

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
AUGUST 11, 2025 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, August 11, 2025  
- Municipal Planning Commission, August 28, 2025

**D. INFORMATION ITEMS**

- 1) Public Works Report
- 2) Development Report
- 3) CAO Report

**E. REQUEST FOR DECISION**

**1) COUNCIL & LEGISLATION**

- a) Association of Summer Villages of Alberta Silent Auction

**2) PLANNING & DEVELOPMENT**

- a) Use of Reserves, Parks, and Pathways Bylaw

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

**1) Council Reports**

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

**2) Upcoming Meetings**

- a) Council Meeting – October 20, 2025

**G. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
August 11, 2025

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*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held August 11, 2025, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

**PRESENT** Mayor: Mike Bruni  
Deputy Mayor: Jim Willmon via Zoom  
Councillor: Kelsey Finch  
CAO: Tanner Evans  
Delegate(s): Kelsey Schellenberg via Zoom

**CALL TO ORDER** The meeting was called to order at 9:04 a.m. by Mayor Bruni.

**AGENDA APPROVAL**

**SBC-25-104** MOVED by Deputy Mayor Willmon that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-25-105** MOVED by Councillor Finch that the minutes of the Regular Meeting of Council held on July 11, 2025, be approved as presented.  
CARRIED

**SBC-25-106** MOVED by Mayor Bruni that the minutes of the Organizational Meeting of Council held on July 11, 2025, be approved as presented.  
CARRIED

**SBC-25-107** MOVED by Councillor Finch that the minutes of the Municipal Planning Commission Meeting held on June 16, 2025, be approved as presented.  
CARRIED

**DELEGATION**

Kelsey Schellenberg joined Council to request and extension to tie into the municipal wastewater line until November 2025 and the waiver of any penalties associated with the late connection.

Kelsey Schellenberg left the meeting at 9:48 a.m.

**INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Public Works
- 4) Development Report
- 5) Enforcement Report
- 6) Golf Cart Discussion

**SBC-25-108** MOVED by Councillor Finch that Council accept the information items as presented.  
CARRIED

Council recessed at 11:10 a.m.

Council reconvened at 11:19 a.m.

## REQUEST FOR DECISION

### COUNCIL & LEGISLATION

**SBC-25-109**      Association of Summer Villages of Alberta Conference  
MOVED by Mayor Bruni that Mayor Bruni, Deputy Mayor Willmon and Councillor Finch all attend the Association of Summer Villages of Alberta Conference in n Edmonton October 16<sup>th</sup> & 17<sup>th</sup>.  
CARRIED

**SBC-25-110**      Council Signing Authority  
MOVED by Deputy Mayor Willmon that Councillor Kelsey Finch be added to Group A, and Adele Poratto, from removed, and further, that Mayor Bruni to read Michael J. Bruni not Michael C. Bruni.  
CARRIED

**SBC-25-111**      Remuneration Policy  
MOVED by Mayor Bruni that Council amend the Remuneration Policy to provide \$120 per hour for Councillor meetings to a maximum of \$220 per meeting for all Council members including the Mayor retroactive from July 1, 2025.  
CARRIED

### PLANNING & DEVELOPMENT

**SBC-25-112**      Encroachment Agreement Requests  
MOVED by Deputy Mayor Willmon that Council approve the encroachment agreement requests for the following properties for a 5-year term:

- 619 Fox Crescent - Encroaching driveway, gate post, and use of land for boat trailer parking on the municipal reserve, and retaining wall on the environmental reserve.
- 1329 Birch Road - Encroaching stairs, retaining wall, planter, and railing on the municipal road right of way.
- 1333 Birch Road – Encroaching detached garage on municipal road right of way.

CARRIED

### COUNCIL REPORTS

Mayor Bruni

- No reports

Deputy Mayor Willmon

- No reports

Councillor Finch

- No reports

**CORRESPONDENCE**

- RCMP

**SBC-25-113**      MOVED by Councillor Finch that Council accept the Council and Committee items as presented.

CARRIED

**NEXT MEETING**

**SBC-25-114**      MOVED by Mayor Bruni that the next meeting of Council be held on September 8, 2025, at 9:00 a.m.

CARRIED

**ADJOURNMENT**

**SBC-25-115**      MOVED by Mayor Bruni that being the agenda matters have been concluded, the meeting adjourned at 1:10 p.m.

