

**SUMMER VILLAGE OF BIRCH COVE
REGULAR MEETING AGENDA**
Thursday, April 16th, 2026 – commencing at 4:00 p.m.
Wildwillow Administration Office & Via Zoom
2317 Township Road 545 Lac Ste. Anne County

	<u>Call to Order</u>		
2.	<u>Agenda</u> <i>Pages 1-6</i>	a)	Thursday, April 18 th , 2026 Regular Council Meeting <i>(approve agenda as presented or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 7-10</i>	a)	Thursday, February 19 th , 2026 Regular Council Meeting <i>(approve minutes as presented or as amended)</i>
4.	<u>Public Hearings</u> <i>Bylaw 170-2025 Draft Land Use Bylaw 1st Reading Version December 18th, 2025 Pages 11-65</i>	a)	4:25 p.m. – Land Use Bylaw 170-2025 – a Bylaw to establish regulations for how land can be developed within the Summer Village of Birch Cove. First reading to this Bylaw was given on December 18 th , 2025 at the Regular Council Meeting. The Public Hearing package is attached with the agenda which includes the Notice of Public Hearing that was mailed out March 19 th , 2026 and any written submissions received prior to the deadline of April 9 th , 2026 at 4:00 p.m. At the time of Agenda preparation, no submissions were received. Any late submissions received will be distributed to Council at meeting time. The Regular meeting resumed at _____. Bylaw 170-2025, Draft Land Use Bylaw (1 st Reading Version December 18 th , 2025) – subsequent to the Public Hearing for the Land Use Bylaw, it is now in order for Council to discuss matters and for Council to: <i>(take action on the matter (consider any amending motions to the Land Use Bylaw 170-2025 and to give consideration to second and third readings of the Bylaw); schedule the matter for later Council deliberation, postpone the matter for additional staff work or other reasons, or some other direction as given by Council at Meeting time)</i>
5.	<u>Delegations/ Appointments:</u> <i>Seniuk & Marcato, Chartered Accountants</i>	a)	4:05 p.m. a representative from Seniuk & Marcato Chartered Professional Accountants – will be joining the meeting via zoom to present the Draft 2025 Financial Statements with Council. <i>(that the 2025 Draft Financial Statements for the Summer Village of Birch Cove presented by _____, from Seniuk & Marcato, Chartered Professional Accounts, be approved as presented)</i>

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			<p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p> <p><i>(Motion: that the Regular Council Meeting be recessed to move into a Public Hearing regarding Land Use Bylaw 170-2025 at 4:25 p.m. Regular Meeting will resume upon adjournment of the Land Use Bylaw Public Hearing)</i></p>
6.	<p><u>Business Arising</u> <i>Page 66-67</i></p>	a)	<p>Further to previous meetings and direction of Council, attached is the 2026 Operating Budget as accepted by Council at the last meeting. This budget has a 4.5% increase in municipal tax dollars collected.</p> <p><i>(that the fourth and final review of the Draft 2026 Operating Budget be approved as presented at meeting time at a 4.5% increase in municipal tax dollars collected, and further that the minimum amount payable increase by the 4.5%)</i></p>
7.	<p><u>Bylaws & Policies</u> <i>Bylaw 173-26 Taxation Bylaw Pages 68-69</i></p>	a)	<p>Bylaw 173-26, Taxation Bylaw – as follow-up to the approved budget, attached is the required 2026 Tax Rate Bylaw which sets the various rates of taxation for the 2026 year, to be approved by Council.</p> <p><i>(that Bylaw 173-26, being a Bylaw to authorize the rates of taxation imposed for taxation for the 2026 year for the Summer Village of Birch Cove, be given 1st reading as presented)</i></p> <p><i>(give 2nd reading to Bylaw 173-26 as presented)</i></p> <p><i>(give unanimous consent to consider 3rd reading of Bylaw 173-26 as presented)</i></p> <p><i>(give 3rd and final reading of Bylaw 173-26 as presented)</i></p>
8.	<p><u>New Business</u> <i>Page 70</i></p>	a)	<p>Family and Community Support Services (FCSS) – the Family and Community Support Services accountability framework is arriving in 2026. Our FCSS Coordinator has met with the Provincial FCSS team to discuss the new requirements and will be present at the meeting to address any questions or concerns. We are still working out what this means for the Summer Village of Birch Cove, however wanted to ensure that Council is aware that charges are coming which may impact who and what we fund. Included is some information and provided by FCSS to assist Council in</p>

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		<p>understanding the changes and consider how things might be funded moving forward.</p> <p><i>(that the information and discussion regarding the Family and Community Support Services (FCSS) Accountability Framework be accepted for information)</i></p>
Pages 71-72	b)	<p>Alberta Community Partnership Grant Approval – Regional Asset and Land Management Strategy – the Summer Village of South View has been approved for a \$200,000 grant under the Intermunicipal Collaboration component of the 2025/26 Alberta Community Partnership (ACP) program in support of its’ Regional Asset and Land and Management Strategy project. South View is the lead municipality on this grant in partnership with the Summer Villages of Birch Cove, Silver Sands, West Cove and Nakamun Park. The key deliverables identified in the grant application are:</p> <ul style="list-style-type: none"> • Asset Condition Assessment (stormwater, transportation, recreation) • Updated 10-year Capital plans • Analysis of regional asset data and GIS integration options (as funding allows) <p>As per the grant application, the project will be led by each municipality’s CAO and other designated staff and technical advisors. Councils will be kept informed of progress by their respective administrations.</p> <p><i>(that the February 20th, 2026 Alberta Community Partnership Grant Approval letter for the Regional Asset and Land Management Strategy be accepted for information and further, that the project proceed with MPE Engineering)</i></p> <p>Or</p> <p><i>(some other direction as provided by Council at meeting time)</i></p>
		<p>Catalis Software System (formerly Muniware) – Council was presented the option to upgrade our accounting/software system in November, 2025 at which time a motion was made to proceed with the new system, along with a new computer that was solely for Birch Cove. The decision was made to proceed with the upgrade, however costs for the system change over were slightly higher than originally thought. The new cost of implementation is \$7,500 and annual software fee is \$3,000. Council approved the increase up to \$9,000 for software and computer on March</p>

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		<p>24th, 2026 via email. We require a formal motion from Council for this increase.</p> <p><i>(that Administration proceed with the purchase of a new laptop and financial software from Catalis (Enterprises Resource Planning) system at an estimated cost of up to \$9,000 with these costs be covered through reserves, and that future operating budgets build-in the \$3,000 annual operating costs)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<p>Pages 73-82</p> <p>DRAFT POLICY A-ADM- ASSETMGMT, Asset Management Policy Pages 83-85</p>	<p>Asset Management Monthly Progress Report for February 1 – 28, 2026; Asset Management Levels of Service and Asset Management Policy - as you know, Birch Cove agreed to participate in the proposed Matthewson & Co. Asset Management Project, along with other Summer Villages in the area. Administration has been working through the steps required and have now completed the Levels of Service Worksheet (attached). Also attached is the Progress Report from Matthewson & Co. for the month of February, 2026.</p> <p>As we understand it, we are now required to pass an Asset Management Policy for the Summer Village. Attached is a draft copy of the Policy for Council consideration.</p> <p><i>(that Council accept the Asset Management Plan Monthly Progress Report for February, 2026 and the Levels of Service Asset Worksheet as presented)</i></p> <p><i>(that Council approve Policy A-ADM-ASSETMGMT as presented)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<p>Pages 86-116</p>	<p>Yellowhead Regional Library – on April 1st, 2026 Administration received a letter from the Yellowhead Regional Library (YRL) requesting consideration for an increase to the municipal levy from \$4.85 to \$5.60 per capita (an increase of \$0.75 per capita) in 2027. To move forward with this increase, the YRL consortium requires written notice from two thirds of the parties to the YRL Membership Agreement. To support this request, the following information is attached:</p>

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		<ul style="list-style-type: none"> • The Case for Investment • Business Case for Proposed Increase to Municipal Levy • 2026 Actual and 2027 Proposed Municipal Levies • 2025 YRL Annual Report <p><i>(that the Summer Village of Birch Cove agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1st, 2027)</i></p> <p>Or</p> <p><i>(that the Summer Village of Birch Cove opposes an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1st, 2027)</i></p>
		<p>Seasonal Maintenance Person – as you are aware, the Summer Village advertised for a seasonal groundskeeper this spring when the ad was sent out to all residents along with the Land Use Bylaw Public Hearing on March 19th, 2026. The closing date for the position was April 7th, 2026. Administration only received one application, which Council is aware of.</p> <p><i>(that the Summer Village of Birch offer the Seasonal Maintenance to _____ at the rate of _____ per hour, for the period of May 1st, 2026 to the end of October 2026 for 16 hours per week)</i></p> <p><i>(direction as given by Council at meeting time)</i></p>
9.	<u>Financials</u>	<p>Income and Expense Statement – March 31st, 2026 and Bank Balances as at March 31st, 2026.</p> <p><i>(that the March 31st, 2026 Income and Expense Statement as outlined in the 2026 Budget and the March 31st, 2026 Bank Balances, be accepted for information)</i></p>
10.	<u>Correspondence</u> <i>Pages 117-125</i>	<p>a) Alberta Municipalities – member webinars “what we heard” report on Federal Budget & Funding Infrastructure for Housing, FCSS and Prevention and Police Funding Model.</p>

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	<i>Pages 126-128</i>	b)	February 27 th , 2026 ABMunis Report on the Government of Alberta's 2026-27 Budget and News Release – Albertans' Property Taxes will go up because of Budget 2026
	<i>Pages 129-131</i>	c)	Lac Ste. Anne Foundation – December 5 th , 2025 Board Meeting Minutes
	<i>Pages 132-142</i>	d)	January 22 nd , 2026 - Alberta Summer Village Association – collective feedback submission to Alberta Municipal Affairs on proposed changes to the Local Authorities Election Act (LAEA), recognizing the unique demographics of Summer Villages as pertaining to Elections.
	<i>Pages 143-144</i>	e)	March 31 st , 2026 – notification from the Office of the Chief Provincial Veterinarian regarding the review of the <i>Animal Protection Amendment Act</i> .
		f)	
11.	<u>Councillor Reports</u>		
12.	<u>Administration Report</u>	a) b)	Action List – February 19 th , 2026 Boat Dock Insurance
13.	<u>Confidential Matters</u>		N/A
13.	<u>Adjournment</u>		

Next Meetings: Regular Council Meeting June 18th, 2026
 Regular Council Meeting August 20th, 2026
 Regular Council Meeting October 15th, 2026
 Regular Council Meeting December 17th, 2026

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 19TH, 2026
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

5	PRESENT:	<p>Mayor: Dean Preston (via zoom) Deputy Mayor: Jan Tschudin (via zoom) Councillor: Eugene Dugan</p> <p>Administration: Wendy Wildman, Chief Administrative Officer - regrets Diane Wannamaker, Administrative Assistant</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 01-26	<p>MOVED by Mayor Preston that the February 19th, 2026 Regular Council Meeting agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 02-26	<p>MOVED by Mayor Preston that the Regular Council meeting minutes of December 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 03-26	<p>MOVED by Councillor Dugan that the final review of the Municipal Draft 2026 Operating Budget be approved with changes discussed at a 4.5% increase for 2026, with School Requisition to come for finalization.</p> <p style="text-align: right;">CARRIED</p>
7.	BYLAWS/POLICIES 04-26 <i>Bylaw 172-2026, Advertising Bylaw</i>	<p>MOVED by Councillor Dugan that Bylaw 172-2026, being an Advertising Bylaw be given first reading as is or as amended.</p> <p style="text-align: right;">CARRIED</p>

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

05-26		<p>MOVED by Deputy Mayor Tschudin that Bylaw 172-2026 be given 2nd reading as presented.</p> <p style="text-align: right;">CARRIED</p>
06-26		<p>MOVED by Mayor Preston that Bylaw 172-2026 be given unanimous consent to consider 3rd reading in one sitting.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
07-26		<p>MOVED by Councillor Dugan that Bylaw 172-2026, Advertising Bylaw be given third and final reading as presented.</p> <p style="text-align: right;">CARRIED</p>
8.	NEW BUSINESS	
08-26		<p>MOVED by Councillor Dugan that the Summer Village of Birch Cove continue to utilize TAXervice Inc. to manage tax arrears recovery on the Summer Village's behalf for a term of three (3) years, beginning January 1st, 2026 to December 31st, 2028.</p> <p style="text-align: right;">CARRIED</p>
09-26		<p>MOVED by Mayor Preston that the information and discussion regarding the Family and Community Support Services (FCSS) Accountability Framework be accepted for information and further that FCSS Coordinator, Shelley Vaughan be invited to the April 16th, 2026 Regular Council meeting to address questions on the new FCSS Accountability Framework.</p> <p style="text-align: right;">CARRIED</p>
10-26		<p>MOVED by Councillor Dugan that Council accept the Asset Management Plan Monthly Progress Report as presented and direct Administration to complete the Asset Management Project within existing operational capacity, understanding that this may delay project completion.</p> <p style="text-align: right;">CARRIED</p>
11-26		<p>MOVED by Councillor Dugan that Administration obtain a quote from our insurance provider for insurance on the community boat dock system in the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
12-26		<p>MOVED by Deputy Mayor Tschudin that Administration draft an advertisement for a Summer Maintenance position for 16 hours per week and include this Ad in the Land Use Bylaw Public Hearing mailout.</p> <p style="text-align: right;">CARRIED</p>

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9.	FINANCIALS 13-26	<p>MOVED by Councillor Dugan that the January, 2026 Income and Expense Statement as included in the Draft Budget and the January 31st, 2026 Bank Balances, be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
10.	CORRESPONDENCE 14-26	<p>MOVED by Mayor Preston that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> ➤ Alberta Summer Villages Association – Executive effective December, 2025 ➤ Update on Changes to Alberta’s Police Funding Model ➤ ABMunis Initial Response to Provincial Government’s police Funding Model announcement ➤ Lac Ste. Anne Foundation Board Meeting Minutes – October 8th, 2025 ➤ Association of Summer Villages of Alberta – December 12th, 2025 notice on Joint Use and Planning Agreements ➤ Holiday Newsletter from Municipal Planning Services ➤ Summer Villages of Alberta 2025 Year in Review – Newsletter ➤ December 16th, 2025 letter of congratulations to all newly elected municipal councils ➤ Association of Summer Villages of Alberta (ASVA) – Local Authorities Election Act Review ➤ Seniuk & Marcato – January 23rd, 2026 Audit Engagement Letter outlining the objective, scope responsibilities etc. ➤ Village of Alberta Beach, Mayor Tara Elwood – January 20th, 2026 Letter to Minister of Transportation and Economic Corridors, Emergency Response Dispatch Practices on a Provincially Significant Transportation Corridor <p style="text-align: right;">CARRIED</p>
11.	COUNCILLOR REPORTS 15-26	<p>MOVED by Mayor Preston that the Councillor reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>

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12.	ADMINISTRATION REPORTS 16-26	MOVED by Mayor Preston that the Administration reports be accepted for information as presented. <div style="text-align: right;">CARRIED</div>
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 4:57 p.m.

UNAPPROVED

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

PUBLIC HEARING AGENDA – DRAFT LAND USE BYLAW

SUMMER VILLAGE OF BIRCH COVE

APRIL 16th, 2026, WILDWILLOW ADMINISTRATION OFFICE

2317 TWP RD 545, LAC STE. ANNE COUNTY

4:25 P.M.

DATE: April 16th, 2026

TIME: 4:25 p.m.

PLACE: Wildwillow Administration Office
(Located at 2317 – Twp Rd 545, Lac Ste. Anne County)

1. Call to Order and Opening Remarks
2. Adoption of Agenda
3. Introductions
4. Public Hearing

The purpose of this Public Hearing is for the Council of the Summer Village of Birch Cove to hear testimony and take action relating to the proposed Land Use Bylaw 170-2025 which is a Bylaw to include updated Legislative Changes and address Short-Term Rentals.

5. Public Testimony & Comment
 - a) Written Submissions
 - i) N/A
 - b) Written Request to make Oral Presentation
 - i) N/A
 - c) Oral Presentations/Comments from those persons signed up on the sign-in sheet
 - d) Oral Presentations/Comments from any other person(s)
6. Questions & Answers (for Council Members Only)
7. Council Discussion
8. Adjournment of Public Hearing



Summer Village of Birch Cove

Box 8, Alberta Beach, AB T0E 0A0

PH: (780)967-0271 FAX: (780)967-0431

Email: cao@birchcove.ca

NOTICE OF PUBLIC HEARING SUMMER VILLAGE OF BIRCH COVE LAND USE BYLAW 170-2025

March 18th, 2026

Pursuant to the *Municipal Government Act, R.S.A. 2000, Chapter M26*, the Council of the Summer Village of Birch Cove hereby gives notice that the Summer Village is considering the adoption of a new Land Use Bylaw 170-2025. Council gave first reading to this Bylaw at their regular meeting December 18th, 2025.

The current Bylaw dates back to 2010. Besides a general clean up and reconfiguration of Sections, there is an important change proposed for this document and we value your input. The proposed amendment includes, but is not limited to:

- New sections on use specific standards for:
Short-term Rentals (tourist homes)

As part of the public review process, a formal hearing is to be held as follows:

Date: Thursday, April 16th, 2026

Time: 4:25 p.m.

Place: Administration Office, Wildwillow Enterprises Inc., 2317 – Twp. Rd 545, Lac Ste. Anne County

The Public Hearing is your opportunity to provide final input for the Land Use Bylaw prior to second, and final readings. A copy of the new proposed Land Use Bylaw is available at the Summer Village Office located at 2317 – Township Road 545, Lac Ste. Anne County, Alberta between the hours of 8:30 a.m. and 4:00 p.m. Monday through Thursday, or by accessing the municipal website at www.birchcove.ca.

Hearing Procedure

This is a formal Public Hearing and Council will hear verbal and written presentations from those who wish to speak to the proposed Bylaw. Written submissions will be received up until April 9th, 2026 by 4:00 p.m., via email to cao@birchcove.ca. Those written submissions which have been received before the designated time will be discussed at the Public Hearing before verbal presentations will be received or written submissions received after the designated time.

You may contact Tony Sonnleitner, Development Officer, for further information at pcml1@telusplanet.net or (780)718-5479.



Summer Village of Birch Cove

Box 8, Alberta Beach, AB T0E 0A0

PH: (780)967-0271 FAX: (780)967-0431

Email: cao@birchcove.ca

Public Hearing Information

This Public Hearing is for Council to hear testimony related to the matter at hand.

All those wishing to be heard at the Public Hearing will be asked to sign in (in person or virtually).

Those who do not sign in will be given the opportunity to speak only after all those who signed in have given their testimony.

Presentation Guidelines

The following rules of conduct will be followed during the Public Hearing as everyone present will be given an opportunity to be heard.

- Presentations are to be brief and to the point.
- Only one person may speak at a time. Each person will be allowed 5 minutes maximum to present to allow time for everyone to be heard. This is the time for presentation of testimony. No debate is allowed.
- Applause, cheering, clapping or associated noises after speakers have spoken must be kept to yourself as this is a time for Council to hear and carefully consider all testimony given. All members of the public are to feel safe in expressing their thoughts.

