

SUMMER VILLAGE OF BIRCH COVE

AGENDA

**Monday, August 18th, 2025 – Immediately following the Organizational Meeting
Wildwillow Administration Office and via zoom
2317 Township Road 545 Lac Ste. Anne County**

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	Thursday, August 18 th , 2025 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 1-3</i> <i>Pages 4-7</i>	a) b)	Public Hearing Meeting – Land Use Bylaw, June 19 th , 2025 Thursday, June 19 th , 2025 Regular Council Meeting <i>(approve as presented or with amendments)</i>
4.	<u>Public Hearings:</u>		N/A
5.	<u>Delegations/ Appointments:</u>		N/A
6.	<u>Business Arising:</u>	a)	Waste Token Phase Out Discussion – further to last meeting, Administration has reached out to Lac Ste. Anne County and Barrhead County in an effort to find an alternate to the waste token system currently utilized by Birch Cove residents for solid waste disposal. Barrhead County has advised that they are not prepared to enter into any agreement as their facilities are operating to capacity with their own residents and they are currently reviewing the implementation of an ID system for entering their waste facilities. Lac Ste. Anne County is also aware of how their decision to discontinue this program will affect the Summer Village and is looking for a mutually agreed upon solution. We anticipate that we will hear something this fall as the program officially ends at the end of the year. <i>(Accept for information)</i>
7.	<u>Bylaws & Policies</u> <i>Bylaw 170-2025 Land Use Bylaw Pages 8-59</i>		Bylaw 165-2025, Land Use Bylaw – this Land Use Bylaw was given first reading on April 17 th , 2025 after several months of revision and discussion by Council. The required Public Hearing was held on June 19 th , 2025 and subsequent second reading was given. As an election was held prior to third reading, Administration reached out to Municipal Affairs with regard third reading and the validity of the Bylaw with new Council members. New <i>Municipal Government Act</i> (MGA) amendments came into effect October 31 st , 2024 which prohibits more than one public hearing on a proposed

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			<p>bylaw. As such, Bylaw 165-2025, Land Use Bylaw is effectively dead. To move forward, we have to issue a new Bylaw number (170-2025) and begin the process again, i.e. 1st reading, Public Hearing, 2nd and 3rd reading.</p> <p><i>(review the draft Land Use Bylaw and bring back to a future Council meeting for discussion and/or first reading)</i></p> <p><i>(that Bylaw 170-2025, being a Bylaw to amend the Land Use Bylaw with respect to Legislative Updates, and Short Term Rentals be given first reading and that a Public Hearing be scheduled for _____ 2025 during the regular Council meeting)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
8.	<u>New Business:</u>	a)	<p>MCSNet – on July 3rd, 2025 Administration participated in a call with MCSNet representatives exploring potential service expansion into the Birch Cove area. Kevin Bernhardt and his team provided a great overview of the potential project and how it would impact the community (pre, during and post construction) if approved. Aside from the general information sharing, we suggest that Council get ahead of the project in terms of a few authorizations and permissions that will make prospective construction/service delivery easier for all stakeholders:</p> <ol style="list-style-type: none"> 1. Authorization for administration to share municipal map files with MCSNet to coordinate routing and easement locations 2. Authorization to negotiate rights-of-way and easements in municipal ditches where necessary (crossing, proximity and land use agreements) 3. Authorization to share project updates with residents during the construction phase, and assist with mailouts (they provide stuffed, sealed and stamped envelopes and we attach a label and mail out (to protect resident privacy) 4. Authorization to use municipal lands for temporary signage and/or staging grounds for work crews <p><i>(That Council accept the discussion on MSCNet as information, and authorize Administration to support the project as discussed, including sharing of map files, negotiation of land use and easements, shared communication strategies pre, during and post project and permitting</i></p>

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			<i>temporary signage at locations approved by the Summer Village of Birch Cove)</i> <i>(some other direction as given by Council at meeting time)</i>
		b)	Next Meeting – meetings for the Summer Village are normally scheduled for the third Thursday of the month, every second month. The next meeting is scheduled for October 16 th , 2025 at 4:00 p.m. Is this acceptable to Council?
		c)	
		d)	
		e)	
		f)	
		g)	
9.	<u>Financial</u>	a)	Income and Expense Statement – July 31 st , 2025 <i>(that the July 31st, 2025 Income and Expense Statement, be accepted for information)</i>
10.	<u>Correspondence</u> Page 60-62	a)	Lac Ste. Anne Foundation Board Meeting Minutes – June 19 th , 2025
	Page 63	b)	Yellowhead Regional Library – Deputy Director Announcement appointing Jocie Wilson effective September 3 rd , 2025.
	Pages 64-68	c)	Lac Ste. Anne Foundation Board of Directors Strategic Planning Session Report
	Page 69	d)	July 18, 2025 email from Municipal Affairs regarding survey for potential legislative amendments to address concerns regarding the recall threshold and process.
	Page 70	e)	Regional Director of Emergency Management – Job Opportunity – this position will be effective January 1 st , 2026.
		f)	

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		g)	<i>(that the correspondence items be accepted for information)</i>
11.	<u>Council Reports</u>	a) Mayor b) Deputy Mayor c) Councillor <i>(that the Council Reports be accepted for information)</i>	
12.	<u>Chief Administrative Officer Report</u>	a) To Do List – June 19 th , 2025 b) c) d) e) <i>(that the Chief Administrative Officer Reports be accepted as information)</i> f)	
13.	<u>Confidential Matters</u>		N/A
14.	<u>Adjournment</u>		

Next Meetings:

Next Regular Council Meeting - TBD
 October 16th and 17th, 2025 ASVA Convention (location TBA)
 November 12th – 14th, 2025 ABMunis Convention & Trade Show (Calgary TELUS Convention Centre)

SUMMER VILLAGE OF BIRCH COVE
PUBLIC HEARING MEETING MINUTES
THURSDAY, JUNE 19TH, 2025
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	<p>Mayor: Dean Preston Deputy Mayor: Dory Sample Councillor: Steve Tymafichuk – via zoom</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (absent) Diane Wannamaker, Administrative Assistant Development Officer, Tony Sonnleitner</p> <p>Attendees:</p> <p>Public at Large: Eugene Dugan</p> <p>Public on Zoom: Chelsey Ambrosio Jerry Haukedal</p>
1.	CALL TO ORDER	Mayor Preston called the meeting to order at 4:00 p.m.
2.	AGENDA 42-25	<p>MOVED by Deputy Mayor Sample that the June 19th, 2025 Public Hearing Council Meeting agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES	N/A
4.	PUBLIC HEARING(S) Public Hearing Opened	<p>Mayor Preston opened the Public Hearing on Bylaw 165-2025, being a Land Use Bylaw for the Summer Village of Birch Cove, which received first reading on April 17th, 2025.</p> <ul style="list-style-type: none"> I. Written Comments (received prior to deadline) – None II. Written Comments (received after deadline, announced by Administrative Assistant) – none III. Speakers (for or against), in person – Eugene Dugan advised that he had spoken with others in the Community and they did not want B&B's at all in the Village, rather than allowance with permit and conditions IV. Speakers (for or against), virtually – Chelsey Ambrosio advised that her and her husband run a bed and breakfast in the Community presently and are willing to follow whatever the Summer Village of Birch Cove's requirements may be.

SUMMER VILLAGE OF BIRCH COVE
PUBLIC HEARING MEETING MINUTES

THURSDAY, JUNE 19TH, 2025

HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
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	43-25	<p>V. Other stakeholders and Speakers – none</p> <p>Having received comments from the Public, for or against the Bylaw, in whole or in part, written or verbally provided, by written letter, email, in-person or by virtual attendance, in accordance with the procedural bylaw and public hearing agenda, Mayor Preston declared the Public Hearing closed at 4:24 p.m.</p> <p>MOVED by Mayor Preston that Council accept the verbal comments as received from Mr. Dugan, Ms Ambrosio and Mr. Haukedal and discussion during the Public Hearing on Land Use Bylaw 165-2025, be they written or verbal, for information and to form part of the public record.</p> <p style="text-align: right;">CARRIED</p>
5.	DELEGATIONS	N/A
6.	BUSINESS ARISING	N/A
7.	BYLAWS/POLICIES	N/A
8.	NEW BUSINESS	N/A
9.	FINANCIALS	N/A
10.	CORRESPONDENCE	N/A
11.	COUNCILLOR REPORTS	N/A
12.	ADMINISTRATION REPORTS	N/A
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 4:24 p.m.

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PUBLIC HEARING MEETING MINUTES
THURSDAY, JUNE 19TH, 2025
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES

THURSDAY, JUNE 19TH, 2025

HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	<p>Mayor: Dean Preston Deputy Mayor: Dory Sample Councillor: Steve Tymafichuk – via zoom</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (absent) Diane Wannamaker, Administrative Assistant Development Officer, Tony Sonnleitner</p> <p>Attendees: 0</p> <p>Public at Large: Eugene Dugan</p> <p>Public on Zoom: 0</p>
1.	CALL TO ORDER	Mayor Preston called the meeting to order at 4:24 p.m.
2.	AGENDA 44-25	<p>MOVED by Deputy Mayor Sample that the June 19th, 2025 Regular Council Meeting agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 45-25	<p>MOVED by Deputy Mayor Sample that the minutes of the April 17th, 2025 Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	PUBLIC HEARING(S)	N/A
5.	DELEGATIONS(S)	N/A
6.	BUSINESS ARISING 46-25 <i>Bylaw 165-2025</i> <i>Land Use Bylaw</i>	<p>MOVED by Mayor Preston that second reading be given to Bylaw 165-2025, being a Bylaw to amend the Land Use Bylaw with respect to short term rentals as presented, and that further discussion take place as directed by Council.</p> <p style="text-align: right;">CARRIED</p>

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7.	BYLAWS/POLICIES 47-25 <i>Bylaw 166-2025, CAO and Designated Officers Bylaw</i> 48-25 49-25 50-25	<p>MOVED by Mayor Preston that Bylaw 166-2025, being a Bylaw to establish the positions of Chief Administrative Officer and Designated Officers, be given first reading as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Sample that Bylaw 166-2025, be given second reading as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Sample that unanimous consent be given to consider third reading of Bylaw 166-2025, CAO and Designated Officers Bylaw, in one sitting.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>MOVED by Mayor Preston that Bylaw 166-2025, CAO and Designated Officers Bylaw be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
8.	NEW BUSINESS 51-25 52-25 53-25 54-25	<p>MOVED by Mayor Preston that the information on the Association of Summer Villages of Alberta (ASVA) Annual Conference and AGM on October 16 – 17, 2025 in Edmonton, be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Preston that the Municipal Accountability Program (MAP) Report for Administration's response be accepted for information for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Sample that the 2025 Family and Community Support Services allocation for the Summer Village of Birch Cove be utilized as follows:</p> <ul style="list-style-type: none"> - All-Net System \$625.30 - Birch Cove Community League \$497.43 <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Sample that the following appointments be made for the 2025 Summer Village of Birch Cove's Local and Composite Assessment Review Boards with the Capital Region Assessment Service Commission:</p> <ul style="list-style-type: none"> ➤ ARB Chairperson – Raymond Ralph ➤ ARB Clerk – Geryll Amorin

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		ARB Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph CARRIED
	55-25	MOVED by Mayor Preston that Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jamie-Lee Kraley, Jason Shewchuk, John McIvor and Angela Duncan be appointed to the Summer Village of Birch Cove Subdivision and Development Appeal Board and further that the Subdivision and Development Appeal Board Clerks as designated officers be confirmed as Emily House, Janet Zaplotinsky and Cathy McCartney. CARRIED
	56-25	MOVED by Mayor Preston that Council approve the road repair project and crack sealing for the Summer Village of Birch Cove in the amount of \$33,443.22 in the quote provided by Border Paving Ltd. and that the road repair/crack sealing project be funded through available grant funding. CARRIED
	57-25	MOVED by Mayor Preston that Administration reach out to Lac Ste. Anne County and the County of Barrhead to request information/consideration of a proposal for the residents of the Summer Village of Birch Cove to allow for waste disposal at County Transfer Stations as a result of the previous "tag" system with Lac Ste. Anne County being discontinued effective December 31 st , 2025. CARRIED
	58-25	MOVED by Deputy Mayor Sample that the Contact Report provided by Occupational Health & Safety (OH&S) on June 4 th , 2025, the Hazard Assessment & Control Report and Re-inspection Contact Report of June 9 th , 2025 be accepted for information. CARRIED
	59-25	MOVED by Mayor Preston that the next Organizational Meeting and Regular Council meeting be scheduled for Thursday, July 31 st , 2025 at 4:00 p.m. and further that the Thursday, August 21 st , 2025 Council meeting be cancelled. CARRIED
9.	FINANCIALS 60-25	MOVED by Mayor Preston that the May 31 st , 2025 Income and Expense Statement, as included in the Draft Budget be accepted for information. CARRIED

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10.	CORRESPONDENCE 61-25	<p>MOVED by Mayor Preston that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> ➤ May 12th, 2025 letter from Ric McIver, Minister of Municipal Affairs confirming the 2025 Local Government Fiscal Framework (LGFF) allocations of \$68,127 Capital and \$9,230 Operating ➤ Yellowhead Regional Library 1014 Annual Report ➤ Bill 50, Municipal Affairs Statutes Amendment Act, received Royal Assent on June 1st, 2025 and changes ➤ Alberta Municipalities – Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official <p style="text-align: right;">CARRIED</p>
11.	COUNCILLOR REPORTS 62-25	<p>MOVED by Mayor Preston that the Councillor reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
12.	ADMINISTRATION REPORTS 63-25	<p>MOVED by Mayor Preston that the Administration reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 5:32 p.m.

