

SUMMER VILLAGE OF BIRCH COVE AGENDA

Thursday, December 18th, 2025 at 4:00 p.m.
Wildwillow Administration Office and via zoom
2317 Township Road 545 Lac Ste. Anne County

1.	<u>Call to Order</u>		
2.	<u>Agenda</u> 1-5	a)	December 18 th , 2025 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> Pages 6-10	a)	October 23 rd , 2025 Regular Council Meeting Minutes <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)	Draft 2026 Operating Budget – supplied to Council is our second review of the draft 2026 Operating Budget for the Summer Village of Birch Cove. This draft budget will be reviewed at meeting time. <i>(that the 2nd review of the Draft 2026 Operating Budget be accepted for information, and that Administration make changes to this Draft 2026 Operating Budget as directed at meeting time, and that a 3rd review of the updated Draft 2026 Operating Budget take place at the February 19th, 2026 Council meeting)</i>
		b)	2026 Capital Budget – previously Alberta Municipal Affairs amended the Municipal Government Act to require that the Capital Budget for the following year be passed by December 31 st of the previous year. This change is to allow municipalities to have the spending authority at the start of the year for engineering, planning and so forth. The Capital Budget may be amended in the new year moving forward, this just allows projects the require an early start in the year to move forward. Administration has drafted the Capital Budget based on a zero balance as Capital projects have not been established at this time. The breakdown for grant funding is as follows: <ul style="list-style-type: none"> - Total Grant Funding Available, including the 2026 Allocations - \$382,860 - Funding that MUST be spent by December 31st, 2026 - \$72,296 - Grant Cash & Interest earned that Birch Cove has in their bank account - \$119,645

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			<p><i>(that the 2026 Capital Budget be approved as presented with the understanding that this Budget may be amended moving forward, depending on project initiation/approval)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
7.	<u>Bylaws & Policies</u> Bylaw 170-2025 Land Use Bylaw Pages 11-62	a)	<p>Bylaw 170-2025, Land Use Bylaw – this Land Use Bylaw was given first reading on April 17th, 2025 after several months of revision and discussion by Council. The required Public Hearing was held on June 19th, 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 31st, 2024 which prohibits more than one public hearing on a proposed 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. This was deferred from the October 23rd, 2025 meeting. In keeping with our meeting schedule, the next Birch Cove meeting is scheduled for February 19th, 2026.</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 _____ 2026 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> Pages 63-68	a)	<p>Summer Village Regional Emergency Management Partnership (SVREMP) Budget 2026 – the SVREMP is requesting Council to review and endorse their 2026 budget. The budget as well as information regarding implementing a SOLE and the September 27th, 2025 minutes are attached.</p> <p><i>(that the Summer Village of Birch Cove endorse the Summer Village Regional Emergency Management Partnership's 2026 Budget as presented)</i></p> <p>Or</p>

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			<i>(some other direction as given by Council at meeting time)</i>
	Pages 69-86	b)	<p>Family and Community Support Services (FCSS) Funding Agreement – the Summer Village of Birch Cove has received the FCSS Funding Agreement for the term of January 1st, 2026 to December 31st, 2028. Note that there has been an increase of \$2.04 per year over the current agreement. Administration is requesting approval and ratification of Funding Agreement FCFA0002796.</p> <p><i>(that Council approve Family and Community Support Services (FCSS) Funding Agreement FCFA0002851 for January 1st, 2026 to December 31st, 2028 and ratify execution)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Page 87	c)	<p>Yellowhead Regional Library (YRL) – December 4th, 2025 requesting that YRL allotment funds and municipal funds be assigned to the Rich Valley Public Library (or an alternative if desired).</p> <p><i>(that the 2026 Yellowhead Regional Library Services Grant and municipal funds be assigned to the Rich Valley Public Library)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		d)	
		e)	
		f)	
9.	<u>Financial</u>	a)	<p>Income and Expense Statement for November 30th, 2025 and November 30th, 2025 Bank Statement.</p> <p><i>(that the November 30th, 2025 Income and Expense Statement (included in Draft Operating Budget) and November 30th, 2025 bank statement , be accepted for information)</i></p>

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10.	<u>Correspondence</u> Page 88	a)	Ste. Anne Regional Emergency Management Partnership – notification of new Regional Director of Emergency Management effective January 1 st , 2026, Stephen Wright.
	Pages 89-95	b)	Lac Ste. Anne Foundation Board Meeting Minutes – June 24 th , 2025 and August 26 th , 2025.
	Pages 96-99	c)	December 8 th , 2025 email and letter from Minister of Municipal Affairs, Dan Williams regarding 2025 Engagement – Fire Level of Service – What We Heard.
	Pages 100-104	d)	Provincial Priorities Act (PPA) – the Act came into force April 1 st , 2025 – November 3 rd , 2025 email from Municipal Affairs marking the 6-month mark since inception and providing a fact sheet and information on Frequently Asked Questions.
	Pages 105-106	e)	Town of Onoway – Council Committee Appointments
	Pages 107-140	f)	National Police Federation – November 27 th , 2025 letter outlining the early negotiations with contracting partners for policing agreements beyond 2032, along with polling demonstrating public support for the Alberta RCMP.
	Pages 141-152	h)	Proposed New Provincial Boundary Map – information and opportunity for feedback
	Pages 153-164	i)	Yellowhead Regional Library 2026-2030 Strategic Plan
	Pages 165-166	j)	Emerging Trends in Municipal Law – Brownlee LLP, Edmonton session – February 12 th , 2026 in person or virtual
		k)	
			<i>(that the correspondence items be accepted for information)</i>
11.	<u>Council Reports</u>	a)	Mayor
		b)	Deputy Mayor
		c)	Councillor

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			<i>(that the Council Reports be accepted for information)</i>
12.	<u>Chief Administrative Officer Report</u>	a) b) c) d) e) f)	To Do List – October 23 rd , 2025 Waste Token Update- LSAC extending timelines FCSS Update – New Regulations <i>(that the Chief Administrative Officer Reports be accepted as information)</i>
13.	<u>Confidential Matters</u>		N/A
14.	<u>Adjournment</u>		

Next Meetings: January 30th, 2026 – Regional Municipalities Meeting 9:30 a.m. – 3:30 p.m.
February 19th, 2026 – Regular Council Meeting and Tentative LUB Public Hearing
Emergency Management Functional Exercise – week of February 23rd, 2026

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 23RD, 2025
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	<p>Mayor: Dean Preston Deputy Mayor: Jan Tschudin Councillor: Eugene Dugan</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Diane Wannamaker, Administrative Assistant Shelley Vaughan, Finance Officer</p> <p>Public at Large: 0 Public on Zoom: 0</p>
1.	CALL TO ORDER	Mayor Preston called the meeting to order at 4:00 p.m.
2.	AGENDA 103-25	<p>MOVED by Mayor Preston that the October 23rd, 2025 Regular Council Meeting agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 104-25	<p>MOVED by Mayor Preston that the Organizational meeting minutes and Regular Council meeting minutes of August 18th, 2025 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	N/A
7.	BYLAWS/POLICIES 105-25 <i>Bylaw 170-2025, Land Use Bylaw</i>	<p>MOVED by Mayor Preston that Bylaw 170-2025, being a Bylaw to amend the Land Use Bylaw with respect to Legislative Updates and Short Term Rentals, be deferred to the December 18th, 2025 meeting for further review and discussion.</p> <p style="text-align: right;">CARRIED</p>

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106-25 <i>Bylaw 169-25 Nuisances and Unsightly Premises Bylaw</i>	MOVED by Mayor Preston that Bylaw 169-25, Nuisances and Unsightly Premises Bylaw be given first reading as presented. CARRIED
107-25	MOVED by Councillor Dugan that Bylaw 169-25, Nuisances and Unsightly Premises Bylaw be given second reading as presented. CARRIED
108-25	MOVED by Deputy Mayor Tschudin that consideration be given to proceed to third reading of Bylaw 169-25, Nuisances and Unsightly Premises Bylaw in one sitting. CARRIED UNANIMOUSLY
109-25	MOVED by Councillor Dugan that Bylaw 169-25, Nuisances and Unsightly Premises bylaw be given third and final reading. CARRIED
110-25 <i>Bylaw 171-25 Fire Bylaw</i>	MOVED by Councillor Dugan that Bylaw 171-2025, Fire Bylaw, being a Bylaw to establish fire services to regulate the prevention and control of fires, to regulate fire works and to authorize the recovery of fire related fees, expenses and charges, be given first reading as presented. CARRIED
111-25	MOVED by Mayor Preston that Bylaw 171-2025, Fire Bylaw be given second reading as presented. CARRIED
112-25	MOVED by Deputy Mayor Tschudin that consideration be given to proceed to third reading of Bylaw 171-2025, Fire Bylaw in one sitting. CARRIED UNANIMOUSLY
113-25	MOVED by Mayor Preston that Bylaw 171-2025, Fire Bylaw be given third and final reading. CARRIED
8. NEW BUSINESS 114-25	MOVED by Mayor Preston that the 1 st review of the Draft 2026 Operating Budget be accepted for information, and that a 2 nd review of the updated Draft 2026 Operating Budget take place at the December 18 th , 2025 Council meeting. CARRIED

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115-25	<p>MOVED by Councillor Dugan that an interim 2026 Operating Budget be passed at ½ of the approved 2025 Operating Budget and that this Interim 2026 Operating Budget cease to have any force and effect once the 2026 Operating Budget is approved.</p> <p style="text-align: right;">CARRIED</p>
116-25	<p>MOVED by Deputy Mayor Tschudin that the 1st review of the Draft 2026 Capital Budget be accepted for information, and that the Capital Budget be brought back to the December 18th, 2025 Council meeting for approval.</p> <p style="text-align: right;">CARRIED</p>
117-25	<p>MOVED by Councillor Dugan that Administration proceed with the purchase of a new laptop and financial software from Catalis (Enterprise Resource Planning) system, at an estimated cost of \$7,000.00 with these costs covered through reserves, and that future operating budgets build in the \$2,000 annual operating costs.</p> <p style="text-align: right;">CARRIED</p>
Ms. Vaughan	<p>Finance Officer Shelley Vaughan left the meeting at 4:51 p.m.</p>
118-25	<p>MOVED by Mayor Preston that the Summer Village of Birch Cove endorse the Summer Village Regional Emergency Management Partnership's 2026 budget as presented.</p> <p style="text-align: right;">CARRIED</p>
119-25	<p>MOVED by Councillor Dugan that the Summer Village of Birch Cove supports the Summer Village of South View's (Managing Partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Asset and Land Management project, with no matching contribution required.</p> <p style="text-align: right;">CARRIED</p>
120-25	<p>MOVED by Deputy Mayor Tschudin that the Council for the Summer Village of Birch Cove ratify the attendance of the CAO to attend the Asset Management Project session on October 16th, 2025 and authorize the participation of the Summer Village of Birch Cove in the proposed Mattewson and Co. Asset Management Project on conditions same or similar as to those discussed on October 16th, 2025, cost to be covered equally by all participating members, and scope of work as noted to a maximum cost of \$1,000 for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>FINANCIALS 121-25</p>

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		<p>MOVED by Mayor Preston that the September 30th, 2025 Income and Expense Statement and September 30th, 2025 Bank Balance, be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
10.	<p>CORRESPONDENCE 122-25</p>	<p>MOVED by Mayor Preston that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> ➤ August 8, 2025 letter from Dan Williams, Minister of Municipal Affairs advising that the 2025 Canada Community Building Fund allocation for the Summer Village of Birch Cove is \$9,069. ➤ August 27th, 2025 email from Alberta Municipalities on key messages with regard to reporting to Council on the Use of Natural Person Powers, Councillor Information Requests, Council Meeting Procedures to Manage Conflict and what/how these changes will impact municipalities in Alberta ➤ Ministerial Order No. MAG:006/25 – effective July 31st, 2025 advising that the 2025 Designated Industrial Tax Requisition (linear) be cancelled for the Summer Village of Birch Cove in the amount of \$4.26. ➤ September 22nd, 2025 mandate letter from the Premier of Alberta to the Minister of Municipal Affairs – outlining the expected commitment to deliver results, strengthen communities and build a future rooted in prosperity, opportunity and responsible governance. ➤ Summer Village of Sandy Beach – Council Organizational Chart <p style="text-align: right;">CARRIED</p>
11.	<p>COUNCILLOR REPORTS 123-25</p>	<p>MOVED by Deputy Mayor Tschudin that the Councillor reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
12.	<p>ADMINISTRATION REPORTS 124-25</p>	<p>MOVED by Councillor Dugan that the Administration reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>

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13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 5:37 p.m.

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman



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

PART 1: 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 and signing.

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 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 a dwelling or dwelling unit operated as a temporary place to stay, with compensation, and includes all vacation rentals of a dwelling unit. The characteristics distinguish a short-term rental home from a dwelling unit used as a residence may include any of the following:

- a. The intent of the occupant to stay for short-term (60 days or less) for vacation purposes rather than use the property as a residence;
- b. The commercial nature of a tourist home;

- c. The management or advertising of the dwelling unit as a tourist home on any website such as Airbnb or VRBO; and /or
- d. The use of a system of reservations, deposits, confirmations, credit cards, or other forms of electron payments, etc;

A recreational vehicle shall not be used as a tourist home.

"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;

"STRATA GUEST SUITES" – means places interded mainly for people visiting residents in strata lots. These accommodations can be found in either common areas or in strata lots owned by the strata corporation;

"STRATA-TITLED HOTEL OR MOTEL" – means a property in which accommodation is provided in a manner like that of a hotel or motel. Different owners own different strata lots. There is considerable variety in how strata-titled hotels and motels are set up, established and marketed;

"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;

"SUITE, GARAGE" – means a self-contained dwelling unit located above a detached garage which is located in a yard and which is accessory to a single-detached dwelling, and which may have cooking and bathroom facilities. Garage suites have an entrance which is separated from the vehicle entrance to the detached garage, either from a common indoor landing or directly from the exterior of the building;

"SUITE, GARDEN" – means a temporary, portable detached dwelling unit, located on a lot containing an existing single-detached dwelling, and which may have cooking and bathroom facilities. Garden suites may include park model trailers, but shall not include manufactured homes, or recreational vehicles;

"SUITE, GUEST HOUSE" – means an accessory building, portion of an accessory building, or portion of a single-detached dwelling on a lot that may be developed to include cooking and bathroom facilities. A guest house suite is not intended to be used as a self-contained dwelling; rather, it provides overflow accommodation for the principal dwelling on the lot. Examples of a guest house suite include garden suites, garage suites and secondary suites.

"SUITE, SECONDARY" – means a subordinate self-contained dwelling unit located in a structure in which the principal use is a single-detached dwelling or semidetached dwelling, and which may have cooking and bathroom facilities that are separate from those of the principal dwelling within the structure. Secondary suites also must have a separate entrance from the dwelling. This use includes conversion of basement space to a dwelling, or the addition of new floor space for a secondary suite to an existing dwelling. This use does not include duplexes, triplexes, fourplexes, row housing, or apartments where the structure was initially designed for two or more dwellings and does not include boarding and lodging houses. Garden suite and garage suites are not considered secondary suites;

"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.

PART 2: 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.

PART 3: 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; or
- (d) the conditions of the Development Permit Approval are not being complied with to the satisfaction of the Development Authority;

The Development Authority 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.

PART 4: 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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PART 5: 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 Resolution 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 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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PART 6: 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.

PART 7: 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.

PART 8: 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 ▪ **Short-Term Rental**
- (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 Schedules

Schedule A is part of this Bylaw, Schedule A is the Land Use Map.

Section 67 Repeal of Existing Controls

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

Section 68 Date of Commencement

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

Read a First Time in Council this _____ day of _____, 2025 A.D.

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Mayor –

Chief Administrative Officer – Wendy Wilman

Having Received Public Hearing this _____ day of _____, 2025 A.D.

Read a Second Time in Council this _____ day of _____, 2025 A.D.

Mayor –

Chief Administrative Officer – Wendy Wildman

Read a Third and Final Time in Council this _____ day of _____, 2025 A.D.

Mayor –

Chief Administrative Officer – Wendy Wildman

STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP

2026 BUDGET (PROPOSED AS AT 2025-09-27)

Subject to RDEM/RDDEM Contract Renewal

REVENUE

based on 10 Partners

Member Contributions

Alberta Beach	\$4,000.00	
Birch Cove	\$4,000.00	
Nakamun Park	\$4,000.00	
Ross Haven	\$4,000.00	
Sandy Beach	\$4,000.00	
Silver Sands	\$4,000.00	
South View	\$4,000.00	
Sunrise Beach	\$4,000.00	
Val Quentin	\$4,000.00	
West Cove	\$4,000.00	\$40,000.00

EXPENDITURES:

Regional DEM		-\$18,000.00
Regional Deputy DEM		-\$16,000.00
Administration/Treasury		-\$2,000.00
Committee Honorarium	Meetings for Chair role and Sub-Committee's outside of regular meetings for all members (13 @\$75.00/meeting)	-\$1,000.00

MATERIALS

Training		-\$1,000.00
Exercise	Small-Local Partnership (Spring)	-\$750.00
Other		-\$1,000.00
Mileage	(@CRA rate of .72)	-\$1,000.00
Subscriptions	Office Suite/Norton	-\$250.00
Office Supplies/copies	Paper, toner, photocopy services	\$1,000.00
		-\$40,000.00

WHAT IS A SOLE:

A State Of Local Emergency or "SOLE" is a declaration made under the Emergency Management Act (2018) by a local authority that grants special powers to the local authority in order to adequately address the emergency. According to Section 21 of the Emergency Management Act (2018), a local authority can declare a State Of Local Emergency at any time when there is or may be an emergency in the community, provided that the local authority believes that a significant emergency exists that poses a serious threat to people or property within the community.

REASONS TO DECLARE A SOLE: (NOTE: local authority will provide compensation for any property that it uses, takes or demolishes)

YES NO

1. Does a serious emergency exist that requires unusual power or resources from the local authority in order to address the emergency that is sufficiently large enough to constitute a disaster
2. Does Municipality need to acquire or use personal property
3. Does Municipality need to Control or Prohibit travel to - from - within community
4. Does Municipality need to Evacuate People, livestock or personal property
5. Does Municipality need to Enter any building or Land without a warrant
6. Does Municipality need to Demolish or remove trees, crops or structures
7. Does Municipality need to ensure Fixed Pricing
8. Does Municipality need to Conscript people to work/assist (if they do not do so willingly)

A SOLE IS NOT REQUIRED FOR THE FOLLOWING PURPOSES:

1. SOLE is not required to activate your Incident Command Centre (ICP)
2. SOLE is not required for a local authority or citizen to be eligible for financial assistance through a Disaster Recovery Program (DRP)

HOW LONG IS A SOLE EFFECTIVE FOR:

1. Until lifted/removed by local authority OR maximum of seven (7) days
3. Pandemic SOLE is in effect for 28 days

WHO HAS AUTHORITY TO DECLARE SOLE:

1. Mayor or in their absence any 2 members of Council (Should consult with their Local DEM)
2. Any two (2) members of the AEMA Advisory Board Council/Committee (Summer Villages Group) (Should consult with R-DEM)

HOW TO DECLARE:

1. Usually recommended by Director of Emergency Management, Emergency Advisory Committee or other Emergency Management personnel who believe that a serious emergency exists that requires unusual power or resources from community
2. Complete Declaration of State Of Local Emergency form - present to authorized individuals to review, sign
3. Submit Declaration to AEMA (Fax: 780-422-1549 or 780-427-1044)
4. Forward copy of Declaration to applicable Field Officers (John Swist/Mark Pickford)
5. Send out Alberta Alert to notify citizens of SOLE Declaration
6. To Remove Declaration - complete applicable form and submit to AEMA (Fax: 780-422-1549 or 780-427-1044) and AEMA Field Officers

NOTE: Declaration will expire in seven (7) days if not lifted



- Alberta Beach • Birch Cove • Nakamun Park
- Ross Haven • Sandy Beach • Silver Sands
- South View • Sunrise Beach
- Val Quentin • West Cove

SVREMP ADVISORY COMMITTEE ANNUAL MEETING
Saturday, September 27, 2025
3:00 PM - 3:30 PM

1. Call to Order: Chair - Ren Giesbrecht

2. Attendance, September 27, 2025 Meeting

a) Organizational Meeting

i) Executive Appointments

1) Nominations for SVREMP Chairperson

Janice Christiansen declared nominations open and called for nominations for Chairperson

Bernie Poulin nominated Dieter Brandt

Dieter Brandt accepted the nomination

Janice did 2nd call for nominations

Janice did 3rd call for nominations

Janice declared nominations cease.

Dieter Brandt was declared the SVREMP Chairperson for 2025/2026 by acclamation.

ii) Dieter Brandt assumed the chair and declared nominations open for Vice Chairperson

Bernie Poulin nominated Sandi Benford

Sandi Benford accepted the nomination

Dieter did 2nd call for nominations

Dieter did 3rd call for nominations

Dieter declared nominations cease - Sandi Benford was declared the SVREMP Vice Chairperson for 2025/2026 by acclamation.

iii) **Administration Services**

1) **Appointment of Financial Services and Administration**

Ren Giesbrecht moved that Janice Christiansen remain in the role as Financial Services and Marlene Walsh continue as Administration until December 2026. **CARRIED**

- 2) **Financial** Tara Elwood moved the GIC due October 28, 2025 be rolled over to the SVREMP Savings Account. Janice Christiansen, along with Chair Dieter Brandt and Vice Chair Sandi Benford will determine an appropriate investment for ratification. These ratified rates will be presented to the Advisory Council for approval. **CARRIED**

3) **Signing Authority**

Janice Christiansen will arrange for Dieter Brandt as the 3rd signing authority - Sandi Benford and Ren Giesbrecht will maintain their signing authority. Cheques will be prepared by Janice Christiansen and will require two signatures.

- iv) **RDEM Selection Committee** - Dieter Brandt, Sandi Benford, Janice Christiansen, and Marlene Walsh will manage the interview process for the RDEM position that will be available on January 1, 2026. Final recommendation for selection of the successful candidate will be shared for confirmation at the upcoming Advisory Committee Meeting.

3. **Regular Business**

b) **Budget**

Bernie Poulin moved SVREMP members be reimbursed for km claims in accordance with the CRA per KM rate and that the annual requisition fee for municipalities participating in the partnership be increased from \$3,900 annually to \$4,000.00 annually per municipality. The budget will be sent to CAO and Advisory Committee members for review and approval of the requisition at upcoming Council Meetings.