CARRIED

\_\_\_\_\_  
MIKE BRUNI, MAYOR

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

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*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held August 28, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

Chair:	Kelsey Finch via Zoom
Member-at-Large:	Fred Barham via Zoom
Member-at-Large:	Debbie Ricalton via Zoom
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
CAO:	Tanner Evans
Recording Secretary:	Teri Musseau
Applicant(s):	Paulette Poirie via Zoom Colette Gilbert via Zoom Jarrod Gatzke via Zoom

**CALL TO ORDER:** Chair Finch called the meeting to order at 9:03 a.m.

**AGENDA:**

**MPC-25-022** Moved by Debbie Ricalton to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION(S)**

**1. 609 Fox Crescent (Lot 4, Block 1, Plan 1823MC)**

Application for 619 Fox Crescent (Lot 4, Block 1, Plan 1823MC) requesting a development permit for the operation of a tourist home.

**2. 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC)**

Application for 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC) requesting a development permit for the operation of a tourist home.

**3. 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS)**

Application for 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS) requesting a development permit for the operation of a tourist home.

**4. 1353 Balm Road (Lot 16, Block 5, Plan 5969MC)**

Application for 1353 Balm Road (Lot 16, Block 5, Plan 5969MC) requesting a development permit for a guest house that has already been constructed.

Kara Hubbar Sarah Cheney and applicant left the meeting at 9:27 a.m.

Initials

**DEVELOPMENT DECISION(S)**

**MPC-25-023**                      **1. 609 Fox Crescent (Lot 4, Block 1, Plan 1823MC)**  
Moved by Debbie Ricalton that the Municipal Planning Commission approve the application for a development permit for the operation of a tourist home at 609 Fox Crescent with the following conditions being met to the satisfaction of the Development Officer:

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

CARRIED

**MPC-25-024**                      **2. 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC)**  
Moved by Fred Barham that the Municipal Planning Commission approve the application for a development permit for the operation of a tourist home at 685 Fox Crescent with the following conditions being met to the satisfaction of the Development Officer:

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- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the 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 the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The owner/operator of the tourist home is responsible from informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom.
- Any damage to the road allowance shall be repaired immediately at the expense of the permit holder.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- Proof of short term rental/vacation property insurance coverage required.

CARRIED

**MPC-25-025**

**3. 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS)**

Moved by Debbie Ricalton that the Municipal Planning Commission approve the application for a development permit for the operation of a tourist home at 1126 Breakers Way with the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and that all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required

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at that time should the application wish to continue with the tourist home use.

- Tourist homes shall be contained within the principle building and therefore garage 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 the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 8.
- The owner/operator of the tourist home is responsible from informing the Summer Village office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days. This must be reflected in the listing of the tourist home.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, a minimum of one stall per bedroom.
- Any damage to the road allowance shall be repaired immediately at the expense of the permit holder.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.
- Proof of short term rental/vacation property insurance coverage required.

CARRIED

**MPC-25-026**

**4. 1353 Balm Road (Lot 16, Block 5, Plan 5969MC)**

Moved by Debbie Ricalton that the Municipal Planning Commission approve the application for a development permit for a guest house at 1353 Balm Road with the following conditions being met to the satisfaction of the Development Officer:

- The construction shall be completed within 12 months of the date of permit issuance.
- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use Bylaw under which the permit was issued.
- The payment of a \$1,000.00 completions deposit to ensure all conditions of this development permit have been met. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- A final as-built Real Property Report (RPR), prepared by an Alberta Land Surveyor, shall be submitted upon completion of development. The RPR must include the total parcel coverage. Any encroachments

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identified, and without written consent from the municipality shall be removed and reflected in the RPR.

- The guest house must be brought into the setback requirement of a minimum 3 m from the rear parcel boundary.
- All other accessory buildings on the property shall be relocated to meet the required setbacks in the Land Use Bylaw.
- Landscaping to remain according to the landscaping plan.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not to be rented out to a separate party other than those renting the detached dwelling.
- A maximum of one guest house is allowed on a parcel.