SUMMER VILLAGE OF BIRCH COVE
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THURSDAY, JUNE 19TH, 2025
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

UNAPPROVED



Summer Village of Birch Cove

Land Use Bylaw 170-2025

Summer Village of Birch Cove
Consolidated by the Summer Village of Birch Cove Planning and Development Services

Passed _____

Land Use Bylaw No. 170-2025

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BYLAW NO. 170-2025

Being a Bylaw of the Summer Village of Birch Cove, in the Province of Alberta.

WHEREAS the *Municipal Government Act, R.S.A. 2000, c M-26* and any amendments thereto, mandates the Council of a municipality to enact a Bylaw to regulate the use and development of land and buildings.

In this Bylaw, the words imparting the singular shall include the plural and words imparting the masculine shall include the feminine or neuter forms or corporations, or vice versa, save where the context otherwise requires.

Therefore the Municipal Council repeals the Summer Village of Birch Cove Land Use Bylaw No. 96-10 and all amendments thereto, subject to third and final reading and signing date of the final passing of this Bylaw **170-2025**, enacts as follows (including all Schedules):

Schedule A – Land Use Bylaw Map

General

Section 1 Title

This Bylaw may be referred to as "The Summer Village of Birch Cove Land Use Bylaw."

Section 2 Scope

No subdivision or development shall hereafter be carried out within the boundaries of the Summer Village of Birch Cove except in conformity with the provisions of this Bylaw.

Section 3 Purpose

The purpose of this Bylaw is to, amongst other things:

- (1) to divide the municipality into districts;
- (2) to prescribe and regulate the use(s) for each district;
- (3) to establish the office of Development Officer;
- (4) to establish the Subdivision Officer;
- (5) to establish a method of making decisions on applications for development permits and the issuance of development permits;
- (6) to provide the manner in which notice of the issuance of a development permit is to be given;
- (7) to establish a method for making decisions on applications for subdivision approval in accordance with the Municipal Government Act and its regulations;
- (8) to implement the policies of the statutory plans of the Summer Village of Birch Cove;
- (9) to establish supplementary regulations governing certain specific land uses; and
- (10) to establish the procedures for making amendments to this Bylaw.

Section 4 Relationship to the Municipal Government Act

This Summer Village of Birch Cove Land Use Bylaw has been prepared and adopted in accordance with the provision of the Act, its regulations, and amendments thereto.

Section 5 Metric and Imperial Measurements

The imperial equivalents provided in parentheses after reference to metric units of measurement are approximate and intended for information only.

Section 6 Previous Municipal Bylaws

No provisions of any other Bylaws with respect to zoning, development control and land use classifications shall hereafter apply to any part of the Summer Village described in this Bylaw, subject to the transitional provisions of this Bylaw.

Section 7 Effective Date

The effective date of this Bylaw shall be the date of the third reading thereof.

Section 8 Establishment of General Conditions

General conditions shall be set forth in Part I of "General Conditions" and the same may be amended in the similar manner as any other part or section of this Bylaw.

Section 9 Other Legislative and Bylaw Requirements

Nothing in this Bylaw affects the duty or obligation of a person to obtain a development permit as required by this Bylaw, or to obtain any other permit, license or other authorization required by any Bylaw, or Act or any regulation pursuant to those Acts.

Section 10 Definitions

In this Bylaw:

"ACCESSORY BUILDING" - means a building which is normally subordinate to, and the use of which is incidental to that of, a principal building and which includes such buildings as a garage, storage shed and guesthouse. This structure can be up to 1 ½ storeys with a maximum height of 22'. This height can exceed the height of the principal residence. If a garage is 1½ storeys in height it can include sleeping accommodation only over the garage;

"ACCESSORY BUILDING, LAKESHORE" - means an accessory building or structure located immediately adjacent to a lakeshore or lake tributary or within the actual waterbody proper, and includes but is not limited to a boathouse;

"ACCESSORY DWELLING UNIT" – means an accessory dwelling unit (often referred to as an ADU) which is a self-contained living unit with its' own kitchen, sleeping area and washroom facilities, and which is located on the same property as a dwelling unit. An accessory dwelling unit is sometimes referred to as a garden suite, laneway home, carriage house or garage suite;

"ACCESSORY USE" - means a use of a building or land which is normally incidental to and subordinate to the principal use of the parcel on which it is located;

“ACT” - means the *Municipal Government Act*, as amended, and the regulations pursuant thereto;

“ADJACENT LAND” - means land that is contiguous to the parcel of land in question and includes;

- (a) land that would be contiguous if not for a highway, road, river or stream, and
- (b) any other land identified in the Land Use Bylaw as adjacent land for the purpose of notification.

“ADULT” – means a person who has reached the age of majority of eighteen (18) years of age and is therefore regarded as independent, self-sufficient and responsible.

“AREA STRUCTURE PLAN” - means a plan adopted by the Council as an area structure plan pursuant to the *Municipal Government Act*;

“APPEAL BOARD” - means a Subdivision and Development Appeal Board appointed pursuant to the Act;

“BED AND BREAKFAST” - means the use of part of a residential dwelling for overnight commercial accommodation where breakfast is usually served as part of the accommodating service. A bed and breakfast is a home occupation for the purpose of this Bylaw;

“BOATHOUSE” - means an accessory building designed and used primarily for the storage of boats and which is designed in such a way as to permit the direct removal of boats from the water to the structure;

“BUFFER” - means a row of trees, shrubs, berming, or fencing to provide visual screening and separation between sites and incompatible land uses;

“BUILDING” - means anything constructed or placed on, in, over, or under land, but does not include a highway or public roadway or related developments;

“BUILDING HEIGHT” - means the vertical distance between grade and the highest point of a building; excluding an elevator housing, a mechanical housing, a roof stairway entrance, a ventilating fan, a skylight, a steeple, a chimney, a smoke stack, a fire wall, a parapet wall, a flagpole or similar device not structurally essential to the building;

“CANOPY” - means a projection extending from the outside wall of a building normally for the purpose of shielding a part of the building from the sun;

“CARPORT” - means a roofed structure used for storing or parking of not more than two private vehicles which has not less than 40% of its total perimeter open and unobstructed;

"CHATTEL" - means a moveable item of personal property;

"CORNER" - means the intersection of any two property lines of a parcel;

"COUNCIL" - means the Council of the Summer Village of Birch Cove;

"DECK" - means a hard surfaced (usually wooden) area usually adjoining a dwelling unit; more than 0.6 m (1.97 ft) high above grade, for outdoor living;

"DESIGNATED OFFICER" - means a person authorized to exercise development authority powers on behalf of the municipality pursuant to the provision of the *Municipal Government Act* and this Bylaw;

"DEVELOPABLE AREA" - means an area of land suitable for a building parcel and containing adequate surface elevation to preclude marshland, wetland, or groundwater inundation or high groundwater table conditions;

"DEVELOPER" - means an owner, agent or any person, firm or company required to obtain or having obtained a development permit;

"DEVELOPMENT" - means development as defined in the Act, and includes the following:

- (a) The carrying out of any construction or excavation, or other operations, in, on, over or under land, or the making of any change in the use or the intensity of use of any land, buildings or premises, and without restricting the generality of the foregoing, includes the removal of topsoil. For the purposes of this Bylaw, development also means the demolition of a building,
- (b) In a building or on a parcel used for dwelling purposes, any increase in the number of families occupying and living in the building or on the parcel, and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel,
- (c) The placing of refuse or waste material on any land,
- (d) The resumption of the use to which land or buildings have been previously put,
- (e) The use of the land for the storage or repair of motor vehicles or other machinery or equipment,
- (f) The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw is enacted,
- (g) The installation of any type of sewage disposal system including but not limited to holding tanks, and

(h) The digging of a well or installation of a water cistern;

“DEVELOPMENT AUTHORITY” - means the Development Officer as designated by bylaw;

“DEVELOPMENT OFFICER” - means the person(s) appointed as Development Officer in accordance with the Development Authority Bylaw;

“DEVELOPMENT PERMIT” - means a certificate or document permitting a specified development and includes, where applicable, a plan or drawing or a set of plans or drawings, specifications or other documents. This permit is separate and distinct from a building permit;

“DISCONTINUED” - means the time at which, in the opinion of the Development Officer, substantial construction activity or nonconforming use, or conforming use has ceased;

“DISCRETIONARY USE” - means a use of land or buildings provided for in the District Regulations of the Bylaw, for which a development permit may or may not be issued with or without conditions;

“DOUBLE FRONTING PARCEL” - means a parcel bounded by two or more streets on opposite ends; is not a corner parcel;

“DWELLING” – means any building used principally for human habitation and which is supported on a permanent foundation extending below ground level, and includes single family dwellings, but does not include mobile homes or temporary mobile living accommodations such as holiday trailers;

“DWELLING UNIT” – means a self-contained structure with sleeping, washroom and cooking facilities, intended for domestic use, and used or intended to be used permanently or semi-permanently as a residence for a single household;

“EASEMENT” - means a right to use land, generally for access to other property or as a right-of-way for a public utility;

“EXCAVATION” - means any breaking of ground, except common household gardening and ground care;

“FENCE” - means a vertical physical barrier constructed to prevent visual intrusion or unauthorized access or sound abatement;

“FLOOR AREA” - means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the glass line of exterior walls and the centre-line of fire walls encompassing all levels of the structure;

“FLOODPLAIN” – means the highest elevation of the level of floodwaters occurring in the 1:100 flood event, as established from time-to-time by Alberta Environment;

“FOUNDATION” - means the lower portion of a building, usually concrete or masonry, and includes the footings and pilings which transfer the weight of and loads on a building to the ground;

“FRACTIONAL OWNERSHIP” – means a situation where a host owns a part or fraction of a property, typically with the right to use it for an equal fraction of the year. The owner is restricted from using the property as their principal residence because of rules outlined in the fractional ownership agreement;

“FRONTAGE” - means the lineal distance measured along the front parcel line;

“GARAGE” - means an accessory building or part of the principal building, designed and used primarily for the storage of motor vehicles. Sleeping accommodation only is permitted over a garage with a maximum height of 1 ½ stories (22').

