

# Summer Village of Horseshoe Bay

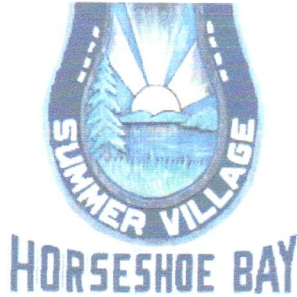
Agenda - Regular Meeting

Saturday, May 16, 2018

Martin Recreation Center

11:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
  - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
  - a) April 21, 2018 Regular Council Meeting
4. PUBLIC HEARINGS
  - none
5. DELEGATIONS
  - a) Teleconference with ISL Engineering: Re: Municipal Development Plan and Land Use Bylaw.
6. BYLAWS
  - a) Bylaw 114/2018 – Council Code of Conduct, Second & Third Readings
  - b) ~~Bylaw 115/2018 – Property Tax Bylaw~~ (Moved to 7.c, after Budget approval)
  - c) Policy #9 - Draft Public Participation Policy
  - d) Bylaw 116/2018 – Draft Advertising Bylaw
7. OLD BUSINESS
  - a) Recreation Survey Results Meeting June 13, 2018
  - b) Approve 2018 Budget & Tax Rates
  - c) Bylaw 115/2018 – Property Tax Bylaw
8. NEW BUSINESS
9. COUNCILLOR REPORTS
  - a) Mayor Gary Burns: Municipal Indicators Performance Measurement
10. CAO REPORT AND ACTION LIST
  - a) Action List
11. FINANCIAL REPORTS
  - a) For 4 months ended April 30, 2018 and cheque log for Apr. 1 to Apr. 30, 2018
  - b) Grants Update
  - c) 2018 Capital projects & Grants
12. CORRESPONDENCE
13. NEXT MEETING
14. ADJOURNMENT



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

**Agenda Item: 3.a) Adoption of Previous Meeting Minutes**

**Meeting Date: May 16, 2018**

### Background

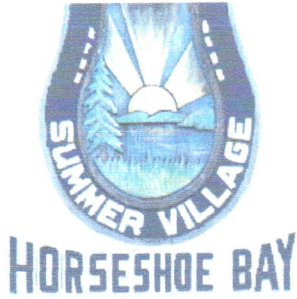
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Minutes from April 21, 2018 Regular Council Meeting are presented for adoption and signing.

### Recommendation/RFD

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MOVED BY \_\_\_\_\_ to adopt the minutes of the April 21, 2018 Regular Council meeting, as presented.



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## Agenda Item Summary Report

**Agenda Item: 5.a) Teleconference with ISL Engineering: Re: Land Use Bylaw**

**Meeting Date: May 16, 2018**

### **Background**

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ISL Engineering is drafting amendments to the Village Land Use Bylaw. They have requested a teleconference / on-line meeting to discuss any changes or additions we would like.

Administration has reviewed the current LUB and suggested some changes or additions we may want to make.

### **Recommendation/RFD/Comments**

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Review the attached LUB drafted by Administration and prepare any comments, questions or recommendations for ISL during the meeting.



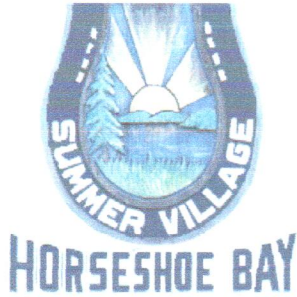
7909 – 51 Avenue NW, Edmonton, AB T6E 5L9 T: 780.438.9000 F: 780.438.3700

Project:	<b>IDP, MDP and LUB</b>	Project No.:	<b>15035</b>
Client:	<b>Summer Village of Horseshoe Bay</b>	Meeting Date:	<b>May 16, 2018</b>
Location:	<b>Teleconference</b>	Meeting Time:	<b>11:00 PM</b>
Purpose:	<b>Background Report Review</b>	Meeting No.:	<b>1</b>
In Attendance:	<b>Gary Burns, Mayor</b> <b>Eli Gushaty, Deputy Mayor</b> <b>Dave Amyotte, Councilor</b> <b>Norm Briscoe, CAO</b> <b>Diane</b>  <b>David Schoor, Senior Planner</b> <b>Aaron Bomback, Project Planner</b>	Written By:	<b>DS, AB</b>
Distribution:	<b>All</b>		

The subjects discussed and decisions reached are summarized in the following record. Please notify the author of any errors or omissions. If no comments are received within 7 days this record is considered correct.