CARRIED

**ADJOURNMENT:**

**MPC-25-027**

Moved by Chair Finch that the Municipal Planning Commission meeting be adjourned at 10:05 a.m.

CARRIED

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KELSEY FINCH, CHAIR

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TANNER EVANS, CAO

Initials

## **Summer Village of Sunbreaker Cove**

### **Public Works**

#### **Information Item**

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

#### **Background:**

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

#### **Wastewater**

Newly contracted WW operator Travis Green has completed the initial locate, exercise and documentation of all branch, main, flush, and air release valves throughout the village. A spreadsheet has been created to document and monitor the routine maintenance of the villages WW infrastructure and will be a constant working document over the lifecycle of the system.

#### **Greenspace**

Public Works received direction to inspect and manage the ants along glens cove beach front. PW summer staff purchased diatomaceous earth, and powder dusted the area of ant hills noted.

Public Works noted Canada Thistle a common noxious weed located at the edge of the water in Sunset Cove beach. PW is in contact with an herbicide applicator recommended by the Town of Sylvan Lake. Due to the location of these weeds being within 30 meters of the lake front there is no chemical control we will be permitted to use. The only strategy provided by the herbicide specialist was to mechanically remove by pulling the weeds, and year over year continuing to weed whip and bag as able.

#### **Pathways**

PW received complaints from residents regarding the walkway that is located between Larch and Poplar Road. Resident states that during rainy periods the ground surface becomes quite muddy causing slips and falls for pedestrian traffic. PW coordinated with Als bobcat to relay fresh crush gravel while summer staff raked smooth to prevent further slips and falls (Figure 1,2).



*Figure 1- Larch/Poplar Walkway*



*Figure 2- Larch/Poplar Walkway*

Public Works had received a request from councillor Finch to remove random drums of gravel and sand throughout the village. PW removed these as the locations were quite random in nature. PW plans to replace these bins in more appropriate locations including walking paths with steeper hills and have them filled with gravel for residents to spread through the winter months to keep the pathways safer.

Pathway bollards will be removed August 29<sup>th</sup> to allow for residents to begin removing boat lifts for the season.

### **Tree Removal**

Public Works had received complaints from a homeowner of dying trees on a Right of Way along Juniper threatening property, one tree had already fallen across a driveway during a windstorm. PW coordinated tree removal contractors to remove hazardous trees mid July.

PW received complaints regarding dangerous trees along the walkway across from Cottonwood close. PW walked this route with resident and flagged dangerous trees. Work to remove has been delayed twice due to unforeseen circumstances such as equipment downtime, PW has contacted a new tree removal company to trial and work is scheduled to occur by mid September.

PW spent a day in the village chainsaw bucking and collecting fallen logs and branch debris along the shoulders of the road to ensure vehicle safety. These

logs will be disposed of at Strickland Farms a local family farm who collects wood material for composting.

**Drainage**

Pw is still awaiting a finalized date for the drainage project which is expected to begin middle of September. PW contacted the project manager of Urban Dirtworks to confirm project dates and expects to know more following the September Long weekend.

**Road Allowances**

PW noted that a number of road allowances have inconsistencies in greenspace care/maintenance following feedback from council. Many road allowances have well maintained grass while others have overgrown vegetation including branches, etc. PW will be mapping overgrown allowances over the coming months to discuss options with council for Spring/Summer 2026.

PW is awaiting a quote for removing gravel off the road right of way along 607 - 611 Fox Crescent, replacing with 3" of topsoil and sod. This location has been a problem due to gravel washout contributed by the steep topography and material on the shoulder of the road.

**GIS**

Public Works has been working with WSP engineering and is scheduling a review and consult of our current situation. At this time administration has geographic information system ready shapefiles prepared by Stantec, but they have not been combined with GIS software to be utilized effectively. PW hopes to leverage these map books for assorted reasons including mapping all right of ways for improved mowing contractor task monitoring, maps for RFQ/RFPs, mapping tree removal locations and more.