“GRADE” - means the ground elevation established for the purpose of regulating the number of storeys and the height of a building. The building grade shall be the level adjacent to the walls of the building if the finished grade is level. If the ground is not entirely level the grade shall be determined by averaging the elevation of the ground for each face of the building;

“GUEST HOUSE” - means an accessory building used for seasonal or part-time sleeping accommodation with bathroom facilities and not containing such facilities as a kitchen, living room or recreation room. A guest house does not mean a recreational vehicle, or a converted mobile home. A guest house shall not be used as a rental accommodation;

“HIGH GROUNDWATER TABLE” - means a water table level measuring less than 1.5 m (5.0 ft) from the ground surface, or as otherwise determined by the Development Officer;

“HOME EXCHANGE” – means an arrangement where a person offers a right to use the person's property for accommodation in Birch Cove in exchange for the right to use another person's property. It is also referred to as house swapping;

“HOME OCCUPATION” – means the accessory use of a dwelling by a resident of that dwelling for a business which is conducted within the dwelling, does not employ persons who are not resident within the dwelling, and is undetectable from outside the dwelling;

“LAKEFRONT DWELLINGS” - means those dwellings whose properties extend to the lakeshore but also includes those dwellings whose parcels are only separated from the lakeshore by an environmental reserve;

"LANDSCAPING" - means to preserve or change the natural features of a parcel by adding lawns, trees, shrubs, ornamental plantings, fencing, walks, or other structures and materials as used in modern landscape architecture but does not include changes in grade, stockpiling and excavation;

"LANE" - means a public thoroughfare for vehicles, the right-of-way of which does not exceed 10.0 m (33.0 ft) and is not less than 6.0 m (20.0 ft) wide, and which provides a secondary means of access to a parcel or parcels;

"LOT" - means a parcel of and, the boundaries of which are separately described in a certificate of title, which may or may not be shown on a registered plan of subdivision;

"MINOR" - means where added as a prefix to a permitted or discretionary use, a use which due to its nature or relatively small size will, at the discretion of the Development Officer, have a limited impact on surrounding uses, or which is intended to serve a small or local rather than a major or municipal area;

"MOBILE HOME" - means a building or structure, whether ordinarily equipped with wheels or not, that is constructed or manufactured in one or two parts with each part being moved from one point to another and put together on parcel to form a single unit and which provides completely self-contained, year-round residential accommodation and meets the requirements for a residence under the Canadian Standards Association. A mobile home is not a Single Detached Dwelling;

"MODULAR HOME" - means a dwelling which is prefabricated or factory built, and which is assembled on the parcel in sections, but such sections or units have neither chassis, running gear, nor its own wheels, and the sections may be stacked side-by-side or vertically. A modular home is a Single Detached Dwelling;

"MUNICIPAL DEVELOPMENT PLAN" - means the Summer Village of Birch Cove Municipal Development Plan;

"MUNICIPALITY" - means the Summer Village of Birch Cove;

"NON-CONFORMING BUILDING OR USE" - means a building or use which is regarded as non-conforming in accordance with the provisions of the Act;

"OCCUPANCY" - means the use or intended use of a building or part thereof for the shelter or support of persons or property;

"PARCEL" - means the aggregate of the one or more areas of land described in a Certificate of Title or described in a Certificate of Title by reference to a plan filed or registered in a Land Titles Office;

"PARCEL AREA" - means the total area of a parcel;

"PARCEL BOUNDARIES" - means the property boundaries which bound the parcel as determined by the Development Officer;

"PARCEL, CORNER" - means a parcel at the intersection of two abutting streets;

"PARCEL COVERAGE" - means, in the case of a residential building or structure, the combined area of all buildings on the parcel, measured at the level of the lowest storey above grade, and in the case of a non-residential building or structure, the combined area of all buildings or structures upon the lot, measured at the level of the lowest storey above grade, including in both cases, square footage of all levels, all porches and verandas, open or covered but excluding open and enclosed terraces at grade, steps, cornices, eaves, and similar projections; such area shall include air wells, and all other space within a building except inner and outer courts;

"PARCEL DEPTH" - means the average horizontal distance between the front and rear parcel boundaries;

"PARCEL, INTERIOR" - means a parcel which is bounded by only one street;

"PARCEL, LAKEFRONT" - means a parcel adjacent to a lakeshore excluding any existing park or reserve land, public roadways or public utility lots;

"PARCEL WIDTH" - means the distance between the side property lines of a parcel at the minimum permissible front yard, measured parallel to the road or to the tangent on a curved road;

"PARK OR PLAYGROUND" - means an area of land that is used for recreation purposes and may include such facilities as playground equipment;

"PARKING FACILITY" - means the area set aside for the storage and parking of vehicles and includes parking stalls, loading spaces, aisles, entrances and exits to the area, and traffic islands where they are part of the parking facility;

"PARKING STALL" - means a hard surfaced space set aside for the parking of one vehicle;

"PERMITTED USE" - means the use of land or building provided for in the District Regulations of this Bylaw for which a development permit shall be issued with or without conditions upon application having been made which conforms to the Land Use Bylaw;

"PLATFORM SERVICE" – means the facilitation of promotion and transactions for reservations and payments related to short-term rental accommodation services within the Summer Village of Birch Cove, provided by an online platform;

"PRINCIPAL BUILDING OR USE" - means the primary building or use for which the site is ordinarily used. Garages, lofts, boathouses and similar building or uses on lots which have a

developed and usable residence shall not be regarded as a primary building or use in residential land use districts. There can only be one principal building or use on a single lot;

“PRINCIPAL RESIDENCE” – means the residence an individual lives in for a longer period during a calendar year than any other place;

“PUBLIC PARK” - means an active or passive public recreation area together with any accessory buildings or uses complimentary to the said recreational purpose;

“PUBLIC ROAD” - means land used or surveyed for use as a public highway, bridge, internal subdivision roads, lanes, and any structure;

“PUBLIC USE” - means a building or use of land by any government agency, not for profit organization, or utility for the express purpose of providing public services to the community. Examples include: administration buildings, parks, playgrounds, walk trail systems, museums, and sewage lift stations;

“PUBLIC UTILITY BUILDING” means a building to house a public utility, its office or equipment;

“PUBLIC WORKS BUILDING” - means any building, structure, facility, yard or complex used by the municipality to facilitate the performance of, or storage with respect to, the maintenance and care of public infrastructure;

“RECREATIONAL VEHICLE” - means a portable structure intended as temporary accommodation for travel, vacation, or recreational use. Such structures may include but not be limited to a motor home, fold-down camping trailer, truck camper, holiday trailer or fifth wheel travel trailer. Conventional or converted mobile homes are not recreational vehicles, as defined under this bylaw;

“SECONDARY SUITE” – means a self contained living unit with its' own kitchen, sleeping area and washroom facilities, and which is contained within a larger dwelling unit;

“SETBACK” - means the distance that a development, or a specified portion of it, must be set back from a property line;

“SEWAGE COLLECTION SYSTEM” - consists of a CSA approved sealed impermeable holding tank;

“SHORELINE” - means the land covered by water for such a period of time that it no longer features the natural vegetation or marks a distinct boundary from the water environment and the soil of the waterbody and the vegetation of the surrounding land;

“SHORT FORM” - means an abbreviation;

“SHORT-TERM RENTAL” – means accommodations provided to members of the public in a host’s property, in exchange for money, for a period of less than 90 consecutive days. They are generally tourist accommodations that are often found in residential or resort areas. They may be advertised via online platforms such as Airbnb, VRBO, Expedia and FlipKey, and may also be advertised on other web forums including Facebook Marketplace, or found in classified ads in newspapers.

Short-term rentals do not exclude accommodation that was intended to be provided for 90 days or longer, but which unexpectedly ends before 90 days have passed;

“SIGN” - means anything that serves to indicate the presence or the existence of something, including, but not limited to a lettered board, a structure, or a trademark displayed, erected, or other wise developed and used or serving or intended to serve to identify, to advertise, or to give direction;

“SINGLE DETACHED DWELLING” - means a complete building or self-contained portion of a building for the use of one or more individuals living as a single housekeeping unit with associated facilities and intended as a residence not separated from direct access to the outside by another structure. A mobile home or recreational vehicle is not a single detached dwelling as defined under this Bylaw;

“STOREY” - means a floor of a building, excepting the basement;

“STOREY, HALF” - means that part of any building wholly or partly within the framing of the roof, where the habitable floor area is not more than 70% of the ground floor;

“STREET” - means a right-of-way no less than 10.0 m (32.8 ft) in width for a public thoroughfare and designed for the use of vehicular or pedestrian traffic, but does not include a lane or as defined as a street in the Highway Traffic Act;

“STRUCTURE” - means anything constructed or erected on the ground, or attached to something on the ground, and includes all buildings;

“STUDENT ACCOMMODATION” – means a property ordinarily used for more than 6 months in the calendar year for the living accommodation of students or employees of an education institution and that is owned or operated by the education institution or by a non-profit organization;

“SUBDIVISION AUTHORITY” - means a Subdivision Authority established Pursuant to Section 623 of the Municipal Government Act. Council shall exercise Subdivision Authority powers on behalf of the Municipality; or designate.

"SUBDIVISION AND DEVELOPMENT APPEAL BOARD" - means the Subdivision and Development Appeal Board appointed pursuant to the provisions of the Municipal Government Act;

"SUBDIVISION OFFICER" - means a person authorized to accept, process and endorse subdivisions on behalf of the subdivision authority pursuant to the provisions of the Municipal Government Act;

"TEMPORARY DEVELOPMENT" - means a development for which a development permit has been issued for a limited time only;

"TEMPORARY USE OR BUILDING" - means a use or building developed on a parcel which is not permanent in nature and can conveniently and economically be removed so as to not prejudice the future subdivision or development of that parcel;

"TEMPORARY LIVING ACCOMMODATION" - means any recreational vehicle, holiday trailer, camper or tent situated on a residential lot;

"TIME SHARE PROPERTY" – means a certain property in which a person has a time share contract within the meaning of the *Business Practices and Consumer Protection Act*, or has a time share interest within the meaning of the *Real Estate Development Marketing Act*;

"USE" - means a use of land or a building as determined by the Development Officer;

"UTILITY" - means the components of a sewage, storm water or solid waste disposal system, or a telecommunication, electrical power, water, gas or oil distribution system;

"UTILITY BUILDING" - means a building in which the proprietor of a utility company maintains his office or offices and/or maintains or houses any equipment used in connection with the utility;

"YARD" - means a required open space unoccupied and unobstructed by any structure or portion of a structure above the general ground level of the graded parcel, unless otherwise permitted in this Bylaw;

"YARD, FRONT" - means that portion of the parcel extending across the full width of the parcel from the front property boundary line of the parcel to the front wall of the main building. In the case of lake front lots, the front yard is the area between the lake shore property line (or, if the front property line is not a fixed point, the standard mean high water mark as defined by Alberta Environmental Protection) and the wall of the main building facing the lake;

"YARD, LAKEFRONT" - means the yard extending across the full width of a lakefront parcel and situated between the parcel line closest to the lake and the nearest portion of the exterior wall of the principal building;

“YARD, REAR” - means that portion of the parcel extending across the full width of the parcel from the rear property boundary of the parcel to the exterior wall of the building; and

“YARD, SIDE” - means that portion of the parcel extending from the front yard to the rear yard and lying between the side property boundary of the parcel and the nearest portion of the exterior wall of the principal building.

All other words and expressions have the meanings respectively assigned to them in the Act.

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DEVELOPMENT CONTROL AGENCIES

Section 11 Establishment of a Development Officer

- (1) The office of the Designated Officer is hereby established and such office shall be filled by a person or persons to be appointed by Resolution of Council.
- (2) For the purposes of the Act, the Development Officer is hereby declared to be a Designated Officer of Council.
- (3) The Development Officer shall perform such duties that are specified in this Land Use Bylaw, including among other things:
 - (a) keeping and maintaining for the inspection of the public during all regular hours, a copy of this Land Use Bylaw and all amendments thereto, and
 - (b) keeping a register of all applications for development including the decisions thereon and the reasons therefore.
- 4) For the purposes of this Bylaw, the Development Officer shall constitute the Development Authority of the Summer Village of Birch Cove.

Section 12 Subdivision Officer

- (1) The office of the Subdivision Officer is hereby established and such office shall be filled by a person or persons appointed by Resolution of Council.
- (2) The Subdivision Officer or designate(s) shall perform such duties that are specified in Part 4 of this Bylaw.
- (3) The Subdivision Officer or designate(s) shall keep and maintain for the inspection of the public during all reasonable hours, a copy of this bylaw and all amendments thereto; keep a register of all applications for subdivision, including the decisions thereon and the reason therefore.
- (4) For the purposes of the Municipal Government Act, the Subdivision Officer or his designate(s) is/are hereby declared to be a Designated Officer of Council.
- (5) For the purposes of this Bylaw, the Subdivision Officer shall constitute the Subdivision Authority of the Summer Village of Birch Cove.