Item	Description
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- |     |  |
|-----|--|
| 1.0 | Background Report Review Discussion Topics <ul style="list-style-type: none"> <li>- Purpose of IDP, MDP and LUB Project</li> <li>- Population and Land Supply</li> <li>- Current Conditions and MDP Vision</li> <li>- MDP and LUB Recommendations</li> <li>- IDP, MDP and LUB Maps</li> </ul>  |
| 2.0 | Agreement was reached on items dealing with: <ul style="list-style-type: none"> <li>- Land Supply; namely the SV will not expand its boundaries</li> <li>- MDP Vision; a high quality of life, residential community, recreational opportunities, environmental preservation</li> <li>- MDP Map; including a campground in the northeast</li> <li>- MDP Policy; add economic development opportunities (RV opportunities and mini golf) and fire/police protection</li> <li>- LUB Regulation; consideration of</li> <li>- LUB Map</li> <li>- Update MDP and LUB Map to include Homestead Trail (1 Street) and larger campground parcel</li> <li>- IDP land use concept showing agriculture designations, with the expect of one country residential development</li> </ul> |
| 3.0 | Additional Engagement <ul style="list-style-type: none"> <li>- SVHB to present draft IDP, MDP and LUB to residents at the AGM on July 2018 long weekend</li> <li>- Norm and David to discuss agenda</li> </ul>   |



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## Agenda Item Summary Report

**Agenda Item: 6.a) Bylaw 114/2018 - Council Code of Conduct**

**Meeting Date: May 16, 2018**

### **Background**

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Bylaw No. 114/2018 to establish a Code of Conduct for Members of Council, is being presented to Council to for second and third readings. First reading was given at the April 21/18 council meeting.

### **Recommendation/RFD**

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MOTION to give second reading to Bylaw No 114/2018.

MOTION to give third reading to Bylaw No. 114/2018

**SUMMER VILLAGE OF HORSESHOE BAY  
PROVINCE OF ALBERTA**

**BY-LAW NO. 114/2018**

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**A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta, to Establish a Code of Conduct for Members of Council**

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WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the **Summer Village of Horseshoe Bay**;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the **Summer Village of Horseshoe Bay**, in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

1.1 This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**2. Definitions**

2.1 In this Bylaw, words have meanings set out in the Act, except that:

- a) "**Act**" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- b) "**Administration**" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Administrator;

- c) **“CAO”** means the Chief Administrative Officer of the Municipality, or their delegate;
- d) **“FOIP”** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- e) **“Investigator”** means Council or the individual or body established by Council to investigate and report on complaints;
- f) **“Member”** means a member of Council and includes a councillor or the Mayor;
- g) **“Municipality”** means the municipal corporation of the Summer Village of Horseshoe Bay.

### **3. Purpose and Application**

- 3.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

#### **4.1 Members shall:**

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) perform their functions in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close scrutiny.

### **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from media regarding the official Council position on an issue shall be referred to Council’s official spokesperson.

- 5.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

## **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agent, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.



**8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expression toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration, work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

**9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable bylaws and policies;
- (c) use confidential information for personal benefit or for the benefit of any other individual organization.

9.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

## **10. Conflicts of Interest**

- 10.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3 Members shall approach decision-making with an open mind that is capable of persuasion.

## **11. Improper Use of Influence**

- 11.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

## **12. Use of Municipal Assets and Services**

- 12.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) Municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

## **13. Orientation and Other Training Attendance**

- 13.1 Every Member must attend the orientation training that is offered by the Municipality within 90 days after the Member takes oath of office.

- 13.2 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

**14. Remuneration and Expenses**

- 14.1 Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

**15. Gifts and Hospitality**

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

**16. Election Campaigns**

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any campaign or campaign related activity.

