG(9)</u>	<u>Charge</u>	<u>Deposit</u>
	Slide-in Sprayer (150 or 200 gallon)	\$50 per day	\$200
	Pull Type Pasture Sprayer	\$50 per day	\$200
	Skunk Trap	N/C	\$75
2.	<u>Tree Shelterbelt Program AG(1)</u>		
	Tree planter (crew of two)	\$30 per hour	
	Road construction projects	N/C	
3.	<u>Weed Notice Work AG(8)</u>		
	The rates below shall be charged for the period commencing from when the equipment leaves the County shop until it returns.		
	Backpack sprayer and operator	\$ 50 per hour, plus mileage	
	Kubota and operator	\$110 per hour, plus mileage	
4.	<u>Kubota and Operator Spraying Services</u>		
	County Residents	\$10 per acre	
	Non-County Residents	\$110 per hour, plus mileage	
	Private Gravel Pits	\$60 per hours, plus mileage	
5.	<u>County Provided Pesticides for Weed Notice Work and Spraying Services</u>	Lacombe County Cost	

Schedule 3  
Assessment

1. For Owner or Purchaser
- Summary printout of  
property assessment record

No charge
- Detailed printout of  
property assessment record

No charge
2. Inspection of Assessment Roll
- During regular business hours inspection of the current assessment roll pursuant to Section 307 will be at no charge for the first one half hour. The person may transcribe what information is available provided it does not interfere with the right of other persons to view the roll.

First one-half hour

No charge

Additional time

\$15 per half hour
3. Professional Inquiries (Lawyers, Realtors, Appraisers, etc.)
- Telephone inquiries for property assessment and tax levy information

\$10 per parcel
- Copy of Ratepayer Summary and Farmland Details - Non-owner's request with authorization

\$10 per parcel
- Copy of detailed printout of Property Assessment Record - Non-owner's request with authorization

\$20 per parcel
- Assessment sales printout

\$10 per page
- Staff time to produce reports in excess of 15 minutes

\$15 per half hour
4. Assessment Complaints
- Fees for filing assessment complaints to the Assessment Review Board are:

Residential – 3 or fewer dwellings and farmland

\$50 per parcel

Residential – 4 or more dwellings

\$650 per parcel

Non-residential

\$650 per parcel

If the Assessment Review Board makes a decision in favour of the complainant, the fees are refunded.
5. Tax Recovery
- Registration of tax notification

\$50 per parcel Plus  
land title costs for notification of owner
6. MGA Section 299 and 300 Requests for information:
- Submitted with appropriate form

Residential 3 or fewer dwellings and farmland

\$25 per parcel

Residential 4 or more dwellings

\$75 per parcel

Non-residential

\$75 per parcel

Schedule 4

Planning and Development

1. Development Permit Application (Bylaw 1237/17)
- a. All Development Permit Applications except those listed in 1(b)

\$200
- b. All Development Permit Applications made for all uses in the commercial and industrial districts, and for the following uses in all districts: sand and gravel extraction and processing; communication towers, minor business, and trade; community facility; special events; campground – major; alternative energy – microgeneration; cannabis production facility; and cannabis retail

\$500
2. Subdivision Application (Bylaw 829/95)
- For a single parcel (where rezoning is not required), such as a “first parcel out” subdivision or a “fragmented parcel”, or a boundary adjustment:

Application Fee\$500

Approval Fee\$250

Lake Area Subdivisions

Level 1 (1 lot) \$1,000

Level 2 (2-10 lots) \$5,000

Level 3 (11-25 lots) \$10,000

Level 4 (26-50 lots) \$12,000

Level 5 (51-100 lots) \$14,000

Level 6 (101-150 lots) \$16,000

Level 7 (151-200 lots) \$18,000

Level 8 (201 lots+) \$20,000

All Other Areas

Level 1 (1 lot) \$1,000

Level 2 (2-10 lots) \$4,000

Level 3 (11-25 lots) \$8,000

Level 4 (26-100 lots) \$10,000

Level 5 (101-200 lots) \$12,000

Level 6 (201 lots+) \$15,000

Approval Fee\$1,000
3. Re-designation (Bylaw 1237/17)
- A flat advertising fee of \$1,500 is applicable to all re-designation and other Land Use Bylaw changes.

Where the request is for a zoning change to allow for the subdivision of land for multi-lot development for residential and other uses:

Lake Area Re-Designations

Level 1 (1 lot) \$1,000

Level 2 (2-10 lots) \$5,000

Level 3 (11-50 lots) \$10,000

Level 4 (51-250 lots) \$15,000

Level 5 (251 lots+) \$25,000

All Other Areas

Level 1 (1 lot) \$1,000

Level 2 (2-10 lots) \$5,000

Level 3 (11-50 lots) \$7,500

Level 4 (51-250 lots) \$10,000

Level 5 (251 lots+) \$15,000

If no subdivision is involved the re-designation application fee is:

\$1,000
4. Sign Applications
- \$50
5. Compliance Reports
- \$100
6. Pre-circulation of Development Permit and Re-designation Applications
- \$50

7. Plans and Bylaws (Paper Copies)

Municipal Development Plan	\$10
Land Use Bylaw	\$50
Buffalo Lake Intermunicipal Development Plan	\$10
Lacombe Intermunicipal Development Plan	\$10
Town of Blackfalds/Lacombe County Intermunicipal Development Plan	\$10
Milton/Morningside Area Structure Plan	\$10
Lacombe/Blackfalds Fringe Area Structure Plan	\$10
Mirror Area Structure Plan	\$10
South of Highway 11 Area Multi-lot Country Residential Outline Plan	\$10
Burbank Local Plan	\$10
Gull Lake Intermunicipal Development Plan	\$10
Sylvan Lake Management Plan: 2000 Update	\$10
Sylvan Lake Public Access Study	\$10
Sylvan Lake Water Quality Assessment Study and Watershed Management Considerations	\$10
Highway 2A Urban Corridor Area Structure Plan	\$10
Town of Bentley/Lacombe County Intermunicipal Development Plan	\$10
Village of Alix IDP	\$10
Village of Clive/Lacombe County Intermunicipal Development Plan	\$10
Town of Eckville/Lacombe County Intermunicipal Development Plan	\$10

8. Initiation of Development Without Development Permit Approval or Failure to Meet Condition(s) of Development Approval

All Districts Except for Commercial, Industrial, Recreational and Agricultural (as noted below)

Permitted Use	\$ 500
Discretionary Use	\$1,000

Commercial, Industrial or Recreational District

Permitted Use	\$2,000
Discretionary Use	\$3,000

Agricultural District

Minor Business or Trade or Contractor Business	\$3,000
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9. Historical Land Use Search

\$100

10. Subdivision & Development Appeal Board Appeal Fees

Stop Order Appeal	\$500
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### Schedule 5 Operations

1. Road and Infrastructure Standards Manual \$150
  
2. Dust Treatment on Roads OP(6)

Calcium Chloride – (1/3 <sup>rd</sup> cost recovery)	\$3.27 per lineal metre*
	<i>*subject to change - pending yearly tenders and equipment costs</i>
  
3. Sale of Non-Statutory Road Allowance OP(14)

Subject to Council approval	30% of County per acre rate
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4. Sale of Materials OP(17)

Used Culverts	50% of purchase price
Used Grader Blades	4' - \$3.00 each 8' - \$6.00 each
  
5. Sale of Bridge Materials OP(20)

	Current market price plus 12% administration fee and 10% capital recovery surcharge
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6. Urban Municipal Road Maintenance OP(24)

Subject to Council approval	Cost plus 15%
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7. Utility and Approach Inspection OP(27)

Approach approvals (industry)	\$150
Utility crossings	\$150
Seismic approvals	\$150
Road use inspections	\$150
  
8. Rentals

Wire Winder	\$50 per day
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9. Sale of Signs

Sign – 75 cm x 75 cm (includes post and installation)	\$215 each
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10. Rural Address Signs

(Sign Specifications as per Bylaw No. 1112-10)	
Sign	\$35 each
Post	\$18 each
Installation (sign and post)	\$90 each
  
11. Domestic Septic Waste in the Mirror Lagoon

Charges for this service will be based on the capacity dumped.	
Per Load (Single Axle)	\$35



Per Load (Tandem Axle)

\$65

12. Clean Up Program

“A” Rate (Paved Roads) - \$75/km of roadway right of way cleaned. This rate shall apply to all paved roadways within Lacombe County.

