



**Summer Villages Administration Office**

Bay 8, 14 Thevenaz Industrial Trail

Sylvan Lake, AB T4S 2J5

Ph: 887-2822 Fax: 887-2897

---

**DATE**

**RESIDENTS NAME**

**ADDRESS**

**ADDRESS**

Dear **RESIDENT**:

The staff at the Sylvan Lake Summer Villages Administration Office would like to welcome you to the Summer Village of Sunbreaker Cove. We would like to take this opportunity to welcome you to our community and give you pertinent information that you should be aware of as a new resident. At any time, please visit our website for the most current information at <http://www.sunbreakercove.ca/>.

The Summer Village of Sunbreaker Cove is a quiet country residential community, striving to keep it safe and secure while meeting the needs of both the permanent and seasonal residents. The Summer Village is committed to be a good steward of the environment and encourages passive, family-oriented uses and activities.

As you are probably aware, the Summer Village of Sunbreaker Cove is a unique municipality. Municipal business is directed by an elected Council of three members and administered by the Administration Office. The Administration Office also administers four other Summer Villages; the Summer Villages of Half Moon Bay, Norglenwold, Jarvis Bay and Birchcliff.

Throughout the attached pages, you can find the information on the following topics:

- Administrative Contacts
- Elected Officials (Council)
- Protecting the Lake
- Landscaping & Invasive Species
- Bylaws
- Development
- Taxes
- Where to Pick up Your Mail
- Garbage & Recycling
- Snow Plowing
- Additional Information

Thank you for taking the time to read this welcome letter as we hope you find it informative. We want you to enjoy your new community and welcome you to contact our office anytime with questions or concerns.

Sincerely,

Phyllis Forsyth  
Chief Administrative Officer

## ADMINISTRATIVE CONTACT INFORMATION

### **Mailing Address:**

Summer Villages Administration Office  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, AB T4S 2J5

**Phone:** 403-887-2822

**Fax:** 403-887-2897

**Email:** [info@sylvansummervillages.ca](mailto:info@sylvansummervillages.ca)

### **Office Hours:**

Monday – Friday (closed on Statutory  
Holidays) 8:30am – 4:30pm

**Staff:** Phyllis Forsyth – Chief Administrative Officer  
Teri Musseau – Executive Assistant  
Tina Leer – Accounting Technician  
Chris Loov – Public Works Coordinator  
Koralyn Lemmon – Development Officer  
Kara Kashuba – Administrative Assistant  
Glenda Hallett – AP/AR

## ELECTED OFFICIALS (COUNCIL)

**Mayor:** Teresa Beets

**Deputy Mayor:** Jim Willmon

**Councillor:** Keith Kimball

Please visit the website for their contact information.

## PROTECTING OUR LAKE & SHORELINES

Chances are you moved to this Summer Village to enjoy the natural scenic beauty and to take part in recreational activities. When we focus on the waterfront, however, our activities can adversely affect water quality and the lives of many species of fish and wildlife. These adverse effects can be minimized when we practice stewardship as we enjoy lakefront property and participate in outdoor activities. Stewardship implies responsibility and obliges us to understand that what we do on the land and in the water affects the lake and our enjoyment of it. Our responsibility extends not just to our human neighbours, but also to all the plants and animals for which the lake is home, and whose presence enhances the quality and enjoyment of our time spend at the lake.

Before you start any work along the shoreline, remember that the shores and beds of the lake are public lands. Make sure you have a permit from Public Lands or Water Management Division. This permit requirement applies to anything you may want to build or alter on the bed or shore, including importing sand and controlling erosion. Unauthorized projects may be investigated, require restoration, and/or result in fines.

Please contact Alberta Environment and Parks (AEP) for more information at <http://aep.alberta.ca/>

## LANDSCAPING / INVASIVE SPECIES INFORMATION

Invasive alien species or invasive species are non-native species that have been introduced, intentionally or unintentionally, from other countries or ecosystems and threaten Alberta's ecosystems and biodiversity. When landscaping we strongly recommend checking the Alberta Invasive Species Council's Fact Sheets found on their website <https://www.abinvasives.ca/> to ensure you are not planting invasive species.