Hearing Ground Rules & Order of Presentations

- a) Entry of written submissions into the record,
- b) Late written submissions will be read into the record,
- c) Comments/presentation from Development Officer, Tony Sonnleitner
- d) Those who have signed in will be given the opportunity to speak in the order they have signed in,
- e) Any other person deemed to be affected by the Bylaw will be given the opportunity to speak,
- f) Anyone else who did not sign in will be given the opportunity to speak,
- g) The Development Officer, Tony Sonnleitner will be given the opportunity to present closing remarks or address any of the issues presented,
- h) Councillors will be given the opportunity to ask questions,
- i) Council will then end the Hearing and retire to consider the information received at the public hearing,
- j) Council will only consider matters raised at the Hearing
- k) Only Councillors may ask questions of speakers during the Hearing. If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during the presentation and Council will only ask the question if it feels it wishes to have an answer in order to undertake its consideration.



Summer Village of Birch Cove

Land Use Bylaw 170-2025

DRAFT

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

DRAFT

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

This Bylaw comes into effect on the date of third and final reading **and is signed.**

Section 8 Establishment of General Conditions

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

Section 9 Other Legislative and Bylaw Requirements

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

Section 10 Definitions

In this Bylaw:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“CHATTEL” - means a moveable item of personal property;

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

“COUNCIL” - means the Council of the Summer Village of Birch Cove;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“MUNICIPALITY” - means the Summer Village of Birch Cove;

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

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

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

“PARCEL AREA” - means the total area of a parcel;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“SHORT FORM” - means an abbreviation;

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

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

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

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

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

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

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

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

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

“SUBDIVISION AUTHORITY” – the Subdivision Authority of the Summer Village of Birch Cove shall be established by the Summer Village’s Subdivision Authority Bylaw, as amended or replaced. The Subdivision Authority shall be appointed by resolution of Council. The Subdivision Authority shall perform such duties as are specified in this Bylaw and the Subdivision Authority Bylaw, as amended or replaced.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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DEVELOPMENT CONTROL AGENCIES

Section 11 Establishment of a Development Officer

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

Section 12 Subdivision Officer

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

Section 13 Subdivision and Development Appeal Board

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

DEVELOPMENT CONTROL

Section 14 Development Permit Required

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

Section 15 Where a Development Permit is Not Required

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

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

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

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

Section 16 **Non-Conforming Buildings and Uses**

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

Section 17 **Application for Development Permit**

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

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

Section 18 Decisions on Development Permit Applications

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

or external agency for comment;

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

(2) Variance Provisions

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

(3) Limitations on Variance Provisions

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

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

(4) Additional Provisions:

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

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

Section 19 Notice of Proposed Development

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

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

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

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

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

Section 20 Notice of Decision

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

Section 21 Effective Date of Permit

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

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

Section 22 **Validity of Development Permits**

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

Section 23 **Deemed Refusals**

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

Section 24 **Subsequent Applications**

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

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

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

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

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

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

Section 26 **Developer's Responsibility**

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

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

SUBDIVISION OF LAND

Section 27 **Control of Subdivision**

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

Section 28 **Subdivision Fees**

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

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AMENDMENT AND ENFORCEMENT

Section 29 Development Appeals and Procedures

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

Section 30 Subdivision Appeals and Procedures

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

Section 31 Application to Amend Bylaw

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

(2) Application

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

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

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

(4) Payment and Undertaking

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

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

(5) Investigation by Development Officer

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

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

(6) Procedure by Applicant

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

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

(7) Decision by Council:

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

(8) Council May Direct Repayment:

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

(9) Amendments Proposed in Council:

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

(10) Limit on Frequency of Applications:

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

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

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

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CONTRAVENTION, PENALTIES AND FINES

Section 32 **Contravention**

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

Section 33 **Offenses and Penalties**

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

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

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

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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) A legal owner of the lands where the Short-Term Rental is to be operated shall be residing in the Summer Village of Birch Cove for the term of the Short-Term Rental. Where the owner(s) is an incorporated company, a legal owner of the incorporated company shall be residing in the Summer Village of Birch Cove 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 legal 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 legal owner(s) must ensure that the Short-Term Rental complies with the Summer Village's Fire Bylaw.
- (16) The legal 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.

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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.

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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 Rentals
- (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.).

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.

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Schedule A

Land Use Bylaw Map

PART 9 – ADMINISTRATION AND ENACTMENT

SECTION 66 REPEAL OF EXISTING CONTROLS

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

SECTION 67 DATE OF COMMENCEMENT

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

READ A FIRST TIME IN COUNCIL THIS 18th OF DECEMBER, 2025 A.D.

MAYOR – Dean Preston

CHIEF ADMINISTRATIVE OFFICER – Wendy Wildman

HAVING RECEIVED PUBLIC HEARING THIS 16th DAY OF APRIL, 2026 A.D.

READ A SECOND TIME IN COUNCIL THIS 16th DAY OF APRIL, 2026 A.D.

MAYOR – Dean Preston

CHIEF ADMINISTRATIVE OFFICER – Wendy Wildman

READ A THIRD AND FINAL TIME IN COUNCIL THIS 16th DAY OF APRIL 2026 A.D.

MAYOR – Dean Preston

CHIEF ADMINISTRATIVE OFFICER – Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
2026 APPROVED OPERATING BUDGET

16-Apr-26

REVENUE:	2025 ACTUAL	2025 BUDGET	2026 ACTUAL	2026 DRAFT BUDGET
PROPERTY TAXES (Min Tax \$1202.00 2026)(Min Tax Collected \$29,950.91, Mill Rate Taxes Collected \$63,239.09)	\$ 89,155.50	\$ 89,155.50		\$ 93,190.00
SCHOOL TAXES	\$ 42,166.63	\$ 42,166.70		\$ 50,890.55
A.S.F.F.	-\$ 42,166.63	-\$ 42,166.70		-\$ 50,890.55
LAC STE ANNE FOUNDATION	\$ 3,730.91	\$ 3,730.93		\$ 4,174.46
REQUISITION LSA FOUNDATION	-\$ 3,730.93	-\$ 3,730.93		-\$ 4,174.46
DESIGNATED INDUSTRIAL TAX	\$ 4.26	\$ 4.26		\$ 4.51
DESIGNATED INDUSTRIAL TAX	\$ -	-\$ 4.26		-\$ 4.51
GRANTS LGFF	\$ 9,230.00	\$ 9,230.00		\$ 9,230.00
GRANT FCSS	\$ 997.98	\$ 997.98	\$ 250.00	\$ 1,000.00
BANK & INVESTMENT INTEREST	\$ 16,393.08	\$ 10,500.00	\$ 1,872.90	\$ 10,000.00
DEVELOPMENT & PLANNING	\$ 119.91	\$ 100.00	\$ 82.15	\$ 100.00
SALES: TAX CERT., MAPS, ETC.	\$ 483.43	\$ 75.00		\$ 75.00
FINES, PENALTIES/TAX RECOVERY COST	\$ 4,538.70	\$ 4,220.00	\$ 6,397.77	\$ 6,750.00
OTHER INCOME & DONATIONS (PIER FUND \$2600)	\$ 8,478.18	\$ 300.00		\$ 300.00
TRANSFER BACK FROM ACCUMULATED SURPLUS				
GRANT FUNDING - CAPITAL - ROADS	\$ 25,927.66			
TRANSFER BACK FROM RESERVE FUND (Catalis/Computer)				\$ 7,500.00
RESERVES - LAND USE BYLAW		\$ 1,500.00		\$ 1,500.00
RESERVES -		\$ 5,000.00		\$ -
TOTAL REVENUE:	\$ 155,328.68	\$ 121,078.48	\$ 8,602.82	\$ 129,645.00

EXPENSES:	2025 ACTUAL	2025 BUDGET	2026 ACTUAL	2026 DRAFT BUDGET
COUNCIL				
COUNCIL REMUNERATION				
COUNCIL MILEAGE & SUBSISTANCE	\$ 1,177.52	\$ 500.00	\$ 54.02	\$ 1,000.00
SUBTOTAL COUNCIL	\$ 1,177.52	\$ 500.00	\$ 54.02	\$ 1,000.00
ADMINISTRATION				
AMORTIZATION				
ADMINISTRATOR FEE	\$ 32,000.05	\$ 32,000.00	\$ 8,000.01	\$ 32,960.00
ADVERTISING/PROMO, MISC.	\$ 29.52	\$ 100.00		\$ 100.00
MUNICIPAL MEMBERSHIPS	\$ 2,255.35	\$ 1,700.00	\$ 1,507.72	\$ 2,500.00
PROFESSIONAL FEES (Auditor/Legal)	\$ 10,400.95	\$ 6,000.00	\$ 601.12	\$ 6,000.00
INSURANCE/WCB	\$ 3,707.04	\$ 4,000.00	\$ 3,567.42	\$ 4,500.00
OFFICE EXPENSES & MISC EXPENSES	\$ 2,493.82	\$ 4,000.00	\$ 289.60	\$ 2,000.00
POSTAGE*	\$ 259.13	\$ 250.00	\$ 119.05	\$ 300.00
WEBSITE/COMPUTER SOFTWARE*(ALL NET/HOSTING/BG/ACC.)	\$ 1,903.11	\$ 1,500.00	\$ 313.56	\$ 3,200.00
COMPUTER/CATALIS PROGRAM				\$ 7,500.00
COMMUNICATION/OFFICE/STORAGE*	\$ 3,892.84	\$ 4,200.00	\$ 1,050.00	\$ 4,200.00
ASSET MANAGEMENT PROJECT (SVLSACE)				\$ 1,000.00
BANK CHARGES	\$ 71.80	\$ 250.00	\$ 20.00	\$ 250.00
ELECTION	\$ 4,765.87	\$ 5,000.00		\$ -
ELECTIONS (RESERVES started 2023 - \$2000 USED IN 2025)	\$ -	\$ 1,250.00		\$ 1,250.00
TAX RECOVERY COSTS	\$ -	\$ 720.00	\$ 1,305.00	\$ 2,500.00
SUBTOTAL ADMINISTRATION	\$ 61,779.48	\$ 60,970.00	\$ 16,773.48	\$ 68,260.00
ROADS, WALKWAYS & LIGHTING				
EQUIPMENT REPAIRS & SUPPLIES	\$ 2,362.73	\$ 500.00	\$ 1,082.00	\$ 500.00
ROAD REPAVING/REPAIRS		\$ 1,500.00		\$ 1,500.00
SNOW REMOVAL & ROAD CLEANING	\$ 1,743.94	\$ 6,000.00	\$ 1,598.00	\$ 5,000.00
UTILITIES (SANG/AMSC)	\$ 6,506.72	\$ 6,500.00	\$ 1,909.05	\$ 7,000.00
SUBTOTAL ROADS, WALKWAYS & LIGHTING	\$ 10,613.39	\$ 14,500.00	\$ 4,589.05	\$ 14,000.00

PARKS/REC FACILITIES & PROGRAMS	2025 ACTUAL	2025 BUDGET	2026 ACTUAL	2026 DRAFT BUDGET
CONTRACT - PARKS/REC (SUMMER STAFF)	\$ 11,147.50	\$ 12,000.00		\$ 11,500.00
CONTRACT - PORTA POTTIES/WOOD*	\$ 2,430.00	\$ 2,100.00		\$ 2,700.00
EQUIPMENT REPAIRS & SUPPLIES	\$ 3,077.14	\$ 2,000.00		\$ 2,000.00
PARK IMPROVEMENTS & EQUIPMENT	\$ -			\$ 700.00
PROJECT - ROAD REPAIR	\$ 25,927.66			
PROJECT - CAPITAL				
TREE REMOVAL/PARK IMPRO./BIN RENTAL	\$ 720.00	\$ 1,000.00		\$ 1,000.00
WEED CONTROL	\$ 233.00	\$ 350.00		\$ 1,350.00
FCSS EXPENSES*	\$ 1,247.48	\$ 1,247.48		\$ 1,250.00
EAST END BUS*	\$ 375.00	\$ 375.00		\$ -
BIRCH COVE COMMUNITY LEAGUE (\$1900)*	\$ 1,900.00	\$ 1,900.00		\$ 1,900.00
SUBTOTAL PARKS/REC FACILITIES & PROGRAMS	\$ 47,057.78	\$ 20,972.48	\$ -	\$ 22,400.00
MUNICIPAL DEVELOPMENT & ASSESSMENT				
MUNICIPAL ASSESSMENT SERVICES/ARB	\$ 3,199.08	\$ 3,625.00	\$ 758.31	\$ 3,035.00
DEVELOPMENT SERVICES/SDAB/LUB	\$ 6,874.38	\$ 6,000.00	\$ 850.46	\$ 4,000.00
SUBTOTAL DEVELOPMENT & ASSESSMENT	\$ 10,073.46	\$ 9,625.00	\$ 1,608.77	\$ 7,035.00
CONTRACTED SERVICES				
EMERGENCY MANAGEMENT	\$ 3,900.00	\$ 3,900.00		\$ 4,000.00
DEM/DDEM - TRAINING	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00
MUNICIPAL SERVICES - PROVINCIAL POLICE	\$ 4,141.00	\$ 4,091.00		\$ 5,930.00
MUNICIPAL SERVICES - FIRE/MEDICAL*	\$ 2,905.94	\$ 4,000.00		\$ 4,000.00
YELLOWHEAD & REGIONAL LIBRARY	\$ 318.25	\$ 320.00	\$ 162.47	\$ 320.00
RESERVES - POLICING (NEW)		\$ 1,000.00		\$ -
RESERVES - LAND USE BYLAW				\$ 1,500.00
SUBTOTAL CONTRACTED SERVICES	\$ 12,465.19	\$ 14,511.00	\$ 162.47	\$ 16,950.00
GAIN/LOSS ON SALE OF ASSETS				
TOTAL EXPENSES:	\$ 143,166.82	\$ 121,078.48	\$ 23,187.79	\$ 129,645.00
SURPLUS / DEFICIT:	\$ 12,161.86	\$ -	-\$ 14,584.97	\$ -

BYLAW NO. 173-26

SUMMER VILLAGE OF BIRCH COVE

A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF BIRCH COVE FOR THE 2026 TAXATION YEAR.

WHEREAS, the Summer Village of Birch Cove has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 16, 2026; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Birch Cove for 2026 total \$129,645.00; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation are estimated at \$36,455.00 and the balance of \$93,190.00 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF):	
Residential	\$ 50,637.14
Non-Residential	\$ 253.41
Lac Ste. Anne Foundation	\$ 4,174.46
Designated Industrial Property	<u>\$ 4.51</u>
Total	\$ 55,069.52

WHEREAS, the Council of the Summer Village of Birch Cove is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, RSA 2000; and

WHEREAS, the assessed value of all property in the Summer Village of Birch Cove as shown on the assessment roll is:

Residential	\$ 18,481,630
Non-Residential	\$ 61,980
Exempt (Municipal)	<u>\$ 1,079,060</u>
Total	\$ 19,622,670

BYLAW NO. 173-26

SUMMER VILLAGE OF BIRCH COVE

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Summer Village of Birch Cove, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Birch Cove:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal	63,239.09	18,543,610	3.4102900
Minimum Municipal Tax	<u>29,950.91</u>		
Total General Municipal	93,190.00		
ASFF – Residential	50,637.14	18,481,630	2.7398633
ASFF – Non-Residential	<u>253.41</u>	<u>61,980</u>	4.0885770
Total ASFF	50,890.55	18,543,610	
Lac Ste. Anne Foundation	4,174.46	18,543,610	0.2251158
Designated Industrial Property	4.51	61,980	0.0728

That the minimum amount payable as property tax on residential property for general municipal purposes shall be one thousand dollars (\$1,202.00).

2. That a penalty of eighteen percent (18%) shall be added on all current (2026) unpaid taxes remaining unpaid after June 30th, 2026.
3. That a penalty of eighteen percent (18%) shall be added on to all outstanding taxes and related costs that remain unpaid after December 31st, 2026, and shall be added on January 1st, annually.

THAT, this bylaw shall come into force and effect upon the third reading and passing thereof.

READ A FIRST TIME IN COUNCIL

THIS 16TH DAY OF APRIL 2026

READ A SECOND TIME IN COUNCIL

THIS 16TH DAY OF APRIL 2026

READ A THIRD TIME IN COUNCIL AND DULY PASSED THIS 16TH DAY OF APRIL 2026

Signed this 16th day of April 2026

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE FCSS FUNDING

EVENT	FUNDING 2026	FUNDING 2025	FUNDING 2024	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
RICH VALLEY LIBRARY					\$ 500.90	RICH VALLEY LIBRARY
RICH VALLEY SCHOOL					\$ 514.00	RICH VALLEY SCHOOL
BC COMMUNITY LEAGUE		\$ 497.43	\$ 600.00	\$ 781.90		emailed bcclfinance1989@gmail.com
EAST END BUS				\$ 233.00		
PHOTOCOPYING				\$ 33.32		
ALL NET/MAIL OUT		\$ 625.30	\$ 460.36			
TOTAL		\$ 1,122.73	\$ 1,060.36	\$ 1,048.22	\$ 1,014.90	
FCSS FUNDING	\$ 1,125.00	\$ 1,122.73	\$ 1,060.36	\$ 1,048.22	\$ 1,014.90	
LEFT TO SPEND		\$ -	-\$ 0.00	\$ -	\$ -	

GOVERNMENT FUNDING	\$ 1,000.00
MUNICIPAL PORTION	\$ 250.00
TOTAL	\$ 1,250.00
ADMINISTRATION FEE	\$ 125.00

\$ 36,651.79 \$ 10,995.54



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR121606

February 20, 2026

Her Worship Sandi Benford
Mayor
Summer Village of South View
PO Box 8
Alberta Beach, AB T0E 0A0

Dear Mayor Benford:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Summer Village of South View has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Regional Asset and Land Management Strategy project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

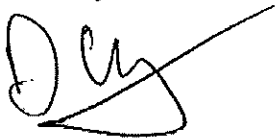
The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a long horizontal stroke extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Shane Getson, MLA, Lac Ste. Anne-Parkland
Dean Preston, Mayor, Summer Village of Birch Cove
Keith J. Pederson, Mayor, Summer Village of Nakamun Park
Bernie Poulin, Mayor, Summer Village of Silver Sands
Christopher Kelly, Mayor, Summer Village of West Cove
Angela Duncan, Chief Administrative Officer, Summer Village of South View
Wendy Wildman, Chief Administrative Officer, Summer Village of Birch Cove
Wendy Wildman, Chief Administrative Officer, Summer Village of Nakamun Park
Wendy Wildman, Chief Administrative Officer, Summer Village of Silver Sands
Wendy Wildman, Chief Administrative Officer, Summer Village of West Cove

Monthly Progress Report

Prepared for: SV Birch Cove

Prepared by: Anna Trippel

Reporting Period: February 1 – 28, 2026

1. Executive Summary:

February's work for Birch Cove focused on advancing the Asset Management Plan (AMP) following receipt of the completed asset condition and importance ratings. With these key inputs now available, the project has moved beyond foundational setup and into the analysis and planning phase.

During the reporting period, rated asset information was received, training and support were provided to administrators through a regional session, and preparations were made to proceed with capital planning, Levels of Service development, and policy alignment. Overall progress remains on track, with the project now positioned for deeper AMP development.