CARRIED

4. **NEXT MEETING** - at the call of the Advisory Committee Chairperson

ADJOURNMENT

Summer Village Contacts - (Sept. 10, 2025)

Municipality:	Name:	Office:	E-Mail:	Other/Notes:
Birch Cove	Steven Tymafichuk Dory Sample Dean Preston Wendy Wildman	Mayor Deputy Mayor Councillor CAO	cao@birchcove.ca cao@birchcove.ca cao@birchcove.ca cao@birchcove.ca	
Castle Island	Calvin Smith Jeff Elkow Gary Guy Wendy Wildman	Mayor Deputy Mayor Councillor CAO	svcastle.smith@gmail.com jeff@elkow.ca gqltr@yahoo.ca svcastle@telus.net	
Nakamun Park	Keith Pederson Bob Charter Ray Gertz Wendy Wildman	Mayor Deputy Mayor Councillor CAO	keith.pederson@svnakamun.com bob.Charter@svnakamun.com ray.Gertz@svnakamun.com cao@svnakamun.com	
Ross Haven	Ray Hutscal Dieter Brandt Bruce Stonehouse Tony Sonnleitner	Mayor Deputy Mayor Councillor CAO	ray.hutscal@rosshaven.ca dieter.brandt@rosshaven.ca bruce.stonehouse@rosshaven.ca cao@rosshaven.ca	
Sandy Beach	David Noyes Deborah Mayer Nicolas Pelechytik Louise Kormos	Mayor Deputy Mayor Councillor CAO	svsandyb@xplornet.ca svsandyb@xplornet.ca svsandyb@xplornet.ca svsandyb@xplornet.ca	
Silver Sands:	Bernie Poulin Graeme Horne Sherry Strong Wendy Wildman	Mayor Deputy Mayor Councillor CAO	bernie@summervillageofsilversands.com graeme@summervillageofsilversands.com sherry@summervillageofsilversands.com administration@wildwillowenterprises.com	
South View	Sandi Benford Garth Ward Colleen Richardson Angela Duncan	Mayor Deputy Mayor Councillor CAO	sandi@summervillageofsouthview.com garth@summervillageofsouthview.com colleen@summervillageofsouthview.com svsouthview@outlook.com	
Sunrise Beach	Brian Benning John Fowler Mike Benson Emily House	Mayor Deputy Mayor Councillor CAO	mayor@svsunrisebeach.ca deputymayor@svsunrisebeach.ca councillor@svsunrisebeach.ca administration@svsunrisebeach.ca	
Sunset Point	Lee Landsperg Rod Janz Gwen Jones Mike Primeau	Mayor Deputy Mayor Councillor CAO	lee.landsperg@sunsetpoint.ca rodney.janz@sunsetpoint.ca gwen.jones@sunsetpoint.ca office@sunsetpoint.ca	
Val Quentin	Kathy Dion Barrie Ronaldson Kent Galusha Marlene Walsh	Mayor Deputy Mayor Councillor CAO	k.dion@valquentin.ca barrie.ronaldson@valquentin.ca kent.galusha@valquentin.ca cao@valquentin.ca	
West Cove	Chris Kelly Ren Giesbrecht Wendy Henderson Wendy Wildman	Mayor Deputy Mayor Councillor CAO	chris.kelly@westcove.ca ren.giesbrecht@westcove.ca wendy.henderson@westcove.ca svwestcove@outlook.com	
Yellowstone	Jeff Stolte Terry Morgans Michael Clark Robin Murray	Mayor Deputy Mayor Councillor CAO	mayor@svyellowstone.ca deputy.mayor@svyellowstone.ca councillor@svyellowstone.ca office@svyellowstone.ca	

2025-2026 SVLSACE Executive and Committee Reps			
Executive (Four Year Terms)			
Chair	Gwen Jones (SSP)	gwen.jones@sunsetpoint.ca	
Vice Chair	Kathy Dion (VQ)	k.dion@valquentin.ca	
Committee Reps (Annual Appointments)			
	Representatives		Alternates
East End Bus	Ren Giesbrecht (WC)		Debbie Mayer (SB, alt.)
Highway 43 Waste	Dieter Brandt (RH)	Bernie Poulin (SS)	Gwen Jones (SSP, alt)
LSA Seniors Foundation	Gwen Jones (SSP)	Keith Pederson (NP)	<i>none authorized</i>
WILD Water Commission	Gwen Jones (SSP)	Ren Giesbrecht (WC)	Debbie Mayer (SB, alt.)
Lake Quality Committees	Bernie Poulin (SS)		Dave Noyes (SB, alt.)
SVLSACE Administration Contact			
Wildwillow Enterprises Inc. - Dwight Moskalyk Box 8 Alberta Beach, AB T0E 0A0 - 780-967-0271 (office) ddm@kronprinzconsulting.ca			
Member Municipality Admin Contacts			
Birch Cove (BC)	CAO Wendy Wildman	cao@birchcove.ca	
Castle Island (CI)	CAO Wendy Wildman	svcastle@telus.net	
Nakamun Park (NP)	CAO Wendy Wildman	cao@svnakamun.com	
Ross Haven (RH)	CAO Tony Sonnleitner	cao@rosshaven.ca	
Sandy Beach (SB)	CAO Louise Kormos	svsandyb@xplornet.ca	
Silver Sands (SS)	CAO Wendy Wildman	administration@wildwillowenterprises.com	
South View (SV)	CAO Angela Duncan	svsouthview@outlook.com	
Sunrise Beach (SRB)	CAO Emily House	administration@svsunrisebeach.ca	
Sunset Point (SSP)	CAO Mike Primeau	office@sunsetpoint.ca	
Val Quentin (VQ)	CAO Marlene Walsh	cao@valquentin.ca	
West Cove (WC)	CAO Wendy Wildman	svwestcove@outlook.com	
Yellowstone (YS)	CAO Robin Murray	office@svyellowstone.ca	
Notes:			

THIS AGREEMENT is effective January 1, 2026.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Assisted Living and Social Services
(the “Minister”)

~ and ~

SUMMER VILLAGE OF BIRCH COVE
created pursuant to the laws of Alberta
(the “Municipality”)

WHEREAS the Municipality has applied for a grant to be used for the purposes of FCSS Services;

WHEREAS the Minister agrees to provide Funding for said purpose under the Provincial Program and subject to the terms and conditions of this Agreement;

WHEREAS the FCSS Act and the Grants Regulation authorizes such a grant being made;

WHEREAS the Municipality is prepared to perform and enter into certain undertakings relative to the payment of the grant;

NOW THEREFORE the parties agree as follows:

1. DEFINITIONS:

(a) “Agreement” means this document and the attached Schedule A, Schedule B, Schedule C, and Appendix 1 to Schedule C, and including any amendments made in writing by the parties;

(b) “Effective Date” means the date first noted above;

(c) “FCSS Act” means the *Family and Community Support Services Act* (Alberta), as amended from time to time;

(d) “FCSS Framework” means the FCSS Accountability Framework, as amended by the Minister from time to time, a copy of which can be found at <https://open.alberta.ca/publications/family-and-community-support-services-accountability-framework>.

(e) “FCSS Program Policies” means the collective policies, as implemented and amended from time to time, by the Minister relating to the Provincial Program and any funding provided pursuant to that program;

- (f) "FCSS Regulation" means the Family and Community Support Services Regulation (Alberta), as amended from time to time;
- (g) "FCSS Services" means the activities to be performed by the Municipality as described in Schedule A for the purposes of establishing, administering and operating a local family and community support services program as set out in the FCSS Act, FCSS Regulation, the FCSS Framework, and the FCSS Program Policies;
- (h) "FCSS Services' total cost" means \$3,750.00 and is comprised of the Funding provided by the Minister under this Agreement and the Municipality's Contribution as set out in Clause 6 of this Agreement;
- (i) "Funding" means the grant monies to be contributed by the Minister pursuant to this Agreement and any interest earned thereon;
- (j) "Grants Regulation" means the Ministerial Grants Regulation A.R. 215/2022, as amended from time to time;
- (k) "Municipality's Contribution" is the Municipality's financial contribution towards the FCSS Services as set out in Clause 6 of this Agreement;
- (l) "Provincial Program" means the Provincial Family and Community Support Services Program administered by the Minister and delivered in accordance with the FCSS Act, FCSS Regulation, and FCSS Framework;
- (m) "Provincial Prevention Priorities" means key social issues affecting Albertans as listed in the FCSS Framework and identified in Schedule A;
- (n) "Provincial Prevention Strategies" means strategies, as listed in the FCSS Framework and identified in Schedule A, that guide the development and delivery of preventative services to meet the needs of a local community;
- (o) "Surplus" means the amount by which payments made by the Minister exceed the Municipality's expenditures to perform the FCSS Services, as determined by the Minister, in consultation with the Municipality;
- (p) "Term" means the period from **January 1, 2026 to December 31, 2028**.

2. RESPONSIBILITIES OF THE MUNICIPALITY:

- (a) The Municipality shall perform the FCSS Services as described in Schedule A and in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.
- (b) The Municipality shall perform FCSS Services in alignment with the FCSS Framework.
- (c) The Municipality may transfer to another municipality all or part of the Funding received pursuant to this Agreement as described in the FCSS Program Policies.

- (d) The Municipality shall comply with all applicable laws in its performance of the FCSS Services.
- (e) The Municipality shall not make any public announcement or issue any press release regarding the entering into this Agreement or the Minister's provision of the Funding, except in consultation with and upon receiving the approval of the Minister as to the contents of the announcement or press release, such approval shall not be unreasonably withheld.
- (f) The Municipality warrants that it has entered into an agreement with other municipalities to jointly establish, administer, and operate the FCSS Services and that the Municipality has the authority to enter into this Agreement on the behalf of the other municipalities.
- (g) The Municipality warrants that the Funding will be allocated among itself and the other municipalities as follows:

Municipality	Funding Allocation (year 1)	Funding Allocation (year 2)	Funding Allocation (year 3)	Total Funding Allocation (for entire term)
SUMMER VILLAGE OF BIRCH COVE	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00

3. TERM:

This Agreement shall be effective for the Term.

4. REPRESENTATIVES:

- (a) The Minister designates the **Executive Director of Civil Society and Community Initiatives** to be the Minister's representative to maintain a continuing liaison with the Municipality in matters relating to this Agreement.
- (b) The Municipality designates the **Chief Administrative Officer** to be the Municipality's representative to maintain a continuing liaison with the Minister in matters relating to this Agreement.
- (c) In the event there is a change in either party's representative, notice should be provided to the other party pursuant to Clause 15.

5. FUNDING:

- (a) The Minister will provide Funding to the Municipality in the amount of no more than \$3,000.00, subject to:

i. the appropriation of funds by the Legislature sufficient to provide the Funding under this Agreement, the sufficiency of which shall be determined in the sole discretion of the Minister; and

ii. early termination of this Agreement,

and that there will be no additional funding from the Minister in the case of cost overruns.

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

i. \$1,000.00 for the first year of the Term (2026-01-01 to 2026-12-31)

ii. \$1,000.00 for the second year of the Term (2027-01-01 to 2027-12-31)

iii. \$1,000.00 for the third year of the Term (2028-01-01 to 2028-12-31)

(c) The Municipality shall immediately notify the Minister of any overpayment of the Funding and shall repay the amount of any overpayment, unless directed otherwise in writing by the Minister. Any amount of overpayment not repaid to the Minister shall be considered a debt due to the Minister. The Minister may in the Minister's sole discretion cease to make payments under this Agreement or any other agreement made between the Municipality and the Minister if an overpayment is not repaid forthwith.

(d) The Funding shall be released to the Municipality in accordance with Schedule B.

(e) Notwithstanding Schedule B, the Minister may withhold any Funding during the Term of this Agreement:

i. upon failure of the Municipality to provide any reports required by this Agreement or any Schedule to this Agreement; or

ii. upon the Municipality's non-compliance with any term or condition of this Agreement.

(f) Notwithstanding Clause 5(a), (b), and (d) of this Agreement, the total amount of Funding or any scheduled payment of Funding during the Term may be adjusted (including an increase or decrease) in the sole discretion of the Minister.

(g) If the total amount of Funding or any scheduled payment of Funding is to be adjusted pursuant to Clause 5(f):

i. the Minister shall provide the Municipality sixty (60) days' written notice of any proposed adjustment;

ii. upon receipt of the Minister's notice to adjust Funding or adjust a scheduled payment of Funding, the Municipality shall have thirty (30) days to either accept the adjustment or terminate this Agreement, which decision shall be communicated to the Minister in writing pursuant to Clause 15;

- iii. if the Municipality chooses to accept the adjustment, the Municipality and the Minister may mutually agree to amend the Services under this Agreement and shall amend the Agreement accordingly;
- iv. if the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality.

6. THE MUNICIPALITY'S CONTRIBUTION

- (a) In accordance with section 3 of the FCSS Act and section 5(b) of the FCSS Regulation, the Municipality shall provide a financial contribution of no less than twenty percent (20%) of the FCSS Services' total cost. The Municipality shall also demonstrate a financial contribution of at least twenty percent (20%) towards the FCSS Services' annual costs.
- (b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:
 - i. \$250.00 for the first year of the Term (2026-01-01 to 2026-12-31)
 - ii. \$250.00 for the second year of the Term (2027-01-01 to 2027-12-31)
 - iii. \$250.00 for the third year of the Term (2028-01-01 to 2028-12-31)
- (c) In the event the total amount of Funding is increased or decreased either during the Term or by any amendment to this Agreement, the Municipality's Contribution may change accordingly, and the Municipality must provide written notice the Minister of any changes to the Municipality's Contribution pursuant to Clause 15.

7. USE OF GRANT FUNDING:

- (a) The Municipality covenants and agrees that it is and will be, in relation to the Funding, bound by the provisions of this Agreement, the FCSS Act, FCSS Regulation, and the Grants Regulation.
- (b) The Municipality agrees that the Funding shall be used only for the purposes described in Schedule A and the expenditures and costs associated with the purposes as further described in the FCSS Regulation and FCSS Program Policies, and the Municipality shall not use the Funding for any other purpose without the prior written consent of the Minister.
- (c) The Minister reserves the right to disallow and recover from the Municipality the amount of any expenditure of the Funding that is contrary to the terms and conditions of this Agreement.

8. PUBLICATION, DISSEMINATION AND RELEASE OF INFORMATION:

- (a) The Municipality has the requisite authority to collect and disclose all information contained in any reports and other records submitted to the Minister under this Agreement.

(b) The Municipality acknowledges that this Agreement, including the name of the Municipality, and the terms and conditions of the Grant under this Agreement, may be subject to disclosure pursuant to the Access to Information Act (Alberta) ("ATIA Act"), as amended from time to time. The Municipality further acknowledges that the ATIA Act applies to information obtained, related, generated, collected or provided to the Minister under this Agreement, including all reports and other records submitted to the Minister by the Municipality, and that any information in the custody or under the control of the Minister may be disclosed.

(c) Subject to any applicable laws, the Municipality shall allow the Minister access to or provide copies to the Minister of any data or information acquired, collected or produced under this Agreement.

9. FCSS SERVICES REPORTING REQUIREMENTS:

(a) The Municipality shall provide the Minister with a detailed annual report as described in Schedule C within one hundred twenty (120) days after the end of each year of the Term.

(b) The Minister may at any time during the Term of this Agreement request any additional information or ad hoc reports required, in the sole discretion of the Minister, to inform the Minister about the FCSS Services and the Municipality shall comply forthwith.

(c) The Minister shall have the right and ability to use, publish, or distribute reporting as the Minister determines appropriate, subject to any applicable laws.

(d) In the event the total amount of Funding is increased either during the Term or by any amendment to this Agreement, any reporting, financial or otherwise may change accordingly.

10. ACCOUNTING:

The Municipality shall:

(a) deposit and maintain the Funding in a separate bank account used only for the Funding or in the same bank account as other monies provided that the Funding is kept separate from other monies in the books of account, such that the Funding can be accounted for;

(b) maintain adequate financial records relating to the Funding. It shall keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement, in accordance with Canadian generally accepted accounting principles, and have them available at all times during the Term of this Agreement and for a period of six (6) years after the termination or expiry of this Agreement; and

(c) during the Term and for six (6) years after the termination or expiry of this Agreement, produce on demand to any representative of the Minister or the Auditor General of Alberta any of the financial records referred to in Clause 10(b) and shall permit such representative to examine and audit these books, accounts and records and take copies and extracts of them.

11. SURPLUS DURING THE TERM AND ON EXPIRY OR TERMINATION:

(a) If the Minister determines there is a Surplus during any year of the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:

- i. demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;
- ii. adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;
- iii. authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or
- iv. apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.

(b) The Municipality acknowledges that the parties may need to amend this Agreement or enter into a new agreement or amend an existing agreement if the Minister determines that there is a Surplus during the Term or at any time following the expiry or termination of this Agreement in accordance with Clause 11(a).

12. GENERAL PROVISIONS:

(a) The parties agree that Schedule A, Schedule B, Schedule C and any appendices to these Schedules form part of the Agreement, but in the event of a conflict between a provision in a Schedule or any appendices and a provision in the body of the Agreement, the provision in the body of the Agreement shall govern.

(b) The Municipality shall indemnify and hold harmless the Minister, the Minister's employees, contractors, agents or volunteers from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Municipality or its employees, contractors, agents or volunteers with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.

(c) The Minister shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Municipality, its employees, contractors, agents or volunteers in carrying out this Agreement.

(d) The Municipality shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with Alberta's *Insurance Act*, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof.

(e) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties hereto, but not otherwise.

- (f) The Municipality is an independent entity and any persons engaged by the Municipality to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Municipality and not of the Minister.
- (g) The Municipality may not assign this Agreement or any part of it.
- (h) Despite any other provision of this Agreement, those clauses which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including: Clauses 7(c), 8, 9(b), 9(c), 10, 11, 12(b), 12(c) and 12(d).
- (i) This Agreement is binding upon the parties and their successors.
- (j) The parties agree that this Agreement will be governed and interpreted in accordance with the laws of the Province of Alberta and the parties irrevocably attorn to the exclusive jurisdiction of the courts in Alberta.
- (k) This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.
- (l) If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect, provided however that this Agreement is not materially altered.

13. BREACH OF AGREEMENT:

Where the Minister, in the Minister's sole discretion, determines that the Municipality has failed to fulfill any term or condition of this Agreement, the Minister may do any one or more of the following:

- (a) terminate this Agreement immediately;
- (b) withhold payment of all or any portion of the funding under subsequent grant agreements; and
- (c) demand repayment of all or any portion of the Funding and the Municipality shall repay forthwith, all or part of the Funding to the Government of Alberta.

14. TERMINATION OF AGREEMENT:

This Agreement may be terminated:

- (a) at any time by mutual written agreement of the parties; or
- (b) at any time by either party without cause or reason with ninety (90) days written notice to the other party. Upon the Municipality's receipt of a notice of termination from the Minister, the Municipality shall not make or commit any further expenditure of the Funding without the prior written consent of the Minister.

15. NOTICES:

(a) All notices required or permitted to be given or submitted by one party to the other under this Agreement shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by registered mail, postage prepaid, or sent by email to the address provided below:

For the Minister:

Executive Director, Civil Society and Community Initiatives [CSCI]
 9942 108 Street, Edmonton, Alberta, T5K 2J5
SCSS.FCSSAdmin@gov.ab.ca

For the Municipality:

Chief Administrative Officer
 PO Box 7, Site 19, RR1, Gunn, Alberta T0E 1A0
cao@birchcove.ca

(b) The address of either party may be changed by notice in writing to the other party.

(c) Notice personally served or sent by email shall be deemed received when actually delivered between 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Minister (a "business day") or if not delivered on a business day on the next following business day, and

- i. in the case of notice by email, when actually delivered as indicated by the email delivery receipt or other reasonable forms of confirmation of delivery; or
- ii. in the case of notice sent by prepaid registered mail, on the fourth business day following mailing in any post office in Canada, except in the case of postal disruption, then any notice shall be given by email or personally served.

16. ELECTRONIC SIGNING

The Parties may execute this Agreement with the use of electronic signatures so long as:

- (a) the electronic signatures are verified by the use of an Alberta approved electronic signature platform;
- (b) the electronic signatures are authenticated to confirm the identity of the signing party; and
- (c) the electronic signatures as applied are in adherence with Alberta's Electronic Transactions Act, SA 2001, c E-5.5.

THIS SPACE IS INTENTIONALLY LEFT BLANK

17. COUNTERPART:

This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by emailed PDF shall constitute good delivery.

IN WITNESS WHEREOF, notwithstanding the dates of signature below, the parties have made this Agreement to be effective as of the day, month and year first above written.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA
as represented by the Minister of Assisted Living and Social Services

Executive Director, CSCI

Date

SUMMER VILLAGE OF BIRCH COVE

Signature of Authorized Official
Wendy Wildman

Chief Administrative Officer

Date

SCHEDULE A

DESCRIPTION OF FCSS SERVICES

Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services and
SUMMER VILLAGE OF BIRCH COVE

Term of Agreement: from January 1, 2026 to December 31, 2028

Description of FCSS Services

1. Purpose of Funding

Funding is intended to provide for the establishment, administration and operation of a family and community support services program in accordance with the FCSS Act, FCSS Regulation, FCSS Program Policies, and the FCSS Framework.

- Services must be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.
- Under the FCSS Framework, prevention is defined as a proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

2. Description of Grant Activities

2.1 For the purposes of this Agreement, the Municipality shall perform FCSS Services that meet the following minimum requirements:

- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the responsibilities set out in section 2 of the FCSS Regulation (described in more detail at 2.2 below);
- comply with the requirements set out in the FCSS Act and FCSS Regulation, in particular the service requirements set out in section 2.1 of the FCSS Regulation (described in more detail at 2.3 below);
- perform FCSS Services in accordance with the FCSS Framework, in particular the Provincial Prevention Priorities and Provincial Prevention Strategies (described in more detail at 2.4 below);
- perform FCSS Services in accordance with the FCSS Program Policies (as defined in this Agreement);
- ensure FCSS Services are of a preventive nature, aligning with the definition of prevention as found in the FCSS Framework.

2.2 Responsibilities of the Municipality

The responsibilities of the Municipality are as set out section 2 of the FCSS Regulation and include:

- promote and facilitate the development of stronger communities;
- promote public participation in planning, delivering and governing the program and services provided under the program;
- promote and facilitate the involvement of volunteers;
- promote efficient and effective use of resources; and,
- promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

2.3 Service requirements of the Municipality

- The service requirements of the Municipality are as set out in section 2.1(1)(b) of the FCSS Regulation and include:
 - help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - help people to develop an awareness of social needs;
 - help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - help people and communities to assume responsibility for decisions and actions which affect them;
 - provide supports that help sustain people as active participants in the community.
- The Municipality must not include the services set out in section 2.1(2) of the FCSS Regulation. These services include:
 - provide primarily for the recreational needs or leisure time pursuits of individuals,
 - subject to subsection 2.1(3) of the FCSS Regulation, offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
 - be primarily rehabilitative in nature, or
 - duplicate services that are ordinarily provided by a government or government agency.

2.4 FCSS Framework

The Municipality shall perform FCSS Services in alignment with the FCSS Framework, in particular:

- the following Provincial Prevention Priorities:
 - Homelessness and housing insecurity
 - Mental health and addictions
 - Employment
 - Family and sexual violence across the lifespan
 - Aging well in community
- the following Provincial Prevention Strategies:
 - Promote and encourage active engagement in the community
 - Foster a sense of belonging

- Promote social inclusion
- Develop and maintain healthy relationships
- Enhance access to social supports
- Develop and strengthen skills that build resilience

SCHEDULE B
FUNDING SCHEDULE
 Grant Agreement Between
 His Majesty the King in Right of Alberta
 as represented by the Minister of Assisted Living and Social Services
 and
SUMMER VILLAGE OF BIRCH COVE

Funding shall be paid to the Municipality in accordance with the following table:

Year of Term	Release Date	Funding Amount
Year 1 (from 2026-01-01 to 2026-12-31)	2026-01-01	\$250.00
	2026-04-01	\$250.00
	2026-07-01	\$250.00
	2026-10-01	\$250.00
	2027-01-01	\$250.00
Year 2 (from 2027-01-01 to 2027-12-31)	2027-04-01	\$250.00
	2027-07-01	\$250.00
	2027-10-01	\$250.00
	2028-01-01	\$250.00
	2028-04-01	\$250.00
Year 3 (from 2028-01-01 to 2028-12-31)	2028-07-01	\$250.00
	2028-10-01	\$250.00

SCHEDULE C **REPORTING REQUIREMENTS**

Grant Agreement Between
His Majesty the King in Right of Alberta
as represented by the Minister of Assisted Living and Social Services
and
SUMMER VILLAGE OF BIRCH COVE

1. Report Form – All reports must contain the information and be in a format specified by or acceptable to the Minister.
2. Annual Reporting - In accordance with Clause 9 of this Agreement, the Municipality shall provide the Minister with a detailed annual report which contains the following:
 - i. An audited financial statement for each year of the Term that complies with sections 6, 6.1 and 6.2 of the FCSS Regulation, outlined below, and any requirements as set out in the FCSS Program Policies.