Sylvan Lake, along with all other communities are at risk from Aquatic Invasive Species; some of these species are:

- **Quagga and Zebra Mussels** move from lake to lake by attaching themselves to boats and other recreational equipment.
- **BOATERS! Clean, Drain & Dry your boat!**  
The Alberta Government has recently enacted changes to legislation that will help to protect our provincial water bodies from of the infestation of aquatic invasive species. Effective immediately, when highway signage indicates that a watercraft inspection station is open, it is mandatory that all carriers of water-based vessels must report to the onsite inspectors to have their boats, trailers and other water-related equipment checked for invasive species such as the zebra and quagga mussels. It's the law.
- The **Prussian Carp** is a species of wild goldfish that has been illegally released into various waterbodies in Alberta. This invasive fish species has established breeding populations across the province, and presents a serious threat to local aquatic ecosystems and native fish habitats.
- More information on the above can be found on the AISC website <https://www.abinvasives.ca/>

**"Prevention is Key"**

## BYLAW INFORMATION

All or some of the following bylaws may be in effect in your community. We strongly recommend visiting the website to find out the full details:

- **Land Use Bylaw** (To regulate and control the use and development of land and buildings)
- **Land Use Bylaw Penalties** (For contravention of the bylaw)
- **Fire Bylaw** (For the purpose of regulating burning)
- **Traffic/Parking Bylaw** (For the purpose of regulating street, motor vehicle and pedestrian traffic)
- **Rules and Regulations Applying to Small Vehicles in Alberta** (Motorcycle Helmets, Power Bicycles, Mopeds, Motorcycles, Mobility Aids, Off-Highway Vehicles, Prohibited Miniature Vehicles)
- **Owning and Operating a Small Vehicle in Alberta** (Rules and regulations applying to power bicycles, mopeds, off-highway vehicles, motorcycles, mobility aids and prohibited miniature vehicles)
- **Community Standards Bylaw** (To Prohibit certain activities in order to prevent and compel the abatement of noise, nuisance, unsightly premises and public disturbances)
- **Mill Rate Bylaw** (To authorize the rates of taxation for the taxation year)
- **Fee Bylaw** (Fees Administration charges to provide information regarding taxes, assessment, development, overweight vehicles and general office services)
- **Tax Penalty Bylaw** (Penalties with respect to the non-payment of taxes)
- **Procedural Bylaw** (To define certain of the duties of Council)
- **Dog Bylaw** (Licensing, regulating and controlling of animals running at large)

## **DEVELOPMENT INFORMATION**

---

A Permit is required before any development/construction, demolition, removal and/or destruction of trees and shrubs, excavation, grading or drainage alteration may commence within the Summer Village, all property owners must comply. Failure to comply may result in a fine of not less than \$250 and not more than \$10,000 or to imprisonment for not more than one year, or to both a fine and imprisonment.

The administration office has forty (40) days to approve or decline a development application. If the development is a permitted use (see Land Use Bylaw for definition) the development officer shall review your application. If the development is a discretionary use (see Land Use Bylaw for definition) the Municipal Planning Commission (MPC) shall review your application. The MPC's role is to advise and decide on land use, planning, development and subdivision issues.

Please contact Koralyne Lemmon the Development Technician, for more information.

## **TAX INFORMATION**

---

The tax year is from January 1st to December 31st. Tax notices are mailed out in May and are due on July 31st. A Tax Installment Plan (TIPPS) is available and runs from January to December, with each of the first five monthly payments based on the previous year's tax levy. The remaining monthly payments will be adjusted in June to compensate for changes in taxes resulting from the annual tax levy. The annual tax notice will show the total amount of installments to date.

Please contact Tina Leer the Accounting Technician for more information or stop by the office to pick up an agreement form.

## **WHERE TO PICK UP YOUR MAIL**

---

Canada Post is in charge of delivering your mail. Please visit the Bentley IDA, to establish your service for Sunbreaker Cove.

<https://www.canadapost.ca/web/en/home.page>

## **GARBAGE & RECYCLING**

---

The scheduled pick up dates are attached or can be found on the website, along with how many bags you are permitted.

## **SNOW PLOWING INFORMATION**

---

Our Operations Departments works closely with the snow removal contractor to ensure safe traffic movement and driving surfaces. Below are some items to keep in mind regarding snow removal:

- Sand filled containers are placed throughout the village for the convenience to the residents.
- Snow ploughing shall be undertaken after a major snowfall within 12 hours of being contacted by our office or an on-site designate.
- Streets shall be sanded when driving conditions become a hazard to public safety.