2. Project Highlights and Milestones:

a. Asset Management Plan Development

- i. Maintained and refined the Asset Management Plan structure previously developed, including the cover page, executive summary, municipal background, and core framework sections.
- ii. Prepared the AMP framework to integrate asset condition, risk, and prioritization data now that ratings have been received.

b. Asset Rating & Capital Planning Tools

- i. Received completed asset condition and importance ratings from Birch Cove on February 4.
- ii. Reviewed submitted ratings for completeness and consistency.
- iii. Asset rating data will now be used to support risk-based prioritization and capital plan development.

c. Levels of Service & Policy Work

- i. Prepared Levels of Service (LOS) worksheet for administration and staff; distribution will proceed now that asset ratings are available.

- ii. Asset Management Policy draft is complete and will be shared in alignment with LOS confirmation to ensure consistency between policy commitments and actual asset conditions.

d. Training & Support

- i. Participated in a February 5 training session with SVLSACE administrators to review asset management concepts, walk through tools, and demonstrate completion of the Asset Management Readiness Scale.
- ii. Ongoing support remains available as Birch Cove moves into the next phase of AMP development.

3. Work in Progress

- Integrating Birch Cove’s asset condition and importance ratings into the Asset Management Plan analysis.
- Advancing capital plan development using rated assets and risk prioritization.
- Preparing Levels of Service worksheet and Asset Management Policy for municipal review.

4. Concerns, Risks and Mitigation

Current Concerns:

- No significant concerns at this stage.

Previously Identified Risk (Resolved):

- Delay in receiving asset ratings required for capital planning and LOS development.

Resolution:

- Asset ratings received on February 4, allowing the project to proceed as planned.

5. Decisions Required from Council

- None during the February reporting period.

Levels of Service – Fillable Worksheet (Birch Cove)

Instructions:

For each asset category, please select the service level (basic, standard, or enhanced) that best reflects the service that Birch Cove provides. Add comments or adjustments if needed.

Administration (Office, IT, Equipment)

Basic: We have essential tools only; they get fixed when they break

Examples: One shared printer; older computers; free email accounts; no formal backup system; fix things only when they break.

Standard: We have reliable day-to-day operations and planned replacements.

Examples: Each staff member has a working computer; licensed email (e.g., Microsoft 365); basic cloud storage (OneDrive); replace computers every 4–5 years; someone in the office handles updates when prompted.

Enhanced: We have modern, secure, proactive systems

Examples: Modern laptops; reliable internet; cloud-based file sharing; automatic backups; proactive replacement every 3 years; simple written instructions for staff (no IT person needed).

Comments: ***effective administration level of service ensures that asset management in this category aligns with community expectations while managing risks and costs effectively. This also provides stability when political leaders and/or administration changes. Our level of service in this area is excellent.***

N/A (we do not have administration equipment)

Public Works Equipment

Basic: Things are fixed when something breaks

Examples: Use older mowers/tractors; borrow/rent specialty tools; repairs only as needed; no spare parts on hand.

Standard: We perform preventive maintenance

Examples: Seasonal tune-ups; oil/filter schedules; spare parts kept; end-of-life replacement planned (e.g., 8–10 years).

Enhanced: Our public works equipment is highly efficient; we plan proactive replacements

Examples: Newer, fuel-efficient gear; maintenance logging; proactive replacement before frequent breakdowns; operator training.

Comments: ***we have a seasonal maintenance person who does tune ups on our lawn mower (the only equipment we own) prior to the start of the season and keeps basic parts on hand.***

N/A (we do not have public works equipment)

Recreation Facilities

Basic: Recreation facilities are safe and usable

Examples: Clean washrooms; basic lighting; safety signage; repairs when reported.

Standard: Recreation facilities are welcoming and accessible

Examples: Regular cleaning; barrier-free access where feasible; modern fixtures; seasonal inspections (spring/fall).

Enhanced: Recreation facilities have upgraded features and present a significant visitor experience

Examples: Family-friendly amenities (bottle fillers, shade); accessibility upgrades; cosmetic upgrades; booking system.

*Comments: **the recreation facilities in Birch Cove consist of a “club house”, playground, pickle ball/basketball courts, washrooms and boat docks. It is a very well maintained area and does attract visitors to the area.***

N/A (we do not have recreation facilities)

Campground

Basic: Campgrounds are clean, sites are functional

Examples: Graded pads; garbage removal; basic fire pits; pit toilets/outhouses; repairs when reported.

Standard: Campgrounds have reliable utilities and amenities

Examples: Flush toilets/showers; potable water; electrical hookups; daily cleaning in season; reservation management.

Enhanced: Our campgrounds offer a premium experience

Examples: Wi-Fi in common areas; landscaped sites; upgraded washrooms; playground or picnic shelters; seasonal programming.

Comments: _____

N/A (we do not have campgrounds)

Vehicles (Municipal Fleet)

Basic: We use vehicles to the bitter end of their useful life

Examples: Keep trucks/UTVs until major failure; minimal preventive maintenance; occasional rentals.

Standard: We conduct routine maintenance and plan for replacement

Examples: Service logs; safety inspections; replace at mileage/age threshold; snow equipment ready before winter.

Enhanced: We have newer fleet, and perform proactive replacement

Examples: Fuel-efficient/EV options where practical; telematics; reserve vehicle coverage; operator training.

Comments: _____

N/A (we do not have vehicles)

Roadways

Basic: Our roadways are passable and safe

Examples: Gravel grading when needed; potholes patched when reported; minimal dust control; basic snow clearing.

Standard: Our roadways are smooth and reliable year-round

Examples: Scheduled grading/paving patching; dust control in summer; timely snow/ice management; signage/line painting.

Enhanced: We practice proactive renewal and maintain the aesthetics of our roadways

Examples: Planned resurfacing cycles; drainage improvements; curb/gutter upgrades; traffic calming where needed.

Comments: ***roadways are hard surfaced with light traffic flow and reduced speeds. The roads are inspected annually and any patching that is required is scheduled. Contracted snow clearing/removal as required, no gravel so no grading is required.***

N/A (we do not have roadways)

Road Signs

X Basic: We replace road signs when they are damaged

Examples: Complaint-based; basic inventory; focus on stop/speed signs.

Standard: We conduct annual signage inspections; and replace signage in a timely manner

Examples: Condition checks each spring; reflective standards met; missing sign replaced within set timeframe.

Enhanced: Road signs are upgraded to high-visibility

Examples: LED/retroreflective improvements; standardized wayfinding; bilingual/accessible designs if required.

Comments: **the Summer Village replaces signs when damaged or faded – all new installs are high vis.**

N/A (we do not have road signs)

Playgrounds

X Basic: Our playground equipment is safe; repairs are completed as needed.

Examples: Remove hazards; fix broken pieces; basic sand/wood mulch surfacing.

Standard: Our playgrounds are modern and inclusive

Examples: Canadian Standards Association-compliant inspections; rubber mulch or engineered wood fibre; accessible components; posted rules.

Enhanced: Our playgrounds have themes and premium equipment

Examples: Rubber surfacing; shade structures; inclusive play stations; seasonal programming.

Comments: **our playground is relatively new and in very good condition. Repairs will be performed as required.**

N/A (we do not have playgrounds)

Outdoor Lighting

X Basic: We have outdoor lighting in essential areas only

Examples: Intersections/parking lit; replace bulbs when out; dusk-to-dawn operation.

Standard: Our outdoor lighting provides adequate coverage; we conduct regular checks

Examples: Routine night audits; LED conversions on replacement; response within set days for outages.

Enhanced: Our outdoor lighting is energy-efficient and “smart”

Examples: Full LED; motion/smart controls; dark-sky compliant fixtures; rapid outage response.

Comments: **street lights are maintained by FortisAlberta, the Community Hall has outdoor lighting and is maintained regularly when required**

N/A (we do not have outdoor lighting)

Parking Lots

Basic: Our parking lots are safe and functional

Examples: Clear debris; fill potholes; minimal marking.

Standard: Our parking lots are clearly marked; and regularly maintained

Examples: Annual line painting; accessible stalls; grading/crack sealing; winter snow/ice control.

Enhanced: Our parking lots including surfaces and accessibility, are high-quality

Examples: Asphalt resurfacing cycles; curbs/drainage; signage; pedestrian lighting.

Comments: _____

N/A (we do not have parking lots)

Bike/Jogging Paths

Basic: Our biking/jogging paths are passable and safe

Examples: Mow edges; remove hazards; fix only when reported.

Standard: Our biking/jogging paths are smooth and accessible

Examples: Routine inspections; surface repairs; wayfinding signs; benches/bins at intervals.

Enhanced: Our biking/jogging paths provide a premium experience

Examples: Night lighting where appropriate; continuous wayfinding; fitness stations; winter grooming (if applicable).

Comments: _____

N/A (we do not have bike/jogging paths)

Landscaping

Basic: Landscaping is minimal

Examples: Occasional mowing; weed removal when needed; basic watering.

Standard: Mowing/trimming are done regularly

Examples: Scheduled cycles; shrub trimming; mulching; seasonal flowers in key spots.

Enhanced: Our landscaping is decorative and beautified

Examples: Themed plantings; irrigation systems; planters/hardscape; pollinator gardens.

Comments: **landscaping at the park and playground is maintained by contracted individual. Village is well maintained.**

N/A (we do not do landscaping)

Patrol (Bylaw/Community Patrol)

Basic: Bylaw patrol is complaint-based only

Examples: Respond to calls; occasional patrols; basic documentation.

Standard: We practice routine bylaw patrols and provide timely responses

Examples: Set patrol schedule (e.g., weekends/evenings in summer); response time targets; community education posts.

Enhanced: We proactively engage in bylaw patrol

Examples: Seasonal enforcement campaigns (parking, noise, beach rules); joint events with RCMP; data-driven patrols.

Comments: _____

N/A (we do not have bylaw patrol)

Buildings (Municipal Facilities)

Basic: Our municipal facilities are safe and functional

Examples: Fix leaks when reported; basic fire extinguishers; annual safety check.

Standard: Our municipal facilities are well-maintained; inspections are scheduled regularly

Examples: HVAC/filter schedules; fire inspections; accessibility upgrades as feasible; minor capital repairs planned.

Enhanced: Our municipal facilities are modernized & efficient

Examples: Energy retrofits; barrier-free compliance; interior refresh cycles; preventative asset plans.

Comments: ***Community Hall, Washrooms and Storage Shelter are all well maintained.***

N/A (we do not have municipal buildings)

Marine Structures

Basic: Our marine structures are safe and usable seasonally

Examples: Install in spring/remove in fall; fix broken boards when reported; basic signage.

Standard: We conduct regular inspections and maintenance on marine structures

Examples: Pre-season structural checks; non-slip surfaces; cleats/bumper repairs; launch kept clear.

Enhanced: Our marine structures have upgraded features

Examples: Accessible fishing platforms; lighting; life-ring stations; upgraded materials (composite/treated).

Comments: **the Marine structures in the community are community owned, not municipally owned. They are maintained very well.**

X N/A (we do not have marine structures)

Fences

Basic: We repair fences when damaged

Examples: Patch holes; replace posts only when failing.

Standard: We conduct regular inspections and timely repairs of fences

Examples: Seasonal walk-throughs; paint/stain cycles; vegetation clearance.

Enhanced: Our fencing is decorative or upgraded

Examples: Uniform styles; noise/privacy enhancements; durable materials.

Comments: _____

X N/A (we do not have fences)

Sidewalks & Para-Ramps

Basic: Sidewalks and para-ramps are safe and passable

Examples: Trip hazards ground down; patch holes when reported; occasional snow clearing.

Standard: Sidewalks and para-ramps are smooth and accessible

Examples: Regular crack sealing; ramp compliance upgrades; routine snow/ice clearing in winter.

Enhanced: Our sidewalks and para-ramps have high-quality surfaces

Examples: Programmed slab replacements; tactile surfaces; rapid repair targets; aesthetic finishes.

Comments: _____

X N/A (we do not have sidewalks/para-ramps)

Storm System

Basic: Our storm system works for typical rain

Examples: Clear debris when reported; minimal ditch mowing; culvert repairs as needed.

Standard: We conduct regular inspections & cleaning on the storm system

Examples: Pre-storm checks; spring ditching; culvert flushing; documented hotspots.

Enhanced: Our storm system has increased capacity and is regularly monitored

Examples: Larger culverts in flood zones; erosion control; sensors where practical; capital drainage upgrades.

Comments: ***The municipality had a drainage audit completed in 2023; the Summer Village repaired/replaced several failing culverts in the spring of 2024. The system is working now and the Village will address issues as they arise.***

N/A (we do not have storm systems)

Bridges

Basic: Our bridges are safe and compliant

Examples: Annual visual check; fix issues when flagged.

Standard: We scheduled inspections and plan rehabilitation of bridges

Examples: Engineer inspections at set intervals; deck/rail maintenance; lifecycle planning.

Enhanced: We conduct proactive upgrades on our bridges

Examples: Load rating improvements; protective coatings; pedestrian enhancements.

Comments: _____

N/A (we do not have bridges)

Lanes/Alleys

Basic: Our lanes/alleys are passable and safe

Examples: Grade when rutted; remove obstructions; repairs on complaint.

Standard: We conduct regular grading & drainage on our lanes/alleys

Examples: Scheduled grading; dust control; spot drainage fixes; winter access maintained.

Enhanced: Our lanes/alleys have improved surfaces & lighting

Examples: Gravel renewal/asphalt; lighting where needed; drainage upgrades; address sightlines.

Comments: ***The Summer Village does not have alleys, however has a few walkways that are maintained during the warmer months***

N/A (we do not have lanes/alleys)



Summer Village of Birch Cove

Administration Policy

Number	Title		
A-ADM-ASSETMGMT	Asset Management Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:	April 16 th , 2026	Date:

PURPOSE:

The purpose of this Policy is to establish a consistent and transparent framework for managing municipal assets in accordance with the *Municipal Government Act* and other applicable Provincial legislation. The Policy makes sure that the Summer Village's assets are managed responsibly to provide safe, reliable and affordable services to both permanent residents and the significant seasonal population that visits the Summer Village of Birch Cove.

SCOPE:

This Policy applies to all municipal assets owned, operated or managed by the Summer Village of Birch Cove, including but not limited to:

- Land
- Land Improvements
- Buildings
- Machinery & Equipment
- Vehicles
- Engineered Structures

Given the Summer Village's limited staffing and financial capacity, Asset Management activities will be scaled appropriately to available resources.

GUIDING PRINCIPLES:

- **Service Delivery:** Assets exist to support essential municipal services. Decisions will focus on maintaining realistic, affordable service levels aligned with community needs.
- **Lifecycle Approach:** Assets are managed from acquisition through operation, maintenance, renewal and eventual disposal, to maximize useful life and minimize unexpected failures.



Summer Village of Birch Cove

Administration Policy

- **Financial Stability:** Asset decisions will balance affordability with risk and performance. Long-term planning will consider the Summer Village's limited tax base, seasonal population fluctuations and constrained operating budget.
- **Risk Management:** The Summer Village prioritizes critical assets – such as wastewater infrastructure, roads and drainage systems – to reduce risks to public safety, environmental protection and service continuity.
- **Transparency & Accountability:** Council and Administration make asset decisions openly, supported by clear documentation, reporting and communication with residents.
- **Integration:** Asset management will be integrated with the Summer Village's strategic planning, budgeting, emergency planning and regulatory obligations.

ROLES AND RESPONSIBILITIES:

Council:

- Approves the Policy and sets strategic direction.
- Defines acceptable service levels in consultation with administration.
- Approves budgets, capital plans and long-term financial strategies.

Administration:

- Implements this Policy and maintains the asset registry.
- Provides annual reporting on asset conditions, replacement values, risks and service levels.
- Advises Council on priorities, funding needs and regulatory requirements.
- Ensures asset management practices are scaled to the Summer Village's staffing and financial capacity.

Staff:

- Operate and maintain assets in accordance with defined service levels.
- Report on asset condition, failures and operational issues.
- Support data collection for the asset registry.

Service Levels:

- Service levels are defined by Council, based on community expectations, affordability and regulatory requirement.
- Service levels reflect the Summer Village's small size, limited staffing and seasonal fluctuations in demand.
- Service levels are reviewed regularly and adjusted as needed.



Summer Village of Birch Cove

Administration Policy

Lifecycle & Financial Management:

- Asset decisions consider total lifecycle costs, not just initial purchase price.
- Renewal and replacement planning are proactive to reduce service disruptions and emergency repairs.
- Financial planning includes reserves, grant opportunities and long-term strategies to support asset renewal within the Summer Village's limited fiscal capacity.
- The Summer Village will pursue partnerships and regional collaboration where where beneficial and necessary.

Risk Management:

- Risks to service delivery are identified, assessed and managed.
- Critical assets – such as wastewater systems, drainage infrastructure and key transportation routes – receive priority in renewal planning.
- The Summer Village maintains compliance with all applicable provincial and federal regulations.
- Limited staff capacity is considered when assessing operational risks.

Monitoring & Reporting:

Administration provides annual reports to Council on:

- Asset condition and performance
- Replacement values and funding needs
- Progress on asset management implementation
- Reports are used to inform budget and capital planning decisions

Review Cycle

This Policy will be reviewed every four years, or sooner if required by legislative changes or significant shifts in municipal Council and/or priorities.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

April 1, 2026

Dear Municipal Administrators,

Thank you for being a member of the Yellowhead Regional Library (YRL). This consortium delivers resources, training and support to local libraries, leverages our collective buying power, and helps ensure equitable access to materials in a range of formats.

We greatly value the collaboration we have with you, and together we can grow stronger in our services to residents in our region.

From time to time, adjustments are needed to the municipal levy amount (also known as the membership fee) to sustain our operations, and to meet growing public demand for services. YRL last sought, and received, an increase to the municipal levy amount in 2008. And, while we have been able to manage with modest inflationary increases over the past six years, it is no longer sustainable.

At the YRL Board of Trustees meeting on March 9, 2026, the Board voted to recommend an increase to the municipal levy to the members.

The proposal calls for the municipal levy to increase by \$0.75 per capita in 2027, from \$4.85 to \$5.60 per capita.

Member Councils will decide if this increase goes ahead. To pass, it requires written notification from two-thirds of the Parties to the [YRL Master Membership Agreement](#), representing two-thirds of the member population. If the double-majority is achieved, then the levy rate increase will apply to all member municipalities.

To support this request, the following information is attached:

- *The Case for Investment – Enabling Sustainable YRL Funding* summarizes the need for the increase
- *Business Case for Proposed Increase to Municipal Levy* fully explains the rationale for the increase
- *2026 Actual and 2027 Proposed Municipal Levies* outlining the current and proposed levy rates, and the difference between the two
- *2025 YRL Annual Report*

Libraries
**VALUE
BEYOND**
words

Members are asked to notify YRL **by July 30, 2026**, of their decision, by providing a written copy of the resolution (sample notifications below); YRL will tabulate the results and provide written notice back to the municipal members on the outcome.

YRL Board representatives and Administration are available to meet with CAOs and Councils to answer any questions; please contact Laurie Haak at lhaak@yrl.ab.ca to arrange a meeting or presentation.

Thank you for your time and attention to this matter.