Section 13 Subdivision and Development Appeal Board

- (1) The Subdivision and Development Appeal Board is established through separate bylaw.
- (2) The Subdivision and Development Appeal Board shall perform such duties as specified in the Act.

DEVELOPMENT CONTROL

Section 14 Development Permit Required

No development other than that designated in Section 15 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

Section 15 Where a Development Permit is Not Required

The following developments shall not require a development permit provided the proposed development conforms to all other provisions of this Bylaw:

- (a) The maintenance or repair of any conforming building if the work does not include structural alterations;
- (b) The erection or placement of a temporary building or sign, the sole purpose of which is incidental to the erection of a building for which a development permit has been granted, provided the temporary building or sign is removed within thirty (30) days of substantial completion or as determined by the Development Officer;
- (c) The completion, alteration, maintenance or repair of a street, lane or utility, undertaken upon a public thoroughfare or utility easement, or undertaken to connect the same with any lawful use of buildings or land;
- (d) Hard-surfacing of any yard area on a parcel for the purpose of providing vehicular access from a public roadway to an on-site parking stall, provided that such hard-surfacing does not drain onto adjacent properties;
- (e) The erection of freestanding towers, electronic equipment, flag poles and other poles not exceeding 6.1 m (20.0 ft), provided that the structure is not located in a front yard or on a building or structure;
- (f) Landscaping where it will not adversely affect the subject or adjacent properties but does not include changes in grade, stockpiling or excavation;
- (g) The erection of campaign signs for federal, provincial, municipal or school board elections on private properties for no more than thirty (30) days, or such other time as regulated under provincial or federal legislation provided that:
 - (i) such signs are removed within fourteen (14) days of the election date, and
 - (ii) the consent of the property owner or occupant is obtained, and
 - (iii) such signs do not obstruct or impair vision or traffic, and
 - (iv) such signs indicate the name and address of the sponsor and the person responsible for removal;
- (h) The erection or construction of gates, fences, walls or other means of enclosure, subject to Section 57 of this Bylaw, and the maintenance, improvement and other alterations of any gates, fences or walls or other means of enclosure;
- (i) One sign on internal parcels or two signs on corner parcels advertising a residential

property for sale or rent may be displayed on the property to which it pertains during the time the property is being offered for sale, and shall be removed after the sale or rental agreement has been entered into. Such signs shall be a maximum of 0.6 m² (6.4 ft²) and shall be placed or erected no closer than 3.0 m (10.0 ft) to a public right-of-way; or

- (j) The erection or construction of 9 m² (100 ft²) maximum floor area storage or garden sheds provided they meet the setback requirements for an accessory building and site coverage regulations as defined under this Bylaw.

Section 16 Non-Conforming Buildings and Uses

Non-conforming buildings and uses must comply with the provisions of the Act, Section 643.

Section 17 Application for Development Permit

- (1) An application for a development permit shall be made to the Development Officer in writing on the application form provided in the parts forming this Bylaw, and shall:
 - (a) be accompanied by a fee set by Council;
 - (b) be signed by the registered owner or their agent where a person other than the owner is authorized by the owner to make application; The correctness of the information supplied shall, when required by the Development Officer, be verified by a Statutory Declaration;
 - (c) state the proposed used or occupancy of all parts of the land and buildings, and such other information as may be required by the Development Officer; and
 - (d) at the discretion of the Development Officer include parcel plans in duplicate at a scale satisfactory to the Development Officer, showing any or all of the following:
 - (i) Front, side and rear yards;
 - (ii) Outlines of the roof overhangs on all buildings;
 - (iii) North point;
 - (iv) Legal description of the property;
 - (v) Location of existing and proposed municipal and private local improvements, principal building and other structures including accessory building, garages, carports, fences, driveways, paved areas, and major landscaped areas including buffering and screening areas where provided;
 - (vi) The provision of off-street loading and vehicle parking,
 - (vii) Access and egress points to and from the parcel,
 - (viii) Location of water and sewage collection systems on adjacent properties.
 - (ix) The grades of the adjacent streets and lanes;
 - (x) the location of existing and proposed municipal and private local improvements as well as an estimation of the installation thereof,

- (xi) The exterior elevations showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed;
 - (xii) The lowest finished floor elevation in either the basement or main floor in the principal and accessory buildings where applicable;
 - (xiii) a parcel grading plan indicating but not limited to indicating the elevations of the parcel at all corners and the grade at all corners of the proposed development as well as the grades of the adjacent streets, lanes and sewers servicing the parcel,
 - (xiv) storm drainage plan,
 - (xv) On a vacant parcel in a residential district, the suggested location for a future driveway and garage or carport, if the application itself does not include such buildings as part of the proposal; and
 - (xvi) estimated cost of the project, excluding land prices, and
 - (xvii) Any other information or tests respecting the parcel or adjacent lands which is pertinent to an assessment of the conformity of the proposal to this Bylaw and any other Bylaws or resolutions of Council dealing with development.
- (2) The Development Officer may require the applicant to provide written consent to enter upon the subject property to verify compliance of all existing and proposed development(s) with this Bylaw.
- (3) When, in the opinion of the Development Officer, sufficient details of the proposed development have not been included with an application for a development permit, the Development Officer may return the application to the applicant for further details. The application so returned shall not be considered to be in its final form until all required details have been submitted to the satisfaction of the Development Officer.

Section 18 Decisions on Development Permit Applications

- (1) Permitted / Discretionary Applications
- (a) The Development Officer shall approve, with or without conditions, an application for a permitted use where the proposed development conforms to this Bylaw. The Development Officer may approve an application for a discretionary use and may refer the application with the Development Officer's recommendations to Council for decision. All applications for the placement of Modular Homes shall be referred, by the Development Officer, to Council for decision.
 - (b) The Development Officer or Council may require, as a condition of issuing a development permit, that:
 - (i) a Real Property Report, signed by an Alberta Land Surveyor, along with a signed authorization form or letter from the Alberta Land Surveyor stating that the Summer Village may utilize the Surveyor's Real Property Report for evaluating the compliance of the proposed or existing development against all land use regulations relating to the use and building(s) that is (are) the subject of the development permit application;
 - (ii) prior to making a decision, refer any application to any municipal department

or external agency for comment;

- (iii) require, as a condition of issuing a development permit, that the applicant enter into an agreement with the Summer Village of Birch Cove to construct or pay for the construction of public roadways, pedestrian walkways, parking and loading facilities, and any off-site levy or redevelopment levy imposed by Bylaw. To ensure compliance with the conditions in the agreement, the Summer Village of Birch Cove may be protected by caveat registered in favour of the Summer Village;
 - (iv) require financial guarantees, in a form and an amount acceptable to the Village, from the applicant to secure performance of any of the conditions of a development permit;
 - (v) refuse to issue a development permit in the case where satisfactory arrangements have not been made by a developer for a proposed building on any parcel, where it would otherwise be permitted by the Bylaw, for the supply of water, electric power, sewerage and street access, or any of them, including payment of the costs of installing or constructing any such utility by the developer; and/or
 - (vi) issue a temporary development permit where, in the opinion of the Development Officer, the proposed use is of a temporary nature.
- (c) Where development permit applications are referred to Council, Council shall be subject to the same variance provisions that apply and are available to the Development Officer as prescribed in Section 18 (2), (3) and (4).

(2) Variance Provisions

The Development Officer may, in deciding upon an application for a permitted or discretionary use, allow a minor variance to a maximum of 30% of the stated setback or other provision provided such variance does not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of land.

(3) Limitations on Variance Provisions

In approving an application for a development permit under Section 18 (2), the Development Officer or Council shall adhere to the general purpose and intent of the appropriate land use district and to the following:

- (a) A variance shall be considered only in cases of unnecessary hardship or practical difficulties particular to the use, character, or situation of land or building which are not generally common to other land in the same land use district.
- (b) Except as otherwise provided in this Bylaw, there shall be no variance from the regulations prescribing density.
- (c) Where the issuance of a development permit for any use involves the exercise of any specified discretion of the Development Officer to relax a regulation of a land use district or any other regulation of this Bylaw, they shall not permit any variance from that regulation other than that contained in Section 18 (2).

(4) Additional Provisions:

The Development Officer may impose such conditions on the approval of an application that are considered necessary by the Development Officer, or Council to:

- (a) uphold the intent and objectives of any area structure plan or other statutory plan or land use regulation as adopted or amended from time to time; and
- (b) ensure the orderly and economic development of land within the Summer Village of Birch Cove.

Section 19 Notice of Proposed Development

(1) Prior to an application being considered for a discretionary use, the Development Officer may require one or more of the following:

- (a) cause a notice to be posted in a conspicuous place on the parcel upon which the proposed development is situated not less than seven (7) days prior to the date of consideration of such an application;
- (b) cause a similar notice to be published once in a newspaper circulating in the municipal area, at the expense of the applicant; and/or
- (c) cause a similar notice to be sent by mail to all assessed property owners within 30.0 m of the parcel, and to those assessed property owners who, in the opinion of the Development Officer, may be affected, not less than seven (7) days prior to the date of consideration of the application.

(2) The notices issued pursuant to Section 19 (1) shall state:

- (a) the proposed use of the building or parcel;
- (b) that an application respecting the proposed use will be considered by the Development Officer;
- (c) that any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of their objections indicating:
 - i) their full name and address for service of any notice to be given to them in respect of the objection, and
 - ii) the reasons for their objections to the proposed use;
- (d) the date by which objections must be received by the Development Officer; and
- (e) the date, time and place the application will be considered by the Development Officer.

(3) When considering applications under Section 19 (1) for which notices have been served, the Development Officer may afford an opportunity to any interested person to make representation on the application and shall take into account any such representations made when giving final consideration to the said application.

Section 20 Notice of Decision

- (1) All decisions on applications for a development permit shall be given in writing to the applicant.
- (2) If an application is refused or conditionally approved by the Development Officer or Council, the notice of decision shall contain the reasons for the refusal or the conditions imposed as part of the approval.
- (3) When a decision on a development permit for a permitted use is made, the Development Officer shall require the developer to immediately post a notice, for no less than fourteen (14) days, conspicuously on the parcel on which the proposed development has been permitted.
- (4) When a decision on a development permit for a discretionary use is made, the Development Officer may undertake or be directed to undertake by the Summer Village Council, as the case may be, any or all of the following:
 - (a) publish a notice in a newspaper circulating in the municipal area; and/or
 - (b) immediately mail a notice to all assessed property owners within 30.0 m of the parcel with respect to which the application has been made and to those assessed property owners who, in the opinion of the Development Officer, may be affected; and/or
 - (c) post a notice conspicuously on the parcel with respect to which the application has been made, for a period of no less than twenty one (21) days after the day the permit was issued.
- (5) The notices issued pursuant to Sections 20 (3), or (4) shall indicate:
 - (a) the date a decision on the development permit application was made;
 - (b) the location and use of the parcel in respect of which the application has been made and the decision of either the Development Officer, and
 - (c) that an appeal may be made by a person affected by the decision by serving written notice of the appeal to the Subdivision and Development Appeal Board before the effective date of the development permit as determined pursuant to Section 21 of this Bylaw.

Section 21 Effective Date of Permit

The decision on a development permit application shall come into effect,

- (1) if it is made by the Development Officer or Summer Village Council, on the fourteenth (14) day after the date of the issue of the Notice of Decision, or
- (2) If an appeal is made, on the date that the appeal is finally determined.

Section 22 **Validity of Development Permits**

- (1) A development permit is valid unless:
 - (a) it is suspended or cancelled; or
 - (b) the development that is the subject of the development permit is not commenced within twelve (12) months from the date of the issuance of the development permit, or not carried out with reasonable diligence; or
 - (c) the development that is the subject of the development permit is not commenced within a time period specified in the permit or not carried out with reasonable diligence, if the Development Officer, or Council has specified that the development permit is to remain in effect for less than twelve months.
- (2) If the development has not commenced prior to the expiry date of the Permit, the Development Officer may grant one extension, to a maximum of twelve months, to the approval of the Development Permit where requested by the applicant.
- (3) Temporary Development Permits shall have the expiry date of the permit clearly indicated on the notice of decision.