**17. Informal Complaint Process**

- 17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## **18. Formal Complaint Process**

- 18.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) If the facts, as reported, include, the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the investigator;
  - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the investigator is of the opinion that a complaint is frivolous or vexatious or is not in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation; provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's expense.

## **19. Compliance and Enforcement**

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw;
- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;

- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

## 20. Review

- 20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect standards of ethical conduct expected of Members.

READ a First time this 21 day of April, 2018.

READ a Second time this 16 day of May, 2018.

READ a Third time this 16 day of May, 2018.

SIGNED AND PASSED this 16 day of May, 2018.

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Gary Burns  
Mayor

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Norman Briscoe  
Administrator



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## Agenda Item Summary Report

Agenda Item: <sup>7.c)</sup> 6.b) Bylaw 115/2018 - Property Tax Bylaw

Meeting Date: May 16, 2018

### Background

Bylaw No. 115/2018 is being presented to Council to approve the Tax Rates for the 2018 taxation year, as per section 353 of the Municipal Government Act.

### Recommendation/RFD

MOTION to give first reading to Bylaw No. 115/2018, Property Tax Bylaw.

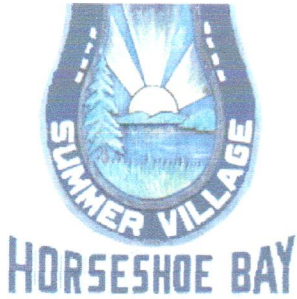
MOTION to give second reading to Bylaw No 115/2018.

MOTION to present Bylaw No. 115/2018 at this meeting for third and final reading.

MOTION to give third reading to Bylaw No. 115/2018

7.c)  
6.b)





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## Agenda Item Summary Report

**Agenda Item: 6.c) Policy #9 – Public Participation Policy**

**Meeting Date: May 16, 2018**

### Background

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Municipalities are now required to adopt a public participation policy by July 23, 2018. Administration has drafted Policy #9 – Public Participation Policy, which is being presented to Council for approval.

### Recommendation/RFD

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MOTION to approve Policy #9 – Public Participation Policy.

APPROVED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018



# Summer Village of Horseshoe Bay

May 16, 2018

Effective Date: <del>January 1, 2018</del>	Policy Number: 9
Title: Public Participation Policy	

## I. Purpose and Application

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

## II. General Policy Principles

Council recognizes that public input is essential to the municipal decision making process. Communication and public engagement will:

1. Lead to greater satisfaction and better relationships with citizens.
2. Reduce complaints and concerns that arise late in the process.
3. Lead to better solutions and decision making.
4. Provide residents an opportunity to be involved in decisions that may impact their community.
5. Comply with the requirements of the *Municipal Government Act*.

## III. Public Participation Policies

The Chief Administrative Officer (CAO) shall, when believed to be appropriate, develop and implement a Public Participation Plan in the circumstances outlined in Schedules "A" and "B" attached:

**Schedule "A"**: identifies the types or categories of circumstances in which the Summer Village will engage municipal stakeholders, and

**Schedule "B"**: identifies the types or categories of approaches the Summer Village will use to engage municipal stakeholders.

**IV. Policy Responsibilities**

**1. Council Responsibilities**

- a) Council shall:
  - i. consider input obtained through Public Participation; and
  - ii. review this policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
  - iii. ensure appropriate resources are available to solicit Public Participation;
  - iv. promote and support Public Participation;
  - v. evaluate this policy at least once every 4 years.

**2. Administration Responsibilities**

- b) The Chief Administration Officer (CAO) shall:
  - i. The Chief Administrative Officer (CAO) will communicate and engage the citizens to allow for input throughout the decision making process for events identified in this policy.
  - ii. The CAO will determine the type and level of engagement required for each circumstance. The circumstances are listed in Schedule "A".
  - iii. If two types of engagement are identified in schedule "A", the CAO will determine the type required.
  - iv. The process of engagement that the CAO can select is listed in Schedule "B".
  - v. The CAO will communicate to Council and the public, when appropriate, the effectiveness of process used to make a decision.
  - vi. Report the findings of the Public Participation engagement to Council.
  - vii. Make this policy accessible and available to the public.