“B” Rate (Gravel Roads) - \$50/km of roadway right of way cleaned.

13. Parking Fees for Areas as authorize by Bylaw 1370/22

- a. All parking fees include GST.
- b. All fees apply during May 1<sup>st</sup> to October 15<sup>th</sup> of each year, weather dependent
- c. Season passes cover parking from May 1<sup>st</sup> to October 15<sup>th</sup> of each year.
- d. The following rates apply to designated parking areas at Sandy Point Beach & Boat Launch Areas (per vehicle, includes trailer)

ii.	Beach Stalls	
	1. Per Hour	\$ 3.00
	2. Per Day	\$ 15.00
	3. Per Season	\$120.00
iii.	Boat Launch Stalls	
	1. Per Day	\$ 20.00
	2. Per Season	\$160.00
iv.	Launch Only	
	1. Per Hour	\$ 10.00
	2. Per Season	\$ 80.00

- b. The following rates apply to designated parking areas at Sunbreaker Cove Parking Lot (per vehicle, includes trailer)

i.	Boat Launch Stalls	
	1. Per Day	\$ 20.00
	2. Per Season	\$160.00
ii.	Park Only	
	1. Per Hour	\$ 10.00
	2. Per Season	\$ 80.00
iii.	Launch Only	
	1. Per Hour	\$ 10.00
	2. Per Season	\$ 80.00

Schedule 6  
Fire Services

1. Emergency Response Fees

Service	Fee
Fire Suppression Response	<u>Total response time less than 1 hour: \$0</u>  <u>Total response time greater than 1 hour:</u> Fire Engine First Hour - \$500 Additional Hours - \$250/ half hour or part thereof Additional Units First hour - \$350 Additional hours - \$175 / unit / half hour or part thereof
Motor Vehicle Collision Response	Alberta Transportation Rates at a minimum of one hour
Any response	Cost of material used and third-party costs
Response to motor vehicle collision or fire on	Alberta Transportation Rates
Response to a fire monitoring system nuisance alarm <i>Defined as any alarm system malfunction, including faulty equipment and misuse of alarm.</i>	No charge first response \$100 for second response \$200 for third response \$300 for subsequent responses

2. Inspections, Permits and Services

Service	Fee
<b>Inspections</b> Inspection Re-Inspection Provincial License Inspection Occupancy Load Certificate Construction Site Inspection and Plan Review Fire Code Plan Review Mileage	 \$ 150.00 / hour \$ 175.00 / hour \$ 150.00 / hour \$ 50.00 each \$ 150.00 / hour \$ 150.00 / hour \$ 0.75 / km
<b>Special Events</b> Trade Show Floor Plan Review and Inspection Temporary Tent Plan Review and Inspection Food Outlet Inspection Special Events Permit	 \$150 / hour \$150 / hour \$150 / hour \$50 each
<b>Investigation Services</b> Investigator Mileage 3D Imagery Aerial Imagery Lab Analysis (USD) Lab Report (USD) Any additional courier fees. Accelerant Detection Canine Canine Team - Mileage Expert Testimony Forensic Imagery and Evidence Services - <i>Forensic services only (working under the primary investigator), which includes scene documentation, evidence, collection, evidence logs and imagery</i>	 \$ 175.00 / hour \$ 0.75 km \$ 250.00 investigation \$ 250.00 investigation \$ 175.00 per sample \$ 65.00 per report at cost  \$ 150.00 / hour \$ 0.75 km \$ 175.00 / hour  \$ 175.00 / hour

<b>Outside Request for Investigation Information</b>	
File Search (FOIP)	\$ 125.00 request
Copy of Investigation Report	\$ 250.00 report
Photographs	\$ 50.00 per 20 images
Photographic Log	\$ 75.00 / hour
Aerial 3D Imagery	\$ 50.00 process
Ground Based 3D Imagery	\$ 50.00 process

## **Summer Village of Sunbreaker Cove**

**November 29, 2022**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Bylaw Enforcement Officer Bylaw***

#### **Background:**

During the recent Municipal Accountability Review, it was noted by Municipal Affairs that the Bylaw Enforcement Officer Bylaw #171-22 is not compliant as it does not include the appeal process applicable to misuse of power by bylaw enforcement officers.

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

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

- 1) That Council accept as information.
- 2) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Bylaw Enforcement Officer Bylaw #177-22.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to the Bylaw Enforcement Officer Bylaw #177-22.
- 2) That Council give 2<sup>nd</sup> reading to the Bylaw Enforcement Officer Bylaw #177-22.
- 3) That Council by unanimous consent give 3<sup>rd</sup> reading to the Bylaw Enforcement Officer Bylaw #177-22 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Bylaw Enforcement Officer Bylaw #177-22.

#### **Authorities:**

*Municipal Government Act*, Section 556 (b)

Every Council must by bylaw

- (b) establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.

**SUMMER VILLAGE OF SUNBREAKER COVE  
BYLAW ENFORCEMENT OFFICER BYLAW  
BYLAW #177-22**

A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, RESPECTING THE ENFORCEMENT OF BYLAWS.

WHEREAS pursuant to:

Section 7 (i) of the *Municipal Government Act*, RSA 2000, C M-26, a Council may pass bylaws respecting the enforcement of bylaws;

Section 555 of the *Municipal Government Act*, a person who is appointed as a Bylaw Enforcement Officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

Section 556 of the *Municipal Government Act*, a Council must pass a bylaw specifying the powers and duties of Bylaw Enforcement Officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Bylaw Enforcement Officers;

Part 13, Division 4 of the *Municipal Government Act*, the municipality may carry out numerous enforcement powers and duties, which may be exercised by Bylaw Enforcement Officers;

Section 1(k)(vii) of the *Provincial Offences Procedure Act*, RSA 2008, c P-3, a person who is employed or retained by a municipality for the preservation and maintenance of the public peace in the exercise or discharge of their powers and duties will be considered a "peace officer" for the purposes of the Act;

The Council of the Summer Village of Sunbreaker Cove duly assembled enacts:

1. This By-law may be called the "By-law Enforcement Officer By-law".
2. DEFINITIONS
  - 2.1 In this By-law
    - a) "*Administrator*" means the person appointed by Council to carry out the duties of Administrator for the Municipality.
    - b) "*By-law*" means the by-laws of the Municipality of the Summer Village of Sunbreaker Cove.
    - c) "*By-law Enforcement Officer*" means the person or persons appointed as per the provisions of this by-law.
    - d) "*Chief By-law Enforcement Officer*" means the person appointed as per the provisions of this by-law.
    - e) "*Municipality*" means the Summer Village of Sunbreaker Cove.



3. CHIEF ADMINISTRATIVE OFFICER ROLE

3.1 The Chief Administrative Officer may:

- a) appoint individuals as Bylaw Enforcement Officers in accordance with this bylaw;
- b) further delegate the authority to appoint Bylaw Enforcement Officers, including specified duties and authorities, to a Municipality, and ensure the Municipality establishes a disciplinary procedure for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.