Yours truly,



Tara Elwood, Board Chair
Yellowhead Regional Library



Karla Palichuk, Director
Yellowhead Regional Library

SAMPLE NOTIFICATION IN FAVOUR

Be it resolved, that in accordance with resolution # _____, passed on [Date], the [City, County, Town, Village, Summer Village] of _____ agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Date: _____

Mayor Name: _____

Mayor Signature: _____

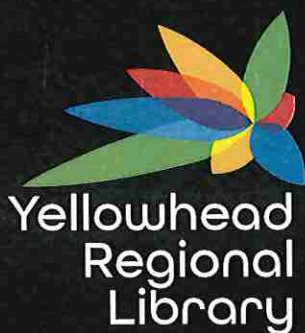
SAMPLE NOTIFICATION OPPOSED

Be it resolved, that in accordance with resolution # _____, passed on [Date], the [City, County, Town, Village, Summer Village] of _____ opposes an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Date: _____

Mayor Name: _____

Mayor Signature: _____



The Case for Investment Enabling Sustainable Yellowhead Regional Library Funding

Overview



54
Municipalities



301,000
Residents



86
Public and School
Libraries

YRL delivers comprehensive services across 54 municipalities and three school divisions. YRL serves approximately 301,000 residents through 44 public libraries and 42 school libraries. The services offered represent a significant investment by member municipalities and school divisions, and deliver measurable and meaningful community impact.

A Decade of Deferred Increases

However, for 11 years—from 2008 through 2019—YRL’s board made a choice to freeze municipal library funding. While costs climbed and demands grew, the local appropriation rate stood still. The modest 2% annual increases since 2019, though helpful, have merely slowed the bleeding. They haven’t healed the wound.

Implications of the Status Quo

For Member Libraries

- ▶ Receiving contractually obligated services at below actual costs
- ▶ Creating unsustainable dependency on provincial funds for core operations
- ▶ Benefiting from reserve depletion which cannot continue
- ▶ Risk of service disruption when reserves can no longer subsidize operations
- ▶ Misalignment between Master Membership Agreement obligations and actual municipal contribution

For Regional System Development

- ▶ Delays in implementing shared technology or other shared initiatives
- ▶ Postponed investments in staff training
- ▶ Deferred initiatives that would benefit all member libraries
- ▶ Slower rollout of support and infrastructure
- ▶ Reduced capacity to provide expertise and support

For YRL

- ▶ \$300,000 annually is being diverted from regional system development to subsidize municipal service obligations
- ▶ Reduced capacity to invest in digital services
- ▶ Limited ability to support member libraries with training, expertise and provincial initiatives
- ▶ Delayed implementation of system-wide improvements and modernization projects
- ▶ Vulnerability if provincial funding formulas change
- ▶ Inability to fully leverage provincial partnership opportunities
- ▶ Cannot continue with deficit operations. The responsible drawdown of excess reserves has eliminated the buffer that previously masked this problem

For the Province

- ▶ Creates accountability concerns around fund use and reporting

The Hidden Cost of Inaction

Here's what most Councillors and residents don't see:



Nearly one in five provincial dollars, meant for innovation, new resources, and expanded services, is instead being quietly diverted to “keep the lights on.”

Provincial funds designated for enhancing your library's YRL experience—for digital resources, interlibrary cooperation, and strategic growth—are instead subsidizing basic operations that municipalities agreed to fund.

This isn't sustainable as it takes away from YRL's operational capabilities to pay for today's artificially suppressed costs.

What Could Be Accomplished with Properly Allocated Provincial Funds?

If the \$300,000 annual provincial diversion was restored to the administrative budget, YRL could redirect the funds to benefit member libraries and their communities

Immediate Priorities:

Enhanced Materials Funding

- ▶ Increase the per-capita book allotment to member libraries by \$0.25 per capita, allowing them to:
 - Expand collections to meet growing community demand
 - Acquire additional print high-demand titles
 - Develop special collections to respond to local interest
 - Keep pace with rising book and media costs

Expand E-Resource Content

- ▶ Review and enhance the digital resources available; expanding the collection and aligning the content to the best vendor.
- ▶ Provide access to additional online learning platforms

Technology Infrastructure

- ▶ Accelerate region-wide technology upgrades currently delayed due to funding constraints
- ▶ Invest in digital infrastructure supporting new technologies
- ▶ Upgrade YRL infrastructure

Capacity

- ▶ Expand staff training and professional development
- ▶ Improve shared service platforms to create efficiencies

Currently, these are either proceeding at a slower pace, have work-arounds or have been deferred entirely because provincial funds are used to cover the municipal allocation gap.

The Path Forward

To deal with these pressures, YRL administration is asking the Board to consider an increase of \$0.75 per capita—raising the rate from \$4.85 to \$5.60. For the average household, this new rate represents the cost of two coffees per year.

This adjustment will:

➔ Restore accountability:

Municipalities will fund what they agreed to fund under the Master Membership Agreement

➔ Align funding with purpose:

Provincial enhancement dollars will return to their intended purpose

➔ Rebuild capacity:

After years of making do with less, our library system can again plan and deliver services strategically, rather than reactively

This isn't about expanding services or pursuing ambitious new programs. But we do need to ensure funding reflects current costs, and the responsibilities outlined in the Master Membership Agreement.

While we recognize the requested increase may be a burden for some municipalities, we are open to an option that includes a payment schedule with annual 5% increases until we reach \$5.60 per capita by 2029.

The Bottom Line



The proposed increase represents the cost of services municipalities are already receiving under the Master Membership Agreement. This is not a request to fund enhanced services or new programs. This is a correction to align municipal contributions with actual service delivery costs as contractually committed. This discussion has been ongoing since 2010, and it is time to take action before the gap grows even wider.

Current Service Delivery

YRL delivers comprehensive services across 54 municipalities and three school divisions, serving approximately 301,000 residents through 44 public libraries and 42 school libraries. The services offered represent a significant investment by member municipalities and school divisions and deliver measurable and meaningful community impact. The core services are defined by Clause 9 of the MMA.

Core Services and Community Impact

Collection Services

YRL provides: A shared collection of 1,852 physical items including professional development materials and 134 kits. A shared collection of 83,149 digital items including eBooks, eAudio, video, comics, magazines, newspapers and 25 additional specialized databases with materials such as employment resources, study skills, grant databases and consumer information.

YRL provides: A per-capital book allotment for each library and school division and this amount comes from the levy to YRL. For library boards without library locations, YRL receives a rural services grant from Municipal Affairs Public Libraries Services Branch. The respective boards allocate funds from this grant to the library locations used by their residents. YRL transfers 100% of the funding to the designated library. Note: other regions do hold back a portion of the rural services grant.

Why YRL offers this: Access to information and recreational reading is fundamental to an informed, literate community. Shared collections provide economies of scale that individual municipalities could not achieve independently.

Why YRL offers this: Provision of a book allotment from the municipal levy paid to YRL is part of the MMA. This amount supports the provision of new material coming into communities and provides additional supports to local boards and their budgets. The amount of the book allotment is not in the MMA.

Related activities

- Selection and acquisition of materials based on community need.
- Cataloging and processing of 47,047 of added items annually (2025).
- Interlibrary loan services facilitating 4,988 items moved between YRL and locations outside of TRAC.
- Collection maintenance including weeding and inventory management.
- Delivery service traveling 166,250 kilometres per year to member libraries weekly to ensure materials reach communities in a timely manner.
- Working with vendors to negotiate pricing on materials and other services, with standard discounts on brand new popular fiction of 40% off list prices.

Digital Resources and Technology Access

YRL provides: 24/7 access to 27 databases, eBooks, audiobooks, streaming media, online learning platforms, and research tools. Public access computers and WiFi at all locations. YRL also provides and supports the websites for public library locations, network and file infrastructure and management services, and cybersecurity.

Why YRL offers this: Digital equity is essential in modern society. Many residents lack high-speed Internet access at home or updated devices. This can create barriers to employment, education, healthcare and accessing government services.

Why YRL offers this: Many libraries do not have access to consistent, dedicated, affordable technical services support, or the staff to monitor and manage the services.

Why YRL offers this: The provision of the online catalogue for residents to find resources is in the MMA.

Related activities

- Licensing and maintaining core business applications, including but not limited to Microsoft Office and websites.

- Tools to educate library staff on cybersecurity.
- Supporting 245 staff machines in libraries.
- Supporting 268 public access computers.
- Technical support for 2,816 assistance requests annually.
- Hot swap of equipment.
- Upgrades to network infrastructure.
- Digital literacy training and one-on-one technical help.
- Website platform, development and maintenance serving 562,255 annual sessions.
- Online catalogue access serving 2,139,316 annual visits.
- WiFi infrastructure supporting 1,220,914 connections annually.

Annual impact: 500,261 digital resource uses, more than 100,000 computer sessions, 1.2 million WiFi sessions, and 112 library staff trained in digital skills.

Children's and Family Services

YRL provides: Regional support for children's services including staff training, issues support, early literacy resources, summer reading program coordination, and specialized expertise to help member libraries deliver quality children's programming and services.

YRL provides: Support for library staff when supporting parents and families in selecting material for home use.

Why YRL offers this: Early literacy is a strong predictor of school success. Regional coordination and expertise help all member libraries, regardless of size, offer evidence-based early literacy programs and developmentally appropriate collections to meet the needs of their individual communities.

Why YRL offers this: Support for programming and collection development is in the MMA.

Related activities

- Training and professional development for library staff.
- Coordination of national summer reading program.
- Early literacy resource distribution.
- Development and maintenance of storytime and other programming kits.
- Consultation support on collection development, programs and policies.
- Support for 30 on-reserve/on-settlement programs or initiatives facilitated by member libraries.
- Specialized expertise in child development and literacy best practices.
- Evaluation and assessment tools for children's services, including Young Reader's Choice Awards, collection assessments and purchase recommendations supporting programs and community need.

Annual impact: Member libraries collectively used 45 kits curated for early literacy support in their programs.

Adult and Teen Programming

YRL provides: YRL provides support infrastructure, training, resources and expertise to enable member libraries to offer quality programming. Member libraries develop and deliver programming based on their individual community needs. YRL does not provide direct public programming.

Why YRL offers this: Regional support allows member libraries to access resources and supports most could not afford individually. The regional system provides resources that may be of interest to a library and community but may not be able to justify the expenditure. YRL provides kits, infrastructure, training, resources and expertise to enable member libraries to offer innovative and quality programming.

Related activities

- Training and professional development for library staff on program development and delivery.
- Access to programming resources and materials.
- Consultation and expertise on program design and community engagement.
- Support for program promotion and registration (website).

- Evaluation tools and best practices sharing across member libraries.

Annual impact: YRL launched Brainfuse in 2025 which supports adults and teens with live tutoring and job seekers with live interview preparation. This resource supported over 3,000 visits in the first three months of usage in 2025.

Information and Reference Services

YRL provides: Research assistance, readers' advisory, community information and data, statistical analysis and specialized support. Policy and procedure review and development. Support for boards on governance issues.

Why YRL offers this: YRL consultants and staff help library managers and boards navigate complex needs from readers' advisory to community data, governance and policy impacts. YRL licenses specialized statistical resources out of reach of most library boards.

Related activities

- Learn with Novelist (2025) provides 42 courses to support readers' advisory skill development.
- Provide in-depth support for community development and statistical interpretation through Environics.
- Support for library staff learning through Niche Academy and LinkedIn Learning, including the Librarian's Guide to Homelessness Academy.

Annual impact: 113 library staff trained in readers' advisory, over 10 libraries supported with plan of service development in the past three years, supporting informed, balanced decision-making across communities.

Social and Cultural Supports

YRL provides: Regional support for communities on a local interest level supporting the recreational and cultural needs of communities. This includes virtual reality kits; learning and making kits; kits supporting Indigenous ways of knowing including Métis cultural kits; smudging kits, including resources needed when working with Elders and Knowledge Keepers.

YRL provides: Supports to library staff to manage increasingly demanding customer interactions.

Why YRL offers this: The mission of YRL includes the requirement to support the informational, educational, recreational, and cultural needs of the communities we serve.

Why YRL offers this: YRL is positioned to obtain recommendation for training, programs and resources to support member libraries in addressing social issues including negative customer interactions, policy changes and critical incident debriefing activities.

Related activities

- Launch of Patron Incident Tracking System (PITS) in 2025 to support safety and security in member public libraries.
- Training and professional development for library staff, training more than 400 staff annually.
- Critical incident debriefing and crucial conversations facilitation for libraries after impactful events (covid, climate disaster, organizational change).
- Coordination of national summer reading program that promotes inclusion and accessibility.
- Development and maintenance of storytime and other programming kits, including 12 Indigenous kits developed over the last three years and World Language kits with resources covering eight languages.
- Consultation support on collection development, programs, and policies.

Annual impact: Member libraries offer inclusive, accessible programming supported by YRL programming kits and access to the TD Summer Reading Club to support patrons with print disabilities, newcomers and offer cultural learning as a commitment to Truth and Reconciliation in their communities.

Outreach and Accessibility Services

YRL provides: Large print, audio and video collections. Membership in consortia extends access to specialized services to those experiencing a print disability. Resources in multiple languages; programming support for seniors and special populations. Participation in pilot and research projects.

Why YRL offers this: Libraries serve all residents, including those facing barriers due to mobility, language, literacy, or other challenges.

YRL provides: Coordinated communication when programs and services impacting libraries and communities change, when services are offered at the provincial level. Most recently, changes to the Residential Tenancy Dispute Resolution Service process.

YRL provides: Presence and representation on projects with the potential to benefit YRL libraries. Recent projects include the development of supports for newcomers in rural areas (Rural Development) and supports for digital literacy training for senior populations (Simon Fraser University).

Why YRL offers this: In positioning YRL with projects that could have broad, rural impact, member library staff have opportunities to inform and influence the development of programs and services.

Related activities

- Participation in pilot and research projects (senior digital literacy, supports for newcomers in rural areas).
- Access to special collections through Centre for Equitable Library Access (CELA) and National Network for Equitable Library Service (NNELS).
- Multilingual materials in eight languages.

Annual impact: Statement from Stony Plain Public Library (SPPL) regarding The Happiness Programme: "Remarkably, this resident, who typically remains in their room and avoids activities, actively engaged with the programme. I wanted to share this wonderful story with you all and express my sincere gratitude for your unwavering support of this initiative. Your contributions have enabled SPPL to make a meaningful impact in the community."

Facilities and Infrastructure

YRL provides: The board is responsible for YRL facilities. YRL does not own or operate public libraries; municipal library boards are responsible for operation and maintenance of their own facilities. YRL provides technology infrastructure, systems support and expertise to support library boards in maintaining modern and efficient library spaces.

Why YRL offers this: Centralized technology infrastructure and shared expertise create efficiencies and consistency across member libraries while allowing library boards to focus on local facilities management.

Why YRL offers this: Provision of centralized IT support is in the MMA.

Related activities

- Technology infrastructure and support for 44 public library locations and 513 computer workstations for staff and the public.
- Integrated library system maintenance and support.
- Technical consultation on facility technology needs.
- Coordination of system-wide technology standards.
- Support for accessibility and technology compliance.
- Assistance with space planning and technology integration.

Annual impact: 44 public library facilities supported with technology infrastructure and expertise. 76 visits annually to member libraries. More than \$300,000 cost avoidance to member library boards to connect to the Provincial SuperNet.

Operational Excellence

Behind the public-facing services, significant operational activities ensure quality and efficiency:

- Financial management and reporting to 54 municipalities.
- Human resources supporting 22.5 full-time equivalent (FTE) staff.

- Information technology infrastructure supporting 534 staff users.
- Strategic planning and policy development.
- Governance support for the board.
- Advocacy and community engagement.
- Performance measurement and continuous improvement.
- Compliance with legislation and professional standards.

Current Situation

Funding Model Overview

YRL operates with the following funding model:

- Municipal allocation: Member municipalities provide per-capita funding based on population and at a rate agreed upon as part of the budget process, not to exceed the cost of inflation or the highest rate charged (2.5%) whichever is lower. Under the MMA, the municipal levy is intended to cover the cost of delivering the services as outlined in Clause 9.
- Provincial grant: The province provides a slightly higher per capita rate than the municipal allocation; however, not at current population levels. Provincial funding is intended to support resource sharing activities, innovation, province-wide initiatives, and strategic activities beyond the services as outlined in Clause 9.
- Other revenue: There is limited additional revenue available to YRL.

Historical Rate Context

Understanding the history of YRL's per capita rate structure is essential to evaluating the current request for adjustment. Major rate decision points are outlined below.

Year	Per Capita Rate	Change From Previous	Cumulative Inflation Rate From 1971	Real Value (Adjusted to 2026)
1971	\$1.00	Base year	–	\$7.92
2008	\$4.30	\$3.30	350%	\$6.23
2020	\$4.38	\$0.38	555%	\$5.29
2027 Proposed	\$5.60	\$1.22	727%	\$5.60

YRL was established in 1971 with an initial municipal levy rate of \$1.00 per capita. This rate was designed to provide baseline services and included book allotment for member libraries.

Time of Troubles: A levy increase of over \$1 per capita started a discussion around YRL programs and services, along with debates about the value of YRL membership. Once an agreement was reached, and a new MMA established, the board froze the levy rate at \$4.30 per capita. This freeze was in spite of inflationary and operational pressures. Staff layoffs and service reductions were put into place. The YRL Board requested during this time that the capital and general reserves be increased. The levy rate was frozen until 2020.

In 2019, the board approved the resumption of modest annual adjustments starting in 2020. These averaged 2% per year; however, in response to the covid pandemic and recognizing the financial strain on municipalities, the levy rate was frozen for one year. The levy rate increase resumed in 2022, and has not kept pace with post-pandemic inflation, or addressed the accumulated deficits from the 2008-2019 freeze.

Critical Funding Gap

Due to the extended rate freeze and insufficient rate adjustments since 2019, a structural funding gap has developed.

- Currently, approximately 18% of provincial operating grant funding is diverted to subsidize the core services that should be funded through the municipal allocation.

- This means that provincial funds intended to support resource sharing, service enhancement, innovation, and strategic initiatives are used to maintain basic contractual service obligations.
- YRL is, in effect, cross-subsidizing municipal obligations with provincial funds intended for other purposes.

Implications of This Subsidy

For YRL

- Approximately \$300,000 annually diverted from regional system development to subsidize municipal service obligations.
- Reduced capacity to invest in digital services.
- Limited ability to support member libraries with training, expertise and provincial initiatives.
- Delayed implementation of system-wide improvements and modernization projects.
- Vulnerability if provincial funding formulas change.
- Inability to fully leverage provincial partnership opportunities.
- Cannot continue with deficit operations. The responsible drawdown of excess reserves has eliminated the buffer that previously masked this problem.

For Member Municipalities

- Receiving contractually obligated services at below actual costs.
- Creating unsustainable dependency on provincial funds for core operations.
- Benefiting from reserve depletion which cannot continue.
- Risk of service disruption when reserves can no longer subsidize operations.
- Misalignment between MMA obligations and actual municipal contribution.

For the Province

- Creates accountability concerns around fund use and reporting.
- Advocacy discussions with the province regarding increase in operational funding becomes delicate.

For Regional System Development

- Delays in implementing shared technology or other shared initiatives.
- Postponed investments in staff training.
- Deferred initiatives that would benefit all member libraries.
- Slower rollout of support and infrastructure.
- Reduced capacity to provide expertise and support.

The \$0.75 Increase in This Context

The discussion in 2025 was for a levy increase of \$0.85 per capita. This request has been adjusted down to recognize the 2% increase for 2026 of approximately \$0.10 per capita.

