

*Summer Village of Sunbreaker Cove  
Pier and Hoist Committee  
Terms of Reference*

**Purpose**

The Pier and Hoist Committee will make recommendations to Sunbreaker Cove Council regarding guidelines pertaining to policies of access to the lake, placement and permitting procedures for piers and hoists such that the environmental impact along the shoreline of Sylvan Lake is minimized.

**Background**

Prior to amendments in 2014 to the Federal Navigable Water Protection Plan the approval of the upland owners prior to placing a pier or hoist in the water was required. In Sunbreaker Cove, the Summer Village is the upland owner for all properties bordering the lake except for the eastern most property (619 Fox Crescent). In 2014 the Navigable Water Protection Plan was replaced with amendments to the Navigation Protection Act.

These amendments provided for the removal of many water bodies from Federal Legislation by naming navigable waterways. Sylvan Lake was not on the list, thereby making the Province of Alberta's Legislation the governing body.

The Alberta Public Lands Administration Regulation (2011) became and is currently the governing legislation. That legislation was amended in 2011 to address random camping in the backcountry and specifies any structures on public lands (Sylvan Lake) be moved every 14 days.

In the event of the Province's allocating management authority to the adjacent municipalities of that body of water, the Council of Sunbreaker Cove would like to be prepared with a management plan for pier and hoist placement and storage.

**Steering Committee**

The Steering Committee will include 6 Sunbreaker Cove residents along with 3 Council members, with the Mayor being the Committee Chair.

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## **Project Scope**

The objectives of the Pier and Hoist Steering Committee will be:

- To provide recommendations on the number of as well as placements of piers and hoists
- To explore options and develop recommended guidelines that address the storage of non-permanent structures and personal property (e.g., seasonal piers and hoists) when not in use on municipal lands
- To develop a recommended system that ensures all piers and hoists (existing and future) receive approval from the Summer Village of Sunbreaker Cove.
- To provide recommendations on any additional objectives as approved by Municipal Council during the progression of the project.

## **Processes and Tasks**

The Plan will be delivered over 6 phases with each phase containing recommendations for Council approval as outlined below:

### **Phase One: Project Start-Up and Background Information**

1. Establish a Steering Committee. Summer Village Council will establish a steering committee to guide the development of the Plan. This steering committee will consist of:
  - a. 6 Sunbreaker Cove residents
  - b. 3 members of Council
2. Initial Steering Committee Meeting

### **Phase Two: Development of Public Participation Plan**

1. Explore and recommend opportunities to engage public participation and feedback.

### **Phase Three: Submission of Recommended Preliminary Plan**

1. Recommended Policies
2. Recommended Guidelines
3. Recommended Protocols

### **Phase Four: Public Participation**

1. Execution of Public Participation Plan
2. Amendments to Preliminary Plan

### **Phase Five: Presentation to Council**

1. Secondary Plan presentation to Council
2. Amendments from Council

### **Phase Six: Plan Adoption by Council (May 2017)**

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**Budget**

The committee has been allocated \$3000.00 for the remainder of 2016, with further funding in the 2017 year.

**Personnel**

The following staff members will provide the support for the committee:

1. Phyllis Forsyth – Chief Administrative Officer
2. Koralyne Coughlin – Development Officer
3. Teri Musseau – Executive Assistant
4. Consultants as may be required