Under the FCSS Regulation, an audited financial statement shall include:

- If the Municipality receives Funding of \$250,000 or less (section 6 of the FCSS Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation; and
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation (review section 6(b) of the FCSS Regulation for further details of the items to be included in the Municipality's certificate).
- If the Municipality receives Funding of more than \$250,000 but less than \$500,000 (section 6.1 of the FCSS Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation; and
 3. a review engagement report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for review engagement reports.
- If a Municipality received Funding of \$500,000 or more (section 6.2 of the FSCC Regulation applies):
 1. the revenues and expenditures shown in the Schedule to the FCSS Regulation;
 2. Municipality's certification containing all of the items found in section 6(b) of the FCSS Regulation.

3. an auditor's report, prepared in accordance with the standards of the Chartered Professional Accountants of Canada for auditors' reports.

ii. Non-identifying data and information as identified by the Minister. Such data shall be relevant to the key performance measures as identified by the Minister in the FCSS Framework and in accordance with any applicable FCSS Program Policies.

- This information must include the information listed in the Reporting Framework Checklist attached as Appendix 1 to Schedule C.

3. The Municipality shall submit all annual reporting using the FCSS Portal: <https://goaproduct.service-now.com/fcss>

Note: The Municipality should review section 11(b) of the FCSS Regulation, which, among other things, allows the Minister to withhold funding under any new agreement in the event that the above audited financial statements are not submitted to the Minister within 120 days of the end of the Municipality's fiscal year.

APPENDIX 1 TO SCHEDULE C

REPORTING CHECKLIST**1. Overview Information**

- Report of all revenues and funding sources related to FCSS-funded activities
- Indication of whether a needs assessment has been conducted to inform programming
- Report of the number of partnerships
- Identification of the activity types the local FCSS program is delivering (Programming, Community Events, Information and Referrals, Community Development and Capacity Building)

2. Programming Information

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per program
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Participation counts (record of each engagement; not unique participants)
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (for at least one program)
- Impact narrative (optional)

3. Community Events

Community events are typically one-time events that are open to the broader community. Required reporting components include:

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per event
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Attendee counts
- Identification of target age group (select up to 2)
- Identification of target community group (select up to 2)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

4. Information and Referrals

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity

- Activity categorization
- Count of total referral interactions
- Impact narrative (optional)

5. Community Development & Capacity Building

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Identification of level of prevention (primary or secondary)
- Prevention strategies (select one or more)
- Prevention priorities (select one)
- Survey data (optional)
- Impact narrative (optional)

6. Direct Assistance (Emergencies Only)

- Descriptive activity name
- Identification of service delivery type (direct or indirect)
- Funding breakdown per activity
- Activity categorization
- Impact narrative (optional)

December 4, 2025

Wendy Wildman
Wild Willow Enterprises
Municipal Administrator
Summer Village of Birch Cove

Emailed to cao@birchcove.ca

Dear Wendy,

One of the benefits of Yellowhead Regional Library (YRL) membership is the assignment of YRL allotment funds to the library materials budget of any YRL member public library.

The allotment rate is \$0.75 per capita; based on the current Summer Village of Birch Cove population of 67, the allotment amount for the 2026 calendar year will be \$50.25. Please review your 2025 choice below and make any changes, if necessary.

Assign the 2026 YRL allotment funds to the following YRL member public library:

Rich Valley Public Library

As the Summer Village of Birch Cove does not operate its own library, YRL receives a Library Services Grant from the province which is given directly to the YRL member public library of your choosing.

The estimated 2026 grant rate is \$5.60 per capita and we expect that Municipal Affairs will pay on 2019 population figures. Based on the Summer Village of Birch Cove 2019 population of 45, the 2026 grant will be \$252.00. Please review your 2025 choice below and make any changes, if necessary.

Assign the 2026 Library Services Grant to the following YRL member public library:

Rich Valley Public Library

Authorized
Signature _____

Date _____


(Municipal Administrator)

Please return this letter to ciacchelli@yrl.ab.ca at your earliest convenience.

If you have any questions, please do not hesitate to contact me at ciacchelli@yrl.ab.ca or 780-962-2003 (toll free 1-877-962-2003), extension 223.

Thank you for your prompt attention to this matter.

Yours truly,



Carla Iacchelli
Manager, Collections and Resource Sharing
Yellowhead Regional Library



- Alberta Beach
- Birch Cove
- Nakamun Park
- Ross Haven
- Sandy Beach
- Silver Sands
- South View
- Sunrise Beach
- Val Quentin
- West Cove

November 22, 2025

Good Morning

On behalf of the Ste Anne Regional Emergency Management Partnership, we are pleased to announce that Stephen Wright has been selected as the successful candidate for the RDEM position within SVREMP, effective January 1, 2026.

Stephen is a seasoned emergency management professional with 35 years of leadership experience in strategic planning, crisis response, and operational coordination across both domestic and international deployments. He has a proven track record of leading multidisciplinary teams, managing complex incidents, and implementing innovative solutions in high-stakes environments.

Drawing on his extensive Canadian Armed Forces experience, Stephen brings a wealth of operational expertise and a deep understanding of emergency management principles, which will be invaluable in advancing the mission and capabilities of SVREMP.

Please join us in warmly welcoming Stephen Wright to his new role.

We look forward to his leadership and contributions to our team!

Janice Christiansen, RDEM
Regional Director of Emergency Management
Ste. Anne Summer Villages Regional Emergency Partnership

Marlene Walsh, RDDEM
Regional Deputy Director of Emergency Management
Ste. Anne Summer Villages Regional Emergency Partnership

SVREMP Advisory Committee

✉ Email

summervillage.remp@gmail.com

📍 SVREMP Mailing Address:

PO BOX 17 Alberta Beach AB
T0E 0A0

LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
June 24, 2025
Pleasant View Lodge – Community Center
1:00 p.m.

1. Call to Order- 12:58 p.m. by Ross Bohnet

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

Absent:

Guest:

Staff: Dena Krysik – CAO, Robin Strome – Finance Officer, Christine Lafreniere – Recording
Secretary

2. Additions to /Approval of Agenda

Board Member Jeremy Wilhelm moves:

Motion #25-024: That the Board approves the agenda for June 24, 2025, as amended.
5d. – Request for Land Transfer.
7c. – 8760 Utility Contract Renewal
7g. – LSAF Benefit Renewal

Carried

3. Minutes

Board Member Paul Chavet moves:

Motion #25-025: That the Board approves the April 29, 2025 Board meeting minutes as
presented.

Carried

4. Financial

Board Member Jeremy Wilhelm Moves:

Motion #25-026: That the Board approves to reinvest \$2,157,076.28 of the revenue received
from the community housing sales into a GIC for a term of 365 days as

presented at 2.65%

Carried

Board Member Paul Chavet moves:

Motion #25 -027: The Board approves the May 31, 2025 Financial Report as presented.

Carried

5. New/Other Business

Board Member Jeremy Wilhelm moves:

Motion #25-028: The Board accepts the 2025 Business Plan Submission as presented.

Carried

Board Member Daryl Weber moves:

Motion #25-029: The Board accepts the 2025-2030 Board Summary Strategic Plan as presented.

Carried

Board Member Jeremy Wilhelm moves:

Motion #25-030: The Board approves the Town of Whitecourt – Request for Presentation as presented.

Carried

Board Member Bernie Poulin moves:

Motion #25-031: The Board approves the Request for Land Transfer as presented with amendments.

6. Policy Review

7. Information Items

Board Member Sandy Morton moves:

Motion #25-032: The Board accepts items 7a, 7b, 7c, 7d, 7e, 7f and 7g for the June 24, 2025 meeting as information.

Carried

8. In Camera

Board Member Paul Chavet moves:

Motion #25-033: The Board Moves to go into Camera at 2:04 pm.

Carried

Board Member Paul Chavet moves:

Motion #25-034: The Board Moves to come out of Camera at 2:09 pm.

Carried

9. Date, Place & Time of Next Meeting

All Board members move:

Motion #25-035: The next Board Meeting is August 26, 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 2:09 pm.

Sandy Morton
Chairperson

Aug 26 / 25
Date

[Signature]
Chief Administrator Officer

Aug 26 / 25
Date

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
August 26, 2025
Spruce View Lodge – Legacy Room
1:00 p.m.**

1. Call to Order- 12:59 p.m. by Ross Bohnet

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

Absent: Jeremy Wilhelm

Guest:

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

2. Additions to /Approval of Agenda

Board Member Paul Chauvet moves:

Motion #25-036: That the Board approves the agenda for August 26, 2025, as presented.

Carried

3. Minutes

Board Member Bernie Poulin moves:

Motion #25-037: That the Board approves the June 24, 2025 Board meeting minutes as presented.

Carried

4. Financial

Board Member Paul Chauvet Moves:

Motion #25-038: That the Board approves the Quarterly Financial Report as presented.

Carried

Board Member Daryl Weber moves:

Motion #25 -039: The Board approves the 2025 -- 2027 rental rate review with the changes in rent for 2026 and 2027 as presented.

Carried

5. New/Other Business

Board Member Sandy Morton moves:

Motion #25-040: The Board approves to enter into a preventative Maintenance contract with Nordic Mechanical effective September 1, 2025 as presented.

Carried

6. Policy Review

7. Information Items

Board Member Lisa Johnson moves:

Motion #25-041: The Board accepts items 7a, 7b, 7c, 7d, 7e and 7f for the August 26, 2025 meeting as information.

Carried

8. In Camera

Board Member Ross Bohnet moves:

Motion #25-042: The Board Moves to go into Camera at 1:52 pm.

Carried

Board Member Ross Bohnet moves:

Motion #25-043: The Board Moves to come out of Camera at 2:40 pm.

Carried

9. Date, Place & Time of Next Meeting

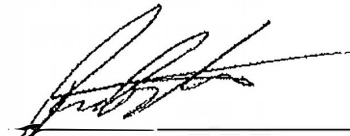
All Board members move:

Motion #25-044: The next Board Meeting is October 8, 2025 at 10:00 am, location CLSA.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to, the meeting is now adjourned at 2:40 pm.



Chairperson

Oct 8/25
Date



Chief Administrator Officer

Oct 9, 2025
Date

Dear Stakeholder:

In June and July 2025, Municipal Affairs held engagement sessions regarding potential legislative changes to require each municipality establish a level of service for their fire service and to gather feedback on related supports from the Government of Alberta.

Thank you to everyone who contributed their valuable time and insights to this engagement. Municipal Affairs has developed a What We Heard report, which I am pleased to share with you as a valued stakeholder.

I am also pleased to share that following this engagement, Municipal Affairs is not considering legislative changes at this time. Instead, my department will work with municipal associations and fire service stakeholders through the Provincial Fire Liaison Committee to explore, develop, and implement additional supports to assist interested municipalities in defining a fire level of service.

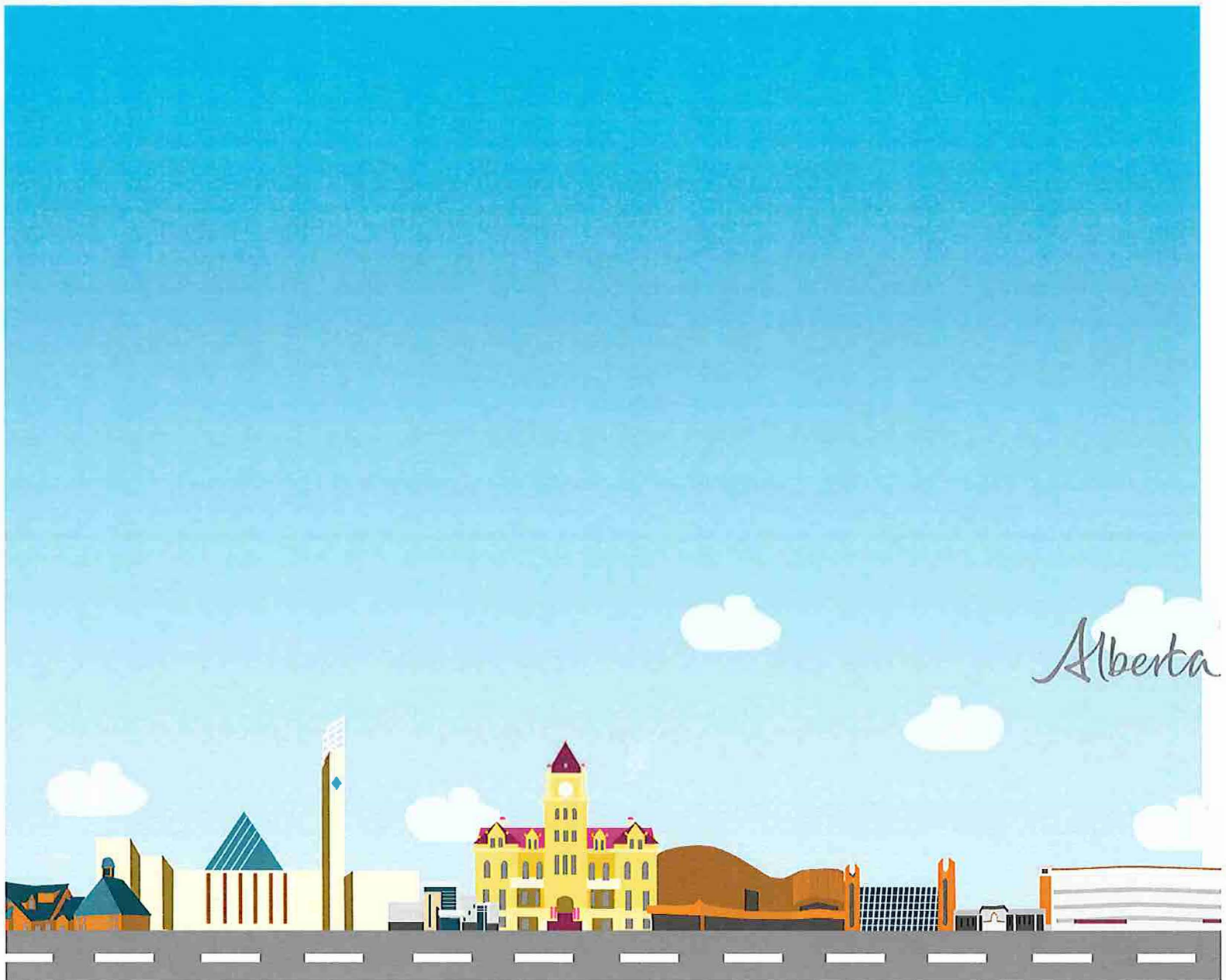
If you have any questions regarding this engagement or next steps, please reach out to the Office of the Fire Commissioner at firecomm@gov.ab.ca.

Sincerely,



Dan Williams, ECA
Minister of Municipal Affairs

Attachment: Report: Fire Level of Service 2025 Engagement – What We Heard



Fire Level of Service

2025 Engagement – What We Heard

Municipal Affairs | September 2025

Overview

Municipal Affairs conducted engagements in June and July 2025 to gather input on the feasibility of requiring Alberta municipalities with fire services to establish a council-approved minimum level of service. The engagement focused on adding a requirement into the *Municipal Government Act* and identifying the supports or guidance the province could provide to assist municipalities in developing their service levels.

Following these engagements, Municipal Affairs is not considering legislative changes at this time and will move forward with non-legislative means to support interested municipalities to develop a level of service.

Methods

Consultation was conducted through four engagement sessions, a survey, and an invitation to submit written responses to Municipal Affairs. This engagement was focused on participation from the Alberta Fire Chiefs Association (AFCA), the Alberta Professional Fire Fighters and Paramedics Association (APFFPA), Alberta Municipalities (ABMunis), the Rural Municipalities of Alberta (RMA), and municipal chief administrative officers (CAOs) or equivalent.

Additionally, the Metis Settlements General Council was invited to participate as Metis Settlements are impacted by provincial legislation and may be affected by changes in requirements for fire services that neighbour Metis Settlements.

Understanding Levels of Service

Some stakeholders requested more clarity on what a level of service includes and the scope of services fire departments deliver above and beyond fire suppression. Stakeholders requested additional clarification on what is involved with drafting a level of service and conducting fire service-specific community risk assessments.

Participation

Engagement Sessions – engagement sessions were held on June 23 and 24, and July 9 and July 16 and had over 200 participants. The first session targeted the AFCA and the APFFPA, and the final session targeted the RMA, ABMunis, and the Mid-sized Cities Mayor's Caucus. The June 24 and July 9 sessions were open to all invited stakeholders.

Survey – the survey launched June 6, 2025, and closed on July 11, 2025, and a total of 314 survey responses were received with 131 being complete (all questions answered). Seven additional written responses were also received.

Profile of Survey Respondents

Demographic Breakdown

Summer Village or Village	16.15%
Town or City (population under 20,000)	34.16%
City (population 20,000 or more)	13.04%
County or Municipal District	31.06%
Special Area or Improvement District	0.62%
Metis Settlement	0.62%
Fire Service Representative	4.35%

Fire Service Type

Career fire service	9.49%
Combination (both full-time firefighters and paid-on call)	30.38%
Paid-on-call (firefighters receive compensation for services)	29.75%
Volunteer (firefighters receive no compensation for service)	21.52%
Mutual Aid Agreement (the municipality does not have a fire service but contracts services under a formal agreement)	8.86%

Common Themes

Current State

23.72 per cent of survey respondents reported that their municipality currently did not have a level of service for their fire service, while 12.18 per cent were unsure if their municipality had a level of service. While this reflects the understanding that most municipalities in Alberta have a level of service, it also highlights a potential gap for Alberta's municipal fire services.

Some stakeholders reported an opportunity for more awareness for local elected officials on the scope of fire services provided in communities.

There is a significant range in the services provided across the province and sometimes even within the same municipality (particularly large rural municipalities with a wide geographic range and unique needs in communities across the municipality).

Many stakeholders indicated that some services, such as ice rescue and medical calls, are provided informally without being included in a level of service

and suggested an opportunity to increase awareness surrounding budgeting and risk management.

Municipal Autonomy and Authority

Stakeholders were generally not supportive of a legislative requirement to establish a level of service. Feedback strongly suggested municipalities should retain autonomy to determine service levels in a manner that fits their communities. Stakeholders indicated municipalities are in the best position to assess local risks and determine what their fire service will respond to or what other mitigation is needed. Almost all stakeholders emphasized the importance of councils retaining the ability to tailor service levels to local resources and risks.

A majority of stakeholders indicated that a council approved level of service could strengthen the relationship between municipal leadership, local elected officials, and the fire service. However, most stakeholders also stressed the importance of avoiding a one-size-fits all approach as it could impact local viability and retention for volunteer departments.

Financial Barriers and Operational Considerations

Almost all stakeholders noted that municipal financial constraints and the lack of additional funding were significant barriers for the fire service and level of service development.

Municipal stakeholders acknowledged municipalities could modify or discontinue certain services to address budget and staffing pressures; however, many also noted potential resistance from fire service personnel. Moreover, a few stakeholders noted that defining minimum service levels may result in demands for expanded services.

Retention was a concern for local fire services, particularly for departments that rely on volunteers or paid-on-call firefighters. Stakeholders indicated volunteers find it challenging to find time to attend required training while maintaining full-time employment outside the fire service. This can impact their ability to consistently meet a level of service.

Stakeholders acknowledged inconsistent service levels between counties and partner municipalities. Many municipalities anticipate relying on regional or mutual aid agreements to fulfil the response needs of the region. This was provided as an example of why

stakeholders felt levels of service were best determined at the local level.

While it was acknowledged that establishing a level of service could help inform funding, training, and equipment needs, stakeholders raised concerns that it takes time and appropriate staffing levels to conduct a community risk assessment, develop the level of service, adjust municipal budgets as required, and for firefighters to meet training and competency requirements.

Provincial Supports

Almost all stakeholders suggested they would welcome further provincial support to help municipalities develop and improve service levels.

Most stakeholders advocated for supports to build municipal capacity to tailor their fire services to meet community needs. Additional education was requested for local elected officials regarding municipal fire services and the risk associated with not appropriately defining a level of service and the importance of training and equipping to that level of service.

Most stakeholders advocated for additional non-legislative measures, including tool kits, templates, benchmarks, best practice documents, and guidelines, all centralized under the Office of the Fire Commissioner. Stakeholders would also appreciate more training and awareness regarding existing tools and resources.


For additional information, please contact the Office of the Fire Commissioner at firecomm@gov.ab.ca.

Six-Month Follow-Up on the Provincial Priorities Act (PPA)

From MA.ProvincialPrioritiesAct@gov.ab.ca <MA.ProvincialPrioritiesAct@gov.ab.ca>

Date Mon 2025-11-03 10:27 AM

To Wendy Wildman

 1 attachment (124 KB)

ma-provincial-priorities-act-fact-sheet.pdf;

Dear Chief Administrative Officers,

As we mark six months since the *Provincial Priorities Act* (PPA) and Provincial Priorities Regulation came into force on April 1, 2025, we would like to thank you for your continued cooperation and support in submitting agreements subject to this legislation. As a reminder, provincial entities, such as municipalities, must receive approval from the Province before entering, amending, extending, or renewing agreements with the federal government.

The Province appreciates the submissions received to date and reminds municipal entities to continue submitting agreements that fall under the scope of the PPA. Information regarding which agreements are subject to the PPA, along with a PPA fact sheet (attached), and links to the legislation and regulations themselves can all be found online [here](#). To support collaborative learning, we have compiled a few Frequently Asked Questions and a few agreement examples for your awareness (please see below).

Thank you again for your attention to this important process. If you have additional questions or need guidance, please contact us at MA.provincialprioritiesact@gov.ab.ca. If your question is urgent, please contact a Grant Advisor at the toll-free number 310-0000, then 780-422-7125. We are happy to help you navigate this process.

Sincerely,

JD Kliewer

Executive Director, Grant and Education Property Tax
Municipal Affairs

Frequently Asked Questions

- Do we need to submit agreements under \$100,000?
 - Yes, all agreements regardless of value must be submitted with a complete Intake Form if they involve federal funding.
- Where can I find the Intake Form and details about submission requirements?

- The Intake Form, PPA Fact Sheet, as well as the Act and Regulation are available at <https://www.alberta.ca/federal-agreements-and-the-municipal-sector> under the 'Resources' header, near the bottom of the page.
- If the original agreement was signed prior to the PPA, do we need to submit amendments for minor administrative changes to that agreement?
 - Yes, even if the initial agreement predates PPA all subsequent amendments are subject to PPA and need to be submitted.
 - Administrative changes for the purpose of PPA are minor, non-substantive updates such as:
 - Changes in project start or end dates of one year or less;
 - Changes in total project length of one year or less;
 - Increases in total federal funding that are less than 10 per cent of the original amount, or below the exemption limit - \$100,000 for municipal, health, education, and post-secondary sectors, and \$250,000 for the housing sector; and
 - Correcting typographical errors or updating reporting deadlines.
 - What do you do if you forgot to submit an agreement that has now been fully signed?
 - Contact Municipal Affairs as soon as possible to let us know.
 - Submit the Intake Form and the agreement or amendment to MA.provincialprioritiesact@gov.ab.ca and we will process your submission.
 - Please note, agreements over \$100,000 are subject to either Minister or Cabinet review. There are no guarantees that agreements will be approved, despite an agreement already being executed.