The proposed increase is designed to:

1. Create a step towards restoring proper funding alignment. Ensures municipal allocation fully cover the services municipalities wanted to receive under the MMA.
2. Realign provincial funds for intended purposes. Allow provincial grant to support YRL development, technology, staff and strategic initiatives.
3. Strengthen provincial partnerships: Demonstrates municipal commitment and proper stewardship of provincial funds.
4. Ensure fiscal sustainability: Create a stable funding model that does not rely on cross-subsidization or deficit budgets.
5. Reduce and work towards elimination of deficit operation: YRL cannot continue to run deficits now that reserves have been responsibly right-sized.

What This Means for Municipalities

The proposed increase represents the cost of services municipalities are already receiving under the MMA. This is not a request to fund enhanced services or new programs. This is a correction to align municipal contributions with actual service delivery costs as contractually committed.

Realignment of the funding would prevent service reductions in the short and medium term. Long term, with continued predictable, consistent levy increases, YRL could address the following service priorities:

Enhanced Materials Funding

- Increase the per capita book allotment to member libraries by \$0.25 per capita, allowing them to:
 - Expand collections to meet growing community demand.
 - Acquire additional high demand print titles.
 - Develop special collections to respond to local interest.
 - Keep pace with rising book and media costs.

Expand eResource Content

- Review and enhance the digital resources available, working with partner libraries to ensure the best use of funds to support reasonable access.

Technology Infrastructure

- Accelerate region-wide technology upgrades currently delayed due to funding constraints.
- Participate in innovative process to issue and maintain provincial library access.
- Invest in digital infrastructure supporting new technologies.
- Upgrade YRL infrastructure.

Capacity

- Expand staff training and professional development.
- Improve shared service platforms to create efficiencies.

Currently, these are either proceeding at a slower pace, have workarounds or have been deferred entirely because provincial funds are used to cover the municipal allocation gap.

Why Further Adjustment is Required

While the 2% annual increases, when implemented have been essential to preventing complete collapse, they have not fully addressed the accumulated deficit from the 11-year freeze. Cost pressures include:

- Cumulative inflation based on Statistics Canada's Consumer Price Index of 21.1-22% between 2019 and late 2025. This results in cost increases that exceed the 2% annual levy rate adjustments when they were applied.
- Wage increases of 53% (Note: YRL is in competition with some of the highest-paying libraries in Alberta for trained staff at all levels).
- Utility cost increases of 14.2%.
- Benefits cost increases by 30%, even with service reductions and elimination.
- Insurance premium increases of 54%.
- Material costs for books have increased approximately 14% on hardcovers and 16% on paperbacks.
- Digital licensing costs increases of 10%, even with collection reductions.
- Population growth of 3% across municipalities requiring expanded services and increasing licensing costs for the higher population and to meet rising demand.
- Increase in fuel rates for delivery raise costs to move the 2.08 million items requested or purchased by YRL libraries (2025).
- Necessity to add increased technological monitoring to guard against and protect YRL and member libraries from cyberattacks.
- Increased need to educate library staff about cyberattacks and other threats.

Efficiency Measures Already Implemented

To absorb these costs without significant rate increases or service decline, the board has undertaken extensive strategic cost management activities:

Compensation Strategy

- Adopted a living wage commitment: The board made a strategic decision to ensure all staff positions receive a living wage, recognizing this as an ethical imperative in line with organizational values, and essential for staff retention in a competitive labour market.
- Implemented a compensation philosophy and policy: Established a benchmark of 15% above average market rate for positions to attract and retain qualified staff capable of serving member libraries effectively. (Note: YRL is in competition with some of the highest-paying libraries in Alberta for trained staff at all levels; this includes, but is not limited to St. Albert, Strathcona County, Edmonton, and the University of Alberta).
- Most positions now meet the benchmark. A systematic approach prioritized support positions.
- The compensation approach has been essential to prevent turnover, attract high-quality skilled staff, and maintain service quality but does represent a significant cost pressure that 2% increases cannot fully address.

Strategic Staffing Management

- Positions filled only when operationally necessary, not automatically upon vacancy.
- Careful evaluation of every vacancy to determine if it must be filled immediately, or if deferral is possible.
- Not all positions are filled at the level or classification they were originally positioned.
- Cross-training and workflow redesign to maximize efficiency of existing staff.
- Consolidated administrative functions, including the removal of a dedicated communications staff person and using a communications firm on contract at significant cost savings.

Benefits Plan Optimization

- Annual comprehensive review of benefits plan costs and utilization.
- Strategic elimination of underutilized services to control premium increases.
- Negotiated plan modifications to balance cost containment with employee needs.
- Despite these reductions, benefits costs continue to increase due to market factors beyond YRL's control.

Professional Development Reductions

- Professional development highly valued by the board as essential to service quality and required to maintain currency.
- Per-staff professional development budgets reduced to manage overall costs. Exception: Director position maintains professional development allocation in recognition of sector leadership requirements, professional obligations, and the need to maintain current knowledge for strategic decision-making.
- Staff encouraged to pursue low-cost and free professional development opportunities.
- Professional development tied to position requirements and benefit to YRL.

System-Wide Professional Development Restructuring

- Annual conference model completely redesigned: Transitioned from self-hosted conference to partnered conference model. Budget reduced from approximately \$25,000 to \$7,000 annually – a reduction of approximately \$18,000 or 72%.
- Now utilizing professional conference planner: Reduces staff workload and administrative burden and overall costs while maintaining event quality.
- Any conference surplus applied to following year: Priority is keeping costs down and ensuring fiscal sustainability.

- This restructuring maintains professional development opportunities for member library staff while dramatically reducing costs and administrative overhead.
- Demonstrates commitment to creative solutions that preserve service while controlling expenses.

Technology Infrastructure Transformation

Transitioning from local software hosting to cloud-based vendor hosting in partnership with other library systems in late 2026.

- This strategic shift will reduce annual hosting revenue by \$90,000 as partners move to the vendor.
- Full financial impact on YRL won't be known until 2027 as the transition completes and costs stabilize.
- The \$90,000 revenue reduction may be offset by anticipated savings in utilities, overtime, downtime and on-call costs.

This represents a strategic investment in the broader library partnership ecosystem.

- Potential for reduced overall costs across partner libraries: Vendor-managed cloud hosting could provide better economies of scale than the regional hosting model, though this will be evaluated as the transition proceeds.
- Reduced financial burden: For YRL and the other partners to fund and replace servers.
- Reduced electrical costs for regional system: Decreased server infrastructure and associated power consumption.
- Reduced staff on-call requirements: Eliminates need for 24/7 local technical support coverage, reducing operational burden.
- Eliminated server maintenance burden: Vendor assumes infrastructure management.
- Strengthened regional partnerships: Collaborative approach to shared systems and troubleshooting.
- Distributed support model: Partner organizations can now assist with troubleshooting and user support.
- Faster access to current software: Less downtime to plan and support upgrades.
- Improved system reliability and redundancy: Vendor-managed infrastructure typically offers better uptime and disaster recovery.

This transformation aligns operational changes with anticipated workforce transitions, creating a sustainable model that reduces technical infrastructure burden while maintaining service quality.

- Demonstrates strategic planning that coordinates technology decisions with long-term staffing considerations.
- Positions the partnership for modern cloud-based infrastructure without long-term financial burden.
- Aligns technology infrastructure with contemporary best practices in the library sector and positions the partnership for future innovation.

Board Governance Cost Reductions

- Eliminated or significantly reduced meeting catering costs: Board meetings now operate with minimal or no catering expenses.
- Transitioned to hybrid meeting model: Board and committee meetings now utilize Zoom technology, permitting online attendance.
- Reduced committee member travel costs: Members can attend remotely, eliminating mileage and travel time for those who choose virtual attendance.
- Maintained governance effectiveness while reducing associated operational costs.
- Board leading by example in cost containment measures.

Additional Efficiency Measures

- Implemented record purchasing from trusted vendors, reallocating 1 FTE library technician from cataloguing to serving school member libraries, saving \$50,000 per annum.
- Negotiated consortium purchasing agreements reducing material costs by 30-40%.
- Transitioned to energy-efficient systems.
- Automated routine processes to improve efficiency.

- Reduced discretionary operational spending across all budget categories.
- Budget clearly linked to strategic plan.

What These Measures Demonstrate

The board and administration have taken a comprehensive, strategic approach to cost management balancing:

- Service quality and staff retention (living wage, competitive compensation).
- Operational efficiency (strategic hiring, process improvements).
- Fiscal responsibility (benefits optimization, reduced professional development).
- Long-term sustainability (avoiding cuts that would create larger future costs).

These measures enabled YRL to continue providing quality services despite the smaller rate adjustments but has reached its practical limit.

Strategic Provincial Infrastructure Investment (2017-2020)

Between 2017 and 2020, the library system secured provincial infrastructure funding to undertake critical building upgrades, including:

- Complete window replacement improving energy efficiency and building envelope integrity.
- New door systems enhancing accessibility, security, and climate control.
- Full HVAC system modernization reducing energy consumption and improving air quality.

Impact of Infrastructure Investment

While the 2017-2020 infrastructure upgrades have reduced some facility operating costs, they do not address the core operational pressures driving this rate increase request:

- Reduced annual utility costs, partially offsetting operational cost increases.
- Deferring major capital replacement costs needed to be funded by the board.
- Improved accessibility and user comfort, contributing to increased facility usage.
- Created modern, welcoming spaces that serve as a gathering space for member library staff.

Important Note on Infrastructure vs. Operating Costs

These infrastructure improvements have:

- Personnel costs (the largest budget component) continue to rise.
- Collection costs (books, databases, digital licenses) have increased significantly above general inflation.
- Technology systems and infrastructure require ongoing investment and replacement.
- Programming and service delivery costs have grown with increased demand.

The infrastructure improvements, while valuable, represent one-time capital investments that have now been fully realized, and has removed significant pressure from the budget in the short and medium term.

Service Impact Without Rate Adjustment

Failure to implement a rate increase will necessitate service reductions. As the reductions would impact Clause 9 of the MMA, the final determination would need to be done by the board and ratified as a change by the members. At this time, the following service reductions are anticipated:

- Elimination of any new kit development.
- Decreased book allotment, resulting in fewer new materials.
- Decreased eResource purchases.
- Reduced staffing levels impacting customer service quality.
- Reduced absorption of technology costs, passing them to the library boards and risking erratic service and increased cybersecurity risks.
- Postponement of critical building maintenance creating future liability.

Proposed Solution

Rate Adjustment Details

We propose adjusting the municipal per capita rate from \$4.85 to \$5.60, representing an increase of \$0.75 per capita.

Why \$0.75 Is Necessary

This adjustment addresses:

- Funding model misalignment: Eliminates the unsustainable practice of diverting provincial funds to cover core municipal service obligations.
- The 2008-2019 structural deficit: The 11-year rate freeze created a cumulative gap that has never been fully recovered.
- Accelerated cost pressures: Digital licensing, wages, utilities and facilities costs have all increased well above the general inflation rate.
- Service agreement obligations: Ensures municipalities fully fund the services they have contractually agreed to receive.
- Provincial partnership integrity: Restores provincial grants to their intended purpose of supporting enhancement and innovation rather than subsidizing basic services.
- Strategic technology transition impacts: The cloud hosting transformation reduces annual hosting revenue by \$90,000 while improving service quality and operational efficiency; this revenue loss must be absorbed while maintaining service levels.

Context for the \$0.75 Request

If the rate had been indexed to inflation from 1971, the levy would be \$7.92 or 65% higher than the current rate.

If the rate had been indexed to inflation from 2008, it would be approximately \$6.23, or 30% higher than the current rate.

The proposed rate is still below the rate paid by municipal members of Parkland Regional Library System; they are the closest benchmark to YRL as neither region charges library boards.

The proposed rate is also below the provincial average paid by municipalities of all Alberta regional systems, accounting only for the municipal portion paid.

Regional Library System	Location	Member Public Libraries	2026 Municipal Levy (based on current population figures)	2026 Provincial Operating Grant (based on 2019 population figures)
Chinook Arch Regional Library System	Lethbridge	33	\$7.76	\$4.75
Marigold Library System	Strathmore	37	\$6.75	\$4.75
Northern Lights Library System	Elk Point	49	\$5.55	\$4.75
Parkland Regional Library System	Lacombe	49	\$9.99	\$4.75
Peace Library System	Grande Prairie	46	\$7.36	\$4.75
Shortgrass Library System	Medicine Hat	14	\$5.19	\$4.75
Yellowhead Regional Library	Spruce Grove	44	\$4.85	\$4.75
2026 Provincial Average with YRL	\$6.78		YRL Current Rate	\$4.85
2026 Provincial Average without YRL	\$7.10		YRL Proposed Rate	\$5.60

Notes

The seven Alberta regional library system boards establish their levy rate, based on their membership agreements. Of the seven, Parkland and Yellowhead have the same funding model (only charging municipalities).

The other five regional library systems charge both municipalities and library boards (the library board funding is ultimately paid for by the municipality through the budget request to council from their library boards), and they charge municipalities without a library board a higher rate; only the rate charged to municipalities with library boards is used here.

At this time YRL does not want to change the funding model and charge the library boards in addition to the municipalities, as the funds would still be provided to the library through the municipality.

Implementation

Immediate increase of \$0.75 per capita effective January 1, 2027.

Advantages

- Provides immediate operational stability.
- Simplifies budgeting with single adjustment.
- Preserves existing services and supports to member libraries.
- Ensures adequate regional staffing levels to provide expertise, training and technical support.
- Manages the structural deficit: Supports activities leading to balanced budget operations without relying on unsustainable provincial fund diversion.
- Restore proper funding alignment: Ensures municipal contributions fully cover contractual service obligations under the regional service agreement.
- Maintains modest operating reserves for financial sustainability, as recommended by sector best practices.
- Allows future planning for purchase of materials, collection development, training.
- Position the system competitively for future provincial grants and initiatives by demonstrating proper fund stewardship and matching requirements.

Challenges

- Additional pressure on municipal budgets.
- Municipalities may feel it appropriate to reduce the amount of support to local library boards. This is not a recommended approach; both need adequate funding to work.

Note: The recommendation is to return to regular, planned increases of up to 2% per year once the initial jump is complete.

Long-Term Sustainability

This rate adjustment establishes a foundation for financial sustainability and maximizes the return on previous investments. We commit to:

Financial Stewardship

- Annual budget transparency reports to all member municipalities.
- Regular rate reviews aligned with actual cost trends (avoiding future long-term freezes).
- Efficiency initiatives to control costs where possible.
- Exploration of alternative revenue sources to minimize municipal burden.

Protecting Past Investments

The 2017-2020 infrastructure upgrades represent a significant capital investment of provincial funds, totalling over \$1 million.

- Adequate operating funding is essential to maintain these improved facilities and maximize their useful life.
- Underinvestment in operations can lead to premature deterioration of capital assets, wasting the infrastructure investment.
- Current rate levels permit proper maintenance of upgraded facility.

Risk Analysis

Risks of Not Proceeding

- Funding model sustainability: The diversion of provincial funds to subsidize core municipal obligations is unsustainable and violates the intended purpose of provincial grants. This creates vulnerability if provincial funding priorities or formulas change.

- Reserve depletion: Excess reserves that previously masked the funding gap have been responsibly drawn down to appropriate levels. The organization cannot continue to run deficit budgets – without rate adjustment, service reductions to member libraries are inevitable by 2028.
- Service agreement breach risk: Municipalities are receiving contractually agreed services without fully funding them, creating a structural imbalance that cannot continue indefinitely.
- Provincial partnership jeopardy: Using provincial enhancement funds for basic operations undermines the library system's ability to pursue provincial strategic initiatives.
- Equity concerns: Service cuts will disproportionately affect vulnerable populations who rely most heavily on the services from their libraries and YRL.
- Competitive disadvantage: Neighboring systems with adequate municipal funding will be better positioned to leverage provincial enhancement funds for innovation, setting higher service expectations and attracting residents.
- Deferred costs: Postponing facility maintenance and technology upgrades creates larger future expenses that will eventually require even more significant rate increases.
- Staff retention: Inability to offer competitive compensation will result in turnover and service quality decline.
- Loss of provincial investment ROI: The 2017-2020 infrastructure upgrades represent significant provincial capital investment. Inadequate operating funding undermines the return on this investment and may affect future capital funding opportunities.

Mitigation Strategies

Enhanced Accountability

- Enhanced quarterly reporting on service outcomes and return on investment.
- Annual presentation to municipal councils on performance metrics.
- Transparent budget documentation with detailed line-item breakdowns.
- Key performance indicators tied to municipal funding levels.

Additional Revenue Strategies

- Joint pursuit of provincial and federal grant funding to offset municipal contributions.
- Leveraging the municipal-provincial partnership model to maximize provincial operating grants (which exceed municipal per capita rates).
- Exploration of philanthropic partnerships for capital projects and special initiatives.
- Possible revenue generation from enhanced fee-based services (meeting room rentals, special programs) or charge back to library boards for specific services.
- Regional collaboration opportunities to share costs.
- Advocacy for increased provincial operating grant rates to reduce municipal burden over time.

Service Guarantee

- Commitment to maintain service levels outlined in this document.
- Continued investment in services showing highest community demand and impact.

Recommendation

We respectfully request that member municipalities approve a \$0.75 per capita increase, raising the rate from \$4.85 to \$5.60 effective January 1, 2027. This adjustment is essential to maintain the quality library services our communities deserve and expect.

We welcome the opportunity to present this business case in detail, answer questions, and discuss the implementation, while meeting municipal budgeting processes and ensuring library service sustainability.