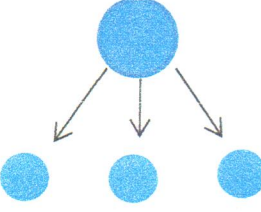
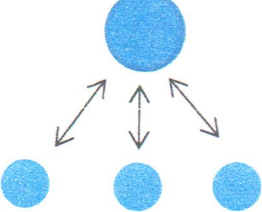
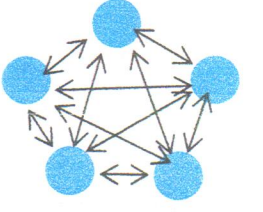
APPROVED BY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Summer Village of Horseshoe Bay  
Public Participation Plan  
**SCHEDULE "A"**

Department	Circumstances	Type of Engagement per Schedule "B"
Council and Legislative	Council Meeting Agendas and Minutes	1 and 2
	Capital Projects	2
	Major Community Initiatives	2
	Bylaw Development and Review	1, 2 or 3
Planning & Development	New or amended ICF/IDP/MDP and LUB	3
Administration	Annual Audited Financial Statements (On website & at AGM)	1
	Elections	1
	Bylaw Enforcement	1
	Public Relations	1
Protective Services	Fire Protection	2 and 3
	Emergency Measures and Disaster Services	2 and 3
	911 Services Agreement	3
	Police & Ambulance Services	3
Roads, Streets, Walks, Lighting	Snow Removal Services	1
	Grass Cutting Service	1
	Street Maintenance & Repair	1 or 2
	Street Signs	1 or 2
	Street Lighting	1 or 2
Waste Management	Activities Related to collection of garbage and other waste material	1 or 2
Recreation & Culture	Care & Maintenance of Rec Center, playground and park	2
	Community Social & Recreation Activities	2

Summer Village of Horseshoe Bay  
Public Participation Policy

**SCHEDULE "B"**

<b>TYPE AND LEVEL OF ENGAGEMENT</b>		
Direct Decision (1)	Consultative Decision (2)	Collaborative Decisions (3)
Decisions that are made should be informed to the public in a timely manner.	Gathering public input prior to making a decision.	Municipal representatives act in partnership with the community.
<b>Circumstances</b>		
<ul style="list-style-type: none"> <li>• Decision is routine and part of operations.</li> <li>• Decisions are dictated by law.</li> <li>• There is an urgent need to respond to the public.</li> <li>• A person with authority is acting within their authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Public notification and input are required by law.</li> <li>• The decision is a known concern to other parties.</li> <li>• The decision will affect the lifestyle or habits of citizens.</li> <li>• Risk is perceived to be associated with the decision.</li> <li>• Council or administration requests public input prior to making a decision.</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal representatives acting in partnership.</li> <li>• Sharing the decision making process with Regional partners &amp; Stakeholders.</li> <li>• Adopting or amending Stakeholder agreements.</li> </ul>
<b>Approaches</b>		
<ul style="list-style-type: none"> <li>• Website</li> <li>• Newsletter</li> <li>• Email</li> <li>• Newspaper</li> <li>• A.G.M.</li> </ul>	<ul style="list-style-type: none"> <li>• Email and/or mail out</li> <li>• Open House</li> <li>• Public Hearing</li> <li>• Council meeting delegation</li> <li>• Surveys or Polls</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Participation in Regional Committees and agencies.</li> </ul>
<b>DIRECTIVE DECISION</b>	<b>CONSULTATIVE DECISION</b>	<b>COLLABORATIVE DECISION</b>
		



# Summer Village of Horseshoe Bay

P.O. Box 1778  
St. Paul, AB T0A 3A0  
Phone: (780)645-4677  
Email: svhorseshoebay@gmail.com  
Website: www.svhorseshoebay.com

## Agenda Item Summary Report

**Agenda Item: 6.d) Bylaw 116/2018 – Draft Advertising Bylaw**

**Meeting Date: May 16, 2018**

### Background

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Previously, a municipality was required to provide notice through newspaper advertising, mail or delivery to every residence in the area to which the bylaw or other matter related. The new legislative changes provide additional flexibility to allow municipalities to develop notification tools that will best meet the needs of their communities.