4. POWERS, DUTIES AND APPOINTMENT OF THE CHIEF BY-LAW ENFORCEMENT OFFICER

4.1 The Chief By-law Enforcement Officer shall

- a) ensure that municipal by-laws are enforced as may be required from time to time by Council.
- b) be responsible for the supervision of all appointed By-law Enforcement Officers and / or by-law enforcement services.
- c) make recommendations to the Council with respect to any proposed contract with a corporation or other similar body for the provision of by-law enforcement services.

4.2 The Administrator shall be the Chief By-law Enforcement Officer.

**PART 5 – BYLAW ENFORCEMENT OFFICERS**

5.1 In accordance with their appointment by the CAO, Bylaw Enforcement Officers may:

- a) issue municipal tags and/or violation tickets for offences under bylaws;
- b) exercise all the powers, duties, and functions of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with section 542 of the *Municipal Government Act*;
- c) exercise all the powers, duties, and functions of a designated officer to issue written orders pursuant to sections 545 and 546 of the *Municipal Government Act*;
- d) take whatever actions or means are necessary to remedy a contravention or prevent a re-occurrence of a contravention of the *Municipal Government Act*, an enactment that the Summer

Village is authorized to enforce, or a bylaw in accordance with section 549 of the *Municipal Government Act*;

- e) take whatever actions or measures are necessary to eliminate a danger to public safety caused by a structure, excavation, or hole or to deal with the unsightly condition of property in accordance with section 549 of the *Municipal Government Act*; and
- f) issue notices not to trespass under the *Trespass to Premises Act*.

5.2 The appointment of an individual as a Bylaw Enforcement Officer in accordance with this bylaw is deemed to be written authorization to issue violation tickets for offences under bylaws specified in the appointment as the case may require.

5.3 To be eligible for appointment as a Bylaw Enforcement Officer, individuals must provide to the CAO:

- a) a recent criminal record check acceptable to the CAO;
- b) demonstrated commitment to good character;
- c) proof of adequate training necessary for performing the powers, duties, and functions of a Bylaw Enforcement Officer; and
- d) any other requirement specified by the CAO.

5.4 The CAO may impose terms and conditions on a Bylaw Enforcement Officer appointment.

5.5 Prior to commencing their duties, all Bylaw Enforcement Officers must take the official oath contained in Schedule A.

5.6 Bylaw Enforcement Officers are subject to the supervision of and accountable to the CAO and must comply with their appointment and all Summer Village policies, directives, and procedures.

5.7 If, in the opinion of the CAO, based on reasonable grounds, a Bylaw Enforcement Officer has misused a power, contravened their appointment of this bylaw, including any terms or conditions, or acted contrary to the public interest, the CAO may issue a written reprimand, suspend with or without pay for a period not exceeding six months, or revoke or modify the Bylaw Enforcement Officer's appointment.

- a) Prior to issuing a written reprimand, suspending, revoking, or modifying a Bylaw Enforcement Officer appointment, the CAO must provide the affected Bylaw Enforcement Officer with written notice of the proposed reprimand, suspension, revocation, or modification, including reasons.
- b) The affected Bylaw Enforcement Officer may make written representation to the CAO respecting the proposed reprimand, suspension, revocation, or modification.
- c) The CAO will provide the Bylaw Enforcement Officer, and the complainant, if any, with a written decision, including reasons,

on the proposal to reprimand, suspend, revoke, or modify the Bylaw Enforcement Officer's appointment.

- 5.8 If an individual appointed as a Bylaw Enforcement Officer is no longer employed or retained by the Summer Village, or if the individual's role is modified such that the individual no longer requires appointment as a Bylaw Enforcement Officer or requires a modified appointment, the CAO may modify or revoke the Bylaw Enforcement Officer's appointment.

**PART 6 – APPEAL PROCESS**

- 6.1 If either the complainant or the Bylaw Enforcement Officer wishes to appeal the decision of the CAO, the appeal shall be delivered to the Summer Village Council within sixty (60) days of the date of receipt of the written decision of the CAO.
- 6.2 Within sixty (60) days from the date of the receipt of appeal as provided for in section 6.1, the Summer Village Council shall review the complaint, and written decision of the CAO, speak to the person(s) involved as deemed necessary and review any other related documents associated with the matter.
- 6.3 The Summer Village Council, in considering the appeal, may dismiss the appeal or allow the appeal and impose or vary discipline as outlined in section 5.7.
- 6.4 The Summer Village Council, within sixty (60) days of receiving a notice of appeal, notify the complainant, if any, and the Bylaw Enforcement Officer, in writing as to the results of the appeal. The decision of the Summer Village Council with regard to the appeal is final.

**PART 7 – OFFENCES**

- 7.1 Any person who contravenes a bylaw is guilty of an offence.
- 7.2 Unless otherwise specified, a municipal tag may be issued for any offence under a bylaw.
- 7.3 If a municipal tag is issued for an offence, the municipal tag must specify the fine amount established by the bylaw for the offence.
- 7.4 A person who commits an offence may, if a municipal tag is issued for an offence, pay the fine amount established by the bylaw for the offence and if the amount paid on or before the required date, the person will not be prosecuted for the offence.
- 7.5 if a violation ticket is issued in respect of an offence under a bylaw the violation ticket may:
  - a) specify the fine amount established by the bylaw for the offence; or
  - b) require a person to appear in court without the alternative or making a voluntary payment.

- 7.6 A person who commits an offence may, if a violation ticket is issued specifying the fine amount established by bylaw for the offence, make a voluntary payment equal to the specified fine amount.
- 7.7 A person found guilty of an offence under a bylaw is liable to a fine in an amount not less than that specified in the bylaw, and in any event not exceeding \$10,000.00 or imprisonment for not more than one year for non-payment equal to the specified fine amount.
- 7.8 In the case of an offence under a bylaw that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by the bylaw for each such day.

## **PART 8 – GENERAL**

- 8.1 This bylaw applies to every bylaw of the Summer Village.
- 8.2 (1) An order, notice, municipal tag, violation tag, or other document required or authorized to be issued by a Bylaw Enforcement Officer or by the CAO pursuant to this bylaw must be served by:
- a) Sending the order, notice, municipal tag, violation ticket, or other document by regular mail, or electronic mail, to the mailing address or electronic mail address, of the person named in the order, notice, or document;
  - b) Posting the order, notice, municipal tag, violation ticket, or other document in a conspicuous location at the property, or on a vehicle subject to the order, notice, or other document;
  - c) Personally serving the order, notice, municipal tag, violation ticket or document on the person named in the order, notice, municipal tag, violation ticket, or document.
- (2) Unless otherwise specified in a bylaw or enactment, service of an order, notice, municipal tag, violation ticket, or other document in accordance with section 8.2 is presumed to be affected:
- a) Immediately upon the date issued, if the order, notice, municipal tag, violation ticket, or other document is sent by means of electronic mail;
  - b) 7 days from the date of mailing if the order, notice, municipal tag, violation ticket, or other document is mailed to an address in Alberta; or
  - c) 14 days from the date of mailing if the order, notice, municipal tag, violation ticket, or other document is mailed to an address outside of Alberta but within Canada.
- (3) Unless otherwise specified in a bylaw or enactment; service of an order, notice, municipal tag, violation ticket, or other document in accordance with section 8.2 is in effect on the date of delivery.

**PART 9 – SEVERABILITY PROVISION**

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

**PART 10 – REPEAL OF BYLAW**

- 10.1 Summer Village of Sunbreaker Cove Bylaw #171-22 is hereby repealed.

**PART 11 – EFFECTIVE DATE**

- 11.1 This Bylaw shall come into force and take effect on its passing.

INTRODUCED AND GIVEN FIRST READING this 28<sup>th</sup> day of November 2022.

GIVEN SECOND READING this 28<sup>th</sup> day of November 2022.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 28<sup>th</sup> day of November 2022.