**Administrative Recommendations:**

That Council accepts this report as information.

**Authorities:**

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



## Summer Village of Sunbreaker Cove

September 8, 2025

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (19 in Birchcliff, 5 in Half Moon Bay, 21 in Jarvis Bay, 24 in Norglenwold, and 23 in Sunbreaker Cove).

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

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

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

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

#### Completed since last meeting:

1. 1225 Breakers Way Detached Garage

Issued in 2024

**Permit Summary:**

Year to date 2025:

8 development permits. Estimated project cost \$220,000.00.

2024 Jan.-Dec.:

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

2023 Jan.-Dec.:

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

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

**Land Use Bylaw Re-Write**

A Public Open House on the draft Land Use Bylaw was hosted via Zoom on August 12, 2025. Feedback is being collected until September 5, 2025.

Next Steps:

A “What We Heard” report summarizing public consultation and resident feedback will be prepared. Based on the findings, Council will either proceed with the draft bylaw or consider further amendments.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #99/13.

## Summer Village of Sunbreaker Cove

September 8, 2025

### Information

#### Agenda Item: *CAO Report*

#### Background:

- Shared service agreements with Lacombe County have been finalized and signed by Summer Village CAO and Lacombe County Manager Tim Timmons. These agreements give our CPO jurisdiction to enforce traffic and speeding concerns along Marine Drive from Rainy Creek Road to the water.
- SV staff looked into the option of adding 1-2 ft of width to the newly paved road from Rainy Creek Road to the boat launch. Unfortunately this will be impossible without considerable expense, possibly including regrading ditches and potentially even purchasing private property in order to accommodate the ditch grades required by county road standards.
- The newly implemented Extended Producer Responsibility (EPR) program is now in place throughout Alberta. Circular Materials is the national not-for-profit organization responsible for implementing and managing the new recycling system across the province. SV staff reached out to them to discuss the option of a “depot collection”, or a larger single pickup location for Sunbreaker Cove. They let us know that they are required under the regulation to provide curbside pickup for recycling and that a “depot collection” is not an option.
- SV staff looked into the question regarding the encroachment fees line item being larger this year than last year. A few years ago the formula for calculating encroachment fees was updated by council. However, encroachment agreements are generally for 5 years, so some registered encroachments were still paying the fees under the old calculation. As those encroachment agreements come up for renewal, the updated fees are applied, causing an increase in revenue on that line item.
- SV staff checked with our auditors regarding the question of tax receipts for donations. As long as there is an invoice or we can accurately value the service given or physical item received as a donation, the municipality should be able to generate a tax receipt.
- CAO attended SBC with CPO Thibeault to discuss blind corners from overgrowth and did note a few that would currently be considered a safety concern. While the budget may be tight for greenspace this year, discussions have taken place with our PW Manager who will have the

- vegetation cut back on the corners that are a matter of safety and driver visibility.
- After many frustrations with our current service providers, CAO has decided to change our contracted IT company. After numerous meetings over the past year we will be moving forward with this transition within the next month. There will be no disruption of service, but I believe we will be better served by the new company and offered a higher level of security and protections for a very similar cost.
  - CAO was asked by the Joint Services Committee to find someone to work with to research the Town of Sylvan Lake's increasing demand on water, new water wells, and population growth projections to understand if we should be concerned or advocating for further studies or alternatives. Recently I met with WaterSMART, a water management consultant company that engages extensively with government and industry leaders on water issues and works to improve water management practices and solutions for major water users. They will be providing me with a proposal which will begin with a literature review of the Town's current and past studies and information. This will be discussed further at the Joint Services Committee.

**Options for Consideration:**

Council to discuss and accept as information.

**Administrative Recommendations:**

Council accept as information.

**Authorities:**

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

**Summer Village of Sunbreaker Cove**

**Council and Legislation**

**Request for Decision**

**September 8, 2025**

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

**Background:**

Administration received a request from the ASVA asking Council to donate silent auction items to ASVA Convention October 16th & 17th at the Wyndham Edmonton Hotel & Conference Centre. Proceeds from the Silent Auction assist in keeping the conference registration costs down.