If the municipality wishes to use alternative advertising methods, such as a municipal website or social media, an authorizing bylaw **MUST** be passed. This Bylaw must have the confidence of council that the methods provided for in the bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area, and a “public hearing must be held prior to second reading of the bylaw”.

The attached Bylaw is a Draft for the purposes of first reading.

### Recommendation/RFD

---

Council does not have to provide this bylaw, it is not mandatory. However, without this Bylaw, we must continue to provide notices through the newspaper and direct mail.

MOVED BY \_\_\_\_\_ that Bylaw 116/2018, to Establish Alternate Methods for Advertising Statutory Notices, be given first reading.

**SUMMER VILLAGE OF HORSESHOE BAY  
PROVINCE OF ALBERTA**

**BY-LAW NO. 116/2018**

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**A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta, to Establish Alternate Methods for Advertising Statutory Notices**

---

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in the Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the **Summer Village of Horseshoe Bay**, in the Province of Alberta, duly assembled, enacts as follows:

**Short Title**

1. This Bylaw may be referred to as the "Advertising Bylaw".

**Advertising Method**

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606;
  - i. electronically by posting the notice prominently on the Summer Village of Horseshoe Bay official website and/or emailing to residents who have provided their email to the Summer Village, and/or

- ii. by posting the notice prominently on a bulletin board provided for that purpose in the following municipal facilities: Martin Recreation Center.

This By-Law shall come into effect upon the final passing thereof.

READ a First time in Council this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2018.

PUBLIC HEARING held on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

READ a Second time in Council this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2018.

READ a Third time in Council this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2018.

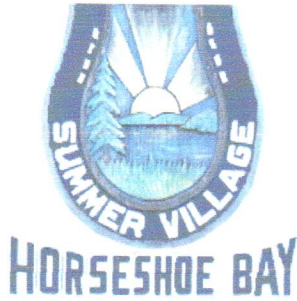
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Gary Burns  
Mayor

---

Norman Briscoe  
Administrator





# Summer Village of Horseshoe Bay

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Website: www.svhorseshoebay.com

## Agenda Item Summary Report

**Agenda Item: 7.a) Meeting with RC Strategies: Recreation Survey Results**

**Meeting Date: May 16, 2018**

### Background

---

In March this year the St. Paul Regional Partnership hired RC Strategies to conduct a **Parks & Recreation Needs Analysis & Action Plan**. The first step was to conduct a detailed survey of all residents in the region.

The survey has been completed and the results compiled. RC Strategies has requested a joint council/administration meeting to review the research and engagement findings and to discuss strategic direction. The meeting is scheduled for:

**June 13, 2018, at 4:00 pm (will be approx. 2 hours)**

**At: Reunion Station**

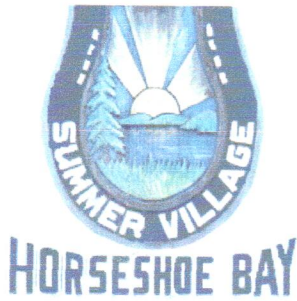
### Recommendation/RFD

---

Administration needs to know who will be attending from the Summer Village.

MOVED by \_\_\_\_\_ that (names of councillors) attend the meeting with RC Strategies to review the research and engagement findings of the "Parks and Recreation Needs Analysis & Action Plan" and to discuss strategic direction.

7.a)



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

**Agenda Item: 7.b) Approve 2018 Operating Budget and Tax Rates**

**Meeting Date: May 16, 2018**

### Background

Based on discussions from Draft 2018 Budgets presented at previous meetings, Administration is presenting the 2018 Operating Budget for approval. A detailed budget will be forwarded to Council in a separate email.