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

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

SCHEDULE "A"

OATH OF OFFICE

CANADA)  
PROVINCE OF ALBERTA)

I, **«First Name» «Last Name»**, swear that I will  
diligently, faithfully and to the best of my ability execute  
according to law the office of Bylaw Enforcement  
Officer as stipulated on my appointment as a Bylaw  
Enforcement Officer. So, help me God.

TAKEN and subscribed before me) At Sylvan Lake, Alberta)  
This «Day», day of «Month» (A.D., «Year»)

--- OR ---

CANADA)  
PROVINCE OF ALBERTA)

I, **«First Name» «Last Name»**, solemnly and truly  
declare and affirm that I will diligently, faithfully and to  
the best of my ability execute according to law the  
office of Bylaw Enforcement Officer as stipulated on my  
appointment as a Bylaw Enforcement Officer.

TAKEN and subscribed before me) At Sylvan Lake, Alberta)  
This «Day», day of «Month» (A.D., «Year»)



**Summer Village of Sunbreaker Cove****November 29, 2022****Council and Legislation****Request for Decision****Agenda Item:** *Emerging Trends in Municipal Law***Background:**

Administration has received information on the upcoming Emerging Trends in Municipal Law seminar hosted annually by Brownlee LLP. This year's sessions are being held in Calgary on Thursday, February 9, 2023, and in Edmonton on Thursday, February 16, 2023. The topics for the seminar have not yet been released but will be the same at both venues.

The CAO usually attends this seminar but it is also a good learning opportunity for Elected Officials as it covers trends to help your community grow. The cost to attend in person is \$185 plus GST or \$100 plus GST to attend virtually.

**Options for Consideration:**

Council includes a line item in the budget for Council Education Opportunities. \$450.00 was proposed in the 2023 budget but Council could also cover the expenses under travel and subsistence.

**Administrative Recommendations:**

That Council discuss and provide direction to Administration.

**Authorities:**

*2023 Budget*



**BROWNLEE LLP**  
Barristers & Solicitors

# EMERGING TRENDS IN MUNICIPAL LAW

**THE TRENDS YOU NEED TO KNOW  
FOR YOUR COMMUNITY TO GROW**

**CALGARY** | FEBRUARY 9, 2023  
ATTEND IN-PERSON

**EDMONTON** | FEBRUARY 16, 2023  
ATTEND IN-PERSON OR VIRTUALLY

[BrownleeLaw.com](http://BrownleeLaw.com)

You are invited to join us in person – or virtually – this February for our annual **Emerging Trends in Municipal Law** seminar. The 2023 edition of this annual event will feature timely and critical topics that are curated exclusively for our elected and administrative municipal clients.

For 2023, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, Edmonton's in-person session will be live-steamed for those who prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

Further details regarding the topics will be announced in the near future.

## Event Details

### Calgary

Date: Thursday, February 9, 2023

Time: 8:30 am – 3:30 pm

Location: Best Western Premier Calgary  
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

### Edmonton

Date: Thursday, February 16, 2022

Time: 8:30 am – 3:30 pm

Location: Edmonton Expo Centre

Address: 7515 - 118 Ave. NW, Edmonton

**REGISTER****Feb. 9, 2023****REGISTER****Feb. 16, 2023****In-Person Admission: \$185 + GST****Virtual Admission: \$100 + GST**

## **Hotel Booking Information**

### **Calgary**

Location: Best Western Premier Calgary  
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room *before January 6, 2023*,  
call **1.800.661.1464**, [email the hotel](#), or  
[book a room online](#) and provide the  
following information:

**Group Name:** Brownlee LLP

**Block ID:** 173702

### **Edmonton**

Hotel: Sandman Signature Edmonton  
Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room *before January 30, 2023*,  
call **1-800-SANDMAN**, [email the hotel](#), or  
[book a room online](#) and provide the  
following information:

**Block Code:** EMERGING2023

If you have any questions, please contact me at [jrosso@brownleelaw.com](mailto:jrosso@brownleelaw.com).

**Summer Village of Sunbreaker Cove****November 29, 2022****Planning and Development****Request for Decision:****Agenda Item:** *Tourist Home Regulations Maximum***Background:**

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

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

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

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

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

**Options for Consideration:**

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

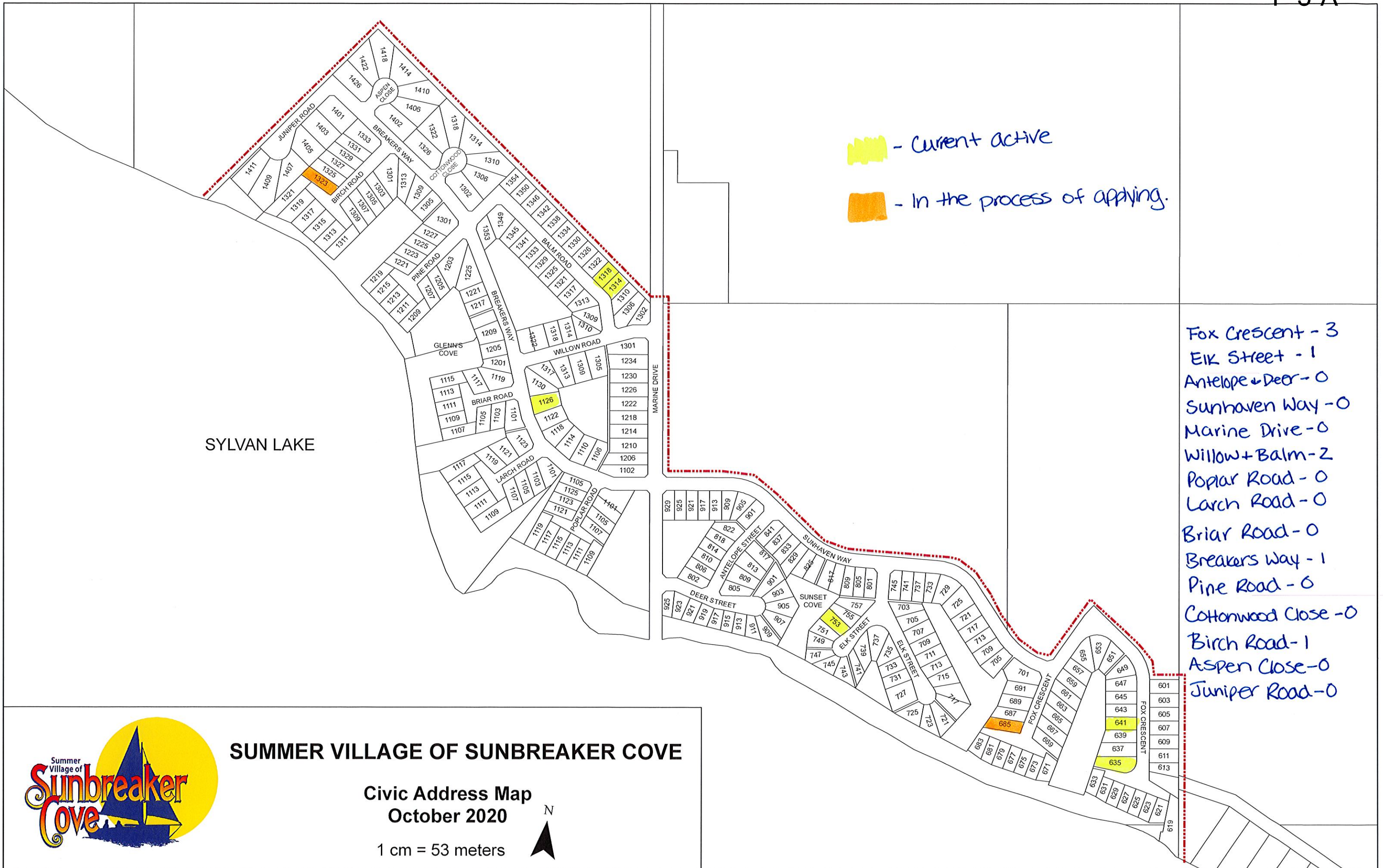
**Administrative Recommendations:**

Council to discuss and direct administration.