**Options for Consideration:**

Currently Council has not budgeted for donations in the budget.

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

**Administrative Recommendations:**

That Council review, discuss and provide direction.

**Authorities:**

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



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

**RE: ASVA's 67<sup>th</sup> Annual Conference, October 16 & 17, 2025  
Silent Auction Item Request for Consideration**

Dear Business Owners,

The Association of Summer Villages of Alberta (ASVA) is a non-for-profit Association, and we are hosting our 67<sup>th</sup> Annual Conference this year, October 16 & 17, 2025 at the Wyndham Edmonton Hotel & Conference Centre. We are focusing on “**Facing the Future**”, with the 51 Summer Villages across Alberta.

We are kindly asking your Business for consideration, to donate a silent auction item to our upcoming event.

Our Conference is being held in person, and being a non-for-profit Association, ASVA relies on silent auction item donations and sponsorships, in order to host a successful event. With your support, it will be a memorable event for our attendees from the 51 Summer Villages, Regional Partners, MLA's and Minister's that will be attending, and most importantly, a successful event, that will allow ASVA to continue being an advocate for the 51 Summer Villages in Alberta. Your donation of a silent auction item, would be great publicity for your Business, amongst all our attendees.

Attached is the Save the Date Information with more details related to the conference.

If ASVA is fortunate enough to receive a silent auction donation from you, please contact ASVA's Executive Director, Kathy Krawchuk, at your convenience to make arrangements for pick up at [execdirector@asva.ca](mailto:execdirector@asva.ca) or [summervillages@gmail.com](mailto:summervillages@gmail.com) or any of the ASVA Board Members.

For more information on ASVA, please check out our website at [www.asva.ca](http://www.asva.ca)

We thank you in advance for your consideration, and look forward to hearing back from you.

Kind regards,

**The Association of Summer Villages of Alberta (ASVA)**  
**info@asva.ca**  
**780.236.5456**

## Summer Village of Sunbreaker Cove

September 8, 2025

### Planning and Development

#### Request for Decision

**Agenda Item:** *Use of Reserves, Parks, and Pathways Bylaw #202-25*

#### **Background:**

Administration has prepared Use of Reserves, Parks, and Pathways Bylaw for the Summer Village of Sunbreaker Cove. The purpose of the bylaw is to provide clear regulations for the use and management of municipal reserve lands, public parks, and pathways, including activities, maintenance, and potential development.

The bylaw is being brought forward as the Summer Village is currently considering a proposal for development on municipal lands. Adoption of the bylaw will give the Summer Village a guide for decision making, and support the long-term stewardship of community parks, reserves, and pathways. This approach also ensures alignment with the Municipal Government Act, which requires that the lands must remain in its natural state, unless another use is approved by bylaw.

#### Open Space Master Plan 4.2:

*In the Summer Village of Sunbreaker Cove, there is only one privately owned property adjacent to Sylvan Lake. The Municipality owns and manages the majority of titled land that separates the residential and open space properties from the lake.*

*Reserve land is established for the purpose of maintaining public access and creating a buffer area between developed areas and the lake. The Municipality is responsible for ensuring that reserves remain safe and available for public enjoyment, and lake shores and their ecosystems remain protected.*

*Subdivisions surveyed after 1978 will have municipal land designated as municipal reserve marked "MR" or environmental reserve "ER" on the survey map. Prior to the 1978 Planning Act, subdivision plans showed municipal reserve lands as "R," these lands are referred to as undesignated reserves. These undesignated reserves can be used as a municipal (MR) or environmental reserve (ER), depending upon their use.*

*The Summer Village of Sunbreaker Cove manages and uses undesignated reserve lands based on an assessment of the reserve parcel relative to the criteria outlined in the MGA. An undesignated reserve adjacent to the lakes will be considered as ER. Undesignated reserve land that is suitable for recreation activities, or serve as a buffer between different land uses, or provide an access link, shall be considered as MR.*

*MR lands are intended to provide suitable land for the provision of a public park or recreation area for the use and enjoyment of residents and the general public. MR may provide important access links to other lands, including water access, and can also offer undeveloped green spaces that act as buffers between different land uses.*

*ER lands are intended to protect the natural environment, protect people and property from hazardous conditions (i.e. erosion or flooding) and provide public access to or along the lake. ER lands play an important role in the conservation or shorelines and its ecosystems. It may also be used for passive recreation as a public park, but at no time is it to be affected by development.*

Attached for Council's review is Bylaw #202-25 for first reading.