Agreement Types

Since implementation, a wide range of agreements have been received, including:

- Active Transportation Fund;
- Canada Public Transit Fund;
- Canada Summer Jobs;
- Housing Accelerator Fund;
- New Horizons for Seniors Program; and
- Universal Broadband Fund.

Provincial Priorities Act

Municipal Sector

Fact Sheet

Background

The Provincial Priorities Act (PPA) and Provincial Priorities Regulation (PPR) came into force on April 1, 2025. As the lead for the municipal sector, Municipal Affairs (MA) will oversee the intake of all agreements between municipalities or municipal entities and federal entities.

The PPR defines provincial entities under municipal authority (i.e., municipal entities) as:

- Municipal and intermunicipal library boards as defined in the *Libraries Act*.
- Municipally Controlled Corporations as defined in the *Municipal Government Act*
- Growth Management Boards as defined in the *Municipal Government Act*.
- Regional Services Commissions as defined in the *Municipal Government Act*.
- Entities created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board.
- Entities that are a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation.

Federal entities include Government of Canada departments, federal Crown corporations, and federal agencies.

Submission Requirements

Municipalities and municipal entities must submit information on all new agreements with federal entities, including any new agreement amendments, extensions, and renewals. These details must be provided via the intake form, as well as the requirement to provide a copy of the agreement to MA, regardless of the agreement's monetary value.

- Agreements valued under \$100,000 must be submitted to MA but do not need approval.
- Agreements valued between \$100,000 and under \$5 million require ministerial approval. The lead ministry responsible to carry out the review process for each federal-municipal agreement will be dependent on the subject matter within the content of the agreement submitted. For example, agreements related to public transit will fall under the responsibility of the Minister of Transportation and Economic Corridors, and agreements related to housing will fall under the responsibility of the Minister of Assisted Living and Social Services.
- Agreements valued at \$5 million or more require Cabinet approval. The lead ministry responsible will develop recommendations for Cabinet consideration.

There are additional exceptions where provincial approval is not required. While the approval of agreements designated as exceptions is not required, the agreements and intake form must be submitted to MA for the exception to apply.

These exceptions include:

- Minor administrative amendments to agreements previously approved under the PPA. This includes adjustments to start and end dates by no more than one year, extensions of project length by one year or less, federal funding increase is less than \$100,000 and less than 10% of the original funding; and minor project scope changes;
- Agreements with no funding attached or only in-kind contributions;
- For agreements related to housing accommodations, if the federal entity provides \$250,000 or less in funding (exception does not apply to the Calgary Homeless Foundation or Homeward Trust Edmonton);
- Agreements for the purpose of responding to a disaster or emergency;
- Agreements between federal entities and controlled corporations;
- Agreements with the Canadian Armed Forces;
- Agreements involving the municipalities of Banff, Jasper, and Lloydminster;

- Mortgage agreements with the Canada Mortgage and Housing Corporation.

Existing agreements made between a municipality or a municipal entity that were signed prior to April 1, 2025, are not subject to the PPA, unless they are being amended, extended or renewed.

Intake Process

Agreements and intake forms should be submitted to MA to ma.provincialprioritiesact@gov.ab.ca when the signatories to the agreement are ready to sign the agreement or are in the final stages of negotiations.

- The intake form collects high-level agreement information to assist in efficient processing of approval requests.
- Municipalities and municipal entities are encouraged to indicate on the intake form whether the execution of the agreement is time sensitive and the potential consequences of agreement delay.

The intake form is available on the [Federal Agreements and the Municipal Sector website](#) and was also provided by email to all municipalities.

While not part of the formal intake process, situations may arise where municipalities or municipal entities would like to understand whether the province is likely to have concerns with an agreement prior to applying to a federal program and/or negotiating a final agreement. In such cases, they may contact MA for additional information on how federal program requirements may conflict with the requirements of the PPA, or they may submit a draft copy of the agreement for a preliminary assessment. MA will coordinate these requests with the lead ministry, which will review the information and identify any potential concerns.

The Government of Alberta [budgetary documents](#), [strategic plans](#), and [mandate letters](#) are available to provide an overview of government priorities. If you have any additional questions about the intake process or exemptions, please contact the PPA team via email: ma.provincialprioritiesact@gov.ab.ca.

Review Process

Upon receipt of the agreement, MA will forward the agreement to the appropriate lead ministry for approval.

The lead ministry, or Cabinet when required, will review the agreement, and the municipality or municipal entity will be notified in writing of the decision to approve or reject the agreement or approve the agreement subject to specific conditions.

If an agreement is approved subject to specific conditions, the municipality or municipal entity will be given the opportunity to work with the federal entity to incorporate these conditions.

The Government of Alberta is committed to efficiently screening all agreements to minimize delays and ensure timely funding for Alberta's municipalities and municipal entities.

Agreement Eligibility

Since the launch of the PPA and PPR we have received several questions regarding specific grants. While this list is non-exhaustive, grant agreements under the following programs and organizations do not need to be submitted as they are not subject to the PPA. In addition, agreements where the province is a signatory do not need to be submitted.

- Investing in Canada Infrastructure Program
- Canada Community-Building Fund
- Canadian Council of Archives Funding
- Federation of Canadian Municipalities
- Fire Smart Agreements
- Payment in Lieu of Taxes program
- Environmental assessments without funding components
- First Nation and Metis Settlement agreements

Contact Information

Additional information regarding the PPA and PPR can be found on the [Federal Agreements and the Municipal Sector](#) website, and additional questions can be directed to Municipal Affairs using the contact information below.

Hours: 8:15 a.m. to 4:30 p.m. (open Monday to Friday, closed statutory holidays)

Phone: 780-422-7125

Toll free: 310-0000 before the phone number (in Alberta)

Email: ma.provincialprioritiesact@gov.ab.ca

Website: [Federal agreements and the municipal sector | Alberta.ca](#)

Councillors' Committee Appointments for 2025-2026

Mayor	B. Coninx
Deputy Mayor	S. Pockett
Appointments to Quasi-judicial Boards	
Assessment Review Board	Contracted to Capital Region Assessment Services Comm.
Subdivision & Development Appeal Board	Contracted to Milestone Municipal Services
Appointments to Statutory Committees	
Municipal Planning Commission Committee - Councillors	(Council as a whole)
Subdivision Authority	(Council as a whole)
Appointments to Regional Service Commissions	
Capital Region Assessment Services Commission	B. Coninx (Alternate S. Pockett)
Highway 43 East Solid Waste Commission	G. Johnson (Alternate K. McConaghy)
West Inter Lake District (WILD) Regional Water Services Commission	B. Coninx (Alternate G. Johnson)
Appointments to Regional Boards	
Lac Ste. Anne East End Bus Society	B. Coninx (Alternate S. Pockett)
Community Futures Yellowhead East	G. Johnson (Alternate S. Pockett)
Lac Ste. Anne Foundation	S. Pockett
Yellowhead Regional Library Board	B. Coninx
Economic Development Committee/ Partnership Committee	K. McConaghy & J. Eastman (Alt. G. Johnson)
Oneway Regional Medical Clinic/Physician Recruitment Retention Committee	K. McConaghy (Alternate S. Pockett)
North Saskatchewan Watershed Alliance	G. Johnson (Tech Committee PW Manager)
Emergency Management & Disaster Services Committee	S. Pockett & J. Eastman
Inter-municipal Development Plan Negotiating Committee	B. Coninx & J. Eastman

Councillors' Committee Appointments for 2025-2026

Appointments to Local Boards

Onoway Public Library Board	B. Coninx & K. McConaghy
Onoway Facility Enhancement Association (OFEA/Community Hall)	S. Pockett (Alternate J. Eastman)
Onoway & District Agricultural Society(ODAS/Arena)	K. McConaghy (Alternate S. Pockett)
Onoway Beautification Committee	S. Pockett (Alternate J. Eastman)
Onoway & District Historical Guild	J.Eastman (Alternate G. Johnson)
Regional Wastewater Line Committee	J.Eastman (Alternate B Coninx) Tech Comm. CAO
Regional Trail Committee	K. McConaghy & G. Johnson
Onoway Economic Development & Tourism Committee	J. Eastman & K. McConaghy
Sub Committee - Onoway Interagency Committee	J. Eastman & K. McConaghy
Onoway FCSS Committee	J. Eastman

Miscellaneous Council Appointments

Enforcement Review Committee	B. Coninx & J. Eastman & S. Pockett
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**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE** TM

220 LAURIER AVENUE WEST
8TH FLOOR
OTTAWA ON K1P 5Z9
www.npf-fpn.com

November 27, 2025

Mayor Dean Preston
Summer Village of Birch Cove
via email: cao@birchcove.ca

Dear Mayor Preston,

On behalf of the National Police Federation (NPF) and its Members, I want to congratulate you on starting your term as Mayor of The Summer Village of Birch Cove. We further congratulate your Council members on their successful election or acclimation as well.

As you may know, the NPF is the sole certified bargaining agent representing close to 20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada and internationally, including over 3,100 serving in Alberta. The NPF's mission is to provide strong, fair, and progressive representation, that promotes and enhances the rights of RCMP Members while advancing public safety outcomes across Canada.

Our Members are proud to deliver policing services through 113 detachments across Alberta, serving more than 1.5 million residents and covering 99% of the province's geography. Given recent developments, we would like to share important updates with you and your councils regarding the state of RCMP policing in Alberta. In July 2025, the RCMP Commissioner reaffirmed to Premier Smith the RCMP's ongoing commitment to serving Albertans now and well into the future. Likewise, in [October 2025](#) the federal Minister of Public Safety confirmed that early negotiations with contracting partners for policing agreements beyond 2032 will begin in the coming months. Provinces such as [British Columbia](#) and [Nova Scotia](#) have already announced their intent to renew and strengthen their RCMP contracts, reinforcing the long-term stability of the RCMP policing model.

Alberta is also seeing positive momentum. The first all-Alberta troop began training at Depot in September 2025, demonstrating strong interest from new recruits who have chosen Alberta as their preferred posting. As of late 2025, the Alberta RCMP's vacancy rate sits at approximately 16%—including 152 hard vacancies (8.6%) and 133 soft vacancies (7.5%)—rates that are comparable to other police services when accounting for medical, parental, and other approved leaves. In addition, the Government of Canada is [hiring 1,000 new RCMP personnel](#) nationally, further underscoring a clear message: the Alberta RCMP is here to stay.

We invite you to consider the attached polling which demonstrates public support for the Alberta RCMP. Five years of polling conducted by Pollara Strategic Insights show Albertans support their RCMP, with 81% agreeing that there are more important priorities for Alberta than changing who polices communities. To this end, 76% of Albertans in RCMP-served areas are satisfied with their policing. These results echo the findings made by many recent municipal police services reviews, which found low public support for wholesale changes in policing, alongside quantifiable cost impacts. We further invite you to consider the findings of recent police service model reviews:

- [Red Deer's \(2020\) review](#): Found transition costs of \$13.5M and 16% higher annual operating costs (~\$7M). Chose to retain the Alberta RCMP.
- [Airdrie's \(2024\) review](#): No change; public safety concerns raised were not unique to the RCMP.

- [Grande Prairie's \(2023\) review](#): Transition approved, despite projected one-time costs of \$19M and \$2-\$4M more in annual operating costs.
 - [As of May 2025](#), an additional \$7m in provincial funding has been granted to Grande Prairie in addition to the previously committed \$9.7m from the GoA, demonstrating the immense increase in financial support required to push the service toward a feasible launch.
- [Beaumont's \(2024\) review](#): Recommended efficiencies to improve the existing RCMP model.
- [Olds' \(2024\) review](#): Found municipal policing cost 57% more in Year 1, increasing to 84% by Year 3; chose to retain the RCMP.
- [Rocky Mountain House \(2025\) review](#): Found increased costs were ineffective and the current contract could be better optimized rather than considering a new regional service, an APPS, or a new municipal service.

Prior to the 2025 Municipal Election, the Government had announced the formation of the Alberta Sheriffs Police Service (ASPS) unilaterally without consultation with communities, Albertans, or organizations such as Alberta Municipalities or the Rural Municipalities of Alberta. Despite there being no costing, plan, or open-door consultation, Government is proceeding with the creation of this service. The only fact we can rely on is that another duplicate service will cost all Albertans more, risking increased property taxes for your community or reduced services for municipalities to fund this experiment. In 2021, the government's own report estimated **\$372 million in start-up costs** and **\$164 million more in annual operating costs** for a provincial police service. Today, there are no updated cost estimates, despite inflation and a major shift in the province's fiscal reality.

These developments require a cohesive approach to effectively address in the best interests of communities. If you would like us to present to your Council on Alberta's public safety landscape, or to further discuss public safety concerns, please contact Maryanne King, Government Relations Advisor, at mking@npf-fpn.com.

Once again, we congratulate you and we look forward to connecting with you at your convenience.

Sincerely,



Brian Sauvé
President and CEO

Attachments: Polling 2025

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**

National Police Federation Alberta

Wave 8

August 2025

pollara
40 years of strategic insights

Methodology

2

Field Window	Wave 8 – August 6 to 20, 2025
Sampling	Online survey of randomly-selected sample of 1,200 Adult (18+) Alberta Residents
Reliability	As a guideline, a probability sample of this size carries a margin of error of ± 2.8% , 19 times out of 20. The margin of error is larger for sub-segments.
Weighting	Data has been weighted using the most current age, gender & region Census data, to ensure the sample reflects the actual population of adult Albertans.

REGIONAL DISTRIBUTION		
REGION	UNWEIGHTED Counts	Margin of Error
Calgary	200	±6.9%
Edmonton	200	±6.9%
Calgary Suburbs	101	±9.8%
Edmonton Suburbs	104	±9.6%
Rural North	184	±7.2%
Rural Central	204	±6.9%
Rural South	207	±6.8%
TOTAL ALBERTA	1,200	± 2.8%

WAVE	DATES IN FIELD	TOTAL RESPONDENTS
W1	Oct 21 – 28, 2020	1,300
W2	Apr 30 – May 7, 2021	1,228
W3	Oct 21 – Nov 4, 2021	1,221
W4	Jul 6 – 19,, 2022	1,206
W5	Sept 15 – Oct 4, 2023	1,202
W6	Jun 14 – Jun 24, 2024	1,200
W7	April 17 to 28, 2025	1,201
W8	Aug 6 to Aug 20, 2025	1,200

Leader Impressions & Priorities

Affordability & Cost-of-Living tops list of priority issues for Albertans

4

- Policing & Public Safety is top priority issue for 1% of Albertans. It ranks last on a list of seven priorities provided to respondents.

	TOTAL			REGION								GENDER		AGE		
	W8	W7	W6	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	All Rural	M	F	18-34	35-54	55+
Affordability and Cost-of-Living	43	41	48	43	43	38	47	43	45	43	44	41	45	49	46	36
Health Care	20	27	24	19	22	18	20	19	20	24	21	18	23	8	16	32
Alberta's Economy	19	16	14	22	15	25	17	19	20	12	18	23	15	21	19	17
Education	4	3	3	3	5	3	2	5	3	3	4	2	5	3	5	3
Climate Change & Environment	3	4	4	3	5	1	3	3	3	4	3	3	3	4	3	3
Indigenous Reconciliation	2	1	0	2	1	5	2	2	-	2	2	2	2	3	1	1
Policing and Public Safety	1	2	1	-	2	4	-	2	4	-	2	2	1	2	1	1

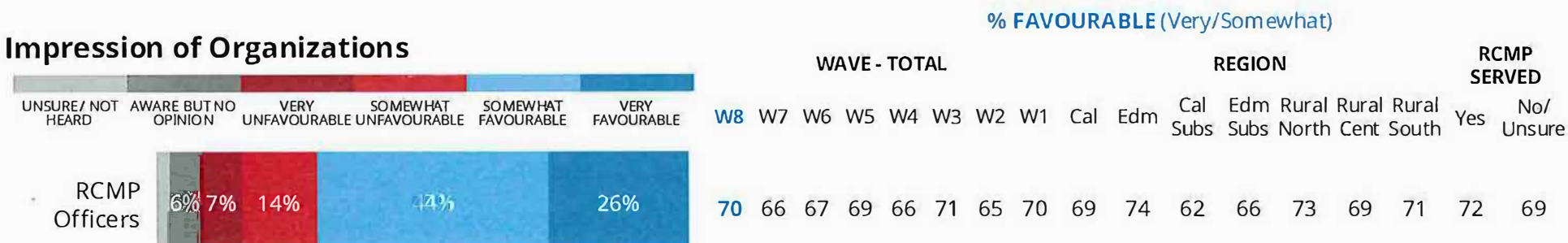
Q 2. When it comes to the following issues facing Alberta today, which is your top priority that you would like the Premier Danielle Smith and the Alberta government address? Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200). *Some other issue (5%); None of the above (1%); Not sure (2%)*

Over two-thirds of Albertans have favourable impression of RCMP Officers

5

- Increase in favourable impressions of RCMP Officers (70%) to higher end of range (65% to 71%) over 8 waves.
- Favourable impressions of RCMP Officers range from 62% to 74% across the regions, with highest level in Edmonton (74%).

Impression of Organizations



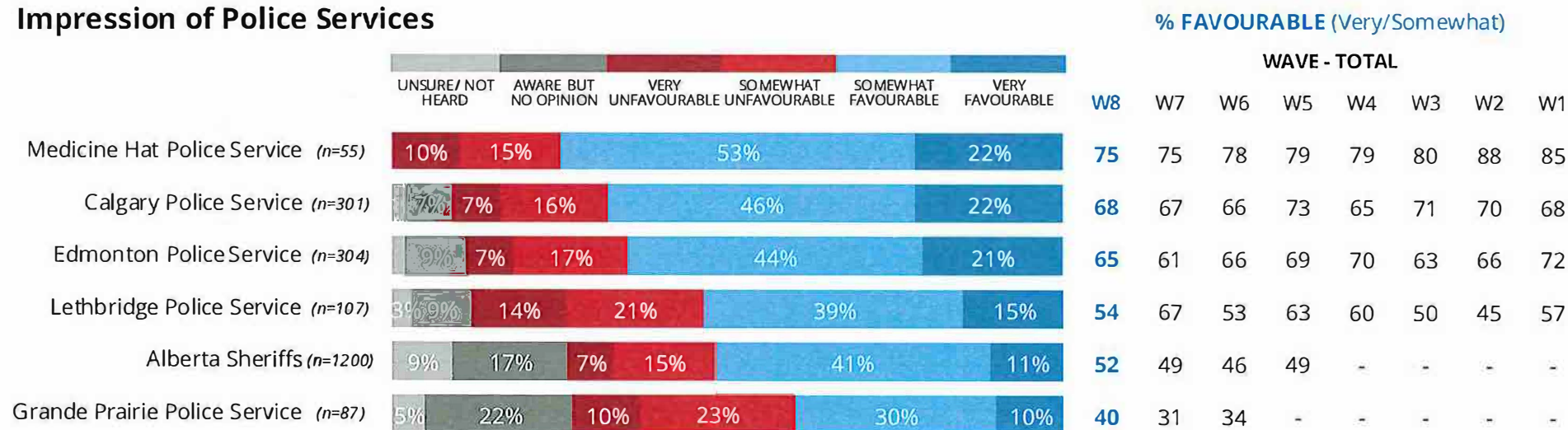
4. Do you have a favourable or unfavourable impression of the following people or organizations? If you are unaware of any, please click that response option.
Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Police and Sheriff services in Alberta have net-favourable impressions

6

- Over half (52%) have favourable impression of Alberta Sheriffs compared to 22% with unfavourable impression.
- Two-thirds (68%) of City of Calgary and Calgary suburbs residents have favourable impression of Calgary Police Service; 65% of City of Edmonton and Edmonton suburbs residents have favourable impression of Edmonton Police Service.
- Favourable impressions for smaller police services (note: smaller samples) range from 40%/33% (favourable/unfavourable) for Grande Prairie Police Service to 54%/35% for Lethbridge Police Service, and 75%/25% for Medicine Hat Police Service.

Impression of Police Services



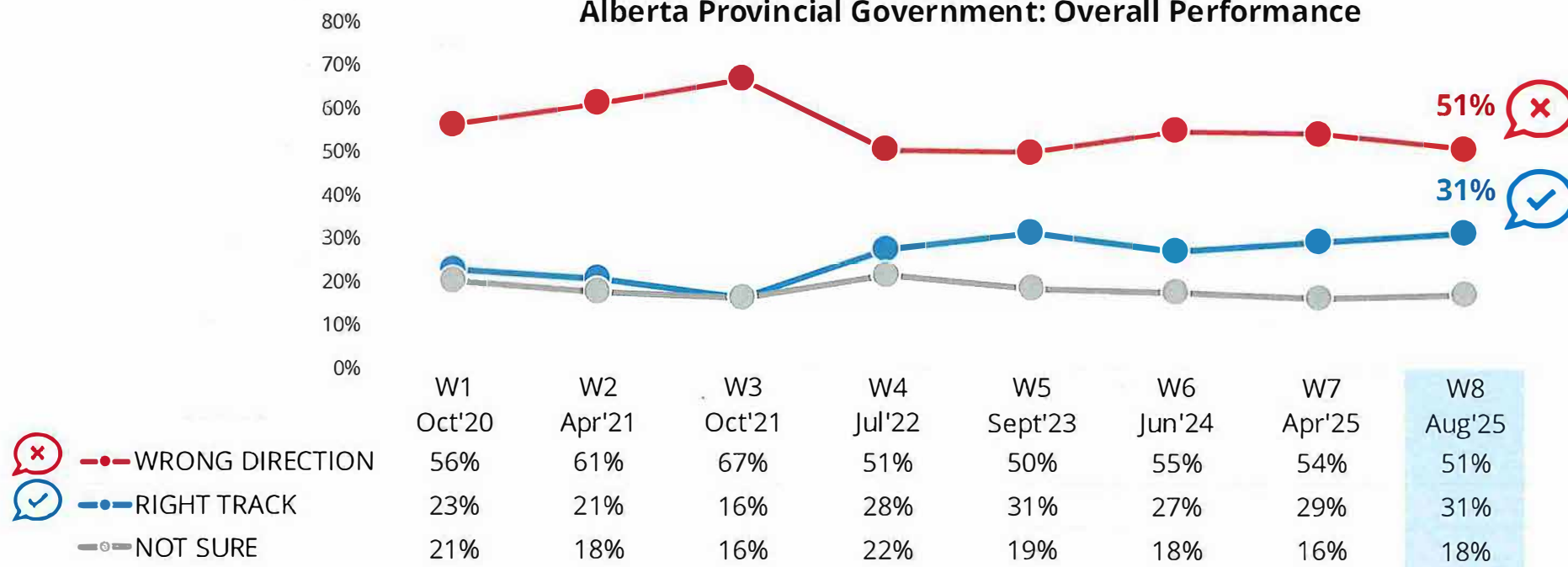
3. Do you have a favourable or unfavourable impression of the following people or organizations? If you are unaware of any, please click that response option.
Base: TOTAL W8 (N=Varies).

Alberta Politics and AB NEXT Panel

Majority of Albertans say provincial government heading off in wrong direction

- Those saying provincial government is on “right track” increased marginally (+4%) since wave 6.