**Authorities:**

Land Use Bylaw #99/13.





## **Summer Village of Sunbreaker Cove**

**November 29, 2022**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

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

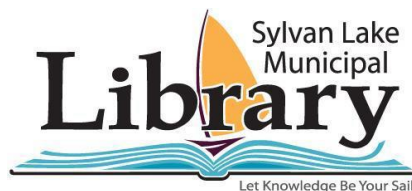
#### **Correspondence:**

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

#### **Upcoming Meetings:**

Next Council Meeting – December 12, 2022





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

**WEDNESDAY – OCTOBER 12, 2022 – 6:30PM**

### **1. Treasurer's Report**

The Treasurer's Report was approved as presented. The annual budget presentation will be made to the Town of Sylvan Lake Council in November.

### **2. Director's Report**

The Director's Report was approved as presented.

During the month of September, the library began opening on Sundays after a long hiatus due to the health pandemic. Come down and enjoy all this community hub has to offer from 1:00pm to 5:00pm.

The children's space has been refreshed with colourful custom shelves for the book collection and the recent purchase of foldable rolling tables will allow flexibility for programming.

### **3. Programming Report**

A Teen Advisory Committee was started this month where teens are invited to meet at the library to help plan and implement programs or projects that they have interest in. Ideas put forth include a Forensics Club, Horror Club, and a Cosmetology Club.

On October 24 at Landmark Cinemas in Sylvan Lake, the Film Society will be showing "Hallelujah: Leonard Cohen, a Journey, a Song" from 7:00pm to 9:00pm. Previously screened TIFF film selections are available to borrow from the library by following this link:

<https://sylvanlibrary.prl.ab.ca/services/previous-film-society-movies>

The partnership with the Sylvan Lake Lodge has continued and residents are always excited to receive their new selections. This service has been called a "great blessing to their day" by residents and staff alike. One of the programmers began the orientation process at Bethany Care Centre this month, which will allow her to expand the visits into this facility in October.

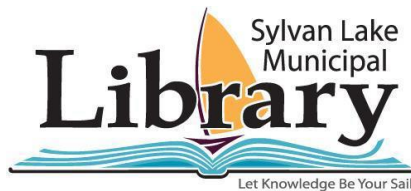
### **4. Policy**

The Bylaws of the Town of Sylvan Lake Library Board were passed during this meeting with unanimous consent given for the third reading. This bylaw required updating to reflect items that the library will now have to charge GST on.

Work continues within sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:30pm.

**Next Regular Meeting – November 9, 2022, at 6:30pm.**



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

**WEDNESDAY – NOVEMBER 9, 2022 – 6:30PM**

### **1. Treasurer's Report**

The Treasurer's Report was approved as presented.

The annual budget presentation will be made by Andrea Newland, Library Director, to the Town of Sylvan Lake Council on November 14 at 6:00pm.

### **2. Director's Report**

The Director's Report was approved as presented.

The fall was busy with interviewing and new hires. Two positions were filled including a casual, on call Library Clerk along with a Communication and Development Coordinator (formerly the Marketing Consultant position).

### **3. Programming Report**

October was a full month for programming at the library. The first fall story time session wrapped up, a Bannock lunch was hosted, and some new programs were introduced including a Teddy Bear Drive-In Movie and Halloween Rock Painting. The 2022 Film Society season finished strong with a near full house for Hallelujah: Leonard Cohen, a Journey, a Song.

In recognition of the National Day for Truth and Reconciliation, Cindy Leclerc attended the library to run a Bannock Lunch while sharing her knowledge and culture. She made homemade Bannock and stew for participants and spoke from the heart about the importance of honouring the calls for Truth and Reconciliation. This was the first time since the health pandemic began that this day could be shared.

### **4. Board Elections**

Some Board elections were held including the positions of Chair, Briana and Secretary, Sean. The positions of Vice Chair and Treasurer were tabled until the next regular meeting.

### **5. Policy**

Work continues within sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:05pm.

**Next Regular Meeting – January 11, 2023, at 6:30pm.**



# *Parkland Update*

Thursday, October 20, 2022

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

## **Read Alberta eBooks and eMagazines**

The Read Alberta Collection now includes 42 diverse and made-in-Alberta eMagazine titles, in addition to the existing digital collection of more than 2,000 Alberta-published eBooks.

The project officially launches at public libraries across Alberta on **October 24, 2022**. Library patrons can now borrow eMagazines covering a diverse range of topics including lifestyle, sports and leisure, crafting, current affairs, cities and regions, literary arts, food and drink, and special interest titles. We have been provided with a press release, social media copy, and posts to help promote the new materials. For any questions, contact [director@albertamagazines.com](mailto:director@albertamagazines.com).

## **Golden Ticket Contest**

As we wrap up October and Canadian Library Month, a few reminders about the Golden Ticket Contest and Membership Drive.

Please send your ticket entries to Parkland in the van run, email to [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca), or submit them in our [Wufoo form](#). All entry submissions must be received by October 31 at 5:00pm and the winner will be drawn on November 1.

Golden Ticket Prizes include:

- 5 \$100 google play gift cards
- Samsung tablet and \$100 google play gift card

- Sony Bluetooth headphones and \$100 google play gift card

We will also discover the library with the most new members per capita in the month of October on November 1. They will win their choice of the following for their library.

1. An [Oculus Rift Meta Quest](#)
2. \$550 Vistaprint Pro Shop Order
3. Magic Workshop Program with Kyle Key for your library

## Connection Campaign Feedback

Parkland recently created a region-wide advocacy campaign and we are seeking feedback. Please take a moment to fill out [this brief survey](#) so we can make improvements for future campaigns.

## LIBRARY NEWS

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

## Member Library Staff Highlight

Tammy is one of the managers at Bentley Municipal Library. She has been there for the last 8 years. Tammy loves the offering of unique items in their library of things, including snowshoes, cake pans, and even a karaoke machine! Even better is watching patrons light up when they find out it's free to access with their library card! Tammy and her husband own property in El Salvador and travel there twice a year.

Tammy's book recommendation is [Wish You Were Here](#) by [Jodi Picoult](#).

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short](#)



[questions!](#)

### Rocky Public Library Gaming Event



Rocky Public Library is hosting their 5th gaming extravaganza event on Saturday, November 5 starting at 6:30pm - 1:00am. If you know any video gamers in your community, please let them know about this event. If you know anyone that is interested, refer them to [this pre-registration page](#) with all the details!

### Stettler Public Library Writers Workshop

Stetter Library is hosting a writers workshop delivered by Miji Campbell this weekend on Saturday, October 22 at 1:00pm. No writing experience is required and the fee is \$20/person. Advise any interested patrons to call the Stettler Library to reserve their spots.

### Edson and District Public Library Video

Michael Baird, the manager at Edson and District Public Library and staff have written, performed, and produced a hilariously entertaining video promoting the library and one of the most popular eResource available, Libby! If you weren't able to attend Michael's session at Stronger Together last week, for the international premier of this epic video, then please take a few minutes to [watch it now](#). Well done and a big congrats to Michael and the staff at AED for this fun and clever way to promote AED services and eResource!



## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **PLC Meeting** - October 24 at 10:00am
- **Library Managers Coffee Break** - October 26 at 10:00am

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

### Promoting Your Collections: Messaging, Merchandising, and More

**October 27**

Collections are the mainstays of libraries. After spending lots of money and time curating, processing, and making them available, you may think the work is done. But there's one more vital step—promoting them! [This webinar](#) will help you go beyond basic book displays and posters. The registration fee is \$49 per person.