### **Options for Consideration:**

1. Give first reading to Bylaw #202-25 and schedule a public hearing at next meeting, or
2. Amend Bylaw #202-25, then give first reading and schedule a public hearing at the next meeting.

### **Administrative Recommendations:**

Council to give first reading to Bylaw #202-25 with the public hearing scheduled at the next Council meeting.

### **Authorities:**

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

Section 676 of the MGA – Requirement that reserve lands must remain in its natural state, unless another use is approved by bylaw.

Open Space Master Plan 2016.

**SUMMER VILLAGE OF SUNBREAKER COVE  
USE OF RESERVES, PARKS AND PATHWAYS  
BY-LAW 202-25**

WHEREAS the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2, Section 7 and 8 and amendments thereto, authorizes the Council of a municipality to pass bylaws pertaining to the protection of people, property, and transportation systems, and

WHEREAS within the corporate limits of the Summer Village of Sunbreaker Cove there are reserves, public parks, and pathways under the ownership, control, and management of the Summer Village of Sunbreaker Cove, and

WHEREAS it is deemed desirable and expedient to provide for the control and use of these reserves, parks, and pathways, and

WHEREAS the Alberta Traffic Safety Act, and amendments thereto, authorizes the Council of a municipality, with respect to highways under its direction, to control, manage and pass bylaws authorizing persons to operate vehicles on any portion of such highways, and

WHEREAS the Council of the Summer Village of Sunbreaker Cove considers it desirable and expedient to do so.

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

**TITLE**

1. This Bylaw may be referred to as the “Use of Reserves, Parks and Pathways Bylaw”

**PURPOSE**

2. The Summer Village of Sunbreaker Cove wishes to preserve the integrity of its Municipal Reserves, parks, and pathways for the future. The purpose of this bylaw is as follows:
  - (a) To set forth the objectives of the Village Municipal Reserves, Parks, and Pathways
  - (b) To set forth restrictions on Village Municipal Reserves, Parks, and Pathways
  - (c) To outline action which may be taken in cases of contravention of the Municipal Reserve, Parks, and Pathways bylaw

**DEFINITIONS**

3. In this Bylaw, words have the meanings set out in the Act, except that:
  - (a) “**Act**” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.

**Summer Village of Sunbreaker Cove  
Use of Reserves, Parks, and  
Pathways By-law #202-25**

- (b) **“All-Terrain Vehicle”** includes a motorized recreational vehicle commonly known as a quad or side by side and is included in the term “off highway vehicle”.
- (c) **“Chief Administrative Officer”** or **“CAO”** means the Chief Administrative Officer of the Summer Village or Chief Administrative Officer’s delegate.
- (d) **“Council”** means the Council of the Summer Village of Sunbreaker Cove.
- (e) **“Environmental Reserve”** or **“ER”** means:
- i. a parcel of land designated as an environmental reserve under the Act;
  - ii. or an environmental reserve easement as defined under the Act; or
  - iii. any Summer Village owned land which has a reserve designation on the certificate of title for the land pursuant to a former enactment (for example R-Reserve) and which bears the traits of an environmental reserve as defined in the Act.
- (f) **“Firearms”** means any weapon from which any shot, bullet or other projectile capable of causing bodily injury or death can be discharged and includes air guns, air rifles, air pistols, B.B. guns, sling shots, all types of archery equipment, and gas-powered guns.
- (g) **“Highway”** means a highway as defined in the Alberta Traffic Safety Act, and amendments thereto and excludes pathways defined in h) below. In this Bylaw the term “road” is synonymous with the term “highway”.
- (h) **“Off-highway Vehicle”** means an off-highway vehicle as defined in the Alberta Traffic Safety Act.
- (i) **“Operator”** means a person who drives or is in actual physical control of any vehicle.
- (j) **“Owner”** includes a person renting any vehicle or having exclusive use of that vehicle for a period of more than thirty days.
- (k) **“Pathway”** means any paved, graveled, or natural walkway used by pedestrians and people using mobility aids, such as wheelchairs, and people using bicycles within the Summer Village.
- (l) **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer, or a Bylaw Enforcement Officer.