YRL 2026 Actual and 2027 Proposed Municipal Levies

Municipality	Alberta Municipal Affairs 2024 Official Populations as of Jan. 2025	2026 Actual Municipal Levy at \$4.85/capita (based on 2024 populations)	Alberta Municipal Affairs 2025 Official Populations as of Jan. 2026	2027 Proposed Municipal Levy at \$5.60/capita (based on 2025 populations)	2026 to 2027 Municipal Levy Difference
ALBERTA BEACH	864	\$ 4,190.40	864	\$ 4,838.40	\$ 648.00
BARRHEAD	4,320	\$ 20,952.00	4,320	\$ 24,192.00	\$ 3,240.00
BARRHEAD NO. 11, COUNTY OF	5,877	\$ 28,503.45	5,877	\$ 32,911.20	\$ 4,407.75
BEAUMONT	20,888	\$ 101,306.80	20,888	\$ 116,972.80	\$ 15,666.00
BIRCH COVE	67	\$ 324.95	67	\$ 375.20	\$ 50.25
BRAZEAU COUNTY	7,179	\$ 34,818.15	7,179	\$ 40,202.40	\$ 5,384.25
BRETON	567	\$ 2,749.95	567	\$ 3,175.20	\$ 425.25
CALMAR	2,183	\$ 10,587.55	2,183	\$ 12,224.80	\$ 1,637.25
CASTLE ISLAND	15	\$ 72.75	15	\$ 84.00	\$ 11.25
CLYDE	415	\$ 2,012.75	415	\$ 2,324.00	\$ 311.25
CRYSTAL SPRINGS	74	\$ 358.90	74	\$ 414.40	\$ 55.50
DEVON	6,545	\$ 31,743.25	6,545	\$ 36,652.00	\$ 4,908.75
DRAYTON VALLEY	7,291	\$ 35,361.35	7,291	\$ 40,829.60	\$ 5,468.25
EDSON	8,374	\$ 40,613.90	8,374	\$ 46,894.40	\$ 6,280.50
GRANDVIEW	143	\$ 693.55	143	\$ 800.80	\$ 107.25
HINTON	9,817	\$ 47,612.45	9,817	\$ 54,975.20	\$ 7,362.75
JASPER, MUNICIPALITY OF	4,738	\$ 22,979.30	4,738	\$ 26,532.80	\$ 3,553.50
KAPASIWIN	24	\$ 116.40	24	\$ 134.40	\$ 18.00
LAC STE. ANNE COUNTY	11,300	\$ 54,805.00	11,300	\$ 63,280.00	\$ 8,475.00
LAKEVIEW	29	\$ 140.65	29	\$ 162.40	\$ 21.75
LEDUC	36,060	\$ 174,891.00	36,060	\$ 201,936.00	\$ 27,045.00
LEDUC COUNTY	14,416	\$ 69,917.60	14,416	\$ 80,729.60	\$ 10,812.00
MA-ME-O BEACH	128	\$ 620.80	128	\$ 716.80	\$ 96.00
MAYERTHORPE	1,343	\$ 6,513.55	1,343	\$ 7,520.80	\$ 1,007.25
MILLET	1,890	\$ 9,166.50	1,890	\$ 10,584.00	\$ 1,417.50
NAKAMUN PARK	78	\$ 378.30	78	\$ 436.80	\$ 58.50
NORRIS BEACH	71	\$ 344.35	71	\$ 397.60	\$ 53.25
ONOWAY	966	\$ 4,685.10	966	\$ 5,409.60	\$ 724.50
PARKLAND COUNTY	32,205	\$ 156,194.25	32,205	\$ 180,348.00	\$ 24,153.75
POPLAR BAY	113	\$ 548.05	113	\$ 632.80	\$ 84.75
ROSS HAVEN	126	\$ 611.10	126	\$ 705.60	\$ 94.50
SANDY BEACH	278	\$ 1,348.30	278	\$ 1,556.80	\$ 208.50
SEBA BEACH	229	\$ 1,110.65	229	\$ 1,282.40	\$ 171.75
SILVER BEACH	55	\$ 266.75	55	\$ 308.00	\$ 41.25

Summary of Business Case – YRL Municipal Levy Increase

Overview

Yellowhead Regional Library (YRL) provides shared library services to **54 municipalities and three school divisions**, serving about **301,000 residents through 44 public libraries and 42 school libraries**. These services include shared collections, digital resources, technology infrastructure, training, programming support, and regional expertise required under **Clause 9 of the Municipal Membership Agreement (MMA)**.

Current Situation

YRL's funding model relies on:

- **Municipal per-capita levy**
- **Provincial operating grant**
- Limited other revenue

A prolonged **municipal levy freeze from 2008–2019**, followed by modest increases averaging about **2% annually**, has not kept pace with inflation or rising operating costs. As a result, YRL now faces a **structural funding gap**.

To maintain services, approximately **18% of provincial grant funding (about \$300,000 annually)**—which is intended for innovation and system development—is currently being used to subsidize **core municipal service obligations**.

At the same time, operating costs have increased significantly, including:

- **Wages (53%)**
- **Insurance (54%)**
- **Benefits (30%)**
- **Utilities (14%)**
- **Books and digital licensing**
- **Technology and cybersecurity**
- **Fuel and delivery costs**

YRL has already implemented extensive **efficiency measures and cost controls**, including staffing management, reduced professional development spending, governance cost reductions, technology restructuring, and operational efficiencies. Despite these efforts, the organization has reached the practical limit of cost containment.

Risk Without Action

Without a funding adjustment, YRL will likely need to reduce services, including:

- Reduced book and digital collections

- Elimination of new programming kits
- Reduced staffing and support services
- Technology cost transfers to local library boards
- Deferred infrastructure maintenance

These reductions would affect services municipalities are currently receiving under the MMA.

Proposed Solution

YRL proposes increasing the municipal levy from **\$4.85 to \$5.60 per capita**—an increase of **\$0.75 per capita beginning January 1, 2027**.

The increase would:

- Restore proper alignment between **municipal contributions and service costs**
- Allow **provincial funding to return to its intended purpose** (innovation, system development)
- Stabilize YRL's finances and eliminate reliance on deficit budgets
- Maintain current service levels to municipalities and library boards

Even with the increase, the rate would remain **below the provincial average and below neighbouring regional library systems**.

Implementation Options

1. **Single-year increase (recommended):**
\$0.75 increase in 2027 for immediate financial stability.
2. **Three-year phased approach:**
Three annual increases of **5%**, reaching approximately the same rate by 2029, but delaying financial stabilization and requiring continued service constraints.

Conclusion

The proposed adjustment is **not intended to expand services**, but rather to ensure municipalities fully fund the library services they already receive under the MMA. The increase would restore financial sustainability, protect service levels, and position YRL to continue supporting libraries and communities across the region.

YRL 2026 Actual and 2027 Proposed Municipal Levies

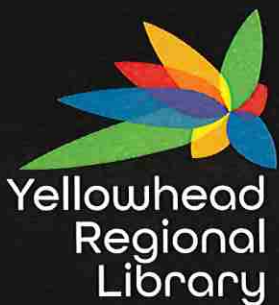
Municipality	Alberta Municipal Affairs 2024 Official Populations as of Jan. 2025	2026 Actual Municipal Levy at \$4.85/capita (based on 2024 populations)	Alberta Municipal Affairs 2025 Official Populations as of Jan. 2026	2027 Proposed Municipal Levy at \$5.60/capita (based on 2025 populations)	2026 to 2027 Municipal Levy Difference
SILVER SANDS	214	\$ 1,037.90	214	\$ 1,198.40	\$ 160.50
SOUTH VIEW	72	\$ 349.20	72	\$ 403.20	\$ 54.00
SPRING LAKE	711	\$ 3,448.35	711	\$ 3,981.60	\$ 533.25
SPRUCE GROVE	38,985	\$ 189,077.25	38,985	\$ 218,316.00	\$ 29,238.75
STONY PLAIN	17,993	\$ 87,266.05	17,993	\$ 100,760.80	\$ 13,494.75
SUNRISE BEACH	153	\$ 742.05	153	\$ 856.80	\$ 114.75
SUNSET POINT	257	\$ 1,246.45	257	\$ 1,439.20	\$ 192.75
SWAN HILLS	1,201	\$ 5,824.85	1,201	\$ 6,725.60	\$ 900.75
THORSBY	967	\$ 4,689.95	967	\$ 5,415.20	\$ 725.25
VAL QUENTIN	158	\$ 766.30	158	\$ 884.80	\$ 118.50
WARBURG	676	\$ 3,278.60	676	\$ 3,785.60	\$ 507.00
WEST COVE	222	\$ 1,076.70	222	\$ 1,243.20	\$ 166.50
WESTLOCK	4,921	\$ 23,866.85	4,921	\$ 27,557.60	\$ 3,690.75
WESTLOCK COUNTY	7,186	\$ 34,852.10	7,186	\$ 40,241.60	\$ 5,389.50
WETASKIWIN	12,594	\$ 61,080.90	13,409	\$ 75,090.40	\$ 14,009.50
WETASKIWIN COUNTY NO. 10	11,217	\$ 54,402.45	11,217	\$ 62,815.20	\$ 8,412.75
WHITECOURT	9,927	\$ 48,145.95	9,927	\$ 55,591.20	\$ 7,445.25
WOODLANDS COUNTY	4,558	\$ 22,106.30	5,254	\$ 29,422.40	\$ 7,316.10
YELLOWHEAD COUNTY	10,426	\$ 50,566.10	10,426	\$ 58,385.60	\$ 7,819.50
YELLOWSTONE	117	\$ 555.75	117	\$ 655.20	\$ 99.45
TOTALS	301,223	\$ 1,460,919.85	302,734	\$ 1,695,310.40	\$ 234,390.55

REVITALIZE

REFRESH

RENEW

**Evolving Our Impact,
Strengthening Our Services**



**2025
Annual Report**

REVITALIZE

EVOLVING OUR IMPACT FROM WITHIN

Although change is often described as the only constant in life, 2025 proved to be a year of remarkable growth and renewal for Yellowhead Regional Library (YRL). Across the organization, new initiatives took root, long-term projects achieved milestones, and collaborative efforts served to strengthen the services we provide to our member libraries and communities.

This is even more noteworthy given a number of changes in YRL staff and board members that occurred in 2025. YRL said farewell to two long-term staff members and promoted two staff members within the organization to new positions. As well, YRL's long-time Board Chair concluded his 11-year term, with the heartfelt thanks and gratitude of staff and other board members. These changes reflect YRL's adaptability and evolution, and highlights the collective dedication of our staff, partners, and stakeholders as we continue shaping a vibrant future for library service in the region.

The Director and Deputy Director consulted and provided support to member library boards during times of change, critical events and challenges which meant that library patrons were able to experience continuity in library services with little service disruption.

QUICK STAT



We gained a member library!

Spruce Grove opened a second location in Heavy Metal Place in 2025.

REVITALIZE – EVOLVING OUR IMPACT FROM WITHIN

Our staff reach beyond our walls and our region. YRL staff volunteer and are asked to work with other boards and provincial, national and international associations to support collaboration and leadership across the library

ecosystem. This work allows our member libraries to be informed about trends, events and services that lead to innovative services for library patrons.

QUICK STAT

Bibliothèque de Beaumont Library

We supported the Bibliothèque de Beaumont Library Community Gathering Space project which saw a large collection and space refresh of their library.

information services. These staff are helping to teach the next generation of trained, qualified candidates to work in our member communities. This expertise in library services reinforces YRL's role as a trusted leader in librarianship.

Two members of our team are academic teaching staff for the University of Alberta School of Library and Information Studies. Their involvement has supported building skills and knowledge in leadership, management, digital librarianship, risk management, and reference and

QUICK STAT

We launched the new TRACpac+ discovery layer!



QUICK STAT

We launched Brainfuse!

Brainfuse is a leading online learning platform with over two decades of experience and millions of tutoring sessions delivered. Accessible from home or the library anytime! Its HelpNow suite offers live online tutoring, homework help, and study support for learners of all ages. JobNow is an innovative service that features expert resume assistance, live interview preparation, career coaching, career resources, and much, much more.

REFRESH

SUPPORTING MEMBER LIBRARIES TO BE THEIR BEST

In 2025, YRL supported member libraries through a major service transition by delivering LEAP training to 26 locations, enabling library staff to offer improved membership and circulation services. YRL also provided 22 in-person training sessions to more than 77 member library staff, to help them feel confident and prepared to use the new library system.

YRL coordinated 58 training events for member libraries, building staff capacity across a wide range of skills and directly enhancing the quality of service delivered to patrons. Keeping current with professional librarianship skills, technology and practices helps local library staff to deliver effective, efficient services to the patrons they serve.

The Library Development Services (LDS) department onboarded eight new library managers to the region, strengthening leadership capacity across member libraries. Library patrons were able to benefit from well-supported staff and consistent, high-quality services. At the same time, the Technology Services department developed and deployed an onboarding and offboarding tool for member libraries so that they could report staff changes more

REFRESH – SUPPORTING MEMBER LIBRARIES TO BE THEIR BEST

accurately and promptly, which meant that library patrons were able to be confident their personal information was only being accessed by authorized users.

The Collections and Resource Sharing (CRS) department purchased 40,558 items at significant discounts for member libraries, saving more than \$150,000 in 2025. CRS also implemented new standards for cataloguing for items purchased by members libraries which meant that library patrons had an easier time finding and accessing them in the catalogue.

The Technology Services department supported the technology infrastructure setup of a new library location, Spruce Grove North East Branch, so that the library could open its doors fully operational and ready to serve patrons.



QUICK STAT

We supported community literacy and reading encouragement through Beanstack!

Participants logged over 430,000 minutes read in 2025.

QUICK STAT

We supported family history research through Ancestry with over 5,800 searches in 2025.

A 46% increase from the previous year.



Technology Services also purchased, configured and installed new firewalls and switches at member libraries, committing more than \$300,000 over five years, so that they could connect to Supernet with reliable, secure and up-to-date equipment. Upgrading public computers from Windows 10 to Windows 11 helped member libraries meet operating system support and security requirements.



QUICK STAT

We supported early literacy development and family language learning through 2,757 book views in Tumblebooks and 432 stories viewed in LOTE4Kids.

RENEW

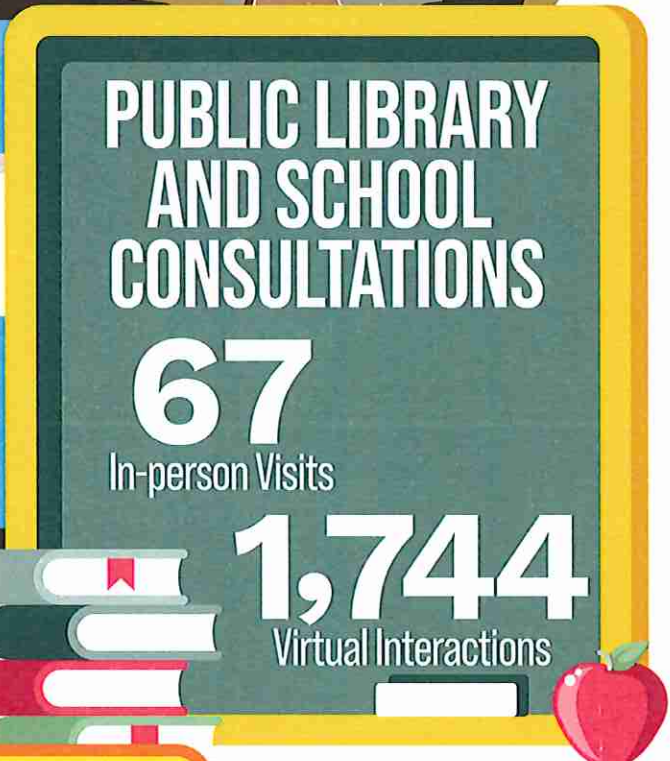
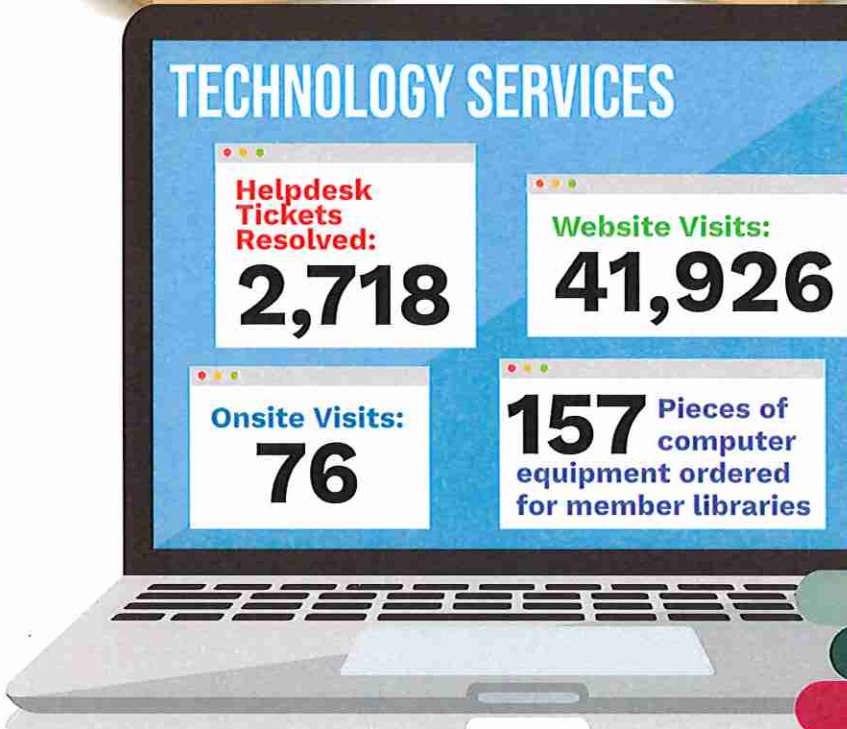
BENEFITTING MEMBER LIBRARY PATRONS

The CRS department moved more than two million items through YRL headquarters to its member libraries, sharing books, movies, music, video games, educational materials, and more. CRS purchased, processed, catalogued, and delivered 47,047 new items to its member libraries which meant that library patrons were able to enjoy the hottest releases and that new book smell! Library patrons across the region were able to access an enormous wealth of knowledge, information, art, and recreation that would not otherwise be possible without this shared model. YRL also facilitated inter-library loans, further expanding the capabilities of member libraries to meet their patrons' needs.

YRL helped prepare member library staff for the launch of TRACpac+, a major enhancement to the former catalogue website. Supported by YRL's extensive training, member library staff are well equipped to guide patrons through the new and improved features of TRACpac+, enriching their overall library experience.

Website tutorials were provided to member libraries so that they could easily learn how to edit specific features of their website. This resulted in library staff being better able to update and tailor the information on their respective websites. Timely, accurate information helps deliver better services to patrons.

A Year in Review



eRESOURCES

hoopla

31,452
Checkouts



CloudLibrary

9,336
Checkouts

LOTE 4Kids

432
Stories Watched

OverDrive

2,467 eBook + 1,418 Audiobook

Licenses added to TRAC in 2025

301,800

YRL checkouts

1,037,322

Total checkouts



DELIVERIES
210 Per Month
2,520 Per Year
2,038,328
Items Moved

eResource
Support

901
Emails

Yellowhead Regional Library

Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

Building Location

433 King Street, Spruce Grove, AB T7X 2C6

Phone

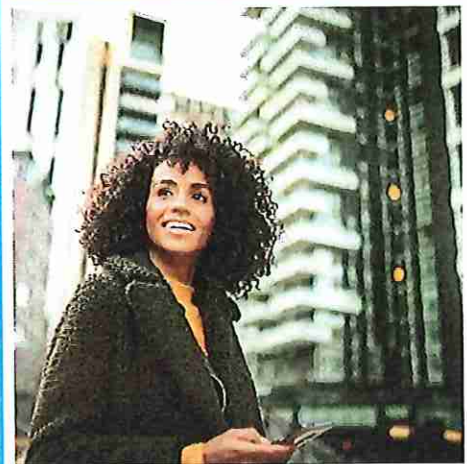
780-962-2003

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1-877-962-2003

yrl.ab.ca

Member Webinars: What We Heard



February 2026

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Purpose and Context

On February 5th and 6th, 2026, Alberta Municipalities (ABmunis) hosted three member-webinars to facilitate conversations about current priorities. The goal was to hear members' questions, feedback, stories, or ideas. The webinars were intended to ensure members felt informed about advocacy priorities and engaged by having a forum to provide candid feedback.

The webinar format

Each webinar focused on ABmunis current advocacy priorities. After the moderator presented each priority, members were asked for their thoughts, feedback, stories, and concerns. Members were encouraged to share their reflections. Administration captured the questions and feedback shared by taking notes and creating a transcript of the webinars. Participants were told that ABmunis will not publish recordings of the webinars, giving them the freedom to be honest and candid.

Participation

The webinars were organized by member segment and hosted by a Board Director from that same member segment with Board President Dylan Bressey bringing greetings.