Section 23 **Deemed Refusals**

In accordance with Section 684 of the Act, an application for a development permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Officer, as the case may be, is not made within forty (40) days of the completed application being received by the Development Officer unless an agreement to extend the 40-day period herein described is established between the applicant(s) and the Development Officer.

Section 24 **Subsequent Applications**

If an application for a development permit is refused by the Development Officer or on an appeal from the Subdivision and Development Appeal Board, another application for development by the same applicant or any other applicant,

- (a) on the same parcel; and
- (b) for the same or similar use,

may not be made for at least six (6) months after the date of the refusal, subject to consideration by the Council.

Section 25 **Suspension or Cancellation of Development Permits**

- (1) If, after a development permit has been issued, the Development Officer becomes aware that:
 - (a) the application for the development contains a misrepresentation; or

- (b) facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered; or
 - (c) the development permit was issued in error, the Development Officer, as the case may be, may suspend or cancel the notice of decision or the development permit by notice, in writing, to the holder of it.
- (2) If a person fails to comply with a notice under Section 645 of the Act, the Development Officer may suspend or cancel any existing development permit by notice, in writing, to the holder of the permit.
 - (3) A person whose development permit is suspended or cancelled under this Section may appeal to the Subdivision and Development Appeal Board.

Section 26 Developer's Responsibility

- (1) A person to whom a development permit has been issued shall obtain from the appropriate authority where applicable, permits relating to building, grades, sewers, water mains, electricity and highways, and all other permits required in connection with the proposed development.
- (2) The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors to any public or private property.
- (3) The applicant shall prevent excess soil or debris from being spilled on public road allowances streets, lanes sidewalks, lakes, and run-off lanes and shall not place soil or any other materials on adjacent parcel without permission in writing from adjacent property owners.
- (4) Sections 26 (2) and (3) may be enforced pursuant to PART 6 of this Bylaw. Any costs incurred as a result of neglect to public property may be collected where financial guarantees have been required pursuant to Sections 18.
- (5) The Development Officer may require a Real Property Report prepared by an Alberta Land Surveyor relating to the building(s) that is (are) the subject of a development permit application.
- (6) No building or use shall be used or occupied and no change in the existing occupancy classification of a building shall be made until the developer, proposed user or proposed occupant of said building or use demonstrates that substantial completion, as determined by the Development Officer, has been undertaken.
- (7) Further to Section 26, a person in receipt of an occupancy permit issued pursuant to the Alberta Safety Codes is not in receipt of permission to occupy under this Bylaw.
- (8) A person in receipt of a development permit issued pursuant to this Bylaw must obtain where applicable a building permit issued pursuant to the Alberta Safety Codes, some of the regulations/provisions of which may not be consistent with the regulations/provisions of this Bylaw.
- (9) The Development Officer may require, with respect to a development that as a condition of issuing a development permit, the applicant enter into an agreement with the Municipality to do all or any of the following:

- (a) To construct or pay for the construction of:
 - (i) a public roadway required to give access to the development, or
 - (ii) a pedestrian walkway system to serve the development; or
 - (iii) pedestrian walkways that will connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to serve an adjacent development or both; or
 - (b) To install or pay for the installation of utilities that are necessary to serve the development; or
 - (c) To construct or pay for the construction of:
 - (i) off-street or other parking facilities, and
 - (ii) loading or unloading facilities; or
 - (d) To pay off-site levy or redevelopment levy imposed by bylaw.
- (10) Where an application for a development permit is approved with conditions, the Development Officer may, before issuing the Development Permit, require the applicant or owner of the land affected by the Development Permit to enter into an agreement with the Municipality to ensure compliance with the condition and such an agreement may be protected by Caveat registered by the Municipality.

SUBDIVISION OF LAND

Section 27 **Control of Subdivision**

No subdivision of land shall be undertaken within the Municipality unless an application for it has been approved pursuant to Division 7 of the Municipal Government Act.

Section 28 **Subdivision Fees**

All fees and charges pursuant to this Bylaw shall be as established by a Municipal Services Agreement established by Resolution of Council.

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AMENDMENT AND ENFORCEMENT

Section 29 Development Appeals and Procedures

Development appeals and procedures must be undertaken in conformity with the Act.

Section 30 Subdivision Appeals and Procedures

Subdivision appeals and procedures must be undertaken in conformity with the Act.

Section 31 Application to Amend Bylaw

- (1) Subject to the provisions of the Municipal Government Act, any Section or Part of this Bylaw may be amended in accordance with Section 31 of this Bylaw.

- (2) Application

Any person applying to have this Bylaw amended shall apply in writing to the Development Officer, using the application form provided by the Summer Village of Birch Cove, and request that the Development Officer submit the application to the Council.

- (3) As part of the application referred to in Section 31 (2), the applicant must provide the following information:

- (a) reasons in support of the application;
- (b) the use to be made of the land that is the subject of the application; and
- (c) the program of land servicing.

- (4) Payment and Undertaking

A person making an application to amend this Bylaw for a purpose other than the clarification of an existing provision of this Bylaw shall:

- (a) pay the Summer Village of Birch Cove an application fee as set by Bylaw of Council;
- (b) undertake in writing on a form provided by the Summer Village of Birch Cove to be liable for, and pay on demand, all expenses made necessary by the processing of the proposed amendment which Summer Village of Birch Cove may incur, whether it be enacted or not, including but not limited to map printing and reproduction costs, surveys and advertising charges; and
- (c) sign a certificate authorizing the right of entry by the Development Officer to such lands or buildings as may be required for investigation of the proposed amendment.

(5) Investigation by Development Officer

Upon receipt of an application to amend the Land Use Bylaw, the Development Officer shall:

- (a) initiate or carry out any necessary investigation or analysis of the problems involved in or related to the amendment; and
- (b) prepare a detailed report including all maps and relevant material f to consider.

(6) Procedure by Applicant

Upon receiving the preliminary advice of the Development Officer, the applicant shall advise the Development Officer if:

- (a) he or she wishes the Council to proceed with the amendment as submitted by the person, or an alternative amendment proposed by the Council; or
- (b) he or she wishes to withdraw his application for an amendment.

(7) Decision by Council:

As soon as reasonably convenient the Development Officer shall submit the proposed amendment as originally applied for, or as alternatively chosen by the applicant, as the case may be, to the Council, accompanied by the report of the Development Officer and other relevant material, if any, and the Council shall then consider the proposed amendment.

(8) Council May Direct Repayment:

If it appears that the proposed amendment is one which is applicable to and for the benefit of the Summer Village of Birch Cove at large, or most of the persons affected in one area, or to the entire district, then the Council may direct that the application fee be returned to the applicant and that the Summer Village of Birch Cove pay the expense which the applicant has agreed to pay pursuant to the provisions of Section 31.

(9) Amendments Proposed in Council:

Council may, at any time, initiate an amendment to this Bylaw, but prior to first reading of any proposed amendment the proposal shall be referred to the Development Officer for reports and recommendations.

(10) Limit on Frequency of Applications:

Notwithstanding anything in this Section or this PART, a proposed amendment which has been rejected by Council within the previous twelve (12) months may not be reconsidered unless Council otherwise directs.

(11) Proposed amendments to this Bylaw are subject to those requirements and procedures set out in the Act regarding enactment of Bylaws, Section 692 specifically.

- (12) Prior to third reading of a proposed amendment, Council may require the applicant to apply for a development permit and negotiate a development agreement for the proposal which initiated said proposed amendment.

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CONTRAVENTION, PENALTIES AND FINES

Section 32 Contravention

- (1) Contravention of the provisions of this Land Use Bylaw must conform to Section 645 of the Act.
- (2) Where a notice is issued under Section 645 of the Act, the notice shall state the following and any other information considered necessary by the Development Officer:
 - (a) An explanation of the contravention, and a statement indicating under which provisions of this Bylaw or the Act the order is being carried out;
 - (b) The alternatives and processes which the person responsible for the contravention may pursue in order to correct the contravention;
 - (c) A time frame in which the contravention must be corrected prior to the Summer Village of Birch Cove pursuing action; and
 - (d) Advise the person of his right to appeal the notice to the Subdivision and Development Appeal Board.

Section 33 Offenses and Penalties

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Alberta Court of Appeal upon action brought by Council, whether or not any penalty has been imposed for the contravention.

- (1) A person who:
 - (a) contravenes any provision of the Act or the regulations under the Act,
 - (b) contravenes this Bylaw,
 - (c) contravenes an order under Section 32 of this Bylaw and/or Section 645 of the Act,
 - (d) contravenes a development permit or subdivision approval or a condition attached thereto, and/or
 - (e) obstructs or hinders any person in the exercise or performance of his powers or duties under this Act, the regulations under the Act or this Bylaw
 - (f) is guilty of an offense and is liable to a fine prescribed in Section 566 of the Municipal Government Act.
- (2) If a person is found guilty of an offense under Section 33 of this Bylaw (Section 557 of the Municipal Government Act), the court may, in addition to any other penalty imposed, order the person to comply with:
 - (a) the Act and the regulations under the Act,

- (b) this Bylaw,
 - (c) an order under Section 32 of this Bylaw and/or Section 645 of the Act, and/or
 - (d) a development permit or subdivision approval or a condition attached to a development permit or subdivision approval.
- (3) Any written notice, or order, or decision that is required under any provision of this Bylaw to be provided to any person shall be deemed to have been so provided if it is:
- (a) delivered personally to the person or their agent it is directed to; or
 - (b) mailed by certified mail to the last known address of the person it is directed to; or
 - (c) left with any agent or employee or resident at the last known address of the person to whom it is directed.

GENERAL REGULATIONS

Section 34 On-Parcel and Off-Parcel Services and Improvements

Where any on-parcel services or improvements, or any off-parcel local improvements are required to service a proposed development, a person shall not begin the excavation for the foundation nor commence the development until the Development Officer is satisfied that such services or improvements will be undertaken.

Section 35 Utility Easements

Subject also to the conditions of a utility easement, no permanent structure other than a fence shall be constructed or placed on that utility easement unless:

- (1) in the opinion of the Development Officer, the said structure does not restrict access to the utility easement for the purposes of installation or land maintenance of the utility, and
- (2) written consent has been obtained from the person for whose use the easement has been granted.

Section 36 Parcel Grading

In all cases, parcel grades shall be established with regard to preventing drainage from one parcel to the next except where drainage conforms to an acceptable local or subdivision drainage plan which has been approved by the Council.

Section 37 Building Appearance and Building Exteriors

- (1) The design, construction and architectural appearance of any building or structure shall be to the satisfaction of the Development Officer.
- (2) The exterior finish on all buildings shall be of a permanent material satisfactory to the Development Officer.

Section 38 Mobile Homes

Mobile homes of any kind are not allowed to be placed on any lot within the corporate boundaries of the Summer Village of Birch Cove.

Section 39 Corner and Double Fronting Sides

In residential areas, a parcel abutting onto two streets or more shall have a front yard on each street in accordance with the front yard requirements of this Bylaw.

In all cases the location of buildings on corner parcels shall be subject to approval by Council who shall take into account the location of existing adjacent buildings or the permitted setback on adjacent parcels where a building does not exist.

On any corner site in a residential district, no person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedge or any object over 0.9 m (3 ft) in height above the lowest street grade adjacent to the intersection.

Section 40 Dwelling Units on a Parcel

No person shall construct or locate or cause to be constructed or located more than one principal dwelling unit on a parcel.

Section 41 Building Attached to Principal Buildings

Where a building is attached to the principal building by an open or enclosed roofed structure, it is to be considered a part of the principal building and not an accessory building.

Section 42 Relocation of Existing Buildings Within the Boundaries of the Summer Village of Birch Cove

- (1) No person shall:
 - (a) place on a parcel a building which has previously been erected or placed on a different parcel, or
 - (b) alter the location of a building which has already been constructed on that parcel, unless the Development Officer approved the placement or alteration.
- (2) Approval shall not be granted under Subsection (1) unless the Development Officer is satisfied that:
 - (a) the placement or location of the building would meet the requirements of this Bylaw, and
 - (b) the building and the parcel meet the requirements of this Bylaw and the Land Use District in which it is proposed to be located.
- (3) The Development Authority shall require any applicant for a relocated building to submit recent photographs of the building which demonstrate the condition and appearance of the proposed building to the satisfaction of the Development Authority.