## Summer Village of Sunbreaker Cove Use of Reserves, Parks, and Pathways By-law #202-25

- (m) **“Person”** means any person, individual, owner, public body, society, firm, or partnership.
- (n) **“Reserve”** means any area designated as a public reserve, environmental reserve, community reserve, or park, title to which is vested in the Summer Village of Sunbreaker Cove.
- (o) **“Structure”** means buildings, sheds, fences, tree houses, swings, and similar installations.
- (p) **“Summer Village”** means the Summer Village of Sunbreaker Cove.
- (q) **“Trailer”** means a vehicle so designated that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed, and equipped as a dwelling, sleeping, or living place.
- (r) **“Vehicle”** means a motor vehicle as defined in the Alberta Traffic Safety Act.

### RESERVES, PARKS, AND PATHWAYS – GOALS

- 4. The Summer Village of Sunbreaker Cove is fortunate to have a rich resource in open space areas. These areas are largely undeveloped and enhance the rural setting of the Village. The open space objectives as listed in the Municipal Development Plan and Open Space Plan are:
  - (a) Provide Summer Village residents with passive recreational opportunities.
  - (b) Preserve and protect the integrity of Sylvan Lake, its shoreline and ecosystem, and the quality of life it provides to residents of the Summer Village.
  - (c) Protect and maintain the vegetation, including trees, of all Summer Village reserves and environmental open spaces.
  - (d) Ensure that the public areas do not become an economic burden on local ratepayers and ensure that negative impacts of non-resident users are mitigated.
  - (e) Encourage residents to become more environmentally aware and to become good stewards of the natural environment and Sylvan Lake.

### RESERVES, PARKS, AND PATHWAYS - RESTRICTIONS

- 5. On Village Reserves no person or persons shall:
  - (a) Light a fire;

## Summer Village of Sunbreaker Cove Use of Reserves, Parks, and Pathways By-law #202-25

- (b) Abandon any garbage or refuse of any kind including animal droppings;
  - (c) Cause or permit any noise that annoys or disturbs the peace of any other person, or cause any nuisance, as listed in Sunbreaker Cove's Community Standards Bylaw;
  - (d) Be in possession of a firearm or other weapon;
  - (e) Use a Reserve to launch trailered watercraft;
  - (f) Use motorized vehicles or ATV's;
  - (g) Cut or remove vegetation without Summer Village approval;
  - (h) Store any private property of any kind on Reserve land, with exceptions where allowed through access and encroachment agreements.
6. Notwithstanding Section 5(h), an Environmental Reserve may be used for the following purposes if authorized by Council:
- (a) Construction of stairways and platforms for safe pedestrian access;
  - (b) Trails and walkways;
  - (c) Viewing platforms;
  - (d) Storage sheds; and
  - (e) Storage of boat docks, and lifts; PROVIDED THAT:

The owner has entered into and complies with the Summer Village's form of Encroachment Agreement, the terms and conditions of which shall include, without limitation:

- A. that the owner must, at its sole cost, construct and maintain the stairways, platforms, boat docks, or lifts in accordance with Summer Village policies, as established by the Summer Village from time; and
  - B. that the owner must pay all applicable fees imposed by the Summer Villages.
7. No Encroachment Agreement shall grant the exclusive right to use or occupy any portion of Environmental Reserve.
8. Except where permitted by this Bylaw, or a previously approved development permit, all encroachments on Environmental Reserve are prohibited, regardless of whether or not such encroachment predates this Bylaw coming into force. All existing encroachments shall be brought into compliance in accordance with this Bylaw.
9. Landowners with existing encroachments on Environmental Reserve shall, within one year of this Bylaw