### Board Basics Training Series October-November

The PLSB is currently offering their Board Basics training series. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 20 – [Governance Tools](#)  
 October 26 – [The Library Board Member](#)  
 October 27 – [Funding and Finances](#)  
 November 2 – [Working Together](#)  
 November 3 – [The Public Library Network](#)

They also offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

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# *Parkland Update*

Thursday, November 3, 2022

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

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## Golden Ticket Contest Winners

WE HAVE THE  
*Winner!*

2022 Membership Drive Winner  
BASHAW MUNICIPAL LIBRARY

2022 Golden Ticket Contest Prize Winners

\$100 Google Play Gift Card and Galaxy A7 Tablet

- Benjamin from Penhold

\$100 Google Play Gift Card and Bluetooth Headphones

- Gayle from Sundre

\$100 Google Play Gift Card

- Christina from Water Valley
- Joshua from Sundre
- Ty from Donalda
- Azra from Cremona
- Lennyn from Blackfalds

## A Note from Stronger Together

The Stronger Together Planning team would like to say a big Thank You for attending the 2022 joint virtual library conference. With over 1000 registrations, 4 keynote speakers, 20 breakout sessions, and 13 sponsors this year was an amazing success. If you missed any of the sessions or would like to watch them again, [replays can be found on our conference website](#).

Additionally, we would love to hear about your conference experience. [Please fill out this brief feedback survey](#) and help us make the future of shared learning incredible!

## Overdrive Magazines Marketing Materials

As discussed in the October PLC meeting, eMagazines will continue to be available in Overdrive. Conveniently, Overdrive has created a [package of marketing materials](#) for their magazines for library use.

## Red Hot Science

Red Deer Polytechnic's Red Hot Science youth outreach program is pleased to offer technology, coding and robotics workshops. These 1-1.5 hour workshops introduce youth to fun, hands-on tech with real-world applications in industries including agriculture. These programs are built for specific grades to ensure participants have the best experience possible: Grades K-4, Grades 2-4, and Grades 5-8.

Libraries are responsible for:

- Registration. Minimum 4 and a maximum of 8 children.
- Child supervision. Children ages 8 and under should have an adult with them.
- Providing Space: Each attendee should have a chair, table space, and a bit of floor space.

If you are interested in hosting a Red Hot Science Program, [register on our support site](#).

## LIBRARY NEWS

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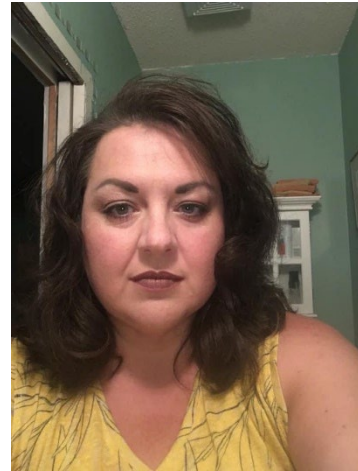
Find out about important deadlines and see what's happening at other Parkland Libraries!

## Member Library Staff Highlight

Terry is the manager at Alix Public Library, and just started 1 month ago! Terry has 4 backyard chickens and loves working with all people—especially kids!

Terry's book recommendation is anything by the author Sherrilyn Kenyon!

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short questions!](#)



## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Ordering with ULS** - November 22 at 1:30pm

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

### Steps to Successful Community

#### Engagement Webinar

**November 9**

**12 pm**

Tune in to learn about guidelines for community engagement—or how we can connect people with the library, using examples of successful community engagement.

If you're interested but not able to attend the live webinar, go ahead and [register](#). There will be a recording sent to all registrants after the fact.

### **How to Train Your Community on Libby Webinar**

**November 17**

**9 am**

Learn how to train your users on Libby, the library reading app! You'll walk away with a step-by-step guide to hosting your own training session and marketing materials to support your efforts. [Register now](#) to attend this engaging, 60-minute webinar.

### **Recipe for Preventing Burnout Podcast Episode**

[Hamza Khan](#) was a keynote speaker at the 2022 Stronger Together conference and his engaging and informative talks are not to be missed. In this [episode](#) from the podcast, [Nonprofits are Messy](#), Mr. Khan offers his advice and expertise for keeping your passion for the work ignited when preventing burnout.

### **The Fundamentals of Email Marketing for Nonprofits Webinar**

**November 17**

**12 pm**

Dive into the wonderful world of email marketing for nonprofits. [Register now](#) to learn how to craft engaging subject lines and copy to boost your email open and conversion rates so that you can raise more money.

### **LibraryCon Live**

**November 17**

[Join](#) Library Journal and School Library Journal on November 17 for our sixth annual LibraryCon Live! In addition to panels and keynotes, they're also offering fast-track learning sessions hosted by librarians and studio spotlights focusing on visual artists.

### **How Non-Profits Can Better Ally with Indigenous Organizations Podcast Episode**

The Truth and Reconciliation Commission of Canada was established more than 14 years ago. Learn how the nonprofit sector can take a more meaningful role in an area where its support could make a real difference. In a recent [episode](#) from the podcast CharityVillage Connects, you can hear from Indigenous leaders about how



the nonprofit sector can better support, and ally with, Indigenous-led organizations and communities.

**PARKLAND REGIONAL LIBRARY SYSTEM**

4565 46 Street  
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October 27, 2022

(via email)

Re: Request to amend PRLS Membership Agreement

Recently, your municipality would have received a letter from Judy Dahl, the mayor of the Town of Olds, requesting that your council join with them in amending the Parkland Regional Library Membership agreement. According to Dahl:

*"The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures."*

While it is perfectly acceptable to ask the board to make this change, Mayor Dahl declared the reason for this amendment being because:

*"Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."*

It is this point I wish to clarify. The Parkland board consulted a legal opinion on this matter which determined conclusively that using the population figures supplied by Alberta Treasury Board and Finance to invoice municipalities is entirely in accord with our membership agreement. As the Government of Alberta has stated, the "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future." see: <https://www.alberta.ca/municipal-population-lists.aspx>

The switch to using the Treasury Board population estimates for invoicing municipalities was first communicated to Parkland's member municipalities in 2021. The matter has been discussed nine times at Parkland Executive Committee and Board meetings. This culminated in May with the board passing a motion directing staff to build Parkland's 2023 budget using the population figures supplied by Treasury Board.

Should Parkland's member municipalities wish to change the membership agreement, they may certainly put their request before the board. However, it must be restated, that based on the legal opinion included with this letter, Parkland's use of the population estimates from Treasury Board and Finance for invoicing municipalities is fully in-line with Parkland's membership agreement.

The memo from Parkland's lawyer has been included for your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Debra Smith". The signature is written in a cursive, flowing style.

Debra Smith, Board Chair  
Parkland Regional Library System

**PRIVILEGED & CONFIDENTIAL****MEMORANDUM****To: R. Sheppard****Date: May 12, 2022****Fr: S. Alexander-Smith, QC****File:****RE: Use of Population data for funding per Master Agreement****BACKGROUND:**

A portion of your funding is levied against your members in accordance with the PRL Membership Agreement (“the Agreement”), as follows:

*8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule “B” and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*

Per the Agreement, the populations of each member is determined as follows:

*8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.”*

Historically, Alberta Municipal Affairs published population lists. Circa 2019, it has published that is now adopting the data prepared by the Office of Statistics and Information at Alberta Treasury Board and Finance in lieu of the population lists.

To set rates in 2021 & 2022, you relied on the population figures from the Treasury Board and Finance Resources, which was not objected to by your membership.

You are now preparing your Budget for 2023, and the question has been raised by a member, whether you should instead be:

- (a) using the last published population list by Municipals Affairs (2019), or
- (b) the Federal Census.

**ISSUE:**

Based on the terms of your membership agreement, what is the appropriate population figures to use to determine rates per clause 8.2 of your Agreement?

**DISCUSSION:**

Presently the Agreement that is executed by your membership directs your rules of play.