Section 43 Garages and Accessory Buildings

- (1) In residential districts, unless otherwise provided, garages and accessory buildings shall be built and located based on the following:

- (a) All required yards and setbacks are maintained.
 - (b) The total floor area for all buildings shall not exceed 40% of the area of the parcel.
 - (c) The Development Officer will require that there be adequate clearance between all buildings.
 - (d) In the case of lakefront parcels, all accessory buildings except boathouses shall be located in the rear yard and the rear half of the parcel.
 - (e) In the case of non-lakefront parcels, all accessory buildings shall be located in the rear yard and in the rear half of the parcel.
 - (f) A boathouse on a lakefront parcel will be located to the satisfaction of the Development Officer.
 - (g) All accessory buildings shall be fixed to the ground, or on a foundation.
 - (h) Where a garage door faces the roadway, the garage shall be set back 6.1 m (20.0 ft).
 - (i) Garages will be limited to a maximum of 1 1/2 storeys in height and shall not exceed 6.7 m (22.0 ft) in height.
 - (j) A guest house shall contain rooms for sleeping accommodation and bathroom facilities only and if additional rooms or facilities are contained therein, it shall be considered and evaluated as the dwelling unit.
 - (k) No eave of an accessory building shall be closer than 0.3 m (1 ft) to any property line, with the structure of any accessory building being no closer than 0.9 m (3 ft) from any property line.
 - (l) Accessory buildings shall not be erected unless the principal building has been erected, or the principal building will be erected simultaneously.
- (2) On lakefront parcels a residence, guest house, boathouse, and garage are allowed as long as the development adheres to all of the requirements of this Bylaw.
- (3) Private Swimming Pools and Hot Tubs:
- (a) Every private swimming pool or hot tub shall be secured against entry by the public other than owners, tenants or their guests.
 - (b) No privately owned outdoor swimming pool or hot tub shall be constructed unless fenced; except that a wall of a building may be considered to provide adequate protection for its length when substituted for any portion of the fence.
 - (c) Every fence enclosing an outdoor swimming pool or hot tub shall be at least 1.5 m (5.0 ft) in height above the level of the grade outside the enclosure and shall be of approved design such that it will deter children from climbing over or crawling through or under it to gain access. Gates in the fence shall provide protection

equivalent to the fence and shall be equipped with a self-latching device located on the inside of the gate.

- (d) Notwithstanding the foregoing in Section 43 (3), a hot tub or outdoor swimming pool may alternatively be secured against entry by means of a locking cover suitable to the Development Authority.

Section 44 Accessory Uses

(1) Lakeshore Accessory Use:

- (a) Prior to the issuance of a development permit for a lakeshore accessory use, the Development Officer shall require a parcel plan giving information as to exact location in relation to property lines, architectural appearance, construction, materials, standards and access.
- (b) Any lakeshore accessory use which lies only partially within the Summer Village and therefore extends beyond the corporate boundaries of the Summer Village, shall require a development permit for that portion within said corporate boundary.

Section 45 Home Occupations

- (1) Home occupations shall be limited to those areas which do not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood. Home occupations shall not be a primary use of the residential building or garage and shall not:
 - (a) involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings, unless approved by the Development Officer;
 - (b) require alterations to the building unless the alterations are approved by the Development Officer; and
 - (c) shall not employ any employees who do not reside on-site.
- (2) Development approval for home occupations business signage shall be as described under Section 60.
- (3) Bed and Breakfast Operations

In addition to all other requirements of this Section, the following additional requirements shall apply to home occupations in the form of bed and breakfast operations, as defined in Section 10 of this Bylaw:

- (a) A bed and breakfast shall be limited to one meal provided on a daily basis to registered guests only with such meal being prepared in one common kitchen and served in one common room.
- (b) A bed and breakfast operation shall be limited to residential land use districts and shall be contained entirely within the principal building.

- (c) In addition to off-street parking requirements contained within Section 53 of this Bylaw, one (1) off-street parking space per rented guest room shall be required for a bed and breakfast operation.
- (d) A bed and breakfast shall be required to hold any permits or authorizations required by the local or Provincial Health Authority, as well as be in compliance with the Safety Codes Act.
- (e) A bed and breakfast shall contain a maximum of two guest suites.
- (4) Development approval for home occupations business signage shall be at the discretion of the Development Officer, and despite Section 61 of this bylaw, no sign shall be greater than (0.2 m²) 2.2 ft² and shall not be illuminated.
- (5) All permits for home occupations that are valid for one year may apply for renewal and shall be subject to the condition that they may be reviewed, and possibly revoked at any time, if, in the opinion of the Development Officer, the use is or has become detrimental or otherwise incompatible with the amenities of the neighborhood.
- (6) At all times, the privacy of the adjacent dwellings shall be preserved and shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etc.

Section 46 Short-Term Rentals

- (1) An owner of the lands where the Short-Term Rental is to be operated shall be upon the property for the term of the Short-Term Rental. Where the owner(s) is an incorporated company, a representative of the incorporated company shall be upon the property for the term of the Short-Term Rental.
- (2) The development of a Short-Term Rental in the Summer Village of Birch Cove shall require a Development Permit.
- (3) No development permit for a Short-Term Rental may be issued for a lot that does not conform with all other provisions of this Land Use Bylaw.
- (4) The development of a Short-Term Rental in the Summer Village of Birch Cove shall require a Development Permit annually. A development permit for a Short-Term Rental shall only be issued for a temporary period up to but not exceeding 12 months.
- (5) An application for a development permit for a Short-Term Rental shall include (in addition to the requirements of Section 5.4): a. the applicable fee as established in the Summer Village's Fees and Charges Bylaw; b. signatures of all property owners listed on the title; c. identification of what portion of the dwelling or suites are to be utilized as a Short-Term Rental, and total number of bedrooms; d. a home safety and evacuation floor plan of the premises; e. a parking plan that identifies the total area of the lot to be used for parking; f. information on where (or on what website) the Short-Term Rental will be listed for rental.
- (6) A maximum of one Short-Term Rental may be developed on a lot. A Short-Term Rental may be developed within:
 - a. an entire principal dwelling for which a development permit has previously been

- issued;
 - b. a portion of a principal dwelling for which a development permit has previously been issued;
 - c. a guest house suite for which a development permit has been previously issued.
- (7) A maximum of one rental booking may be scheduled at a time within an approved Short-Term Rental.
- (8) A Short-Term Rental with an approved development permit shall visibly display in the main entrance of the Short-Term Rental: a. a copy of the development permit outlining the maximum occupancy of the Short-Term Rental and the primary contact telephone number and email of the owners; and b. a home safety and evacuation floor plan of the premises.
- (9) A Short-Term Rental shall not be developed within:
- a. a recreational vehicle;
 - b. a tent or tented structure; or
 - c. an accessory building without cooking or bathroom facilities.
- (10) The maximum occupancy of a Short-Term Rental shall be:
- a. the total number of bedrooms times two (2) adults, to a maximum of 8 adults.
 - b. Children under the age of 12 do not calculate into the maximum occupancy of a Short-Term Rental.
- (11) A minimum of one (1) parking space per bedroom in the Short-Term Rental, plus one (1) extra shall be provided for on a lot. The parking space shall be included in the calculation of lot coverage. No offsite parking (i.e., parking within the adjacent road right of way, on municipal land, or on adjacent private land) shall be allowed.
- (12) The owner(s) may be required to facilitate periodic inspections within a 72-hour notice of the Short-Term Rental as requested by the Development Authority to ensure compliance with the regulations of this land use bylaw.
- (13) The owner(s) shall be required to cooperate with the Development Authority, emergency services providers, and Alberta Health Services during an investigation of any complaint associated with the Short-Term Rental.
- (14) No signs advertising the rental of the Short-Term Rental shall be permitted onsite.
- (15) The owner(s) must ensure that the Short-Term Rental complies with the Summer Village's Fire Bylaw.
- (16) The owner(s) must provide each guest with a copy of the Short-Term Rental – Information for Guests Guidebook as produced by the Summer Village.

Section 47 Development on Lands Containing a High-Water Table

Residential development or any development generating sewage effluent shall not occur on lands containing a high water table unless and until satisfactory arrangements are made to provide adequate fill or trenching so as to lower the water table to a suitable level. In this respect the Development Officer may require testing to confirm that the water table has been suitably lowered.

The Development Officer may refer to Alberta Environmental Protection for their comments prior to issuing a development permit for filling or trenching for assistance in assessing any water table results.

Section 48 Flood Prone Lands

- (1) Development on land which may be subject to flooding shall be discouraged, especially on lands which are within the 1:100 year flood plain (723.8 m ASL), or as determined by Alberta Environment and the Summer Village of Birch Cove.
- (2) New development within a 1:100 flood risk area shall be subject to the following requirements:
 - (a) New development shall not be allowed unless it complies with Canada Mortgage and Housing Corporation standards for flood-proofing of buildings;
 - (b) The first floor and all mechanical and electrical installations within any structures or buildings shall be a minimum of 0.5 m (1.6 ft) above the 1:100 flood elevation level; and
 - (c) Buildings shall have no finished floor space below the 1:100 year flood elevation.
- (3) In floodway areas, new development shall not be permitted unless the proposed development is directly related to a recreational or lake use, such as picnic tables, boat docks, launch ramps, etc.
- (4) Development in areas with a potential to be flooded may have, at the discretion of the Development Officer, a restrictive covenant related to the approved development registered against the certificate of title for the subject property.
- (5) Development on lands which have a gross slope in excess of 15% shall be accompanied by a site plan designed and approved by a professional engineer.

Section 49 Environmentally Sensitive Lands

- (1) Development on lands which are designated or deemed by the Development Officer to be environmentally sensitive shall be discouraged.
- (2) When reviewing an application for development on environmentally sensitive lands, the Development Officer shall consider the following:
 - (a) The impact of the proposed development on the subject and surrounding area;
 - (b) The soil types and conditions of the area surrounding the subject property;
 - (c) Any information on the past history of the subject property and surrounding area from a geo-technical perspective; and
 - (d) Comments and recommendations from Alberta Environment.
- (3) As part of the development permit application, the Development Officer may require a Geo-technical study, prepared by a qualified geo-technical engineer, addressing the proposed development. The geo-technical study will establish building setbacks from

property lines based upon land characteristic of the subject property.

- (4) The Development Officer may require the following as a condition of approval for a development permit application on land which is considered environmentally sensitive:
- (a) That measures be taken to ensure that infiltration into area slopes, the subject property, and adjacent lands are minimized, and
 - (b) The registration of a restrictive covenant against the certificate of title for the subject property related to the approved development.

Section 50 Sewage Disposal

A development permit shall be required for construction of an on-parcel sewage collection system consisting of a CSA approved sealed impermeable holding tank. All dwellings must have an approved sewage disposal system.

Section 51 Water Supply

All wells and potable water cisterns shall require a development permit and shall be excavated in conformance with the Alberta Building Code and all such other regulations which may apply to their construction.

Section 52 Development of Hazardous Lands

- (1) It is the responsibility of the developer to provide adequate protection against flooding, subsidence and slumping and he shall engage such professional assistance as is determined necessary to protect his development.
- (2) Development on lands with a gross slope of greater than 15% shall be accompanied by a parcel plan designed and stamped by a professional engineer.
- (3) The Development Authority may consult with Alberta Environment to assist in determining high-water marks, floodplain area, banks and the like of the lake or its tributaries.

Section 53 Building Demolition

- (1) The demolition of a building shall require a Development Permit. Such a Permit shall not be approved without a statement indicating:
 - (a) how the demolition will be carried out; and
 - (b) how the parcel will be reclaimed and/or redeveloped.
 - (c) demolition must be completed within a six month time period.