Alberta Provincial Government: Overall Performance



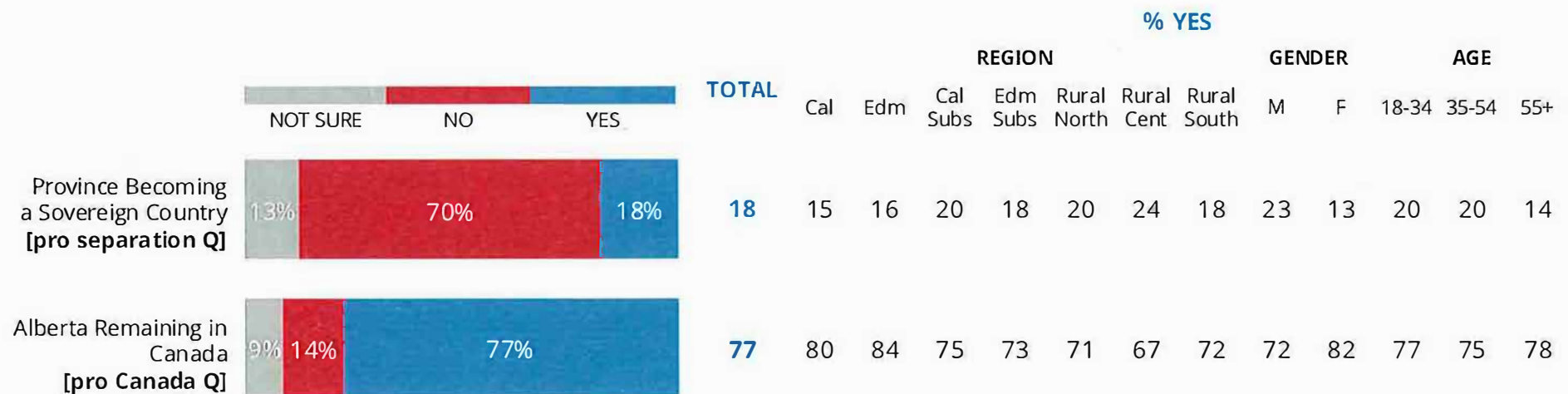
1. In Alberta today, do you think the provincial government is on the right track, or do you think it is heading off in the wrong direction?

Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Less than 1-in-5 support separation option in competing questions

9

- Two questions were asked of respondents, one from 'pro Canada' advocates and one from 'pro Alberta separation' advocates.
- In the pro separation question, 18% said they agreed that "the province shall become a sovereign country and cease to be a province of Canada" while 70% did not agree (13% not sure).
- In the pro Canada question, 14% disagreed that "Alberta should remain in Canada" while 77% agreed ("yes").



Base: TOTAL W8 (N=1,200)

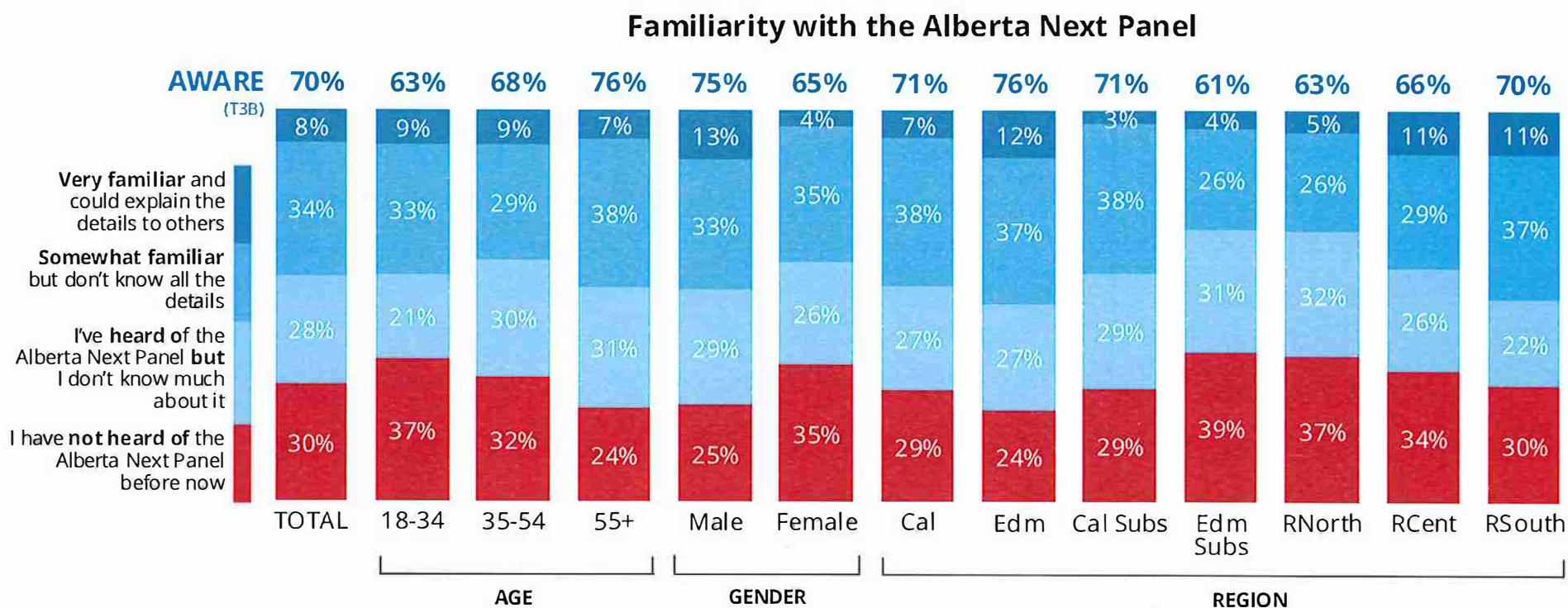
3A - Do you agree that the province shall become a sovereign country and cease to be a province of Canada? [pro separation Q]

3B - Do you agree that Alberta should remain in Canada? [pro Canada Q]

Over two-thirds say they are familiar with Alberta Next Panel

10

- Familiarity ranges from 63% among 18-34 age group to 76% among 55+ age group.
- Men are more likely to say "very familiar" (13%) compared to women (4%).



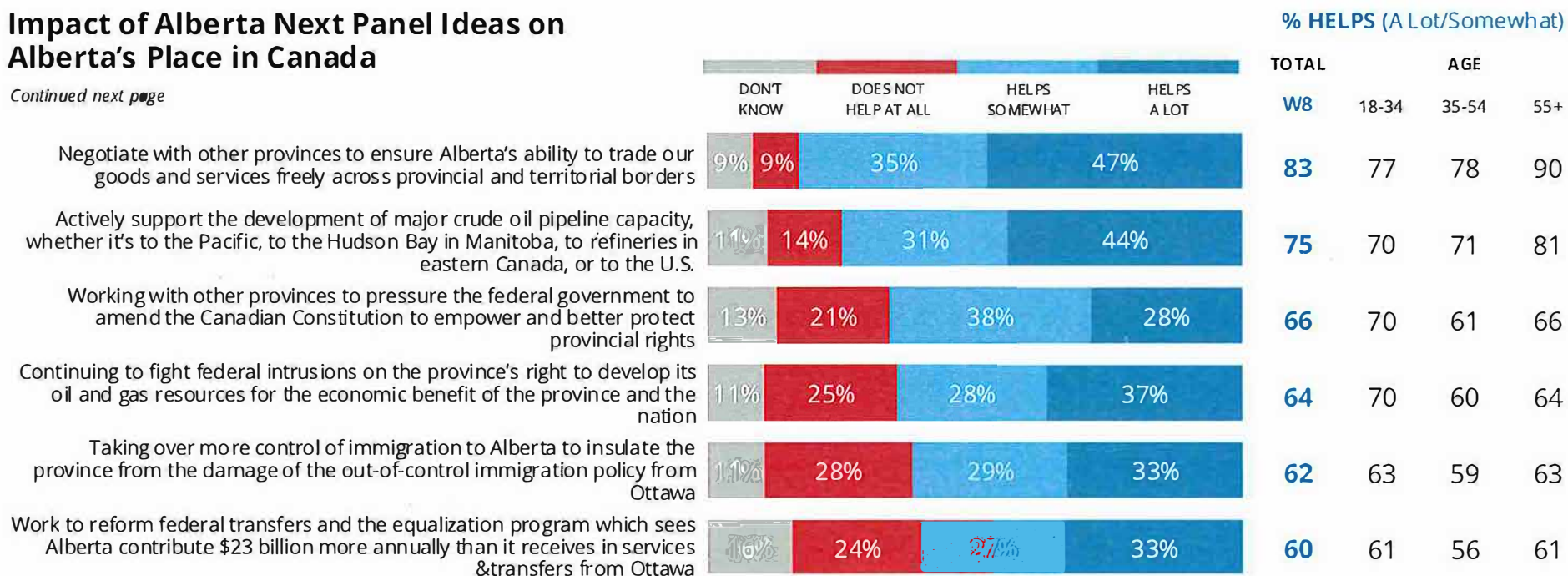
Q 7. Premier Danielle Smith and her government launched the Alberta Next Panel which has been touring the province of Alberta convening community town hall meetings. How familiar are you with the Alberta Next Panel? Base: TOTAL W8 (N=1,200).

Improving Alberta's place in Canada: economic priorities and provincial rights among Albertans' top priorities in improving place in Canada

- Trading freely across provincial and territorial borders and supporting the development of major crude oil pipeline capacity are top two priorities overall that help improve Alberta's place in Canada.
- Of the 12 items tested, other top 6 priorities include: amend the Constitution to better protect provincial rights, fight federal intrusions on oil and gas, taking more control over immigration, and reforming federal transfers and equalization

Impact of Alberta Next Panel Ideas on Alberta's Place in Canada

Continued next page



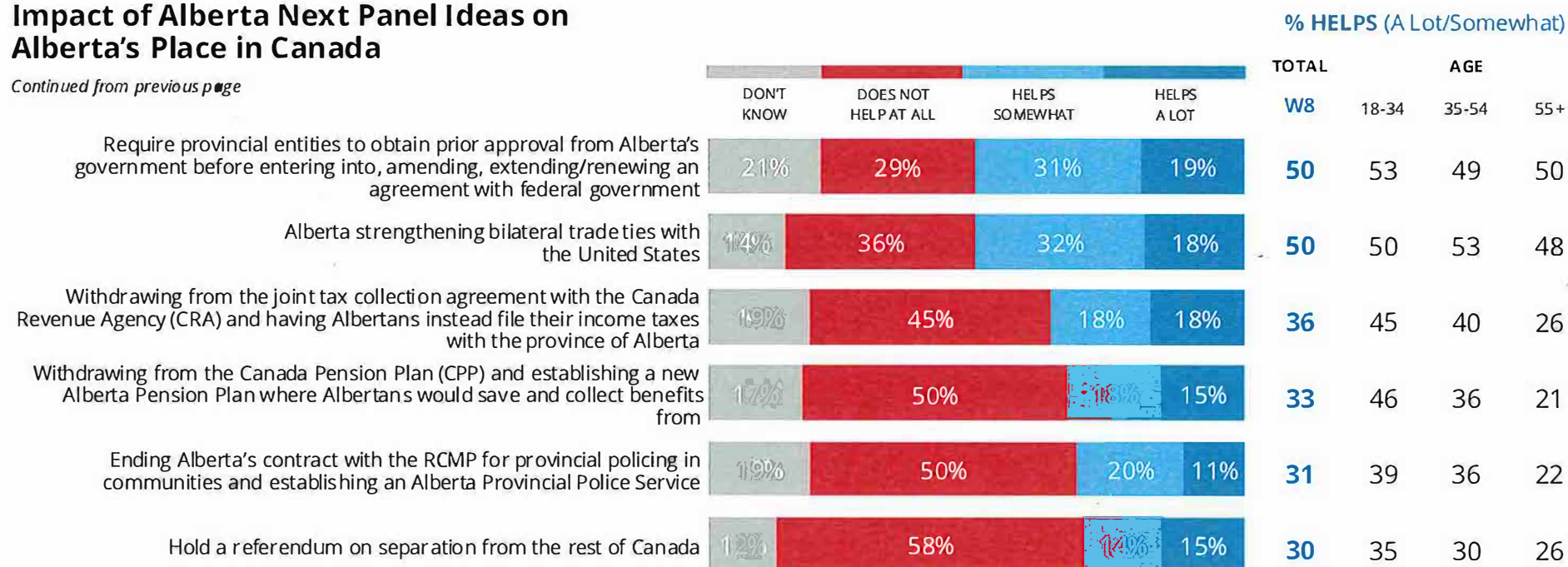
8. The Alberta Next Panel, chaired by Premier Danielle Smith, states that it is exploring ideas and policies to assert Alberta's sovereignty and constitutional rights within a united Canada. To what extent do each of the following ideas help Alberta improve its place in Canada?
Base: TOTAL W8 (N=1,200).

Improving Alberta's place in Canada: majority say ending RCMP contract/establishing Alberta Provincial Police Service "does not help at all"

- Half (50%) say ending Alberta's contract with the RCMP ... and establishing an Alberta Provincial Police Service "does not help at all" while 31% say it helps (a lot/somewhat).
- Of 12 items tested, ending the RCMP contract/establishing provincial police service ranks 11th in terms of helping improve Alberta's place in Canada, at about the same level as "hold a referendum on separation from the rest of Canada" (30%)

Impact of Alberta Next Panel Ideas on Alberta's Place in Canada

Continued from previous page



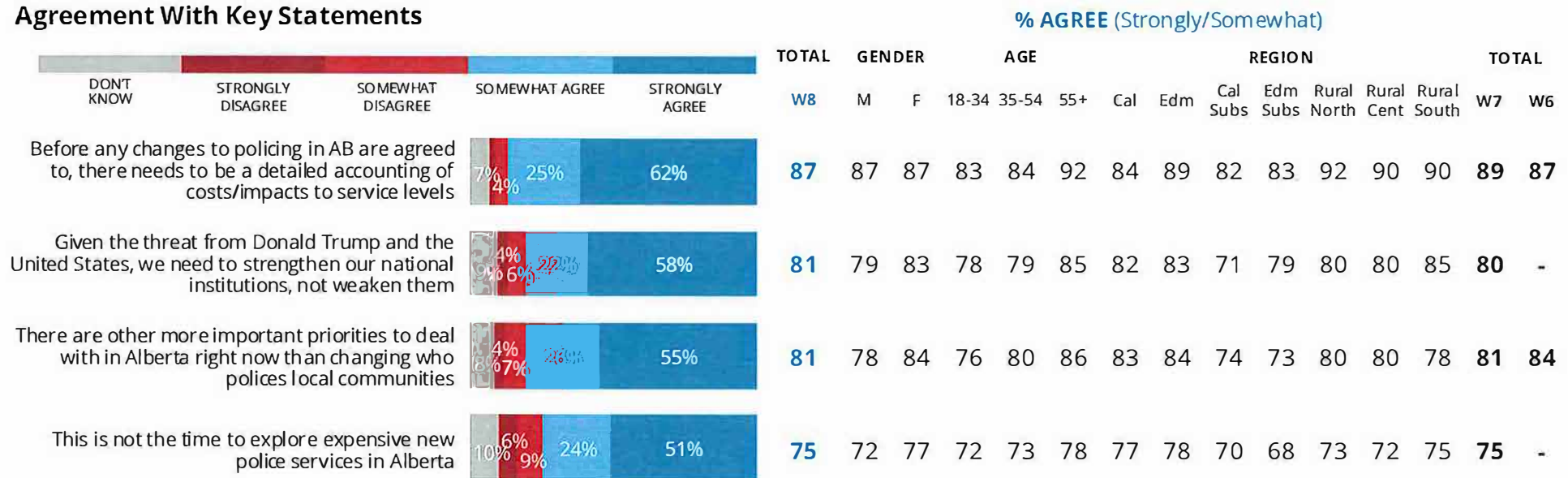
- Q 8. The Alberta Next Panel, chaired by Premier Danielle Smith, states that it is exploring ideas and policies to assert Alberta's sovereignty and constitutional rights within a united Canada. To what extent do each of the following ideas help Alberta improve its place in Canada?
 Base: TOTAL W8 (N=1,200); W7 (N=1,201); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

3-in-4 agree "This is not the time explore expensive new police services in Alberta"

13

- Majority (56%) agree "if the federal government approves an oil pipeline, the Alberta government should drop its plan to replace RCMP".
- Almost 9-in-10 (87%) Albertans continue to agree that there needs to be a detailed accounting of costs/impacts to service levels.
- Over 4-in-5 (81%) agree that "given the threat from Donald Trump... we need to strengthen our national institutions, not weaken them".

Agreement With Key Statements



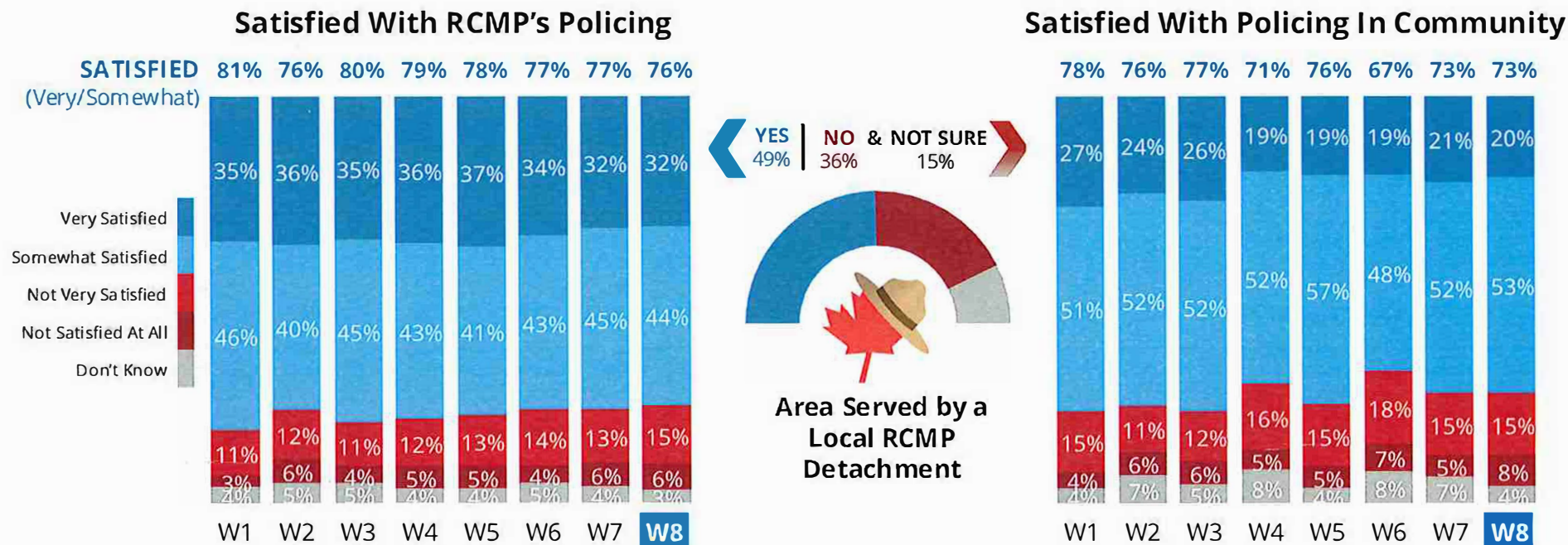
Continued next page

Q 25. Please indicate to what extent do you agree or disagree with the following statements:
Base: TOTAL W8 (N=1,200); W7 (N=1,201)

RCMP Satisfaction

Over three-quarters satisfied with RCMP's policing

- Satisfaction with RCMP's policing of their community (76%).
- Almost three-in-four satisfied with policing in non-RCMP served communities (73%).

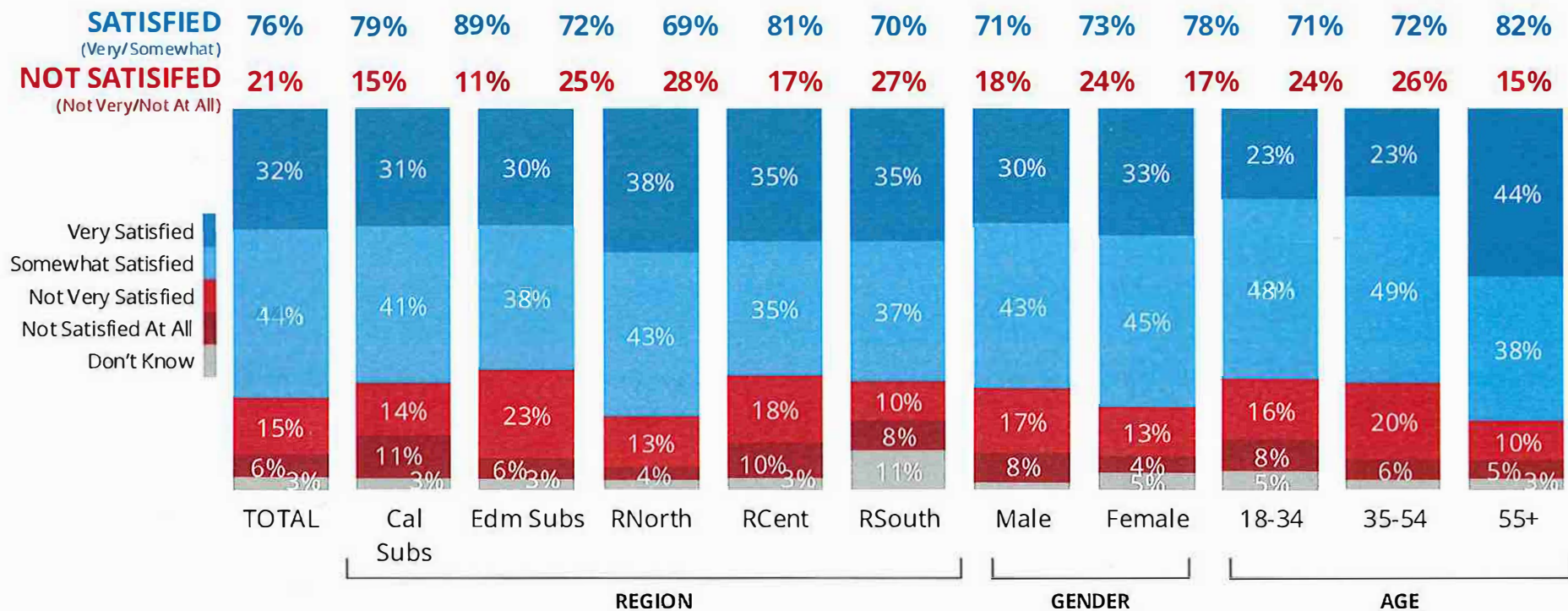


Now, here are some questions about policing in Alberta. | 9. Is your municipality or local area served by a local RCMP detachment? Base: TOTAL. W8 (N=1,200); W7 (N=1,201) | 10. How satisfied are you with the RCMP's policing of your community? Base: Yes, at Q4: W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=696); W3 (N=727); W2 (N=733); W1 (N=809) | 11. How satisfied are you with the policing in your community? Base: No or Not Sure at Q4: W8 (N=471); W7 (N=483); W6 (N=522); W5 (N=503); W4 (N=510); W3 (N=494); W2 (N=495); W1 (N=491).

Satisfaction with RCMP's policing:

- Regionally, satisfaction ranges from 70% in Rural Central to 84% in Calgary suburbs.
- Women more likely to be satisfied with RCMP's policing (82%); 55+ age group most satisfied with RCMP's policing (83%).