To interpret the terms of a bidding agreement, the court reads the contract as a whole, giving the words their ordinary and grammatical meaning consistent with the surrounding circumstances known to the parties at the time of contract formation.

If the operative consideration for funding under the Agreement is to adjust yearly based on the ‘recent’ population figures, then the indication by Municipal Affairs that they have discontinued their list in favour of adopting the Office of Statistics and Information at Alberta Treasury Board, supports that the Treasury Board figures are “the most recent population figure for the municipality as published by Alberta Municipal Affairs.”

While Alberta Municipal Affairs has informed on its website that it will continue to fund per capita grants based on the 2019 Municipal Affairs Population List until 2021 federal census results are available, that is not funding model set out in your Agreement. You are required to use the most recently published figures.

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

As such, to the extent your Agreement calls for ‘recent’, and the funding from members is reviewed annually, they ‘plain and ordinary meaning of ‘recent’ (and context - were further exploration of the circumstance be required) would support that appropriate interpretation of your Agreement is that the annual data for population estimates are derived from Office of Statistics and Information at Alberta Treasury Board.

In light of the above, if the membership wishes to amend the formula for calculating the membership levies, that would need to be done using the amending process set out in the agreement, being, clause 17, as modified by clause 8.6 (if applicable). This would include a transition to using Federal Census data rather than the Treasury Branch information. Having said that, if of its own volition, Municipal Affairs revised its publishing of population figures to be reliant on the Federal Census vs. the Treasury Board data, then arguably that would be the ‘the most recent population figure for the municipality as published by Alberta Municipal Affairs.’ But a review of the website lands with the Treasury Board, at this point in time.

I trust this answers your question, Please advise if you’d like further information or clarification.

S. Alexander-Smith, QC.

21 October 2022

**Re: Request to amend PRL Membership Agreement**

Dear Library Members,

The intent of this letter is to notify Parkland Regional Library (PRL) members that the Town of Olds has submitted a request to the board to amend the Membership Agreement, and further, to summarize our rationale in the hopes that your municipality will do the same.

Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: "*The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*"

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures.

To be clear, the Town of Olds is not disputing the dollar amount it provides to PRL, as we recognize the value of this organization; instead, Olds takes issue with the choice to use population statistics that are outside the scope of the Agreement. Should PRL adopt the Municipal Affairs' population figures and finds itself with a financial shortfall, the requisition can then be raised to achieve balance. Achieving balance using inaccurate statistics is, in our opinion, neither transparent nor in line with the spirit of the Agreement.

Members from PRL Area 9, (Town of Carstairs, Town of Didsbury, Town of Olds, County of Mountainview and Village of Cremona) are in agreeance and have passed respective motions asking for section 8.3 of the Agreement to be opened and amended as noted above.

If you agree with our position, we ask that your municipality consider a similar motion and forward that to PRL.

Thank you for your time and please reach out to Olds' PRL representative, Heather Ryan, ([hryan@olds.ca](mailto:hryan@olds.ca)) if you wish to discuss this further.

Kind Regards,

A handwritten signature in black ink that reads "Judy Dahl". The signature is written in a cursive, flowing style.

Mayor Judy Dahl

c: Town of Olds Council



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

#### PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

#### PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

#### Strategic Plan Update

At their August 18<sup>th</sup> meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

#### Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

#### Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

#### Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here: <https://www.prl.ab.ca/about-us/return-on-investment>

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

#### Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.



In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1<sup>st</sup>, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

### Committee News from Trustees

**Sedgewick & District Municipal Library** Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

**Delburne Municipal Library** has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

**Sundre Municipal Library** manager Karen Tubb has retired and they have a new manager starting immediately.

**Cremona Municipal Library** has a very popular Lego after school program.

**Penhold & District Public Library** has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

**Sylvan Lake Municipal Library** hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

**Clive Public Library** has a new manager.

**Castor Municipal Library** had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

**Stettler Public Library** has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

### Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

### With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

### Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

### Next Meeting: November 17, 2022, (Zoom)

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



# *Parkland Update*

Thursday, November 17, 2022

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

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## **Meet Jessica - Consultant Librarian at Parkland**

We are excited to announce that Parkland has hired Jessica Dinan as a Consultant Librarian to take over for Olya while she is on maternity leave.

Jessica has been working in libraries for the past 8 years and has worked in a variety of library settings, including public, school, academic, and special libraries. She loves traveling, hiking, adding to her ever-growing tea collection, and cuddling with her adorable cat, Kota, on cold winter days. Jessica loves to read general fiction, mysteries, sci-fi, graphic novels and comics, and listening to non-fiction. She's very excited to be joining the PRL Team!



## **Parkland 2023 Board Chair Election & Committee Appointments**

The Parkland Board has elected a new board chair, councillor Teresa Rilling from Sylvan Lake has been elected. Barb Gilliat, councillor at Alix also ran for the position of chair. The outgoing chair is Deb Smith who has served 11 years in that position.

The Parkland Board also made appointments to the Executive and Advocacy committees which are listed below.

## **The Parkland Executive Committee**

Teresa Rilling, Joy-Anne Murphy, Deb Coombes, Len Phillips, Jamie Coston, Norma Penney, Barb Gilliat, Deb Smith, Shannon Wilcox, and Janice Wing.

## **The Parkland Advocacy Committee:**

Debra Smith, Barb Gilliat, Gord Lawlor, Jul Bissell, Deb Coombs, Setphen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Teresa Cunningham.

## **Parkland 2023 Budget & Committees**

The 2023 PRLS budget has been passed by the municipalities.

## **2023 Parkland Van Run Schedule**

It is that time of year! Watch your van deliveries for next year's van delivery schedule. We will be sending them out next week.

## **Regional Library Systems CBC Article**

In conjunction with the other six library systems, Parkland is working on an advocacy strategy to encourage an increase in operating grants from the Provincial Government. Recently, the CBC interviewed two system directors and wrote [this article](#) on the subject.

## **LIBRARY NEWS**

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

## **Member Library Staff Highlight**

Jill is the manager at Water Valley Public Library. She has worked as the manager for ten months, and when she's not at the library she is busy being a farmer. Jill loves talking to all of the people that come into the library.

Check out Jill's book recommendation: [Other Birds By Sarah Addison Allen](#)

## Elnora Library Closure

Elnora Library has closed until further notice due to a building maintenance issue. The board is currently looking for a temporary location so they can resume services. An update will be provided when more information comes available.

## Documentary Heritage Communities Program

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

## ConnectedLibFEST Call for Proposals

The ConnectedLib team is planning the first ever [ConnectedLibFEST](#), focused on connected learning in small and rural libraries and communities. The virtual experience is scheduled for March 15 and 16 and will bring together library staff, researchers, and community members to learn from and with each other. If you would like to be involved in the FEST, the team has put out a call for facilitators and presenters to propose a session or get involved in other ways.

[Complete the interest form](#) to share your experience with connected learning and small and rural libraries, or to stay informed and receive additional information about the ConnectedLibFEST.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Ordering with ULS** - November 22 at 1:30pm

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

## **Library System Board Orientation**

### **November 21-23**

PLSB is pleased to offer our 2-hour training session designed specifically for library system board members. This session was offered earlier this year by the PLSB and they are pleased to present it again this fall.

Each session will offer the same content and will cover the following topics: public library structure and the role library systems play; responsibilities of library systems to member; responsibilities of library system board members; key relationships; and governance tools.

- [November 21, 2022](#), 7-9pm
- [November 22, 2022](#), 2-4pm
- [November 23, 2022](#), 10am-12pm

## **All the Free Resources You Can Find at Your Library**

### **Article**

Check out this recent [article by Wired](#) highlighting all of the amazing services libraries provide for free. Though this is an American Article, there is reference to rural libraries towards the end.