## **OTHER INFORMATION THAT CAN BE FOUND ON THE WEBSITE**

---

- Summer Village History
- Council Meetings & Minutes
- Newsletters
- Bylaws & Forms
- Bylaw Complaint Form
- Mayor's Messages
- Current News
- Issued Development Permits
- Events & Upcoming Information

## INFORMATIVE BROCHURES

---

The following are brochures you may find interesting. Please pick up a copy from our office or visit the respective website.

- **Invasive Species**  
Albertans should be aware of the impact that invasive species have on the environment, economy, and society.  
<https://www.abinvasives.ca/>
- **Backyard Composting to Reduce Organic Waste**  
Managing waste is everyone's business and the best place to begin is in your own backyard.  
<http://aep.alberta.ca/waste/composting-at-home/documents/BackyardCompostingOrganicWaste-Dec2008.pdf>
- **Caring for Shoreline Properties**  
Changing the way we look at owning lakefront property in Alberta.  
<http://aep.alberta.ca/lands-forests/shorelands/lakeshores/documents/CarinigForShorelineProperties-1999.pdf>
- **Discover Sylvan Lake**  
Find information on campgrounds, golfing, accommodations, recreation, sports, festivals, events, shopping, restaurants, and services.  
<http://www.sylvanlake.ca/>
- **Give Your Shoreline a Make-Over**  
10 Environmental-friendly things to do to improve your shoreline.  
<http://www.bcnature.ca/wp-content/uploads/2015/03/Makeover-Fold-out.pdf>
- **Saving the World Begins at Home**  
A personal guide to managing household waste.  
<http://aep.alberta.ca/waste/pollution-and-prevention/documents/SavingWorldHome-Apr-2010.pdf>
- **The Dock Primer**  
A cottager's guide to waterfront friendly docks.  
<http://www.dfo-mpo.gc.ca/Library/337921.pdf>
- **Vermicomposting to Reduce Kitchen Waste**  
Vermicomposting or worm composting is using red wiggler worms to decompose organic household wastes into a useful soil conditioner. It's easy! Fill a container with bedding material, worms and food waste. The worms do the rest.  
<http://aep.alberta.ca/waste/composting-at-home/documents/VermicompostingReduceKitchenWaste-Dec2008.pdf>
- **Your Emergency Preparedness Guide**  
Learn how quick and easy it is to become better prepared to face a range of emergencies – anytime, anywhere.  
<https://www.getprepared.gc.ca/cnt/rsrscs/pblctn/s/yprprdnssgd/yprprdnssgd-eng.pdf>
- **Septic Sense**  
Information, resources and support to help landowners responsibly manage their septic systems.  
<http://www.landstewardship.org/septic-sense/>
- **Stepping Back from the Water**  
A beneficial management practices guide for new developed near water bodies in Alberta's settled region.  
<http://aep.alberta.ca/water/education-guidelines/documents/SteppingBackFromWater-Guide-2012.pdf>
- **Respect Our Lakes**  
The Respect Our Lakes (ROL) program was developed within the Government of Alberta and aims to support and engage Albertans in lake stewardship.  
<http://aep.alberta.ca/water/programs-and-services/respect-our-lakes/default.aspx>

- **Living by Water/Living by Lake**

For more than 15 years, Nature Alberta has delivered the Living by Water (LBW) program, providing information to Alberta lake residents about healthy shoreline living.

<http://naturealberta.ca/programs/living-by-water/>

- **Low Impact Developments**

Designers have long known the toll that compacted turf-and-tree landscapes and hardened surfaces like roofs, roads and parking lots take on our lakes, rivers and streams.

However, the tools to address these impacts in this complex system have only begun to be developed in the past decade or two.

<https://aidp.org/what-is-lid>

### **Clean water. Well protected**

Working well provides resources free of charge to water well owners interested in learning how to protect and maintain water wells.

Visit <http://aep.alberta.ca/water/education-guidelines/working-well/default.aspx> for Working Well resources including e-learning modules, fact sheets and a schedule of upcoming workshops.