Member Segment	Date & Time	# of ^{1 2}	Moderator	Zone
Villages & Summer Villages	Thu, Feb 5, 12:00-1:15PM	59	Deputy Mayor Deborah Reid-Mickler	Director, Villages South
Towns	Fri, Feb 6, 9:00-10:15 AM	66	Mayor Krista Gardner	Director, Towns West
Cities	Fri, Feb 6, 11:00-12:15 PM	45	Councillor Erin Stevenson	Director, Cities up to 500,000

² Participants include the moderator, Board members, and administration providing support.

Key Themes

Federal Budget and Funding Infrastructure for Housing

ABmunis has been vocal in expressing concern that the latest federal budget provides insufficient support for municipalities and imposes restrictive conditions on the funding that it does include. In particular, the Build Communities Strong Fund (BCSF) ties access to dollars to reductions in development fees — a model that subsidizes industry in high-fee regions, but does not reflect Alberta's context where off-site levies already support a successful growth and where the province leads the nation in housing starts. Under the current BCSF design, municipalities in Alberta would need to further reduce these levies to qualify for funding. The BCSF's design effectively disincentivizes ABmunis' members from participating in the program, which means Albertans will not receive their fair share of federal investments.

ABmunis is actively working with the provincial government and the Federation of Canadian Municipalities (FCM) to emphasize that the BCSF model is misaligned with Alberta's needs and to call for genuine new investments rather than reallocations from existing municipal programs. Without net new funding, the municipal infrastructure deficit will continue to grow.

Municipal Approaches to Removing Barriers to Housing Development

Members were asked to share how they are approaching housing development. It became clear that Alberta municipalities, regardless of size, are already doing everything within their authority to facilitate housing development.

- Cities and towns spoke about **streamlining land use bylaws** to enable higher density, secondary suites, duplexes, and multifamily dwellings, reducing rezonings, and “not in my backyard” (NIMBY) risk. One city cut the number of land use planning districts — used in Alberta to guide residential, commercial, industrial, and institutional development within a municipality — to speed up approvals and reduce project risk. One town removed approximately 100 pages from their bylaw by simplifying the planning processes and eliminating contradictions. In villages and summer villages the focus is on keeping bylaws aligned with efficient permitting without excessive complexity.
- Municipalities are **cutting red tape**. Cities are shifting from “prior to release” to “prior to completion” conditions; reducing securities for proven developers; and using automation to turn routine permits around in minutes. Towns are streamlining reviews, especially for multifamily and infill, to keep momentum. Villages highlighted **ultrafast service standards** (e.g. 48-hour permits) to counter any arguments that local approval processes are the bottleneck.
- Members are **creating unique incentives** to spur development. Cities have started stacking local incentives with external programs to pull purpose-built rental and multifamily dwellings into priority areas.
- Towns have been creative in using property tax holidays/phasedowns for 3–5 years on new builds, and implementing renovation grants above set thresholds.
- Villages are using tax tools and development incentives to encourage private activity; the challenge becomes servicing and opening the next area once lots sell out.
- Across all municipal types, local governments are **using land strategically** — cities by dedicating non-market parcels and reserve funds; towns by discounting surplus land with safeguards against speculation; and villages by leveraging incentives until they hit the next major constraint: the high cost of servicing new land.
- Municipalities are **actively pursuing infrastructure solutions to unlock housing**, with cities and some towns using off-site levies, towns front-ending or developer-funding major road upgrades, and villages negotiating P3-style arrangements or seeking flexibility for developers to build critical utilities.
- Across all contexts, there is concern that federal funding rules requiring reduced levies are threatening the very infrastructure systems that enable growth.
- There was a strong shared message that **Alberta's approvals are already fast** and that cutting off-site levies to access federal dollars does not fit our model.

Trends Across Member Segments

Theme	Cities	Towns	Villages & Summer Villages
Market capacity & developer interest	<ul style="list-style-type: none"> • High developer interest • Strong competition for multifamily & rental • Can deploy sophisticated incentives, policy tools, dedicated housing offices 	<ul style="list-style-type: none"> • Moderate interest • Can attract infill & greenfield • Use tax incentives, land sales, LUB reforms • NIMBYism is a notable hurdle • Some hit success but worry about build-out 	<ul style="list-style-type: none"> • Often too small to attract private developers • Must incentivize heavily or partner with local industry • Some are running out of serviced land; fixed footprints + high servicing costs
Administrative capacity	<ul style="list-style-type: none"> • Dedicated housing staff, planners, analysts • Can navigate federal programs & reporting 	<ul style="list-style-type: none"> • Mid-level capacity • Can manage moderate reforms & some data work 	<ul style="list-style-type: none"> • Very lean staff: many dev officers part-time • Complex federal applications/reporting often prohibitive
Land inventory & growth pattern	<ul style="list-style-type: none"> • Larger land banks; can release parcels strategically • Emphasis on infill (e.g., 50/50 targets), Transit Oriented Development 	<ul style="list-style-type: none"> • Mix of infill & greenfield • Commonly subdivide oversized historical lots 	<ul style="list-style-type: none"> • Extremely limited serviced land; many fully built out • May require multimillion dollar infrastructure extensions to open even a few lots
Political dynamics	<ul style="list-style-type: none"> • Neighbourhood level NIMBY pushback around infill/density level 	<ul style="list-style-type: none"> • Strong neighbourhood pushback to infill, secondary suites, height 	<ul style="list-style-type: none"> • Resistance to change beyond existing patterns • Environmental/lake impact concerns add complexity

FCSS & Prevention

Family and Community Support Services (FCSS) are a vital part of Alberta’s communities, helping residents address social and health challenges early through prevention-focused programming. Provincial funding has remained flat at around \$100 million since 2015, even as Alberta’s population has grown by nearly one million and inflation has averaged 2.25% annually. When adjusted for these pressures, FCSS funding should be approximately \$162 million, which is why ABmunis, alongside FCSSAA and RMA, is calling on the province to increase its investment.

Over the same period of stagnant provincial funding, municipalities have nearly doubled their own contributions, investing \$245 million in 2024 and often exceeding their required 20% share. With clear evidence that every dollar spent on prevention reduces costs in emergency services, policing, and health care, now is the time for the province to step up. ABmunis is asking members to support this advocacy heading into Budget 2026 using the newly released [FCSS advocacy toolkit](#) to help with MLA meetings, media engagement, and community outreach.

Member Perspectives on FCSS

- There was broad support for ABmunis to push to increase provincial funding to \$162 million annually and a recognition that FCSS funding has not kept pace with growth and inflation which is impacting their communities.
- Leaders consistently framed prevention as the **cheapest and most effective intervention** available to municipalities.
- FCSS provides **essential community glue**. Regardless of community size, FCSS roles include youth supports, seniors outreach and transportation, mental health and family supports, volunteer coordination, food security and referrals.
- Municipalities view FCSS as foundational, low-cost, high-impact programming.
- All municipalities value FCSS because it **allows communities to design programming that reflects local needs**. This flexibility was consistently named as essential to delivering effective prevention.
- There were unique and creative approaches to regional FCSS services and collaboration leading to smaller communities accessing larger municipalities health services.
- Across all municipal types, FCSS is essential, however it continues to be underfunded and overextended. But the impact of underfunding varies by scale:
 - Cities: Cannot meet the scale of social need; the nonprofit sector is strained.
 - Towns: Struggling to maintain diverse programming with growing populations.
 - Villages: Facing structural impossibility — they must deliver prevention with almost no funding, no staff, and no alternative providers.

Underfunded FCSS Impacts by Member Segment

Municipality Type	What FCSS Must Do	Main Challenge
Cities	<ul style="list-style-type: none"> • Stabilize large nonprofit sectors; address complex, urban social needs 	<ul style="list-style-type: none"> • Underfunded relative to scale/complexity
Towns	<ul style="list-style-type: none"> • Deliver diverse programs; coordinate regionally; support fast-growing varied populations 	<ul style="list-style-type: none"> • Increasing needs + moderate administrative capacity
Villages & Summer Villages	<ul style="list-style-type: none"> • Act as the entire social services system for isolated residents 	<ul style="list-style-type: none"> • Extremely low funding + no local alternatives

Police Funding Model

The new provincial Police Funding Model (PFM), released late last year for municipalities under 5,000, has raised significant concerns among ABmunis members. Our key message is that the model adds financial pressure at a time when municipalities are already grappling with rising costs, limited revenue tools, and tight budgets. Equally important, the principle of “say with pay” remains unaddressed – municipalities are being asked to contribute more without the corresponding input or oversight needed to ensure these investments enhance community safety. While we await detailed cost information from the province, our early analysis suggests the new allocation formula may shift costs from municipal districts and counties onto smaller urban municipalities.

Policing Costs Impact on Members

- For towns and villages under 5,000, there was **strong and widespread concern** about the province's new Police Funding Model (PFM).
- There was near-universal concern that the **PFM shifts significant new costs onto small municipalities** without corresponding authority, explanation, or service improvements.
- Participants stated that the **sharp year-over year increases are large, rapid, and hard to absorb**. Municipalities emphasized that budgets were already set when the PFM was announced and their estimates shared, small tax bases make even “modest” dollar increases significant on a per-capita basis.
- There was widespread frustration about municipalities having to pay more, but having little control over staffing levels, local policing priorities, and receiving limited information on how costs are calculated or spent.
- Participants stressed that they are **not opposed to contributing** to policing. The issue is **paying without authority, oversight, or transparency**.
- Members raised repeated questions about:
 - How costs are calculated
 - What data is used
 - Why increases are assumed year over year
- There was a lack of clarity on:
 - What counts as an “occurrence”
 - Whether reporting minor incidents could increase future costs
 - Whether communities are being penalized for encouraging reporting
- This uncertainty creates fear of **perverse incentives**, such as discouraging residents from reporting minor crime.
- The wider context of increasing policing costs across the province, outside of the changes to the PFM was raised as well. For towns over 5,000 the policing costs can be even higher without the province offsetting those costs via the PFM.
- One example was provided where a town pays \$1.8 million per year for policing for a population of about 6,000 and their county which has a much larger geographic area to police and a larger overall municipal budget pays \$400K because they receive funding via the PFM.

Board Reflections

ABmunis Board members appreciated the opportunity to hear directly from members.

With the ongoing uncertainty around funding and downloading, I more than ever sensed a strong message from our municipalities: they want to be heard, and they are looking for direction.

The facilitator for both sessions I attended did an excellent job creating space for open dialogue and collaboration. As an organization, we are the nucleus for our municipalities, and this is the time for us to truly advocate on their behalf.

There are no borders or divisions in this work. We succeed only by working together, supporting one another, and speaking with a unified voice.

- Councillor David Sharun, ABmunis Director of Towns East

I appreciated the conversation and specific examples that participants in the cities webinar shared about how they're dealing with each of the topics we discussed in a solutions-oriented manner. While we all may be facing similar challenges, we recognize that sharing the solutions a community may have is part of creating success for all municipalities throughout this province.

- Councillor Jenn Schmidt-Rempel, ABmunis Director of Cities up to 500,000

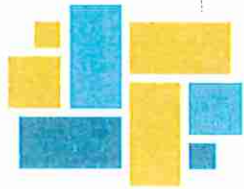
I appreciated hearing from members on these priority topics, for example, the SV of West Cove shared they are using FCSS funds for seniors' programs to get them out of the house. I thought this was a good idea others can borrow from.

For the discussion on the PFM, I heard "we want say with pay". This is a comment that came up in the last Board meeting. The municipalities are expected to cover the police cost, but we have no say in what the costs will be.

- Mayor Brian Waterhouse, ABmunis Director of Summer Villages

Next Steps

- ABmunis will share the information shared and feedback received at the webinars with members.
- ABmunis staff & Board will determine the frequency of future webinars.
- Feedback shared will be incorporated into future advocacy.



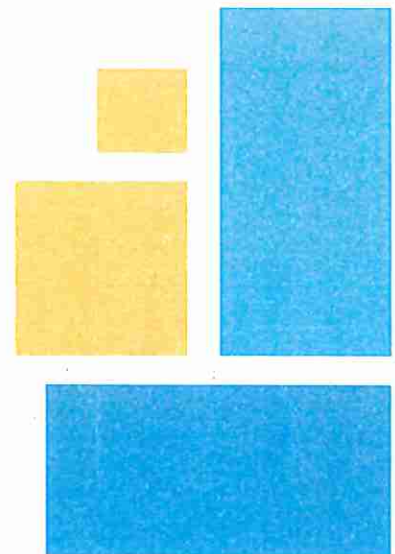
Alberta Municipalities

Strength In Members

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abmunis.ca



ABmunis' Report on Alberta's 2026 Budget

From Executive Assistant on Behalf of Dana Mackie <ea_dmackie@abmunis.ca>

Date Fri 2026-02-27 4:25 PM

To

Hello Mayors, Councillors, and CAOs,

We are pleased to share Alberta Municipalities' [Report on the Government of Alberta's 2026-27 Budget](#).

While this budget includes some targeted investments, overall, it is not a good-news budget for municipalities. The fiscal plan continues to shift costs onto local governments and property taxpayers, while falling short of the long-term investments needed to support growing communities and maintain essential infrastructure.

Key takeaways from this year's budget include:

- While the province hasn't increased personal, corporate, or sales taxes, they have increased provincial property taxes by \$1 billion over three years.
- Lack of investment in municipalities now puts the squeeze on property taxpayers for years to come. We are disappointed to see no increase in social infrastructure funding, such as preventative FCSS services, and continued inadequate funding to physical infrastructure, such as roads, pipes, and other key assets.
- Without this funding, Albertans will continue to feel the financial pressures well into the future.
- As part of Alberta Municipalities Property Taxes Reimagined, and as acknowledged in the government's fiscal plan, we need to have a conversation about sustainable fiscal planning in Alberta, and municipal leaders need to be part of finding the solution.

Municipal leaders are not asking for short-term fixes. We need a long-term, sustainable solution, and municipalities want to be active partners in shaping how local public services are funded into the future.

Webinar Recording

If you missed our webinar today, note that a recording will be available early next week at the link above.

In the meantime, we encourage you to read our report and hope you plan to attend our [Spring Municipal Leaders' Caucus](#) on March 26 & 27, where we will have the opportunity to discuss Budget 2026 issues directly with the provincial officials. We will continue to advocate strongly on your behalf and look forward to working with you as we engage the province on these issues in the weeks and months ahead.

Thanks,

Dana Mackie MBA | Chief Executive Officer

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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.



NEWS RELEASE

Albertans' property taxes will go up because of Budget 2026

February 26, 2026

EDMONTON – Alberta Municipalities (ABmunis) has decided to say the quiet part out loud: Albertans will pay more property tax this year because of the Government of Alberta's decisions, as presented in this budget.

The provincial government is telling Albertans that it won't increase taxes to pay for all the things it's funding in Budget 2026. That's misleading.

Budget 2026 shifts the tax burden to property taxes. It shifts responsibility from the provincial government to municipalities and removes tax room for municipal priorities. We're concerned that hiding provincial tax increases in the property tax bills that municipal governments must collect will make life less affordable for those Albertans with lower or fixed incomes.

We're disappointed to see no funding increases for Family and Community Support Services (FCSS) in Budget 2026. By not investing in local prevention programs, the provincial government has missed a critical opportunity to change the trajectory of growing costs in systems that have been stretched to the breaking point – systems like healthcare, emergency services, and policing.

The provincial government's decision to not enlarge the Local Government Fiscal Framework (LGFF) capital funding pot and other municipal infrastructure programs means urgently needed municipal infrastructure projects across Alberta will be postponed, delayed, deferred or cancelled. Unless additional funding is provided, Albertans can expect more failures to infrastructure in the coming years – costly events like broken water and sewer pipes and crumbling roads and bridges. Furthermore, investments in municipal infrastructure are critical to enable further economic growth.

Alberta's systemic provincial funding deficit has been an unresolved issue for more than 20 years. Alberta has a \$16.9 billion tax advantage over other provinces. Despite this, costs continue to be downloaded onto municipal governments and property taxes are funding provincial services.

Alberta Municipalities urges the provincial government to begin a conversation with municipalities, other stakeholders, and Albertans to reimagine how to fund and pay for everything Albertans deserve and to ensure our province continues to grow and succeed for generations to come.

Those are our initial thoughts, based on our first reading of the budget document. We'll have more to say tomorrow, once our policy experts have reviewed Budget 2026 line by line and determined what it means for Albertans and ABmunis' 264 member-communities.

**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
December 5, 2025
Pleasant View Lodge – Mayerthorpe
1:06 p.m.**

1. Call to Order- 2:30 p.m.

Present: Tara Baker, Keith Pederson, Jill Stoney, Daryl Weber, Rebecca Wells, Sheila Pockett
Gwen Jones & Alan Deane

Staff: Dena Krysik & Robin Strome – Finance Officer

2. Welcome New Board Members

3. Organization Meeting

Nomination for Chair & Appointment Chair

Board Member Alan Deane moves:

Motion #25-060: That the Board appoints Tara Baker as Chair for the Lac Ste. Anne Foundation for the 2025/26 term.

Carried

Nomination for Vice Chair & Appointment for Vice

Board Member Alan Deane moves:

Motion #25-061: That the Board appoints Rebecca Wells as Vice-Chair for the Lac Ste. Anne Foundation for the 2025/26 term.

Carried

Signing Authorities

Board Member Rebecca Wells moves:

Motion #25-062: The Board moves to remove Ross Bohnet, Sandy Morton, and Paul Chauvet as signing authorities for the Lac Ste. Anne Foundation and appoint Tara Baker, Rebecca Wells, Jill Stoney, in addition to Robin Strome and Dena Krysik as signing authorities for Lac Ste. Anne Foundation.

Carried

2025 Board Meeting Schedule

Board Member Alan Deane moves:

Motion #25-063 The Board moves to hold regular Board Meetings Bi-Monthly on the 4th Wednesday of the month or at the call of the Chair.

Carried

Board Remuneration

Board Member Daryl Weber moves:

Motion #25-064: The Board approves the Board Remuneration and Expense Policy as presented

Carried

4. Additions to/Approval of Agenda

Board Member Alan Deane moves:

- **Motion #25-065:** The Board approves the agenda as presented with the following addition;
 - **8a. Nordic Mechanical Quote**

Carried

5. Board Meeting Minutes

Board Member Keith Pederson moves:

Motion #25-066: That the Board approves the October 8, 2025 Board meeting minutes as presented.

Carried

6. Financial

Board Member Keith Pederson moves:

Motion #25-067: The Board approves the Financial Reports at October 31, 2025 as presented.

Carried

7. New/Other Business

Board Member Sheila Pockett moves:

- **Motion #25-068: The Board approves to proceed with the mixing valve upgrade at the Pleasant View Lodge as per Nordic Mechanicals quote in the amount of \$33,226.00, funding to come from the 2025 Requestion Surplus.**

Carried

8. Information Items

Board Member Gwen Jones moves:

- Motion #25-069: The Board accepts items 10a, 10b & 10c for the December 5, 2025 meeting as information.**

Carried

9. Date, Place & Time of Next Meeting

All Board members move:

- Motion #25-070: The next Board Meeting is February 25, 2026 – 12:30 pm at PVL Community Center.**

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 3:20 pm.

Jan Baker
Chairperson

Feb 25, 2026
Date

[Signature]
Chief Administrator Officer

Feb 25/26
Date



ASVA Submission - Local Authorities Election Act Review

January 22, 2026

Executive Summary

This submission presents the Association of Summer Villages of Alberta (ASVA) 's collective feedback to Alberta Municipal Affairs on proposed changes to the Local Authorities Election Act (LAEA).