## **Advocacy in a Polarized World**

### **December 6**

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

Registration	Fee:	\$79
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## **Grantseeking for Libraries:**

### **Strategies and Tips**

### **Recorded Webinar**

If the process of evaluating opportunities and applying for a grant feels overwhelming, view [this recent webinar recording](#) to learn strategies for success that can benefit libraries of all sizes. This presentation covers aspects of grant development including mission alignment, how to build organizational support, and submitting a strong application. Funders

are often interested in a diverse set of applicants and communities to distribute their funding to, and this session will help you feel more confident and empowered to pursue these opportunities for your library.

**Re: Proposed Schedule for Sylvan Lake EMS**

Dear Minister Copping,

In February of 2022, Alberta Health Services brought forth a proposed schedule under the Hours of Work initiative decreasing ambulance coverage in the Town of Sylvan Lake. The Hours of Work Initiative was primarily aimed at transitioning communities away from 24 hour core-flex units which Sylvan Lake transitioned away from in 2019 to the current model of 12-hour assembled units. This proposed schedule goes against all goals for the Hours of Work initiative which had the goals of easing fatigue on staff, improving coverage in rural areas, and increasing budgetary spending. The following letter outlines the undersigned Staff of Associated Ambulance- Sylvan Lake concerns, opposition, and recommendations to the proposed changes.

**Reduction in Full-time EMS staff and community ambulance coverage hours:**

The proposed schedule for Sylvan Lake pales in comparison in weekly coverage hours to towns and cities of comparable population such as Wetaskiwin, and Lacombe where they are running 420, and 462 hours/ week respectively. Sylvan Lake would see a reduction of community coverage hours from 336/ week to 294/ week often resulting in only 1 ambulance scheduled during overnight hours and lacking 24/7 Advanced Life Support coverage the current model provides. In addition Sylvan Lake EMS would see a reduction of full time staff from 16 to 14.

Sylvan Lake is a resort destination seeing an influx of over 1 million visitors/ year and does not have a community hospital seeing a greater reliance on its Emergency Medical Services and increased call volumes. Due to the lack of a community hospital in Sylvan Lake patients are transported by EMS out of community, often resulting in extensive offload delays at Red Deer Regional Hospital. With only 1 ambulance available during overnight hours, Sylvan Lake will not have community coverage during these times and will rely on extended responses of ambulances from neighboring communities, and see an increased reliance on the Sylvan Lake Volunteer Fire Department to provide Medical First Response to life threatening emergencies. This also does not align well with high acuity Delta and Echo dispatch determinants with a multi-ambulance response plan.

**Increase in staff fatigue, turnover, and burnout**

One of the goals of the Hours of Work project was to improve staff retention and working schedules through more desirable shifts. The proposed model schedules practitioners to work shifts of entirely night shifts and weekends, with no rotation of schedule or variety of days worked. This goes against all standard scheduling practices and recommendations, disrupts circadian rhythms, and provides little work life balance. These types of scheduling practices will result in staff burn out, turnover, disability claims, increase in pecuniary costs and is contradictory to Alberta Health Service's core value of promoting work/life/family balance among staff and contract services.

**Recommendations**

Overall, as a staff we believe the proposed model poses a risk to the EMS system, the public, and would be detrimental to patient centered care. We are asking Alberta Health Services and the Health Minister to retract the proposed staffing cuts and proposed schedule, and to consider adding a 12-hour peak car to the current model of 2 assembled units which



would align with the goals of the Hours of Work project. The recent addition of a peak car in the City of Lacombe is proving to be successful. We are disappointed that position cuts are being proposed during the ongoing Covid-19 pandemic, while we are seeing record call volumes in Alberta and to an EMS service which is already far exceeding provincial ambulance utilization targets. We would welcome timely conversations to find a resolution that provides additional ambulance coverage for the Town of Sylvan Lake and surrounding area.

Respectfully yours,

**Bridget Catton**

Advanced Care Paramedic/ Operations Supervisor

**Joey Manson**

Primary Care Paramedic/ Operations Supervisor

**Ivy McKinley-Campos**

Primary Care Paramedic

**Brittney Wolff**

Primary Care Paramedic

**Bianca McKinley**

Primary Care Paramedic

**Nadine Flear**

Advanced Care Paramedic

**Justin Graham**

Primary Care Paramedic

**Tabatha Paul**

Primary Care Paramedic

**Tyler Boruck**

Primary Care Paramedic

**Yvonne Walter**

Primary Care Paramedic

**Cody Homeniuk**

Primary Care Paramedic

**Heidi Pike-Sturge**

Advanced Care Paramedic

**Mitch Clews**

Primary Care Paramedic

**Zack Kenyon**

Primary Care Paramedic

**Mac Grant**

Primary Care Paramedic

November 16, 2022

Address: #2 Erickson Drive Sylvan Lake, Alberta T4S 1P5

**Re: Summer Village of Sunbreaker Cove's Municipal Support for the Red Deer River Watershed Alliance**

Dear Summer Village Council,

Hi, I am Francine Forrest, and I am the new Executive Director of the Red Deer River Watershed Alliance (RDRWA). Thank-you for your ongoing support of the RDRWA, the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for our 2023-2024 fiscal year.

**Who We Are**

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. We are a multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead and ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP)
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

**An Ongoing Relationship**

The Summer Village of Sunbreaker Cove plays a key role in the RDRWA both as a partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Sunbreaker Cove has been a longstanding supporter of the RDRWA and we hope to see that relationship continue in 2023-2024. Consistent core funding from our partners is integral to the operations of WPACs and helps to directly support our ability to lead projects with adequate staff and resources.

**Benefits to Your Municipality**

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 17 years, our organization has developed many resources to

maintain and protect watershed health. The RDRWA's work benefits the Summer Village of Sunbreaker Cove by providing watershed assessment, programming and regional planning materials and input to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health benefits.


### Update on Activities

Highlights from our [2021-2022 Annual Report](#) and upcoming activities include:

- ***In person Fall Forum:*** Members and the public enjoyed reconnecting on presentations on municipal topics including: flood mapping, satellite cyanobacteria monitoring, CABIN cumulative effects biomonitoring, and riparian restoration and mapping.
- ***Mapping of hydrologically significant areas Tool to inform decision making:*** The RDRWA developed an [online map portal](#) that maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used to inform decisions and help prioritize areas for monitoring and restoration efforts.
- ***Mapping and Assessing Riparian Areas in 10 of 15 Subwatersheds for source water protection and flood and drought resilience benefits:***
- The RDRWA partnered with Fiera Biological Consulting to map riparian condition along 1,782 km of shoreline in the Medicine-Blindman Rivers watershed, and 5,285 km in the Buffalo, Kneehills, Threehills, and Little Red Deer River sub-watersheds throughout 2022. The [technical reports](#) provide information to support targeted restoration and conservation programs.
- The RDRWA will be initiating a new riparian mapping project in the Rosebud, Raven and Michichi sub-watersheds throughout 2023-2025. The RDRWA will work with key partners to develop materials and workshops in support of this project.
- ***Upcoming Watershed Assessment and Planning:*** With support, the RDRWA plans to evaluate the current [IWMP](#) and provide an update on the current state of the watershed ([last report completed in 2009](#)) and work towards further developing the IWMP.

Thank-you again for being a key partner in watershed management. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at [info@rdrwa.ca](mailto:info@rdrwa.ca) or by phone at 403-340-7379. Please keep us informed of a primary contact to ensure your municipality receives regular updates. Your support matters, and we hope the Summer Village of Sunbreaker Cove will continue to help fund the RDRWA and work together on watershed initiatives to help address our current and future water challenges.

Sincerely,

  
Francine Forrest

#### Stay Connected and Regionally Informed

- Sign up for our [monthly e-newsletter](#)
- Submit any water-related events to our [community calendar](#)
- Participate in our regular forums and workshops
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees

Executive Director, RDRWA