### Recommendation/RFD

Motion to approve the 2018 Municipal Operating Budget as per sections 242(1) and 245 of the MGA, as follows:

#### Revenues

Total Property Tax Revenue	\$ 109,499
Less: School & DIP Requisitions	<u>41,411</u>
Net Municipal Property Taxes	68,058
Other Revenue	4,485
Government Transfers for Grants	<u>199,457</u>
	<u>272,000</u>

#### Expenses

Operating Expenses	<u>142,000</u>
Excess of Revenue over Expenses, Before Capital Expenditures	130,000
Capital Expenditures	<u>180,000</u>
Deficiency Before adjustment for non-cash items	-50,000
Adjustment for Non-Cash Items:	
Amortization	46,000
Transfer from Unrestricted Surplus	<u>4,000</u>

#### **Financial Plan Balance**

**\$ -0-**

*Moved by Gary Burns to approve budget with  
 mil rate 3.35? as presented & transfer \$4,000. from  
 surplus.  
 min tax \$360.00*

7.b)

SUMMER VILLAGE OF HORSESHOE BAY  
2018 BUDGET

*Agenda 7.6)*

		2018 Budget
<b>Revenues</b>		
Total Property Tax Revenue	\$	109,499
Less School & DIP Requisitions		41,441
Net Municipal Property Taxes		68,058
Other revenue		4,485
Government transfers for grants		199,457
<b>Total Revenue</b>		<b>272,000</b>
<b>Expenses</b>		
Operating Expenses		142,000
Excess of Revenue over Expenses before Capital expenditures		130,000
Capital Expenditures		180,000
Deficiency of revenues over expenses before adjustment for non-cash item		-50,000
Adjustment for non-cash items		
Amortization		46,000
Transfer from Unrestricted Surplus		4,000
<b>Financial Plan Balance</b>	<b>\$</b>	<b>0</b>

SUMMER VILLAGE OF HORSESHOE BAY  
2018 BUDGET

			2017	2018
Assessment:	Residential	0.29% increase in residential assessment	\$ 15,975,950	\$ 16,022,940
	Non Residential	0.0 increase in Municipal Mill rate	164,310	166,120
		No Increase in min. tax for 2018. MT \$360	<b>\$ 16,140,260</b>	<b>\$ 16,189,060</b>
			<b>Municipal</b>	<b>Education</b>
Mill Rate:	Residential		3.3500	2.5474
	Non Residential		3.3500	3.7190
			5.8362	7.1595
			Total Mill Rate	
			5.8974	7.0690
Total Taxes:	Residential		\$ 93,239	\$ 94,494
	Non Residential		1,176	1,180
	Over/Under Levy		-	-
	Minimum Tax		13,790	13,825
	<b>Total Municipal Prop. Tax</b>		<b>\$ 108,205</b>	<b>\$ 109,499</b>
Requisitions:	ASFF Residential		\$ 39,719	\$ 40,817
	ASFF Non Residential		626	618
	<b>Total Education Prop. Tax</b>		<b>\$ 40,345</b>	<b>\$ 41,435</b>
	<b>DI Property tax requisition</b>			<b>\$ 6</b>
Net Municipal Property Taxes			<b>\$ 67,860</b>	<b>\$ 68,058</b>
2018 Budget approved by Council May 16, 2018				