Section 54 Off-Street Parking Development Regulations

- (1) Parking stalls and loading spaces shall be clearly marked and regularly maintained in the parking facility to the satisfaction of the Development Officer or Municipal Council.
- (2) Except in the case of residential land use districts where the off-street parking area for an individual residential dwelling unit is accessed directly from the public street, and unless otherwise specified in this Bylaw, all off-street parking areas/facilities shall be separated from public streets by a landscaped area at least 1.0 m (3.28 ft) in width as measured from the outside edge of the parked vehicle to the edge of the public street right-of-way.
- (3) Except in the case of one and two family dwellings, including modular homes, off-street parking facilities shall be designed such that no vehicle is required to back out directly onto a public street, including laneways.
- (4) All off-street parking facilities shall be constructed according to the following standards:
 - (a) Necessary curb cuts shall be located and designed to the satisfaction of the Development Officer.
 - (b) In all land use districts where the requirement for off-street parking spaces exceeds two, except where more than one off-street parking spaces are required for a bed and breakfast operation in accordance with Section 54 of this Bylaw, every off-street parking space provided, and the access thereto, shall be hard-surfaced if the access is from a street or lane which is hard-surfaced, using the same or similar material for the off-street parking space as is found in the hard-surfaced street or lane giving access.

- (c) Parking facilities used at night shall have adequate lighting for the entire parking facility. Such lighting shall be directed away from adjacent residential parcel and other parcel where in the opinion of the Development Officer or Municipal Council it would have adverse effects.
- (d) Grades and drainage shall dispose of surface water to the satisfaction of the Development Officer or Municipal Council. In no case shall grades be established that would permit surface drainage to cross any sidewalk or parcel boundary without the approval of the Development Officer or Municipal Council.
- (e) Parking for the physically handicapped shall be provided as provincial regulations require, be considered as part of the number of stalls required for the project and be clearly identified for use by the physically handicapped.

Section 55 Number of Off-Street Parking Stalls Required

- (1) A building or use shall not be enlarged or added to, nor shall the use be altered unless provision is made in accordance with this Bylaw to increase the number of parking stalls or loading spaces required on the total parcel for which the addition or change in use is proposed.
- (2) The minimum number of off-street parking stalls required for each use of building or development shall be as follows:
 - (a) Residential Dwelling 2 spaces per dwelling.
 - (b) Bed and Breakfast 1 space per sleeping unit.
 - (c) Boat Launches As required in Subsection (3)
- (3) Boat launches shall require a minimum of five parking spaces or such greater number as required by the Development Officer based on the size and frequency of use of the launch. Further, boat launch parking areas shall require curbs, markings and landscaping to the satisfaction of the Development Officer.
- (4) Where, in the opinion of the Development Officer, municipal parking facilities have previously been provided to specifically serve a proposed project, the number of parking stalls required on a parcel pursuant to Subsection (2) may be reduced accordingly.
- (5) The number of parking stalls required may be reduced where, in the opinion of the Development Officer, the parking required by various users on a parcel will vary according to time so that all needs as defined in this Bylaw can be met at any given time by a reduced number of stalls.
- (6) In the case of a use not specified in Subsection (2), the number of stalls provided shall be the same as for a similar use as determined by the Development Officer.
- (7) Where a development on a parcel falls within more than one use of a building or development, the required number of spaces shall be the sum of the requirements for each of the uses as specified under Subsection (2).
- (8) Where there are a fractional number of parking spaces required by this Bylaw, the next highest number of stalls shall be provided.
- (9) No development shall be permitted unless all parking needs are accommodated on-site.

Section 56 Fences and Screening

- (1) In any district, a person shall not construct a fence, wall or permit a hedge to grow higher than 1.8 m (6.0 ft) unless a development permit has been provided.
- (2) Siting of a fence, wall or hedge over 1.8 m (6.0 ft) shall be determined by the Development Officer, taking into consideration the fences which exist on the parcels abutting the parcel in question.
- (3) Electrified or barbed wire fences will be permitted in a district at the discretion of the Development Officer but shall not be permitted under any circumstances in a residential district.
- (4) In front yards, no fence shall be higher than 0.9 m (3.0 ft), except in the case of double fronting sites, where fence height shall be at the Development Officer's discretion, but must be consistent with neighbouring properties. Front yard fences may be up to 1.5 m (5.0 ft) when the fence is constructed with open chain links.

Section 57 Non Conforming Uses

In accordance with the Municipal Government Act, the following shall apply to non-conforming uses and structures:

- (1) If a development permit has been issued on or before the day on which a land use bylaw or a land use bylaw amendment bylaw comes into force in the Summer Village and the bylaw would make the development in respect of which the permit was issued a non-conforming use or non-conforming building, the development permit continues in effect in spite of the coming into force of the bylaw.
- (2) A non-conforming use of land or a building may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw in effect.
- (3) A non-conforming use of part of a building may be extended throughout the building, but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to or in it.
- (4) A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.
- (5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:
 - (a) to make it a conforming building,
 - (b) for routine maintenance of the building, if the development authority considers it necessary, or
 - (c) in accordance with this Bylaw where the Development Authority may approve minor variances which include, but are not necessarily limited to: foundation repairs, addition of open porches or decks, or replacement of roofing and siding on a building.

- (6) If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except where allowed under this Bylaw.
- (7) The land use or the use of the building is not affected by a change in ownership or tenancy of the land or building.

Section 58 Prohibited Structures

For the purposes of this bylaw, the following shall apply as prohibited structures:

- (1) Pit toilets
- (2) Mobile homes, trailers, and recreational vehicles on a vacant lot
- (3) The placing of refuse or waste material on any land,
- (4) The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way.

Section 59 Temporary Living Accommodation

- (1) No recreational vehicle shall be parked on any undeveloped lot within the Village, except that any person in possession of a valid building permit can be granted a development permit to park and use a holiday / vacation trailer for a temporary residence during the construction of the permanent residence.
- (2) The development permit for (1) above shall be restricted to a period of six months, but on request to Council may be extended for an additional six months.
- (3) A recreational vehicle, holiday trailer, motor home, camper or tent trailer shall not be used as a permanent or seasonal dwelling unit. Two (2) of these units can be used as guest accommodation on a developed lot provided a permanent dwelling exists on the property.

Section 60 Landscaping

- (1) In all land use districts, no person shall commence or continue the removal of topsoil, without first obtaining an approved development permit.
- (2) Development permit applications shall be accompanied by a general site grading plan, drainage plan and indicate any existing or proposed retaining wall construction.
- (3) There shall be provided upon occupancy of the development, a minimum topsoil coverage of 7.5 cm (0.25 ft.) and the affected area shall be landscaped to the satisfaction of the Development Authority.
- (4) In any commercial, all areas of a parcel not covered by buildings, parking or vehicular maneuvering areas shall be landscaped to the satisfaction of the Development Officer.

Section 61 Signs

- (1) No signs or advertising structures of a commercial, direction, or informative nature shall be erected on land or affixed to any exterior surface of any building or structure unless an

application for this purpose has been approved and a development permit has been issued.

- (2) No signs or advertising structures or signboards shall be erected on or affixed to public property without the prior consent of the municipality.
- (3) Notwithstanding the generality of the above or the above provisions, the following signs may be erected on land or affixed to the exterior of a building or structure without application for a development permit, provided that no such signs are illuminated;
 - (a) signs for the purpose of identification, direction, and warning;
 - (b) signs relating to a person, partnership or company carrying on a profession, business or trade;
- (4) signs related to an institution of a religious, education, cultural, recreational, or similar character; provided that the sign does not exceed a maximum of 1.1 m² (12 ft²) and is limited to one such sign per lot; and
 - (a) advertisements in relation to the function of public or quasi-public bodies.
- (5) No sign or advertisement shall resemble or conflict with a traffic sign.

ESTABLISHMENT OF DISTRICTS AND DISTRICT REGULATIONS

Section 62 Land Use Districts

The municipality is hereby divided into the following districts:

Short Form	District Designation
R	Residential District
P	Park District

Section 63 Land Use District Map

- (1) Land use districts specified under Section 61 are described in the short form on the LAND USE DISTRICT MAP
- (2) The district boundaries are delineated on the LAND USE DISTRICT MAP. Where uncertainty arises as to the precise location of the boundary of any district, the following rules shall apply:
 - (a) Where district boundaries are shown to approximate the following, they shall be deemed to be:
 - (i) the parcel boundaries, or
 - (ii) the municipal boundaries.
 - (b) District boundaries not referenced specifically to items indicated in clause (a) shall be determined on the basis of the scale of the map.
 - (c) Where land use districts have been established in accord with a proposed subdivision of land, the districts shall be understood to conform to the Certificate of Title or the plan of survey when registered in a Land Titles Office. Prior to the registration, the district boundary shall be determined on the basis of the scale of the map.
- (3) The district regulations of this Bylaw do not apply to roads, lanes or other public thoroughfares.

Section 64 R – Residential District

- (1) General Purpose of District

To provide an area for low density residential development in the form of single detached dwellings and compatible uses in a lakeshore setting.

(2) Permitted Uses

- Single detached dwelling
- Sewage collection system

Discretionary Uses

- Accessory buildings
- Home occupation
- Guest House/ Bed & Breakfast
- Modular Homes
- Public park
- Public utility building and operations
- Temporary Living Accommodation
- Well
- **Short-Term Rental**

(3) Site Requirements:

- (a) Coverage of all buildings shall not exceed 40% of the total area.
- (b) Minimum floor area per dwelling unit (not including attached garage or deck) 75.0 m² (800 ft²).
- (c) Minimum area of lot 557 m² (6000 ft²).
- (d) No principal building shall be less than 6.0m (20.0 ft.) in width, not including decks, porches or any other attachment.
- (e) Two recreational vehicles only shall be allowed on a lot with a principal dwelling. One recreational vehicle is permitted during the construction of a principal dwelling provided a Development Permit is obtained.
- (f) Maximum Height:
 - (i) (Primary Building): Maximum of 9.4 m (31 ft) measured from grade to the highest point.
 - (ii) (Accessory Buildings): Maximum of 6.7 m (22 ft) and may exceed the height of the primary dwelling measured from grade to the highest point. Guest homes over garages are subject to accessory building maximum height regulations.
- (g) Minimum Front Yard Setback:
 - (i) In the case of a lake front lot, the street facing yard shall be regarded as a rear yard.
 - (ii) Lakefront - at the discretion of the Development Officer but not less than 8.0 m (26.2 ft).
 - (iii) Street Front - 6.1 m (20.0 ft).
- (h) Minimum Side Yard Setback:
 - (i) (Principal Building) Minimum of 1.5m (5.0 ft.).
 - (ii) (Accessory Building) Minimum of 1.0m (3.0 ft.).

- (i) Minimum Rear Yard Setback:
 - (i) (Principal Building) Minimum of 1.5m (5.0 ft).
 - (ii) (Accessory Building) Minimum of 1.0m (3.0 ft.)
- (4) Accessory Buildings
 - (a) A garage, storage shed or guesthouse may be built on a lot provided that:
 - (i) all required yard setbacks are maintained; and
 - (ii) the total floor area of all buildings does not exceed 40% of the area of the lot.
 - (iii) a permanent dwelling exists on the property
 - (b) The Development Officer may require that there be adequate clearance between all buildings.
 - (c) Basements will not be allowed where high water tables would in all likelihood cause flooding to occur.
- (5) Parking

Parking shall be provided in accordance with the provisions of this Bylaw.
- (6) Sewage Collection Systems

Every dwelling must provide an on-parcel approved sewage collection system. A proposed sewage collection system shall:

 - (a) require a development permit prior to commencement of construction; and
 - (b) meet the requirements of the Alberta Safety Codes Act.
- (7) The Development Officer may decide on such other requirements as are necessary having due regard to the nature of a proposed development and the purpose of this district.

Section 65 P – Park and Recreation District

- (1) Purpose

The General Purpose of this District is to provide land for active or passive recreational and leisure pursuits.
- (2) Permitted Uses Discretionary Uses
 - Accessory building or use ▪ Sewage collection system
 - Recreational building or use ▪ Well
 - Public use
- (3) Development Regulations

All regulations shall be at the discretion of the Development Officer. The design, siting, landscaping, screening and buffering shall minimize and compensate for any objectionable aspects or potential incompatibilities with development in abutting districts.