Satisfaction With RCMP's Policing



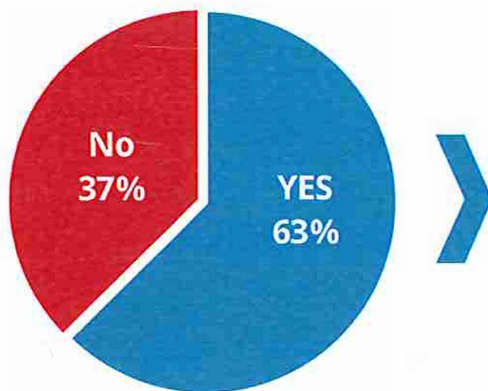
10. How satisfied are you with the RCMP's policing of your community?
Base: Local Area Served by RCMP: W8 (N=729).

Alberta Provincial Police Service [APPS]

Majority aware of Alberta's plan to replace RCMP with Alberta Provincial Police Service

- Read, seen, heard comments about Alberta Provincial Police Service (APPS) include government plan to have own police force, defunding the RCMP, criticism of government, broadening role of sheriffs, and comments related to Alberta separation.

Awareness of Alberta's Plan to Replace RCMP with Alberta Provincial Police Service



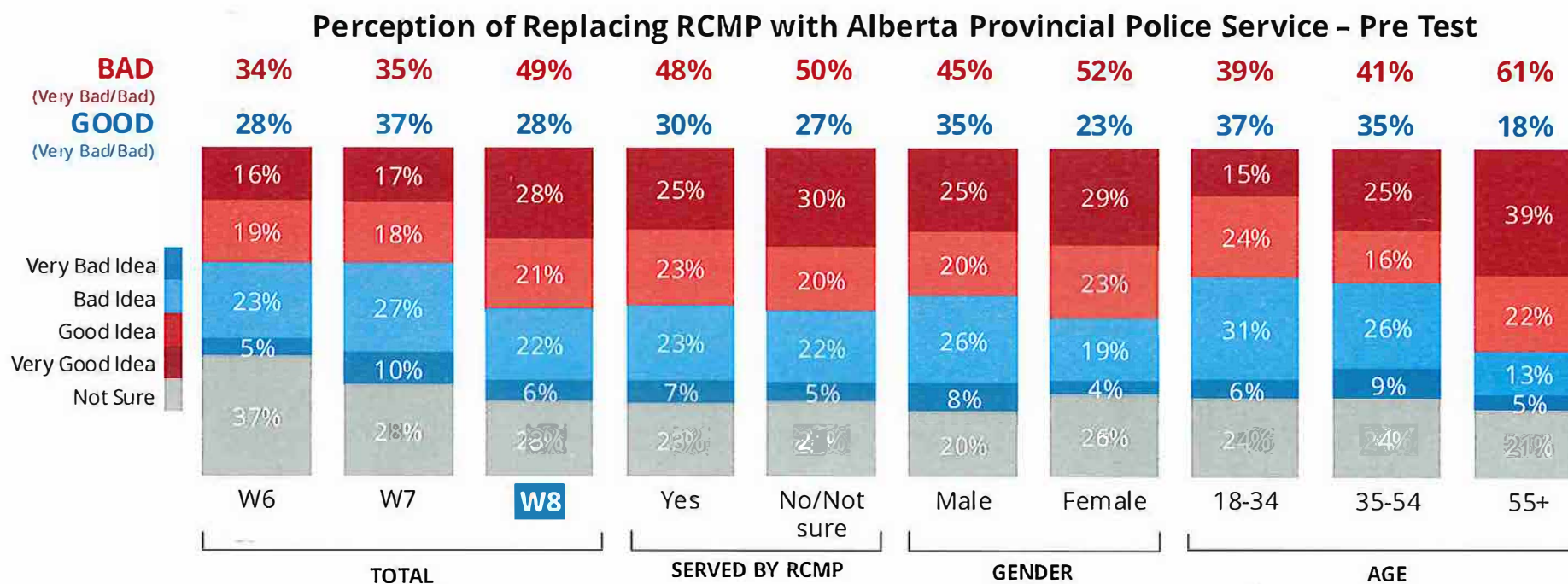
Read, Seen or Heard



Q 13. Before responding to this survey, had you read, seen, or heard anything the Alberta government's plan to replace the RCMP with a new Alberta Provincial Police Service? Base: TOTAL W8 (N=1,200) | 14. And what have you read, seen or heard? BASE: Yes, at Q13 (N=804).

Almost half say replacing RCMP with Alberta Provincial Police Service is a “bad idea”

- Those saying APPS is a bad idea (49%) includes majority of women (52%), 55+ age group (61%).
- Those saying APPS is a good idea (28%) is higher among men (35%), 18-34 age group (37%).

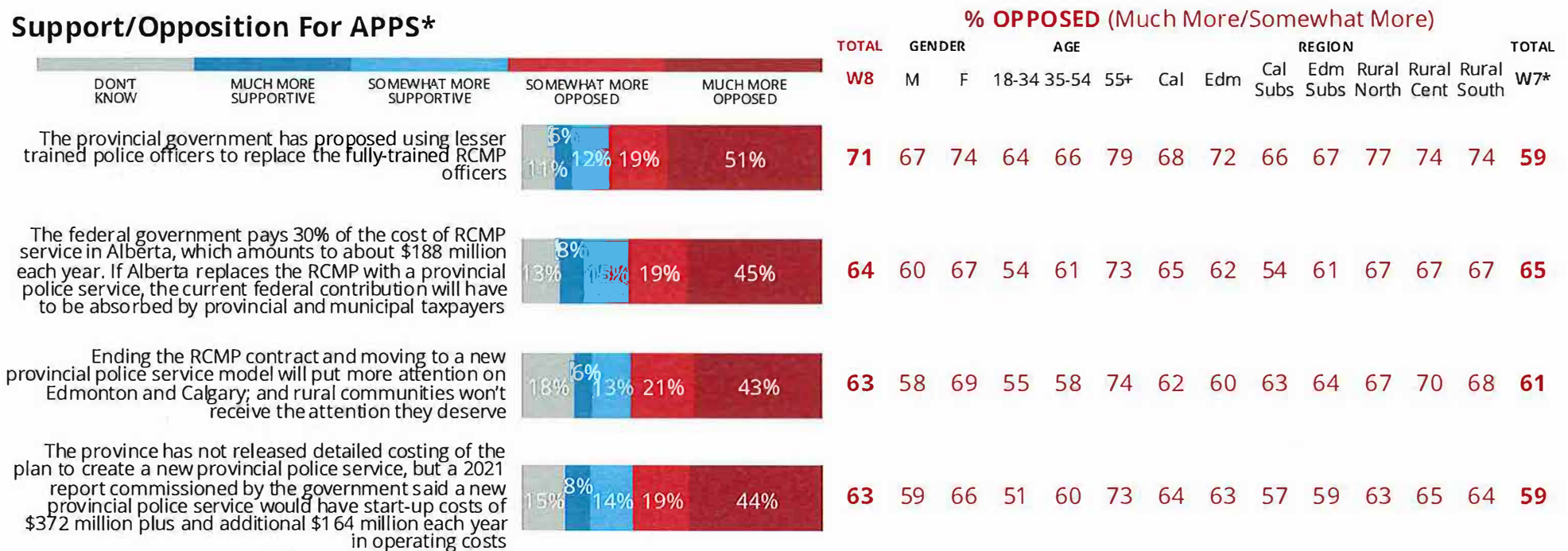


15. Based on what you have read, seen, or heard, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea?
 Note: The name of the agency has changed from IAPS to APPS. Base: TOTAL W8 (N=1,200); W7 (N=1,201).

Using lesser trained police officers to replace fully-trained RCMP officers is top among messages driving opposition to replacing RCMP with APPS

- Over 7-in-10 (71%) are more opposed to replacing RCMP with APPS based on using lesser trained officers to replace fully-trained RCMP officers, including over half (51%) that are much more opposed.
- A range of 63-64% are more opposed to replacing RCMP with APPS based on increased costs and potential impact on rural areas.

Support/Opposition For APPS*

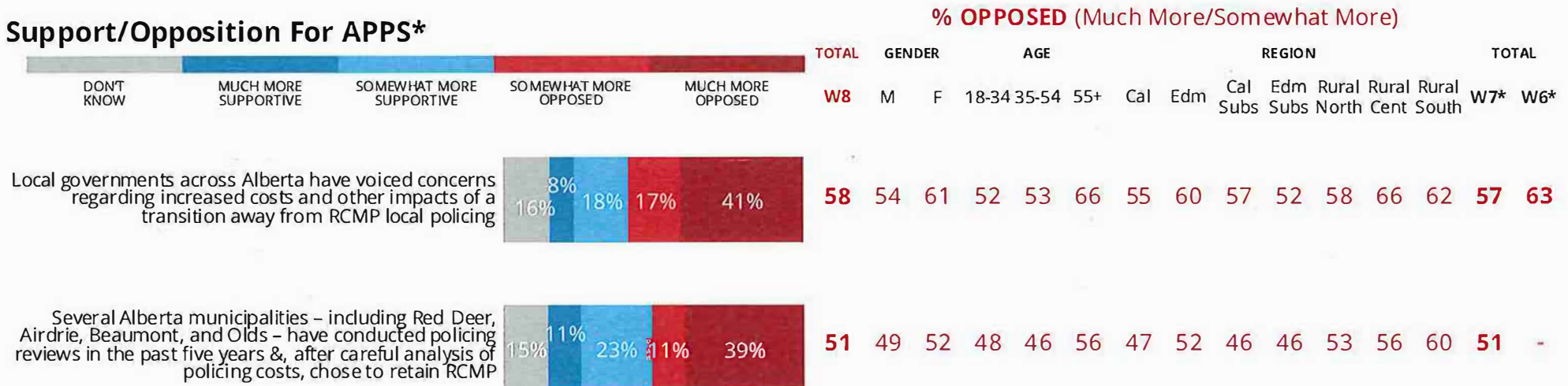


16. Here are some general statements about policing in Alberta. Please indicate whether they make you more supportive or more opposed to replacing the RCMP with a new Alberta Provincial Police Service (APPS). Base: TOTAL W8 (N=1,200); TOTAL Sample Split W7 (600-601). Note: The name of the agency has changed from IAPS to APPS.

Majority more opposed to replacing RCMP with APPS based on local government concerns

- Majority (58%) more opposed to replacing RCMP with APPS based on local governments voicing concerns regarding increased costs, including 61% of women, 66% of 55+ age group and 66% of Rural Central.
- "Ending the contract with the RCMP will give Albertans more control over policing..." made 37% more supportive of plan to replace RCMP with APPS.

Support/Opposition For APPS*

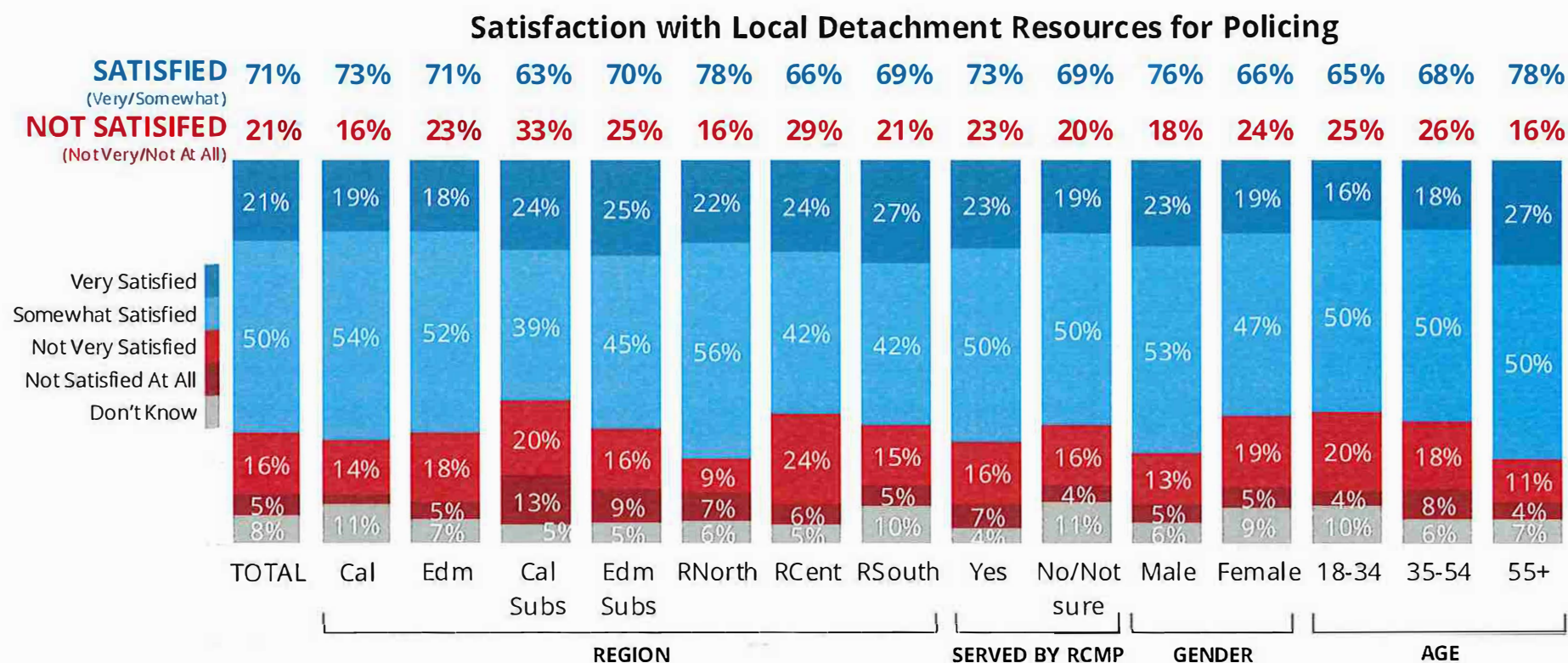


16. Here are some general statements about policing in Alberta. Please indicate whether they make you more supportive or more opposed to replacing the RCMP with a new Alberta Provincial Police Service (APPS). Base: TOTAL W8 (N=1,200); TOTAL Sample Split W7 (600-601). Note: comparing APPS (W8) to previously proposed IAPS (W6/W7)

Over 7-in-10 satisfied that their local detachment has adequate resources to police their community

22

- Across rural areas, satisfaction ranges from 66% in Rural Central to 69% in Rural South and 78% in Rural North.

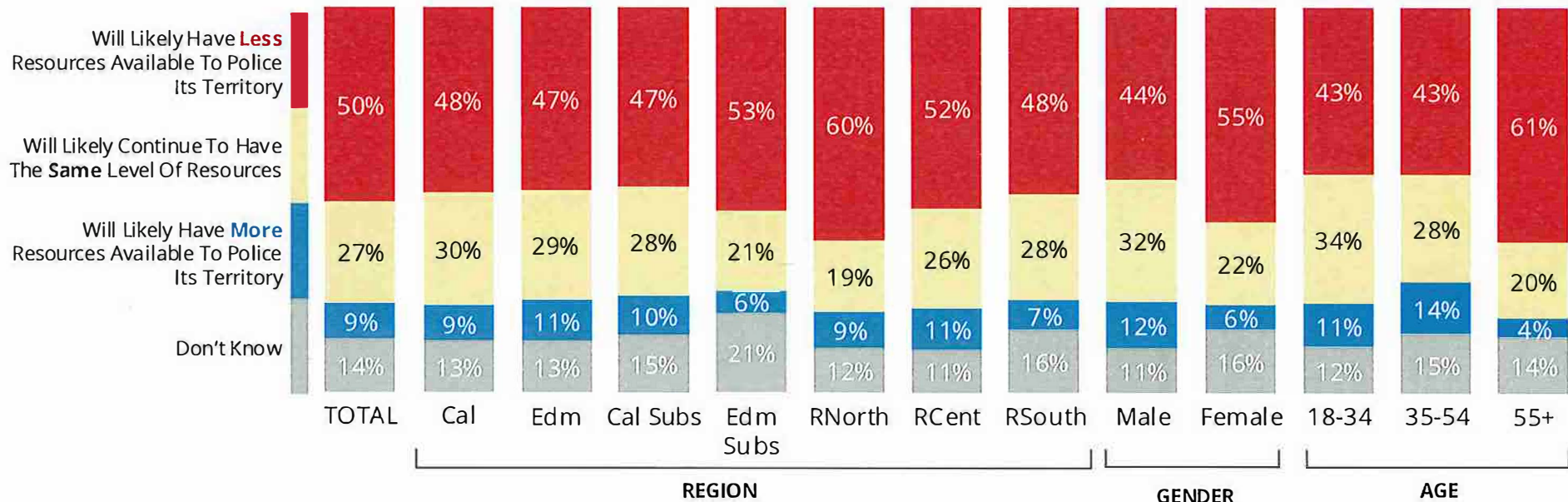


17. Thinking about policing in your community, how satisfied are you with your local detachment having adequate resources to police your community?
Base: TOTAL W8 (N=1,200).

Majority say their community's police service will have less resources available to police its territory if RCMP replaced with APPS

- While half (50%) say their community will likely have less resources for policing, 9% said it is likely there would be more resources available, and 27% said it is likely their community will have the same level of resources for policing.

Expected Resource Levels if RCMP is Replaced with Alberta Provincial Police Service



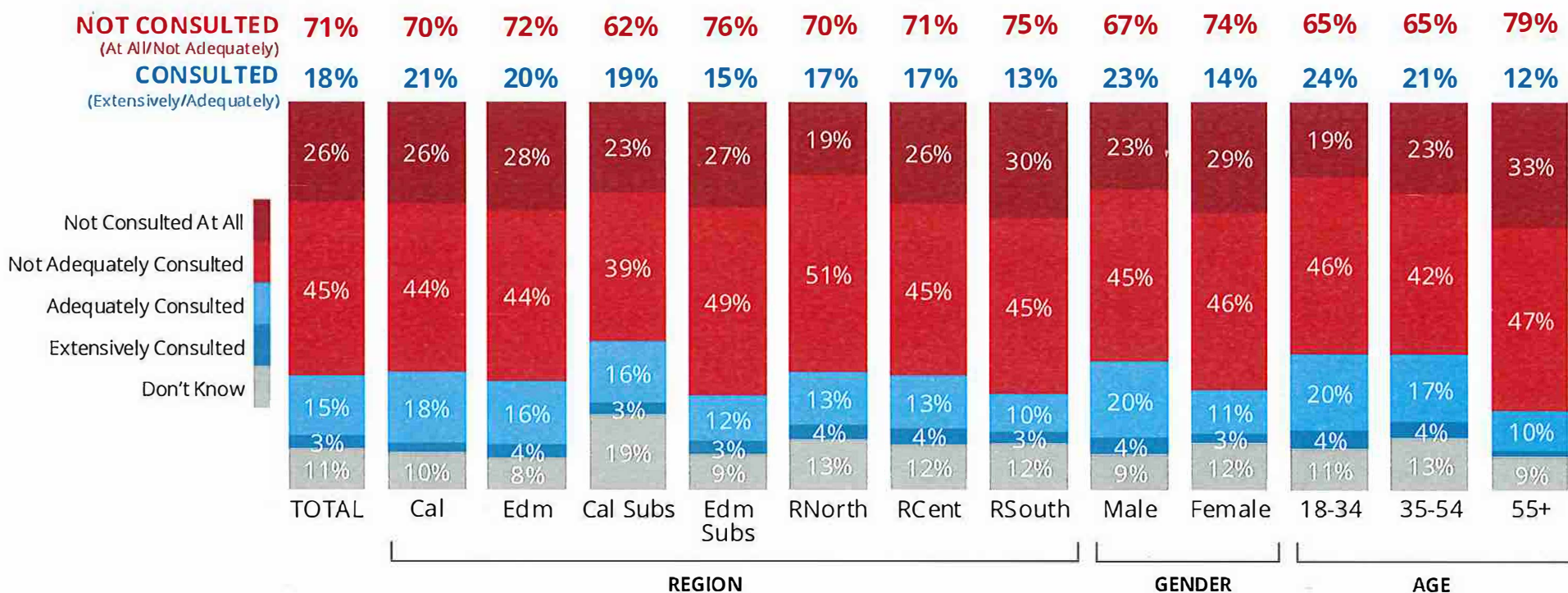
18. The community police service in each municipality in Alberta is funded by the local government. RCMP-served communities receive additional funding from the federal government. If Alberta replaces the RCMP with a new Alberta Provincial Police Service, the current federal contribution would have to be absorbed by provincial and municipal taxpayers. Thinking about this, do you feel that your community's police service will have more, less, or the same level of resources available to police its territory? Base: TOTAL W8 (N=1,200).

Over 7-in-10 say public has not been adequately consulted on idea of replacing the RCMP with a new Alberta Provincial Police Service

24

- Over 1-in-4 (26%) say the public has "not been consulted at all" including 33% of 55+ age group.

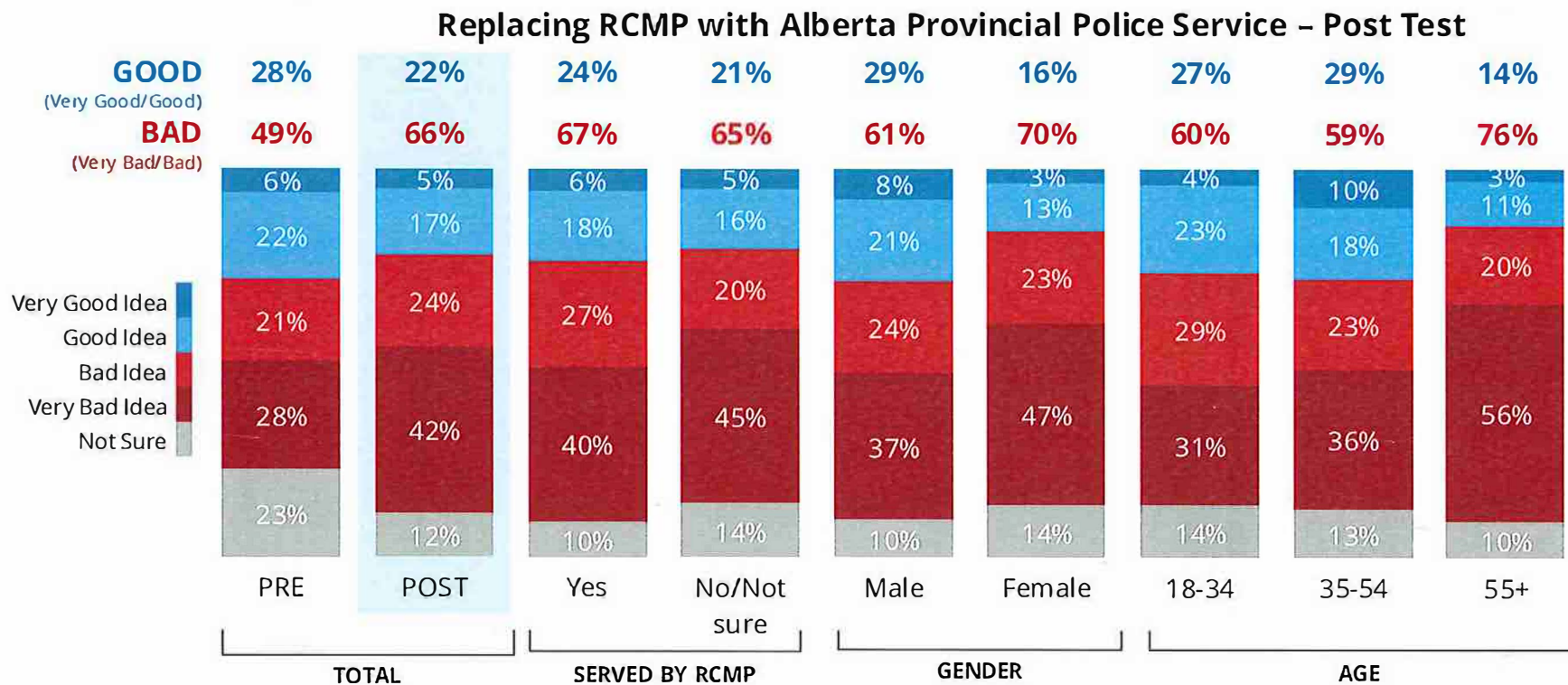
Perceived Public Consultation on Replacing RCMP with Alberta Provincial Police Service



19. To what extent do you think the public has been consulted about the idea of replacing the RCMP with a new Alberta Provincial Police Service?
Base: TOTAL W8 (N=1,200).