SUMMER VILLAGE OF HORSESHOE BAY  
2018 BUDGET

MAY 16 2018

REVENUE	2017 Budget	2017 Actual	2018 Budget
<b>Taxation Revenue</b>			
Tax Recovery Transfer	\$ -	\$ -	\$ -
Residential Property Tax	93,239	93,239	94,494
Minimum Tax	13,790	13,790	13,825
<b>Total Residential Property Tax</b>	<b>107,029</b>	<b>107,029</b>	<b>108,319</b>
Non-Residential Linear Prop. Elec. & Pipeline	1,176	1,176	1,180
<b>Total Property Taxes</b>	<b>108,205</b>	<b>108,205</b>	<b>109,499</b>
Less Education Requisition transfers	40,345	40,345	41,435
DI Property tax requisition			6
<b>Net Municipal Property Taxes</b>	<b>67,860</b>	<b>67,859</b>	<b>68,058</b>
<b>Other Revenue</b>			
User Fees (Certificates, Hall use, etc.)	700	255	500
Penalties & Costs on Taxes	1,000	1,061	600
Permits (Development) & Licenses	700	200	500
Investment Revenue	1,100	1,231	1,100
Other Miscellaneous Revenue ALARIE	-	8,173	-
Recreation Revenue	2,210	2,794	1,785
<b>Total Other Revenue</b>	<b>5,710</b>	<b>13,714</b>	<b>4,485</b>
<b>Funding from Grants</b>			
Government Transfer for MSI Operating	4,687	4,687	8,457
Government Transfer for ACP grant	743	14,429	-
<b>Total Grant Funding</b>	<b>5,430</b>	<b>19,116</b>	<b>8,457</b>
<b>TOTAL REVENUE</b>	<b>79,000</b>	<b>100,689</b>	<b>81,000</b>
<b>EXPENSE</b>			
<b>Council</b>			
Council Honorarium	3,375	3,750	4,000
Council Mileage & Subsistence	2,400	1,338	2,700
Council Communications - WiFi	300	268	300
Council Memberships & Registrations	925	820	1,000
Election & Census expenses	600	661	
<b>Total Council</b>	<b>7,600</b>	<b>6,837</b>	<b>8,000</b>
<b>General &amp; Administrative Expenses</b>			
Administration - Contract	15,840	16,050	17,100
Travel & Subsistence	250		250
Advertising & Promotions	200	42	200
Assessment Services	4,680	4,680	5,000
Audit & Legal	5,100	5,460	5,300
Communications - Courier & Postage	700	612	1,000
Memberships	1,300	1,344	1,428
Gen/Admin Materials, goods & supplies	2,000	1,466	2,000
Miscellaneous & Other Expense	530	83	322
Registrations	100		100
WCB	300	234	300
Website Maintenance	400	377	1,000
<b>Total General &amp; Administrative Expense</b>	<b>31,400</b>	<b>30,348</b>	<b>34,000</b>

APPROVED MAY 16 2018

7.6)

SUMMER VILLAGE OF HORSESHOE BAY  
2018 BUDGET

MAY 16 2018

EXPENSES continued	2017 Budget	2017 Actual	2018 Budget
<b>Roads, Streets, Walks, Lighting</b>			
Crack Filling	3,700	1,837	8,320
Road Maintenance non-County	1,500	438	880
Road Maintenance County of St Paul	3,000	3,345	4,000
Signage	400	-	400
Street Light Retrofit Study		5,590	
Amortization	41,400	41,411	41,400
<b>Total Roads, Streets, Walks, Lights</b>	<b>50,000</b>	<b>52,621</b>	<b>55,000</b>
<b>Preventive Services &amp; Fire</b>			
Crime prevention & detection Cameras		1,140	100
Emergency 911	100	135	300
Fire Expense County	2,900	2,920	2,900
Reg. Emergency Management Exp.	1,500	1,118	1,200
Reg. Occupational Health and Safety	800	660	800
REM Agency contribution to Radios	1,800	8,883	1,800
MuniSite (WebMap) GIS (AAG)	900		900
<b>Total Fire &amp; Preventive Services</b>	<b>8,000</b>	<b>14,856</b>	<b>8,000</b>
<b>Waste Management</b>			
Waste Management Non-County	300	564	300
Waste Management County	12,000	12,105	12,000
Amortization	700	719	700
<b>Total Waste Management</b>	<b>13,000</b>	<b>13,388</b>	<b>13,000</b>
<b>Planning, Development &amp; IM Collaboration</b>			
IM Collaboration IDP,MDP,LUB,ICF,CARES	1,000	-	1,000
<b>Planning, Development &amp; IMC</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>
<b>Parks &amp; Recreation</b>			
Contracted Services - Hall	300	143	300
Contracted Services - Park grass & equip	2,200	1,965	2,200
Contracted Services - other	2,000	1,651	5,500
Total Contracted Services - Labour	4,500	3,758	8,000
Insurance Rec Centre, parks & recreation	2,200	2,214	2,300
Materials, Goods & Supplies	2,600	3,690	2,600
Materials & Supplies Reg. Rec. needs project			500
Utilities	4,000	3,778	4,000
Small capital purchases	1,800	-	1,700
Amortization	3,900	4,158	3,900
<b>Total Parks &amp; Recreation</b>	<b>19,000</b>	<b>17,598</b>	<b>23,000</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>130,000</b>	<b>135,648</b>	<b>142,000</b>
<b>Excess (Deficiency) of Revenue over Expenses before Capital</b>	<b>-51,000</b>	<b>-34,959</b>	<b>-61,000</b>
<b>Other</b>			
Government transfers for Capital	165,500	16,833	191,000
<b>Excess (Deficiency) of Rev. over Exp.</b>	<b>114,500</b>	<b>-18,126</b>	<b>130,000</b>
<b>Adj. for cash items, not PSAB Rev. or Exp</b>			
<b>Tangible Capital Assets expenditures</b>	<b>-160,000</b>	<b>-15,650</b>	<b>-180,000</b>
	<b>-45,500</b>	<b>-33,776</b>	<b>-50,000</b>
<b>Adjustment for non-cash items</b>			
Amortization of TCA	46,000	46,288	46,000
Transfer from Unrestricted Surplus	-	-	4,000
<b>FINANCIAL PLAN Balance</b>	<b>\$ 500</b>	<b>\$ 12,512</b>	<b>-\$ 0</b>