(4) Parking and Loading

The provision for parking and loading shall be at the discretion of the Development Officer except as otherwise specified within this Bylaw.

DRAFT



Schedule A

Land Use Bylaw Map

PART 9 – ADMINISTRATION AND ENACTMENT

SECTION 66 REPEAL OF EXISTING CONTROLS

Bylaw 96-10, and amendments thereto, are hereby repealed.

SECTION 67 DATE OF COMMENCEMENT

This Bylaw shall come into full force and effect upon the date of it finally being passed.

READ A FIRST TIME IN COUNCIL THIS _____ OF _____, 2025 A.D.

(MAYOR)

(CHIEF ADMINISTRATIVE OFFICER)

HAVING RECEIVED PUBLIC HEARING THIS _____ OF _____, 2025 A.D.

READ A SECOND TIME IN COUNCIL THIS _____ OF _____, 2025 A.D.

(MAYOR)

(CHIEF ADMINISTRATIVE OFFICER)

READ A THIRD AND FINAL TIME IN COUNCIL THIS _____ OF _____ 2025 A.D.

(MAYOR)

(CHIEF ADMINISTRATIVE OFFICER)

LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
April 29, 2025
Pleasant View Lodge – Community Center
1:30 p.m.

1. Call to Order- 12:22 p.m. by Ross Bohnet

Present: Ross Bohnet, Keith Pederson, Bernie Poulin, Daryl Weber, Sandy Morton, Paul Chauvet
& Jeremy Wilhelm

Absent: Lisa Johnson

Guest:

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer

2. Additions to /Approval of Agenda

Board Member Jeremy Wilhelm moves:

**Motion #25-015: That the Board approves the agenda for April 29, 2025 as amended
7f – ASCHA Conference Housing Report.**

Carried

3. Minutes

Board Member Bernie Poulin moves:

**Motion #25-016: That the Board approves the February 25, 2025 Board meeting minutes as
presented.**

Carried

Board Member Daryl Weber Moves:

**Motion #25-017: That the Board approves the March 14, 2025 Special Board meeting minutes
as presented.**

Carried

4. Financial

Board Member Jeremy Wilhelm moves:

Motion #25 -018: The Board approves the Quarterly Financial Report at March 31, 2025 as presented.

Carried

Board Member Keith Pederson moves:

Motion #25-019: The Board approves the amended 2025 Management Budget as presented.

Carried

Board Member Bernie Poulin moves:

Motion #25-020: The Board approves the 2025 Maximum Rent Rates as presented.

Carried

5. New/Other Business

Board Member Paul Chauvet moves:

Motion #25-021: The Board approves the scope of work contract update for Derek Weiss Consulting in the amount of \$15,800.00 to be allocated from the proceeds received from the sale of the Community Houses under the Nominal Sum Disposal Program.

Carried

6. Policy Review

7. Information Items

Board Member Jeremy Wilhelm moves:

Motion #25-022: The Board approves accepts items 7a, 7b, 7c, 7d, 7e and 7f for the April 29, 2025 meeting as information.

Carried

8. In Camera

9. Date, Place & Time of Next Meeting

All Board members move:

Motion #25-023: The next Board Meeting is June 24, 2025 at 12:30 pm, location TBD.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to, the meeting is now adjourned at 1:45 pm.

Sandy Minton
Chairperson

June 24, 2025
Date

[Signature]
Chief Administrator Officer

June 24/25
Date

Deputy Director Announcement

Yellowhead Regional Library (YRL) Director Karla Palichuk, is pleased to announce the appointment of Jocie Wilson as the Deputy Director effective September 3, 2025, taking over from Wendy Sears Ilnicki who is retiring.

Jocie began working at YRL in June 2010 as a Library Consultant before moving into the role of Manager, Collections and Resource Sharing, in September 2019. During her time at YRL, Jocie has continued to demonstrate her ability to lead by co-chairing the joint health and safety committee, chairing the TRAC Bibliographic Services Group and ad hoc Digital Content Group, and helped to plan many annual conferences including chairing the Stronger Together Library Conference planning team in 2024.

In addition to her work at YRL, Jocie has undertaken other professional roles across the province and beyond, including Second Vice President and Director for the Library Association of Alberta from 2021 to 2024, and chairing the Young Reader's Choice Award through the Pacific Northwest Library Association since 2011. Most recently, Jocie joined the academic teaching staff at the University of Alberta School of Library and Information Studies teaching the Digital Libraries class in January of 2025.

Through the University of Alberta, Jocie earned a Master of Library and Information Studies in 2010 and a Bachelor of Arts in 2006.

Karla welcomes Jocie to her new position and, along with the YRL staff, looks forward to working with her in her new leadership role at YRL.

Good afternoon,

I hope this message finds you well.

We are pleased to share with you a summary overview of our LSAF Board of Directors Strategic Planning session, which outlines our key priorities & goals for the coming 5-10 years. This plan reflects the Board of Directors collective input and is intended to guide our organization's growth, impact, and sustainability.

The attached summary highlights:

- Core focus areas and objectives
- Short term planned initiatives and timelines

Thank you for your commitment to the Lac Ste. Anne Foundation.

Dena Krysik

Chief Administrative Officer

Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084

4407 42A Avenue, Mayerthorpe, AB T0E 1N0

www.lsaf.ca



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To provide high quality living options and support to all those we serve

Board of Directors Strategic Planning Session Report

April 28 & 29, 2025

The Lac Ste. Anne Foundation is proud to be a community leader committed to provide superior client focused care and an exceptional living experience

Facilitated by:

Nolan Crouse – Crouse Developments Inc.
Derek Weiss – Independent Consultant

Summary Report Developed by:

Dena Krysik – LSAF Chief Administrative Officer

In April 2025, the following Board of Directors of the Lac Ste. Anne Foundation attended a strategic planning session:

Ross Bohnet – Board Chair	Sandy Morton – Vice Chair
Jeremy Wilhelm – Director	Bernie Poulin – Director
Paul Chauvet – Director	Daryl Weber - Director
Keith Pederson - Director	

The purpose of the session was to review and determine:

- A path forward from 2025 for the next 5 to 10 years at a high level
- To reaffirm/define our:
 - Vision of our organization in the future
 - Mission... the goals and objectives that will allow us to reach our vision

During this planning session, the following priorities were established:

- **Operations:**
 - Assess & create a succession plan for key positions
 - Implement a funded maintenance plan
 - Design & implement an asset renewal plan
- **Governance & Communications:**
 - Assess Board composition and explore members at large, indigenous partnerships and regional balance
 - Pursue opportunities to participate in and advocate for changes affecting Housing Management Bodies
 - Develop a communication plan for Board advocacy
- **Asset Management and Development:**
 - Develop a sustainable revenue model for the Lodge facilities
 - Assess and address recommendations from the Lodge building condition assessments
 - Explore and pursue funding and financing that may be available through provincial and federal programs
 - Develop a 10-year capital plan & establish priority projects in alignment with community need, identified resources and general demand, including the exploration of funding and financing that informs this plan.

In addition, the remainder of this report outlines the results of the discussions and brainstorming.

- **Topics affecting Housing Management Bodies:**

- Federal results and housing platform
- Provincial Priorities Regulation implementation
- Potential Tariff impacts
- Provincial/Federal collaboration
- Stronger Foundations Affordable 10-year Housing Strategy
 - Growing demand for affordable housing
 - Diverse & unique needs in various regions
 - Challenges to increasing the supply of affordable housing
 - Aging infrastructure
 - Fiscal Challenges
 - System complexity

- **LSAF Risks:**

- AHS contracts – Continuing Care transition to the Housing Ministry
- Current funding and financing programs administered at Provincial and Federal levels in which the capital plan may be based
- Leadership/management skillset availability
- Aging infrastructure

- **LSAF Successes:**

- Cohesive administration and board relationship
- Board consistency – consecutive appointments
- Positive community and resident feedback
- Increased revenue (Provincial/AHS)

- **LSAF Areas for Consideration:**

- Potential changes to Board members following the fall Municipal Election
- Pursuit of seed funding through the Community Housing Transformation Centre
- Pursuit of capital funding as it relates to the 10-year capital plan

- Strategies for continued staff retention
- Provincial relationships at the Board level
- Board advocacy – develop elevator pitches for consistent communication

Next Steps & Timelines:

- Update the LSAF Strategic Plan (2025-2030) for Board review & approval – June 2025
- Review the current Board orientation process in preparation for the October 2025 election – August 2025
- Review and develop a revenue model for the Lodge facilities for Board review – August 2025
- Review and develop a short- and long-term capital maintenance & funding plan to address recommendations outlined in the building condition assessments related to the current lodge buildings – October 2025
- Explore expansion and new build opportunities & sustainability models and determine communities of priority – February 2026



Outlook

Municipal Affairs – Recall Survey to Municipalities

From MA Engagement Team <ma.engagement@gov.ab.ca>

Date Fri 2025-07-18 10:27 AM

On behalf of Gary Sandberg

Dear Chief Administrative Officers and Elected Officials,

Municipal Affairs is exploring potential legislative amendments to address concerns regarding the recall threshold and recall process. I invite you to share your perspectives on these matters through the survey link below.

The survey will be open from **July 18 to August 8, 2025**, and your participation is voluntary. Your feedback is anonymous (will not be linked back to you as an individual). While survey responses will be reported in aggregate (together with other responses), verbatim quotes may be used in survey reporting but will not be attributed to individuals. Feedback from the engagement will be shared with the Minister of Municipal Affairs to inform any potential legislative amendments and may be included in a public-facing 'What We Heard' report.

Please use the link below to participate in the survey.

Survey Link: <https://extranet.gov.ab.ca/opinio6//s?s=66213> _

If you have any questions about this engagement or the survey, please email the Municipal Affairs' Engagement Team at ma.engagement@gov.ab.ca.

Thank you for your participation. Your feedback is genuinely appreciated.

Gary Sandberg
Assistant Deputy Minister
Municipal Services Division
Municipal Affairs

Classification: Protected A

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Job Opportunity: Regional Director of Emergency Management

Organization: **Ste. Anne Summer Villages Regional Emergency Partnership (SVREMP)**

Location: Lac Ste. Anne County, Alberta

Job Type: Part Time Contract Position

Closing Date: Friday, August 29, 2025

The Opportunity

The Ste. Anne Summer Villages Regional Emergency Partnership (SVREMP) is seeking a dynamic and experienced leader to fill the role of **Regional Director of Emergency Management (RDEM)**. This is a contract position, and a unique opportunity to lead and coordinate a comprehensive, all-hazards emergency management program for a diverse and vibrant region.

The SVREMP is a collaborative partnership dedicated to ensuring the safety and resiliency of its member municipalities. As the RDEM, you will work collaboratively with the RDDEM and a team of DEM/DDEMS to be prepared for regional emergency preparedness, response, and recovery efforts.

About the Ste. Anne Summer Villages Regional Emergency Partnership (SVREMP)

Member municipalities include:

Village of Alberta Beach

Summer Village of Birch Cove

Summer Village of Nakamun Park

Summer Village of Ross Haven

Summer Village of Sandy Beach

Summer Village of Silver Sands

Summer Village of South View

Summer Village of Sunrise Beach

Summer Village of Val Quentin

Summer Village of West Cove

This partnership model enhances our collective ability to prepare for and respond to emergencies.

Qualifications

- Experience in municipal or regional emergency management, including experience in a leadership or senior coordination role.
- Knowledge of the Alberta Emergency Management Act and its associated regulations.
- Certification in Incident Command System (ICS) Canada, minimally to the ICS 300 level. ICS 400 is considered a strong asset.
- Experience in developing and facilitating emergency plans, exercises and training programs.
- Exceptional communication, interpersonal, and presentation skills, with the ability to build consensus among diverse stakeholders.
- A valid Class 5 Alberta Driver's Licence

What We Offer

- Contractual Position
- Opportunities for professional development.
- The chance to make a significant impact for the safety and well-being of residents across a dynamic and growing region.

How to Apply: Please submit your cover letter and detailed resume, outlining your qualifications and experience, by **4:30 PM on August 29, 2025**.

Applications can be sent via email to summervillage.remp@gmail.com. We thank all applicants for their interest.

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