Post-test: Those saying replacing RCMP with Alberta Provincial Police is a bad idea increases significantly

- Those saying replacing the RCMP with APPS is a bad idea moves from 49% (pre-test) to 66% (post-test), including an increase among those saying it's a "very bad idea" from 28% to 42%.

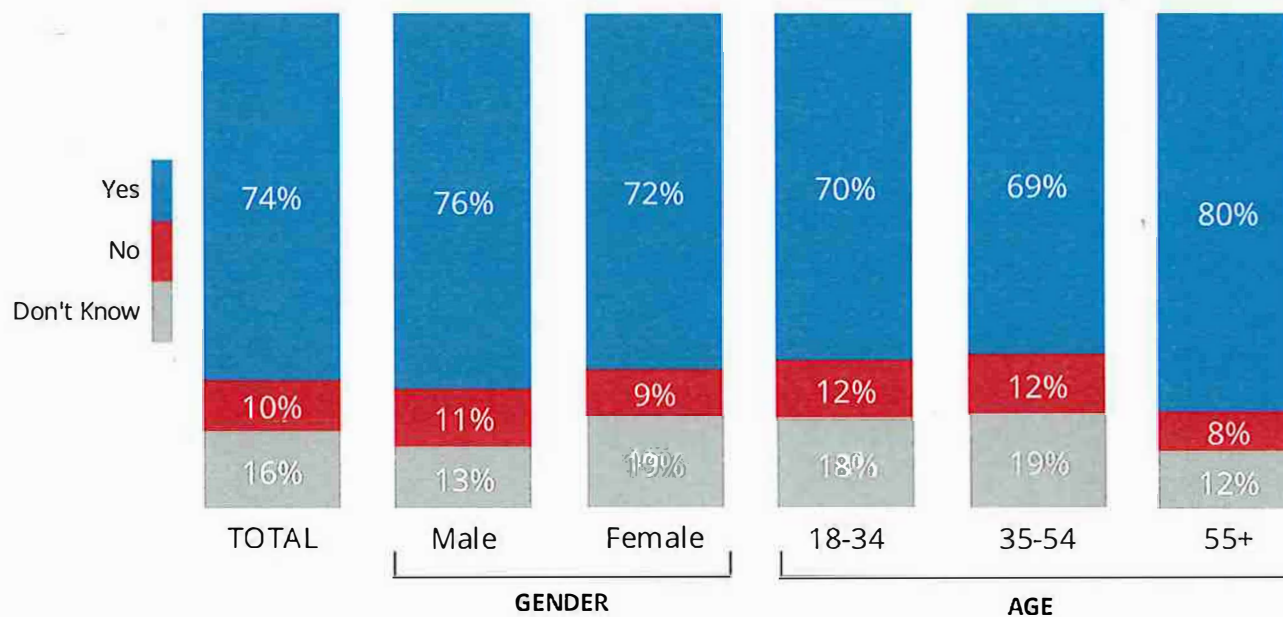


20. Now that you reviewed additional information, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea?
 PRE: 15. Based on what you have read, seen, or heard, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea?
 Note: The name of the agency has changed. Base: TOTAL W8 (N=1,200).

About 3-in-4 say a decision to replace the RCMP with a new Alberta Provincial Police Service should require approval by referendum

- If provincial government moves to replace the RCMP with a new APPS, those saying it should require approval by referendum, and broad support among gender and age groups.

Approval by Referendum for Replacing RCMP with Alberta Provincial Police Service



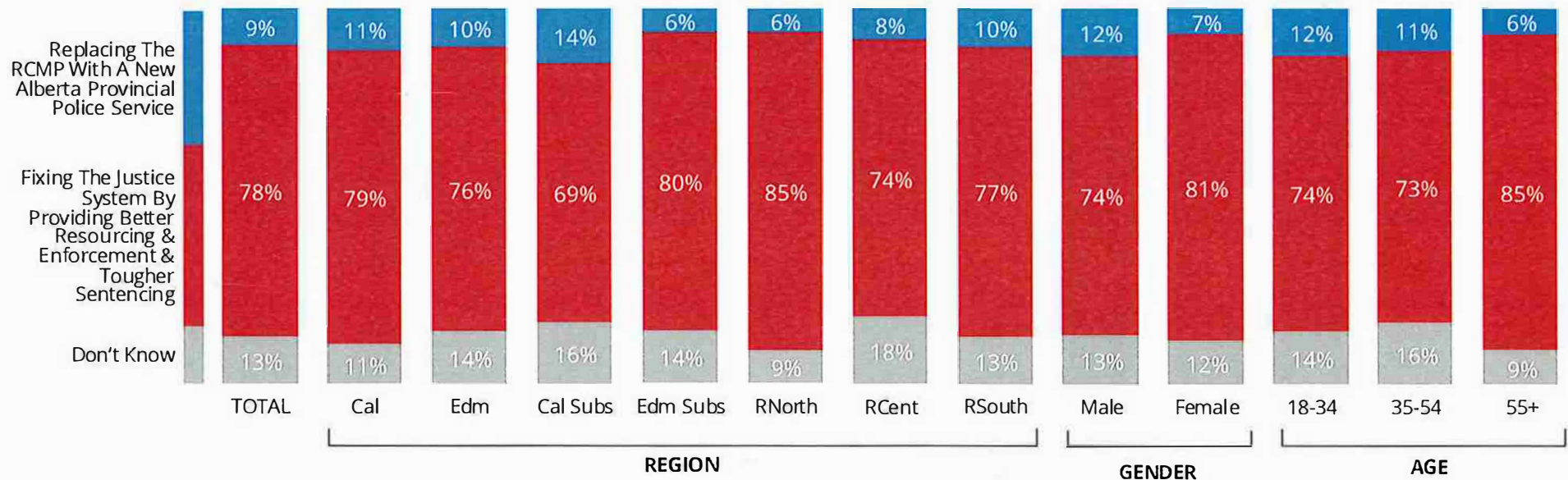
22. The provincial government recently held a province-wide referendum on equalization measures. If a decision is made by the provincial government to replace the RCMP with a new Alberta Provincial Police Service, should that decision also require approval by referendum? Base: TOTAL W8 (N=1,200).

Vast majority want government's focus on fixing the justice system rather than replacing the RCMP with a new Alberta Provincial Police Service

27

- Almost 4-in-5 (78%) prefer "fixing the justice system by providing better resourcing and enforcement, and tougher sentencing" over "replacing the RCMP with a new Alberta Provincial Police Service" (9%).

Premier Danielle Smith and Government's Focus on Public Safety in Alberta



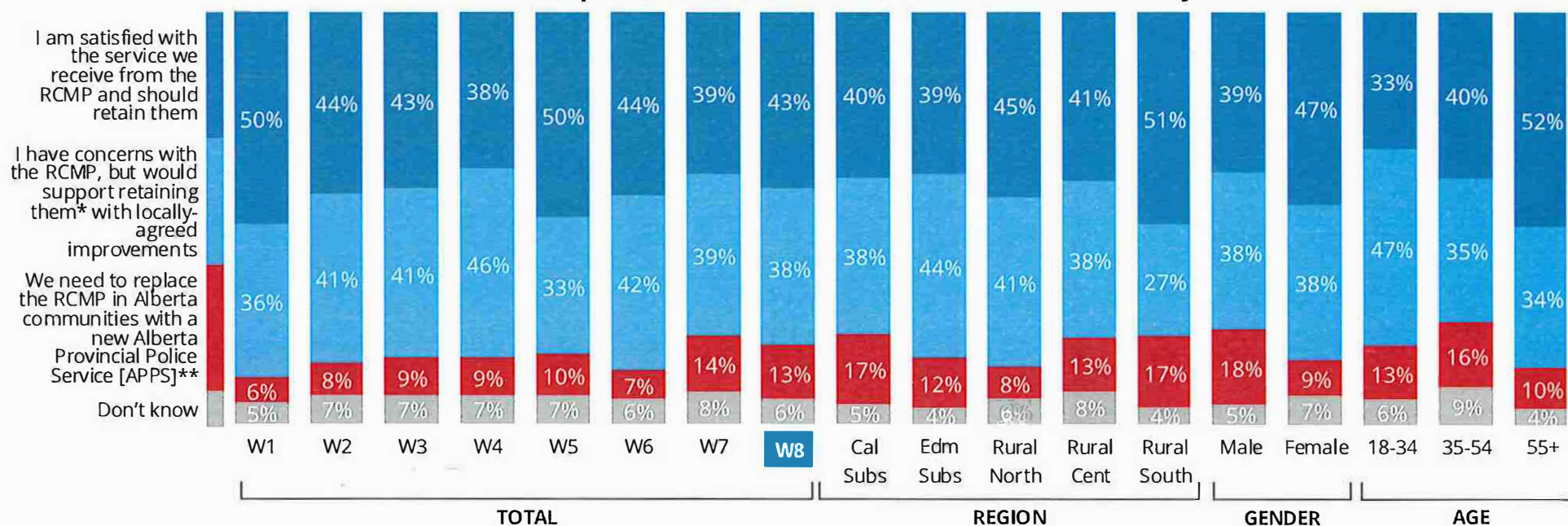
Q 23. When it comes to public safety in Alberta, do you think Premier Danielle Smith and the UCP government's focus should be on...
Base: TOTAL W8 (N=1,200).

Post-test among RCMP Communities: Tracking across 8 waves

28

- Among those in RCMP-served communities, 81% would retain RCMP which is within the range (78% to 86) over 8 waves.
- Those saying the RCMP needs to be replaced is at 13%, marginally lower than wave 7, but higher than levels in waves 1-6.

Viewpoint of RCMP Served Communities On Key Issues

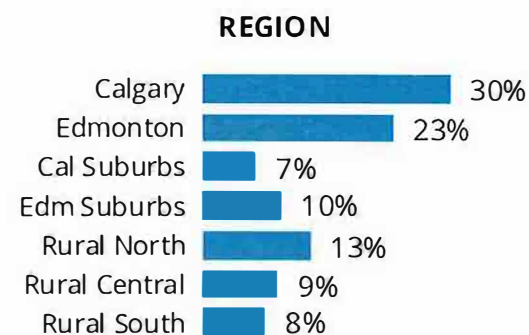
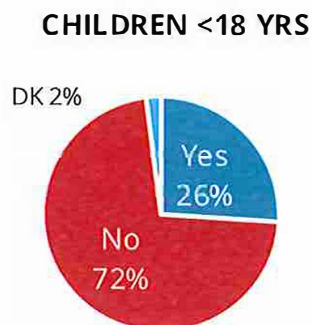
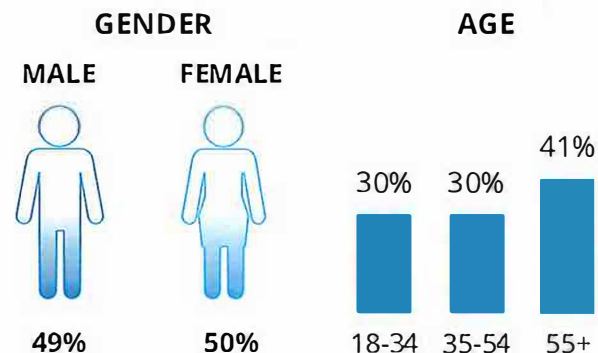


26. Which of the following statements best reflects your viewpoint? Base: Rural / RCMP Communities: W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=695); W3 (N=727); W2 (N=733); W1 (N=809). *W1 Read: "...if there were significant improvements". **Note: The name of the agency has changed from IAPS to APPS..

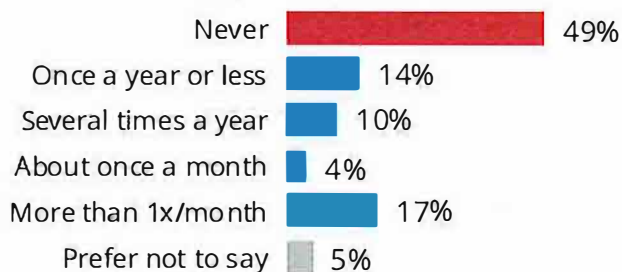
DEMOGRAPHICS

Demographics

30



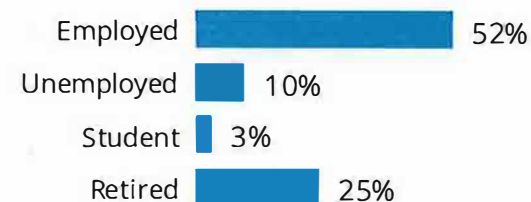
ATTENDANCE AT RELIGIOUS SERVICES



EDUCATION



EMPLOYMENT

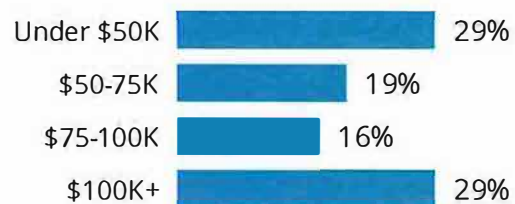


Q Base: TOTAL (N=1,200).

Demographics

31

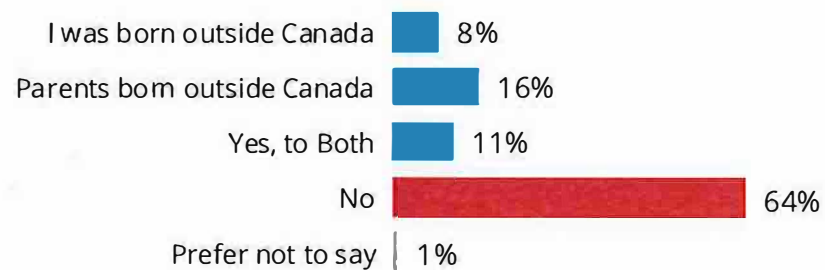
INCOME



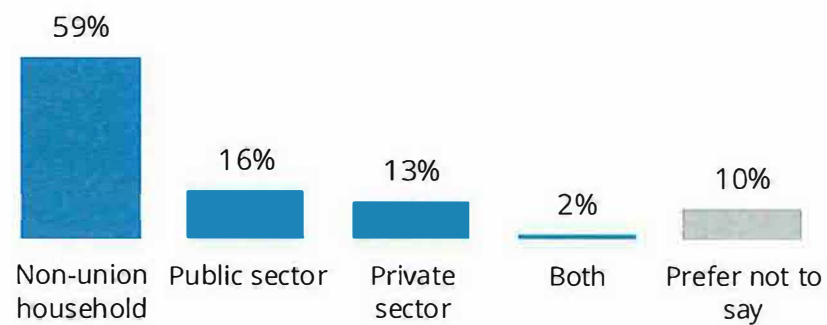
ETHNICITY



BIRTHPLACE OUTSIDE CANADA



UNION MEMBERSHIP



Base: TOTAL (N=1,200).

**NATIONAL
POLICE
FEDERATION**



**FÉDÉRATION
DE LA POLICE
NATIONALE**

National Police Federation Alberta

Wave 8

August 2025

pollara
40 years of strategic insights



Proposed New Provincial Boundary Map

The Alberta Electoral Boundaries Commission has released its' interim report proposing changes to Alberta' Provincial constituency boundaries. In accordance with the *Electoral Boundaries Commission Act*, a review of constituency boundaries must be conducted every eight to ten years.

The Rural Municipalities Association (RMA) has provided their analysis of the report, which is attached. Public input on the proposed changes is being accepted until December 19th, 2025. In addition, public meetings will be scheduled to gather feedback on the report (schedule of dates is also attached) The final report is due March 28th, 2026 after which the Legislative Assembly will determine whether or not to adopt the recommended changes.

If you want further information, visit <https://abebc.ca>

Thanks.

Alberta Electoral Boundaries Commission Interim Report Released

Posted on: November 7, 2025



The Commission's interim report outlines proposed adjustments to Alberta's electoral boundaries, including several changes relevant to rural ridings.

The **Alberta Electoral Boundaries Commission (<https://abebc.ca/>)** (AEBC) has released its **Interim Report (<https://abebc.ca/wp-content/uploads/2025-Interim-Report-Original-Signed-for-Web-Posting.pdf>)**, outlining proposed changes to provincial constituency boundaries. This review, required every eight to ten years under the **Electoral Boundaries Commission Act (https://kings-printer.alberta.ca/1266.cfm?page=E03.cfm&leg_type=Acts&isbncln=9780779850341)**, is intended to ensure fair and effective representation as Alberta's population changes. Included in the report are the proposed electoral divisions, which can be viewed **here (<https://abebc.ca/final-report/maps/>)**.

Key changes included in the report include:

- Number of constituencies increases from 87 to 89.
- Calgary and Edmonton gain seats.
- Northern Alberta reduced from seven to six constituencies, with Lesser Slave Lake eliminated and a new Mackenzie riding proposed.
- Several new constituencies are proposed in fast-growing regions surrounding major urban centres.
- Rural areas experience consolidation, with larger geographic ridings created to balance population shifts.

RMA recognizes the importance of ensuring representation reflects Alberta's shifting population. However, the proposed reduction in northern constituencies and consolidation of rural areas raises concerns about the ability of rural municipalities to maintain strong representation in the Legislature. Larger geographic ridings can make it more difficult for MLAs to effectively serve diverse rural communities, and the loss of dedicated constituencies may dilute rural voices compared to growing urban centres.

Electoral boundaries must reflect the principle of effective representation as outlined by the Supreme Court of Canada – meaning geography, community identity, and accessibility should be given the same consideration as population parity. Key considerations include:

- **Effective Representation:** Boundaries should balance population equity with rural realities that may impact effectiveness of representation such as distance, community interests, and identity.
- **Urban-Rural Balance:** Growth in Calgary and Edmonton should not come at the expense of rural voices.
- **Geographic Challenges:** Constituencies should remain manageable in size to allow MLAs to connect meaningfully with constituents.
- **Municipal Integrity:** Boundaries should align with municipal borders where possible to avoid fracturing communities.
- **Flexibility in Variance:** The AEBC should consider unique rural circumstances that justify deviations from the 25% population variance.

RMA will continue to analyze the proposed changes and advocate for boundaries that balance population equality with the unique realities of rural Alberta. As part of RMA's formal input, clarity will be sought on the following:

- How will rural and northern constituencies continue to receive effective representation given the proposed reduction in seats?
- What steps have been taken to balance population parity with rural realities such as geography, community identity, and accessibility?
- What measures will be taken to support MLAs in geographically large ridings, given the Interim Report acknowledges the challenges of serving diverse communities across vast areas?
- The Interim Report applies the 25% population variance rule in several cases – how will the AEBC determine when unique rural circumstances justify further variance to preserve manageable ridings?

The AEBC is seeking public input on its recommendations by **December 10, 2025**.

Written submissions can be made **here** (<https://abebc.ca/your-voice/>).

The AEBC will also hold a series of public meetings in **January 2026** to gather feedback on the Interim Report. The schedule of meetings and registration information will be posted on **November 24, 2025**. The Commission's final report is due **March 28, 2026**, after which the Legislature will determine whether to adopt the new boundaries.

For questions or to connect directly with the AEBC:

- Phone: 780-690-2125
- Toll-Free: 1-833-777-2125
- Email: info@abebc.ca (<mailto:info@abebc.ca>)

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Lac Ste. Anne-Parkland

It is recommended that the boundaries of the electoral division of Lac Ste. Anne-Parkland be as shown on Map 66, resulting in a population of 54,524.

This is largely based on the current boundaries of Lac Ste. Anne-Parkland, but with some notable adjustments.

First, it is recommended that all of the County of Barrhead, including the Town of Barrhead, be moved into this electoral division, to reduce the population of the sprawling Slave Lake-Westlock-Athabasca, and reflect the transportation links of Barrhead with communities to its south.

Second, it is recommended that all portions of Yellowhead County in Lac Ste. Anne-Parkland be moved to West Yellowhead, to keep the county together, and increase the population of West Yellowhead.

Third, it is recommended that areas in the current boundaries of Lac Ste. Anne-Parkland east of Highway 779 and south of the CN Rail line be moved to Spruce Grove, to a) reflect that fact that these areas bear more in common with areas adjacent to Edmonton than with a very rural quasi-northern electoral division; and b) increase the population of Spruce Grove, given the loss of Stony Plain from its electoral division.

Fourth, it is recommended, in accordance with the map, that areas annexed by St. Albert be moved to St. Albert.

Fifth, it is recommended that areas south of Highway 16 and north of Stony Plain be moved to Stony Plain-Drayton Valley-Devon, to reflect this area's comparative connection to Stony Plain rather than Lac Ste. Anne-Parkland.

Sixth, it is recommended that all other areas of Parkland County in Drayton Valley-Devon be moved to Lac Ste. Anne-Parkland, with the exception of those east of Range Road 10 (if south of Highway 627) or Range Road 16 (if north of Highway 627), not including the areas of Parkland County contained within the proposed electoral divisions of Spruce Grove and Edmonton-West-Enoch. This helps balance populations between Stony Plain-Drayton Valley-Devon and Lac Ste. Anne-Parkland and unites the vast majority of Parkland County in Lac Ste. Anne-Parkland.

Seventh, it is recommended that portions of Westlock County that were previously in Lac Ste. Anne-Parkland be moved to Slave Lake-Westlock-Athabasca to balance populations and unite all of Westlock County.