ASVA represents Summer Villages as a recognized and respected level of municipal government. Summer Villages are sustainable, year-round municipalities that advocate for responsible governance and stewardship of Alberta's lake and river environments. Ensuring that municipal election legislation is workable, fair, and proportionate is essential to maintaining strong local democracy in these unique communities.

Today, approximately 6,000 people live year-round as permanent full-time residents in Summer Villages. That's equivalent to the combined population of Alberta's 30 smallest Villages, 38% of Villages. In addition to permanent full-time residents, the 51 Summer Villages contain an equivalent number of dwellings as Alberta's 54 smallest Villages, 68% of Villages.

Summer Villages support the LAEA's intent to ensure fair, transparent, and accessible municipal elections. However, feedback from member municipalities indicates that several provisions of the Act and its associated regulations do not adequately reflect the unique governance structure, seasonal population, property-based electorate, and limited administrative capacity of Summer Villages.

Consistent with ASVA's mission of *Advocacy, Communication, and Education (ACE)*, the recommendations in this submission are targeted, pragmatic, and low-risk. They are intended to strengthen accessibility, fairness, and election integrity while reducing unnecessary administrative burden for Alberta's smallest municipalities.

1. Context: Why Summer Villages Are Different

Summer Villages are a distinct form of municipal government under Alberta legislation and are increasingly operating as sustainable, year-round communities. They are characterized by:

- Predominantly non-resident property owners alongside a growing number of permanent residents
- Very small electorates and administrative teams
- Limited financial and staffing capacity compared to larger municipalities
- Property-based voting rights that are unique under the LAEA
- Election timelines that occur earlier than most municipalities

Despite their size, Summer Villages are responsible for land-use planning, environmental protection, infrastructure, and governance decisions that directly affect Alberta's lakes and rivers. Election legislation that does not reflect these realities can unintentionally weaken democratic participation, increase administrative risk, and undermine confidence in local government.

2. Permanent Electors Register and Special Ballots

Key Issues

- Summer Villages are not required to maintain a permanent electors register, yet access to voting by special ballot is effectively tied to having one.
- Feedback from multiple Returning Officers confirms that the Chief Electoral Officer's data is not suitable for Summer Villages, where voter eligibility is based primarily on land title ownership rather than permanent residency.
- Establishing and maintaining a permanent electors register would impose significant administrative cost and workload on very small municipalities, including additional staffing hours and data management requirements.
- Without an electors register, Summer Villages are prohibited from using special ballots, which disproportionately affects non-resident property owners who form the majority of eligible electors.
- The Act is unclear on whether information about non-resident electors may be retained for future elections, potentially requiring Summer Villages to rebuild voter information from scratch each election.

Impacts

- Reduced voter participation and accessibility, particularly for non-resident owners
- Increased voter complaints regarding the unavailability of special ballots
- Administrative inefficiency and uncertainty for Returning Officers

Recommended Solutions

- Explicitly confirm that Summer Villages may prepare voter registers using land title data, municipal tax records, and sworn declarations under section 49(3), without reliance on Chief Electoral Officer data.
- Enable Summer Villages to offer special ballots without mandating a permanent electors register.
- Clarify agreements under section 49(3.3) to reflect Summer Village-specific processes.
- Clarify that Summer Villages may retain non-resident elector information between elections for administrative continuity, subject to privacy requirements.

3. Voting Equity: Multiple Voters per Property

Key Issues

- Current legislation allows an unlimited number of owners and spouses listed on a single certificate of title to vote.
- In practice, this can result in dozens of votes tied to a single property, creating disproportionate influence.
- This risk is unique to Summer Villages and undermines the principle that each property should have a fair and roughly equal voice.

Recommended Solutions

- Amend section 12 to limit the number of non-resident owner or spouse votes associated with a single Summer Village property, for example, to a maximum of six. See Appendix B for additional information and key messages for this solution.
- Preserve voting rights for bona fide permanent residents regardless of ownership structure.

4. Candidate Eligibility and Concentration of Power

Key Issues

- Under current rules, multiple individuals associated with the same property may run for office.
- In extreme cases, a single property could theoretically form the entire council.

Recommended Solutions

- Amend section 21 to restrict candidacy to one individual per property, whether owner, spouse, or permanent resident, in Summer Village elections.

5. Nomination Period and Nomination Day Flexibility

Key Issues

- Summer Villages are restricted to a single nomination day, unlike other municipalities that have a nomination period.
- This restriction reduces accessibility for non-resident candidates and increases the likelihood of acclamations.
- Ambiguity exists regarding whether nomination papers must be personally received by a Returning Officer or may be delivered to the municipal office.
- Early election timelines make it costly to appoint Returning Officers far in advance of the election.

Recommended Solutions

- Amend the LAEA to permit a nomination period for Summer Villages, consistent with other municipalities.
- Clarify that nomination papers may be submitted to the local jurisdiction office rather than requiring personal receipt by the Returning Officer.
- Allow Returning Officers to validate nominations after submission rather than being present at the time of receipt.

6. Election Administration Capacity and Staffing

Key Issues

- Recruiting neutral and qualified election workers is challenging in very small communities.
- Election administration standards are identical to those for large municipalities despite vastly different resources.
- Limited staff must manage election administration alongside normal municipal operations.

Recommended Solutions

- Expand delegation authority under section 14(3) to explicitly include the municipal secretary.
- Provide clearer guidance tailored to Summer Villages.
- Preserve Returning Officer discretion to adapt processes to local context while remaining compliant with the Act.

7. Returning Officer Discretion and Election Integrity

Key Issues

- Returning Officers reported that the Act provides insufficient discretion when obvious ineligibility or irregularities are known.
- The prohibition on requesting additional identification beyond a single piece of Alberta-issued ID creates a security gap for Summer Villages, where electors may come from anywhere in the province.
- Electors themselves identified concerns about the lack of verification of property ownership or eligibility, undermining confidence in election integrity.
- There is no clear process for isolating or flagging questionable ballots outside of existing special ballot provisions.

Recommended Solutions

- Introduce provisions allowing Returning Officers to temporarily isolate and flag suspected ineligible ballots, similar to section 77.21(6).
- Permit Summer Villages to request a second form of identification to confirm eligibility, such as a land title, tax notice, or utility bill, where voting rights are based on property ownership.
- Establish a clear dispute resolution process for voter and candidate eligibility issues that does not require immediate legal consultation.

8. Campaign Finance: Notice of Intent and Disclosure Requirements

Notice of Intent

Issue: The timing requirement for filing a Notice of Intent is unclear and has caused confusion for candidates and administrators.

Recommendation:

- Amend section 147.3(1) to require candidates to open a campaign bank account **only when total contributions exceed \$1,000 in the aggregate**, and not at the time of filing a Notice of Intent.
- Confirm that candidates with contributions and expenses below \$1,000 may continue to use personal accounts, subject to post-election disclosure requirements.

Proposed Legislative Wording (for consideration):

Section 147.3(1) is amended by removing the requirement to open a campaign account at the time a Notice of Intent is filed and by clarifying that a campaign account is required only when total campaign contributions first exceed \$1,000 in the aggregate.

9. Disclosure Statements

Issues:

- September 30 disclosure filings occur after Summer Village elections have concluded.
- Disclosure requirements are duplicative, confusing, and disproportionate for Summer Village candidates, many of whom incur little or no campaign expenses.

Recommendations:

- Exempt Summer Village candidates from the September 30 disclosure filing requirement.
- Consolidate reporting into a single post-election disclosure, for example within 120 days after the election or by March 1.
- Consider simplified disclosure requirements for candidates with minimal or no campaign spending.

10. Examination of Nomination Papers

Key Issues

- Conflicting sections of the Act create confusion about who may examine nomination papers, when examination may occur, and under whose supervision.

Recommended Solutions

- Harmonize sections 28, 34, and 100 to:
 - Limit examination to electors
 - Permit examination only after the nomination period closes
 - Allow supervision by the Returning Officer or Secretary

11. Forms and Regulations

Key Improvements Needed

- Update Form 4 to clearly reference Summer Village–specific eligibility under section 12.
- Modify Form 13SV to:
 - Capture the complete Summer Village property address
 - Allow proof of ownership rather than proof of primary residence
- Update Form 26 to clearly state filing deadlines and penalties.
- Include the Notice of Intent form in regulation and permit electronic submission.

Conclusion

The Association of Summer Villages of Alberta supports strong, transparent, and accessible municipal elections and affirms the importance of the Local Authorities Election Act in maintaining public confidence in local democracy.

At the same time, ASVA’s member municipalities have clearly identified that several provisions of the LAEA impose disproportionate administrative burden, reduce accessibility for electors and candidates, and create uncertainty when applied to very small, property-based municipalities. These challenges do not reflect the reality of Summer Villages as sustainable, year-round communities and a respected order of municipal government.

Consistent with ASVA’s Vision and its *ACE* mission of Advocacy, Communication, and Education, the proposed amendments are practical, measured, and low-risk. They preserve election integrity while recognizing the unique governance and operational context of Summer Villages.

ASVA respectfully submits these recommendations to Alberta Municipal Affairs and looks forward to continued collaboration to ensure that municipal election legislation supports effective, inclusive, and sustainable local government across Alberta.

Appendix A. Summary Table of Key Issues, Recommendations, and Impacts if Not Addressed

Issue Area	LAEA Section(s)	Summary of Issue	ASVA Recommended Change	Impact if Not Addressed
Special Ballots & Electors Register	s.49, s.49(3), s.49(3.3)	Access to special ballots is effectively tied to maintaining a permanent electors register, which is impractical for Summer Villages with predominantly non-resident, property-based electorates.	Allow Summer Villages to prepare voter registers using land title and municipal records and offer special ballots without requiring a permanent electors register.	Continued voter disenfranchisement of non-resident owners, lower turnout, increased complaints, and reputational risk to election fairness.
Retention of Elector Information	s.49	Uncertainty about whether non-resident elector information may be retained between elections creates repeated administrative burden.	Clarify authority for Summer Villages to retain elector information between elections, subject to privacy requirements.	Repeated rebuilding of elector data, higher administrative cost, and increased risk of errors or omissions.
Voting Equity per Property	s.12	Unlimited owners or spouses on a single title may vote, creating disproportionate influence from one property.	Limit the number of non-resident owner/spouse votes per property while preserving permanent resident voting rights.	Perceived inequity, erosion of voter confidence, and increased likelihood of contested results or disputes.
Candidate Eligibility per Property	s.21	Multiple candidates may run from a single property, creating a risk of concentrated control of council.	Restrict candidacy to one individual per property in Summer Village elections.	Risk of governance imbalance and reduced confidence in representative local government.



Association of
SUMMER VILLAGES
 OF ALBERTA

Nomination Period Flexibility	s.25-27	Summer Villages are limited to a single nomination day, restricting access for non-resident candidates.	Permit a nomination period and allow nomination papers to be submitted to the municipal office.	Increased acclamations, reduced candidate participation, and weaker democratic legitimacy.
Returning Officer Capacity & Delegation	s.14(3)	Limited staffing capacity makes it difficult to meet all election administration requirements.	Expand delegation authority to explicitly include the municipal secretary and preserve local discretion.	Increased compliance risk, staff burnout, and reliance on external legal advice.
Returning Officer Discretion & Integrity	s.77.21 and related	Returning Officers lack tools to address obvious ineligibility or irregularities at the time of voting.	Allow isolation of questionable ballots and limited secondary verification of eligibility.	Reduced confidence in election integrity and higher risk of post-election challenges.
Campaign Bank Account Requirement	s.147.3(1)	Candidates must open a campaign bank account even when campaign activity is minimal or zero.	Require a campaign bank account only when total contributions exceed \$1,000.	Discouragement of candidates, unnecessary personal expense, and reduced participation in elections.
Campaign Disclosure Timing	s.147.4-147.7	September 30 disclosure deadlines occur after Summer Village elections and are duplicative.	Exempt Summer Village candidates from September 30 filings and consolidate reporting.	Ongoing confusion, non-compliance risk, and administrative follow-up costs.
Examination of Nomination Papers	s.28, s.34, s.100	Conflicting provisions create uncertainty about who may examine nomination papers and when.	Harmonize sections to clarify timing, eligibility, and supervision requirements.	Increased procedural disputes, inconsistent practices, and legal uncertainty.

Appendix B. Additional Discussion on Number of Eligible Voters per Land Title

Executive Summary

Census-based age and household composition data demonstrate that, while the average number of eligible voters per dwelling in Alberta is approximately 2, there is a clear and defensible demographic basis for recognizing up to 4 to 6 eligible voters per dwelling or land title in certain circumstances. This upper range is supported by Alberta's relatively young age structure, family-oriented household patterns, and the prevalence of multi-adult living arrangements across urban, rural, and seasonal communities.

Recognizing this range strengthens policy defensibility. It enables municipalities, particularly Summer Villages, to establish reasonable maximum votes per land title that reflect real demographic conditions while preserving the principle that each property should have a fair and roughly equal voice. These assumptions are conservative, evidence-based, and consistent with Statistics Canada census data and the Local Authorities Election Act definition of an eligible elector

Age Demographics and Household Structure in Alberta

The 2021 Census of Population indicates that Alberta averages 2.4–2.5 persons per private dwelling, with large cities such as Calgary and Edmonton at the lower end (~2.4) and smaller cities and towns slightly higher (2.5–2.7). Alberta's urban and rural household sizes are slightly above the national average.

Equally important is Alberta's age profile. Approximately 75–78% of residents are 18 years of age or older, meaning that a significant proportion of dwellings contain multiple eligible electors. This demographic reality underpins elector-per-dwelling estimates and explains why reliance on a single average obscures meaningful variation.

Defensible Range of Eligible Voters per Dwelling

There is no dataset that directly reports the number of eligible voters per dwelling. However, combining census age characteristics with household composition data supports a planning range rather than a fixed value.

Observed household patterns across Alberta include:

- Couples with adult children remaining at home
- Multi-generational households
- Shared housing among unrelated adults
- Seasonal and recreational properties used by extended families or co-owners

These patterns support a defensible range from 0 to 6 eligible voters per dwelling, with values above 6 treated as outliers for planning and policy purposes

Applicability to Rural and Small Municipalities

These assumptions are particularly relevant in rural and small municipalities, where:

- Household sizes are often larger
- Multi-generational living is more common
- Seasonal and recreational properties are prevalent
- Dwelling use may fluctuate throughout the year

In these contexts, variation around the average is often greater than in large urban centres. Applying a narrow assumption (e.g., 2 voters per property) risks misrepresenting the actual distribution of electors. A broader planning range more accurately reflects demographic reality and supports defensible local decision-making.

Relevance to Summer Villages and Votes per Land Title

In Summer Villages, voting rights are commonly linked to land ownership rather than residency. Councils must therefore balance inclusivity with equity when setting voting rules.

This analysis supports the position that:

- It is reasonable to expect multiple eligible voters to be associated with a single titled property
- A maximum of 4–6 votes per land title reflects typical upper-bound household and ownership patterns
- Such a cap prevents disproportionate influence by a small number of high-occupancy or heavily shared properties

Importantly, a cap grounded in census-based demographics is defensible, non-arbitrary, and proportionate.

Fair and Roughly Equal Voice

The principle that each property should have a fair and roughly equal voice does not require identical voting power in every case. It requires that differences be reasonable and justified. A maximum vote limit aligned with observed demographic norms:

- Recognizes legitimate variation in household composition
- Avoids extreme concentrations of voting power
- Treats properties consistently across the municipality

This approach aligns with the broader principle of effective representation embedded in Alberta's local election framework.

Citation-Ready Reference Table

Eligible Voters per Dwelling – Alberta (Planning Ranges)

Household Type	Typical Persons per Dwelling	Adults (18+)	Eligible Voters (Planning Range)
Single-person household	1	1	1
Couple, no children	2	2	2
Couple with children	3–4	2–3	2–3
Couple with adult children	3–5	3–4	3–4
Multi-family or shared dwelling	4–6	4–6	4–6
High-occupancy shared housing (upper planning limit)	6–8	6–8	Up to 6 (higher = outlier)

Data Sources and Citations

- Statistics Canada. 2022. *Census of Population, 2021*.
 - Table 98-10-0138-01: Household size and composition
 - Table 98-10-0022-01: Age characteristics of the population
- Government of Alberta. *Local Authorities Election Act* – definition of an eligible elector

Introducing the Animal Protection Amendment Act

From AGI OCPV Policy <AGI.OCPVpolicy@gov.ab.ca>

Date Tue 2026-03-31 10:53 AM

 1 attachment (125 KB)

2026 03 30 Bill 22 APA Amendment Act Fact Sheet.pdf;

Good morning:

We are happy to share with you that the Honorable RJ Sigurdson, Minister of Agriculture and Irrigation, tabled [Bill 22: the Animal Protection Amendment Act](#) in the legislature for its first reading yesterday afternoon. An official announcement is available at [Alberta.ca/release](https://alberta.ca/release).

For those who were able to participate, thank you again for your contributions to the department's review of the *Animal Protection Act* and Animal Protection Regulations. We sincerely appreciate your input; it has informed the development of the proposed amendments.

You will find a factsheet attached that provides a brief summary of the proposed amendments. The complete bill can be accessed via the link above. If passed, the amended statute would come into force upon proclamation, which would be anticipated following the development of supporting regulations.

If you have any questions or comments on the factsheet or Bill 22, you may contact our office please respond to this email or email AGI.OCPVpolicy@gov.ab.ca. You can also contact the Office of the Chief Provincial Veterinarian by phone at 780-427-3448.

Sincerely,

Office of the Chief Provincial Veterinarian
Agriculture and Irrigation

[Office of the Chief Provincial Veterinarian](#)



Classification: Protected A

Bill 26 Fact Sheet

Animal Protection Amendment Act

What is the Animal Protection Act?

Alberta's *Animal Protection Act* (APA) prohibits causing or allowing an animal to remain in distress and establishes the basic minimum duties of care for which all animal owners and caregivers are responsible. The APA provides tools for peace officers to act when animals are in distress, lacking adequate care or are abandoned.

Why is it changing?

The *Animal Protection Act* was last updated two decades ago. If passed, Bill 26 will modernize the Act and make Alberta a leader at addressing repeat offences.

What is being amended?

The *Animal Protection Amendment Act* will see dozens of changes, including:

- Improving outcomes for animals in distress or at risk of distress
 - The Act will be updated to reflect current definitions related to distress, animal care duties and abandonment
 - Address gaps for responding to animals in distress, including authority to issue and follow up on corrective action orders
 - Align the *Animal Protection Act* with other Canadian jurisdictions
- Improving court orders to protect animals from repeat offences
 - Expand availability of prohibition orders and provide guidance to the court to ensure orders are effective
 - Create statutory powers to inspect for compliance and address violations
 - Make Alberta a leader by allowing enforcement of prohibition orders issued in other provinces and territories
- Modernization of inspection authorities
 - Enable inspection of additional activities, including boarding and grooming facilities
- Increasing maximum fines from \$20,000 to \$250,000 and enabling jail time

Who will be affected?

While any Albertan who owns or interacts with animals could be affected by the changes, most will not be impacted by the updated Act.

When will the Animal Protection Amendment Act come into effect?

These amendments will come into force on proclamation. The changes are intended to align with amendments to the *Animal Protection Regulation*, which is expected to be completed later in 2026.