## Summer Village of Sunbreaker Cove Use of Reserves, Parks, and Pathways By-law #202-25

- coming into force, either remove unauthorized encroachments and restore the Environmental Reserve or request a new authorization from the Summer Village.
10. All authorizations and agreements required under this Bylaw with respect to encroachments on Environmental Reserve shall be approved by Council, or its delegate, upon payment of applicable fees, if any.
  11. All expenses, cost, liabilities, or other risks associated with bringing an unauthorized encroachment into compliance with this Bylaw shall be the responsibility of the landowner.
  12. All expenses, cost, liabilities, or other risk associated with an encroachment over Reserves shall be the responsibility of the landowner.
  13. The provisions of this Bylaw do not apply to actions and operations of the Summer Village or persons acting upon the instructions of the Summer Village in respect to any activities within Environmental Reserve.
  14. No vehicles, off-highway vehicles or trailers are allowed in any reserve or park at any time except for the following:
    - (a) Vehicles, off-highway vehicles, or trailers owned by utility companies who require access to their installations for construction, repair, or maintenance purposes,
    - (b) Any vehicle, off-highway vehicle or trailer authorized by Council, or the Administrator of the Summer Village, may enter any of the parks or reserves for the construction, repair, or maintenance of any structures, for shoreline restoration or vegetation management, or for any community event approved by Council,
    - (c) Any emergency vehicle such as those used by Police, fire departments or ambulance services,
- In addition:
- (d) Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by operation of their vehicles in any reserve or park.
  - (e) Off-highway vehicles shall be fitted with a forestry approved spark arrester and muffler that meets OEM noise reduction specifications

### **LIABILITIES**

15. The Summer Village of Sunbreaker Cove assumes no liability for any equipment, or its use by the Owner or the Public.

**SEVERABILITY**

16. Should any section or part of the Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

**CONTRAVENTIONS**

17. A Designated Officer authorized to enforce this Bylaw under Part 13, Division 4 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and who has reasonable and probable grounds to believe that a person has contravened any section of this Bylaw, may under the authority of this Bylaw issue a written order, and where this written order is not paid by the offender, a Part 2 violation ticket may be issued under the Provincial Offences Procedures Act R.S.A 2000, Chapter P-34, to that person.

18. Any person who contravenes this section can be charged as well as assessed the cost of restoration. Any person who contravenes the provisions of this Bylaw shall be guilty of an offense and liable on summary conviction to the penalty as set out in Schedule "A".

19. In some situations, both the Summer Village and the Provincial Government may be involved and occasionally the Federal Government. As a result, penalties can be severe.

20. The Summer Village may use physical barriers to control abuse or encroachment rather than involve penalties.

READ a first time this 8<sup>th</sup> day of September 2025.

READ a second time this 8<sup>th</sup> day of September 2025.

READ a third and final time this 8<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Mike Bruni, Mayor

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

Summer Village of Sunbreaker Cove  
 Use of Reserves, Parks, and  
 Pathways By-law #202-25

<u>SECTION</u>	<u>PARTICULARS</u>	<u>PENALTY</u>
<b>Section 5 (a)</b>	Light a fire	\$250.00 To \$2,500.00
<b>(b)</b>	Abandon any garbage or refuse of any kind, including animal droppings	\$250.00
<b>(c)</b>	Interfere with wildlife	\$100.00
<b>(d)</b>	Be in possession of a firearm or other weapon	\$250.00 to \$2500.00
<b>(e)</b>	Use a Reserve to launch trailered watercraft	\$100.00
<b>(f)</b>	Use motorized vehicles or ATV's	\$250.00
<b>(g)</b>	Cut or remove vegetation without village approval	\$500.00 To \$5,000.00 + cost to replant
<b>(h)</b>	Store any private property of any kind on Reserve land	\$100.00 + cost of removal

**Summer Village of Sunbreaker Cove**

**September 8, 2025**

**Council Reports**

**Information Item**

**Council Reports:**

Mayor Bruni  
Deputy Mayor Willmon  
Councillor Finch

**Committee Reports:**

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**Correspondence:**

**Upcoming Meetings:**

Next Council Meeting – October 20, 2025 (October 13<sup>th</sup> is a Holiday)