In sum, these changes create an electoral division that is rural and contains many

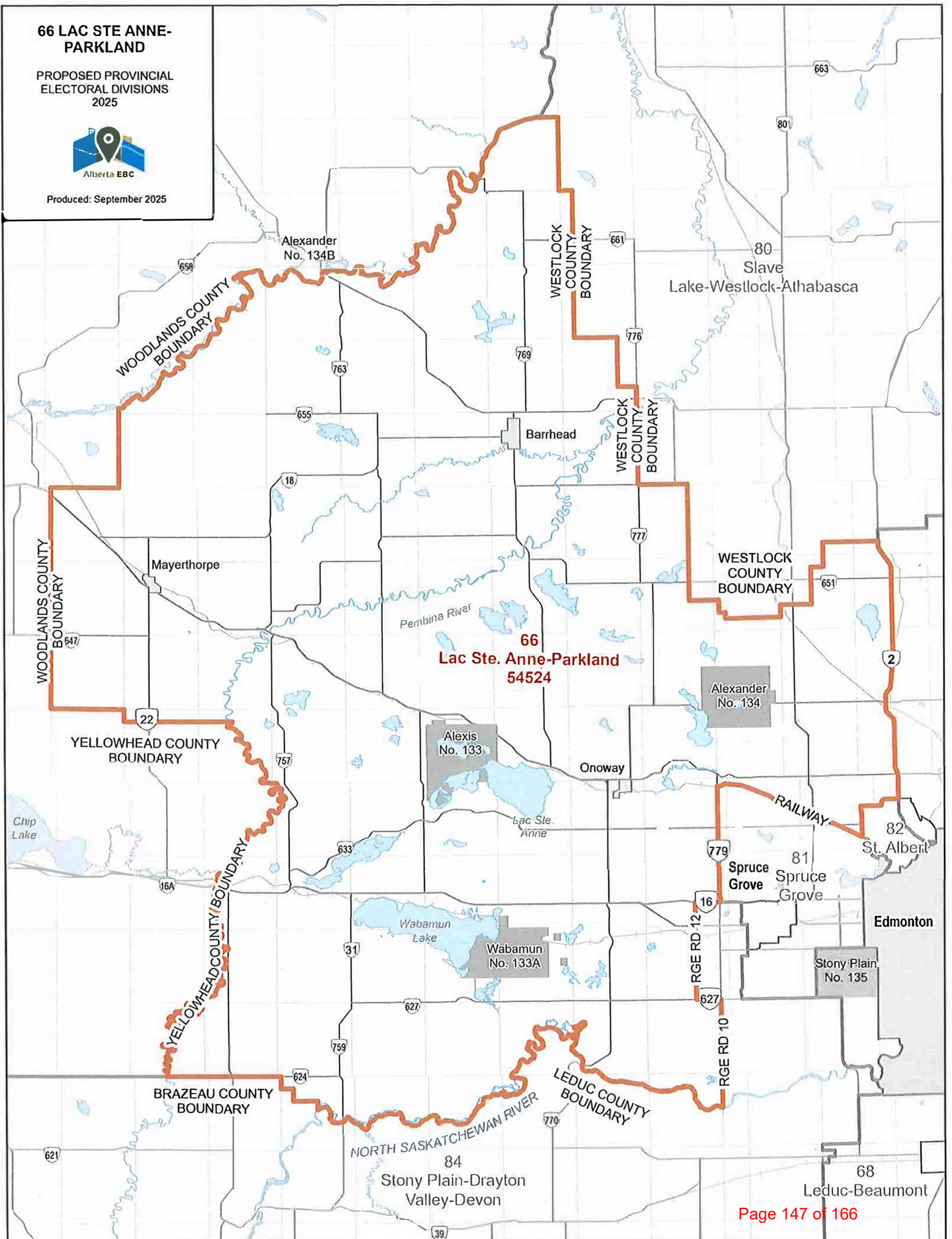
communities with common interests and transportation routes as one travels northwest of Edmonton. The population is slightly lower than the provincial average but well within the effective representation range. A slightly lower-than-average population is also eminently justifiable given the electoral division's large geography.

**66 LAC STE ANNE-
PARKLAND**

PROPOSED PROVINCIAL
ELECTORAL DIVISIONS
2025



Produced: September 2025



Public Meetings

Public hearings to consider changes to the Electoral Divisions (constituency boundaries) will provide Albertans the opportunity to present their ideas, ask questions, and provide feedback. To make a presentation to the Commission, please register at abebc.ca/public-hearings/public-meeting-registration. A representative will contact you to confirm your presentation time. If you do not register in advance of the meeting, there may not be a presentation block available.

The Commission will be holding another series of public meetings to hear feedback on the recommendations contained in its Interim Report in January 2026.

Transcripts for public meetings are available [here](#).

PUBLIC MEETINGS

☐ Show Past Meetings

Filter by region ▼

Event date ▼



Calgary Public Meeting 1

January
12
9 am to
12:30 pm

Sheraton Cavalier
2620 32 Ave NE
Calgary, AB



Calgary Public Meeting 2

January
12
1:30 pm to
4:30 pm

Sheraton Cavalier
2620 32 Ave NE
Calgary, AB



Northern Alberta Virtual Public Meeting 1

January
15

9 am to
12:30 pm

Virtual

[REGISTER](#)



Northern Alberta Virtual Public Meeting 2

January
15

1:30 pm to
4:30 pm

Virtual

[REGISTER](#)



South and Central Alberta Virtual Public Meeting 1

January
15

5:30 pm to
8:30 pm

Virtual

[REGISTER](#)



South and Central Alberta Virtual Public Meeting 2

January
16

9 am to
12:30 pm

Virtual

[REGISTER](#)



South and Central Alberta Virtual



Edmonton Public Meeting 1

January

9 am to
12:30 pm

Public Meeting 3

January
16

1:30 pm to
4:30 pm

Virtual

[REGISTER](#)

19

Matrix

9820 107 St NW
Edmonton, AB

[REGISTER](#)



Edmonton Public Meeting 2

January
19

1:30 pm to
4:30 pm

Matrix

9820 107 St NW
Edmonton, AB

[REGISTER](#)



Edmonton Public Meeting 3

January
19

5:30 pm to
8:30 pm

Matrix

9820 107 St NW
Edmonton, AB

[REGISTER](#)



Edmonton Public Meeting 4

January
20

9 am to
12:30 pm

Matrix



Edmonton Public Meeting 5

January
20

1:30 pm to
4:30 pm

Matrix

9820 107 St NW
Edmonton, AB

[REGISTER](#)

9820 107 St NW
Edmonton, AB

[REGISTER](#)



Edmonton Public Meeting 6

January
20

5:30 pm to
8:30 pm

Matrix

9820 107 St NW
Edmonton, AB

[REGISTER](#)



Related Pages

[Public Meetings](#)

[Public Meeting Registration](#)

[Meeting Transcripts](#)



Outlook

YRL 2026-2030 Strategic Plan

From Laurie Haak <LHaak@yrl.ab.ca>

Date Mon 2025-12-08 5:05 PM

Cc YRL Chair <chair@yrl.ab.ca>; Karla Palichuk <KPalichuk@yrl.ab.ca>; Jocie Wilson <JWilson@yrl.ab.ca>

 1 attachment (2 MB)

YRL 2026-2030 Strategic Plan.pdf;

Hello Member Municipal Administrators, School Division Board Chairs and Superintendents, Public Library Board Chairs and Directors/Managers, and Alberta Library Partners,

On behalf of Director Karla Palichuk, I am pleased to share the **Yellowhead Regional Library 2026-2030 Strategic Plan**, available on the [YRL website](#) and attached.

Please feel free to reach out with any questions or comments to Karla (kpalichuk@yrl.ab.ca), Deputy Director Jocie Wilson (jwilson@yrl.ab.ca) or me.

Thank you and have a great week!

Laurie Haak

SHE/HER

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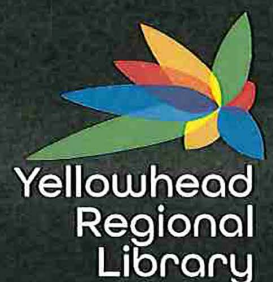
Yellowhead
Regional Library

Libraries
**VALUE
BEYOND**
words

Charting the Course Together



Strategic Plan
2026...2030



Introduction: Navigating Ambiguity

The 2026-2030 Strategic Plan for Yellowhead Regional Library (YRL) was developed at a time of ongoing uncertainty and ambiguity.

The environment within which YRL operates are fluctuating, and YRL must adapt and assist its member libraries to adjust and be resilient. The political climate remains volatile, both internationally and locally. The demographics of the region are changing, as the population ages and more newcomers move to rural Alberta. Climate change continues to impact member libraries and communities, and natural disasters have become more common. At the same time, libraries are facing threats to their funding and to the foundational principle of intellectual freedom.

It is not yet clear what YRL will need to do to best serve its members in the next five years. This plan – and its key tools, the YRL Strategic Compass and the YRL Strategic Compass Worksheet – is designed to be flexible, enabling the YRL Board, leadership and staff to make decisions in response to shifting needs and to realign goals and initiatives as those needs evolve.

This pragmatic approach positions YRL to mitigate risks and proactively plan for shifting environment and ongoing volatility. It acknowledges that the only certainty is change and provides a framework for YRL to “Chart a Course Together” with its board and staff, its members, the libraries it serves, its partners and its stakeholders.



About YRL

Our Mission

YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural and recreational needs of their communities.

Our Values

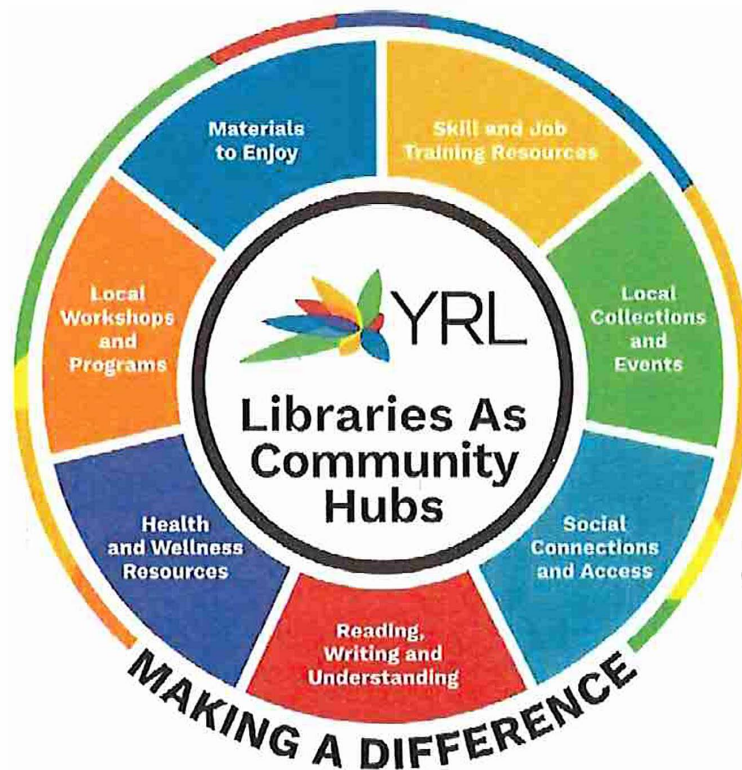
- Collaboration
- Inclusion
- Responsiveness
- Value for Investment

We Promote

- Innovation
- Intellectual Freedom
- Literacy and Lifelong Learning
- Service and Organizational Excellence

Role of YRL

YRL is a member-facing, customer-focused organization. The scope of the support provided by YRL is defined by the Alberta Libraries Act and Regulations, the YRL Master Membership Agreement, and the YRL Strategic Plan.





Priority Areas and Goals

The following Priority Areas were identified during the engagement stage of the planning process and draw from input received from board trustees, member library managers and staff, and school division staff.

These areas represent the greatest opportunities for impact as YRL works to meet the needs and aspirations expressed by its stakeholders.

YRL's work in the coming five years will occur within these priority areas.

Environment

Goal 1	YRL will proactively adapt to the shifting environmental, political, social and technological landscapes.
Goal 2	YRL will maintain its advocacy efforts for regional and public libraries at the provincial and national levels and will support member libraries in building their own advocacy capacity.

People

Goal 3	YRL will strengthen the expertise and capacity of its staff and board, as well as those of its member libraries.
Goal 4	YRL will continue to be an excellent place to work.
Goal 5	YRL will leverage relationships and collaborate with external experts to address specialized needs.

Technology

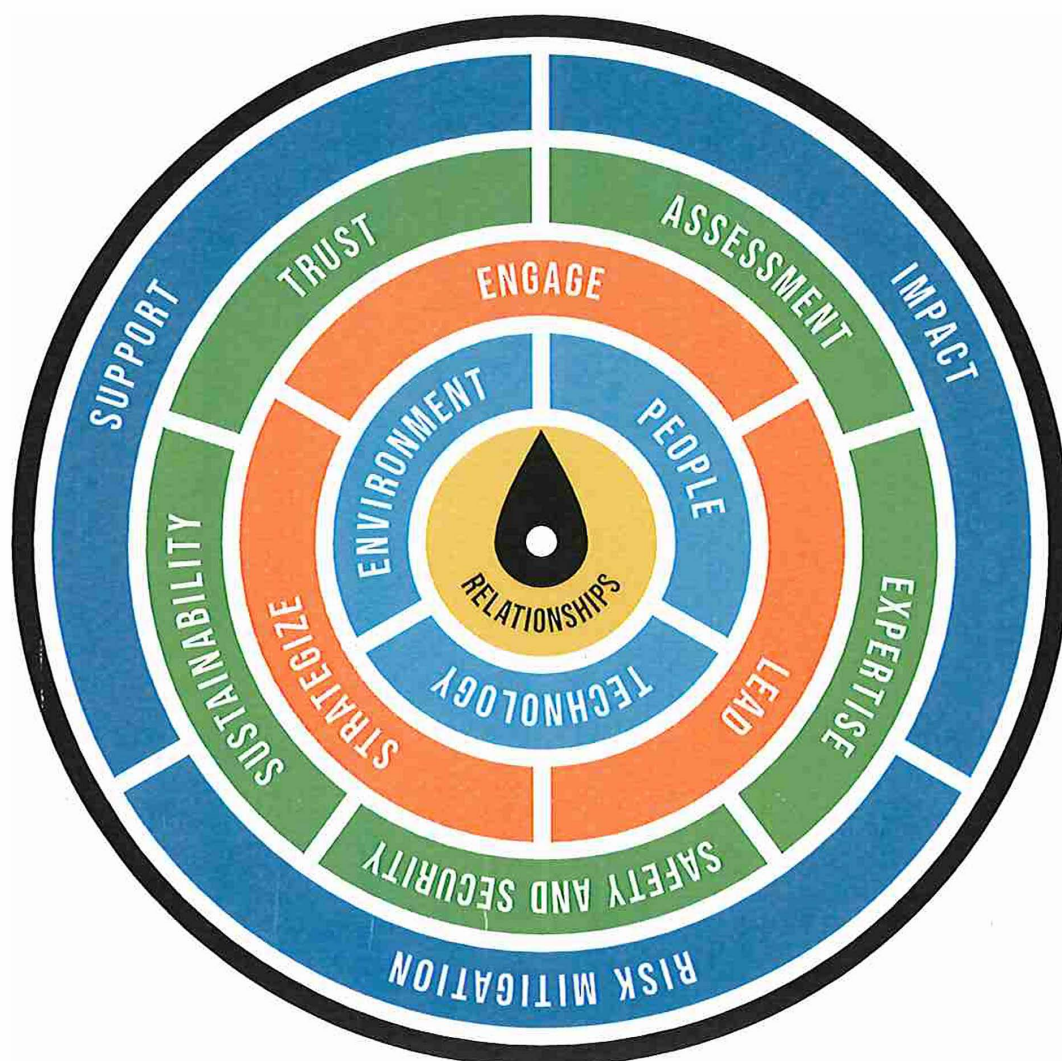
Goal 6	YRL will ensure technology services are stable, responsive and flexible to meet the changing needs of member libraries.
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The YRL Strategic Compass

The Strategic Compass is an Interactive Tool

The Strategic Compass provides a flexible framework to help the YRL Board, leadership and staff make value-aligned decisions as needs evolve and priorities shift.

Each wheel represents a core element of the Strategic Plan. By adjusting the Strategies, Targets and Measures, YRL can chart different paths to achieving its goals. Each wheel includes waypoints that serve as reference points to assist YRL in charting a course forward.



Elements of the Strategic Compass

Relationships – Gold Pointer

At the core of everything YRL does are its relationships: with its members and the libraries it works with, with its board and staff, and with its partners and other stakeholders. Just as the needle on a compass always points north, the pointer on the YRL Strategic Compass aligns waypoints and charts a course for a particular goal or project.

Priority Areas – Inner Blue Wheel

These three areas – **Technology, People and Environment** – are the Priority Areas identified from the input received during the engagement stage of the planning process. YRL's work over the next five years will take place within these priority areas as we work to achieve the goals outlined on page 3 and again here.

- ➔ **Environment:** YRL will proactively adapt to the shifting environmental, political, social and technological landscapes. YRL will maintain its advocacy efforts for regional and public libraries at the provincial and national levels and will support member libraries in building their own advocacy capacity.
- ➔ **People:** YRL will strengthen the expertise and capacity of its staff and board, as well as those of its member libraries. YRL will continue to be an excellent place to work. YRL will leverage relationships and collaborate with external experts to address specialized needs.
- ➔ **Technology:** YRL will ensure technology services are stable, responsive and flexible to meet the changing needs of member libraries.

Strategies – Orange Wheel

Strategies are the actions that YRL will take to attain its goals.

- ➔ **Engage:** YRL will engage with its board, staff and member libraries.
 - YRL will collaborate.
 - We will work with each other, our member libraries and our partners to utilize and build on existing skills and strengths.
 - YRL will connect.
 - We will use external experts and resources as needed and connect members and partners with each other.
 - YRL will consult.
 - We will continue to support consulting services as a fundamental service of all YRL departments.
 - YRL will train.
 - We will provide ongoing training and professional development opportunities.

- ➔ **Lead:** YRL will provide leadership.
 - YRL will influence.
 - We will seek to be an effective advocate for library issues at the national, provincial and regional level.
 - YRL will advise.
 - We will offer our expertise to member libraries and partners.
 - YRL will share.
 - We will share knowledge, resources and collections.
- ➔ **Strategize:** YRL will think and act tactically to have the greatest effect possible.
 - YRL will create and innovate.
 - We will build new tools and resources.
 - YRL will adapt.
 - We will reframe and revise existing strategies and tools to meet current needs.

Targets – Green Wheel

Targets are the results and outcomes YRL plans to achieve if the specific goal and strategies are undertaken successfully.

- ➔ **Assessment:** Evaluation and assessment tools will be used to ensure services, projects and initiatives are efficient and effective.
- ➔ **Expertise:** Initiatives will build knowledge and develop new competencies increasing the capacity of YRL staff and member libraries. Learning objectives and outcomes will be identified.
- ➔ **Safety and Security:** Initiatives will reduce risk and strengthen the safety and security of people and assets from identified threats.
- ➔ **Sustainability:** Initiatives will be designed and implemented in ways that promote long-term sustainability and responsible use of resources.
- ➔ **Trust:** Initiatives will strengthen confidence in YRL through transparent, consistent and values-driven actions.

Measures – Outer Blue Wheel

These are the measures YRL will use to assess progress and results.

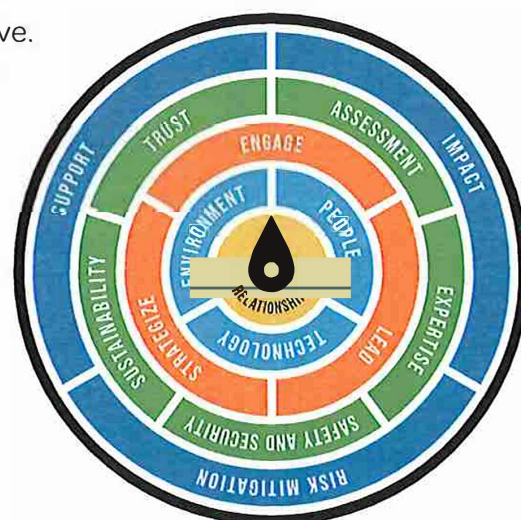
- ➔ **Impact:** Success will be demonstrated through meaningful outcomes and strengthened partnerships. Relevant data and stories will be used to communicate the difference made.
- ➔ **Risk Mitigation:** Success will include identifying and reducing potential risks, with clear actions taken to address vulnerabilities and improve stability.
- ➔ **Support:** Success will be reflected in increased support for YRL – financial, political or stakeholder-based – as a result of its work.

How to **USE** the Strategic Compass

The Strategic Compass can be used, in conjunction with the Strategic Compass Worksheet (see next section for an example), at all levels of the organization to chart goals, projects and initiatives, by the board to set organizational goals, by managers to chart departmental plans, and by staff to create their own professional goals.

Follow these steps to use the YRL Strategic Compass:

1. **Identify the goal, project or initiative** to be developed.
What are you trying to achieve? What is the problem or issue that needs to be addressed?
2. **The Gold Pointer:** Start at the centre of the compass with the pointer. What are the relationships at the centre of the initiative under consideration?
3. **Move outward and consider** each wheel of the compass in turn.
4. **The Inner Blue Wheel:** Which strategic priority – environment, people, or technology – does the project fit into? Which of the six identified goals does the initiative help move forward?
5. **The Orange Wheel:** Which strategy or strategies will be most effective for this initiative? What actions will you take to implement the project?
6. **The Green Wheel:** Set targets for the project or initiative. What are the results and outcomes you plan to achieve?
7. **The Outer Blue Wheel:** Identify measures for the initiative. How will you assess results? How will you communicate progress and results?



The Strategic Compass in Action: An Example Using the Strategic Compass Worksheet

The example below demonstrates how the Strategic Compass and the Strategic Compass Worksheet will be used to chart the course for specific goals and projects.

What do you want to do?

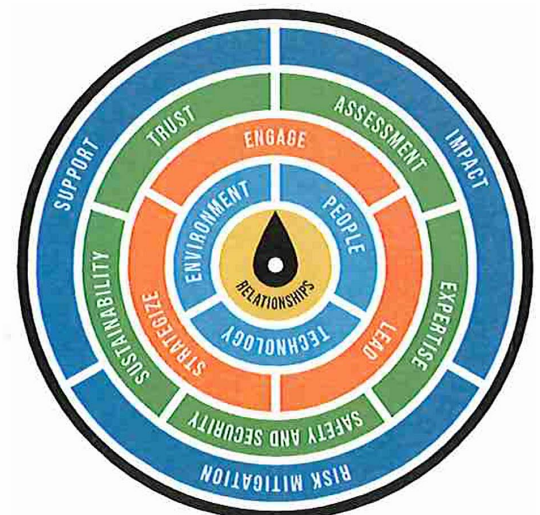
Develop and implement a coordinated approach to provincial advocacy by having YRL staff and board representatives visit local MLAs during each election cycle to raise awareness of YRL's role and impact.

Why now?

There is a growing need to increase provincial recognition and support for regional library systems. Advocacy can influence funding, policy and long-term sustainability. Strengthening relationships with MLAs now positions YRL for future conversations and decisions that may impact member libraries

What's next?

Prepare a simple advocacy calendar outlining target MLAs, timelines and talking points. Assign lead contacts for scheduling and follow-up. Develop a tracking tool to log visits and outcomes. Include this initiative in the Director's Report to demonstrate ongoing impact and momentum.



Align your Idea with YRL's Strategic Compass

1. Relationships: **Gold Pointer**

Who are the key people or groups impacted by this work?

- Provincial MLAs
- YRL Board and staff
- Member libraries (indirect beneficiaries)

How will this idea build, strengthen or rely on relationships?

- Builds strategic relationships with elected officials.
- Strengthens YRL's reputation as a trusted, visible voice for libraries.

2. Strategic Priorities: **Inner Blue Wheel**

☒ Environment

☐ People

☐ Technology

Explain your selection(s):

- This project addresses the changing political landscape by positioning YRL as a proactive voice in advocacy. It helps ensure libraries remain part of provincial conversations. Political engagement helps address shifting funding priorities and provincial policy.

3. Strategies: **Orange Wheel**

☒ Engage

☐ Lead

☐ Strategize

Explain your selection(s):

- Advocacy is explicitly part of YRL's strategy to lead and influence. By engaging MLAs, YRL models leadership on behalf of the library community. We are proactively engaging with policymakers to influence awareness and decisions.

4. Targets: **Green Wheel**

- ☐ Assessment
- ☐ Expertise
- ☐ Safety and Security
- ☒ Sustainability
- ☐ Trust

Explain your selection(s):

- Increased political awareness supports long-term sustainability through funding and policy. Repeated, positive engagement also builds trust in YRL as a stable, forward-thinking organization.

5. Measures: **Outer Blue Wheel**

- ☒ Impact
- ☐ Risk Mitigation
- ☒ Support

Explain your selection(s):

- Track the number of MLA visits and any resulting outcomes (e.g., increased inquiries, invitations to speak, funding discussions).
- Monitor increases in awareness and political support via post-meeting follow-ups or mentions in government or community settings.
- Report metrics annually in the Director's Report or quarterly updates.



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In-person only	In-person Virtual
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Should you require accommodation feel free to access our discounted hotel rates:

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If you have any questions, please contact Dania Atique at datique@brownleelaw.com.

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