*Himalayan Balsam*

<b>CAPITAL Projects &amp; Budget 2018</b>				Capital	Capital Grants	Capital
<b>MSI Capital</b>	2015 MSI & BMTG Allocation					\$ 75,470
	2016 MSI & BMTG Allocation					76,048
	2017 MSI & BMTG Allocation					76,018
	2018 MSI & BMTG Allocation					84,127
MSI CAP funding available for 2018						311,663
Other grant funding available for projects						
GTF	Gas Tax Fund grant 2014	\$	7,011			
GTF	Gas Tax Fund grant 2015		6,940			
GTF	Gas Tax Fund grant 2016		6,995			
GTF	Gas Tax Fund grant 2017		7,001			
GTF	Gas Tax Fund grant 2018		9,026			
GTF	funding available		36,973			36,973
Capital Grant funds available						348,636
<b>Potential Capital projects</b>						
<b>Roads</b>		Roads Plan	Estimates			
		2013 Prices	2018			
	Homestead Trail south	\$	4,800	\$	7,264	
	Russel Drive south		58,000		102,183	
	<b>Paving overlay 50mm</b>		62,800		109,447	109,447
	Paving Coney Dr west end		165,000		165,000	-
	Grade & Gravel Coney Dr		-		5,000	5,000
	Culverts Est \$2,500 pc		10,000		15,000	-
	Twp594 lake access gravel		10,000		10,000	-
	Total Road projects		247,800		304,447	114,447
	Contingency		24,780		30,445	5,553
	Road projects		272,580		334,892	120,000
						120,000 - 120,000
<b>Other</b>						
	Pave vehicle parking & RV camping area & Driveway to hall					
	access road to hall & sports field				17,000	
	vehicle parking & RV camping area				70,000	
	Fire access lane estimate				25,000	
					87,000	
	Contingency & Engineering				8,700	
	Cost of non-road paving upgrades				95,700	
	Total potential paving projects				\$ 430,592	
<b>Recreation Centre Rehabilitation &amp; Upgrades</b>						
	Rec Centre Hall rehabilitation/upgrade	\$	50,000			
	Gazebo betterments		10,000			
	Sports fields equipment & bicycle stand					
	Sports & Play ground safety & Equip					
<b>Recreation Centre Rehabilitation &amp; Upgrade project total cost</b>				60,000	60,000	-60,000
<b>Total 2017 Capital expenditures</b>					180,000	
Capital funding available for future projects & over expenditures						168,636
Plus	Operating expense funded from Capital					
	Road crack filling in Op. expense			8,320		
	Repair leaking cistern riser			1,000		
	Small capital purchases expensed not in above			1,680		
	Total Op Expenses funded from Capital grants			11,000	11,000	-11,000
2018	Total Project expenditures funded from Capital			\$	191,000	
Total 2018 Gov't transfers for Capital						157,636
Uncommitted Capital grant allocations for 2018						\$ 157,636
21-Apr-18	APPROVED by Council					
<b>CAPITAL Projects &amp; Budget 2018</b>						

SUMMER VILLAGE OF HORSESHOE BAY

EXPENSES continued	2017 Budget	2017 Actual	2018 Budget	Change in Budget	
Roads, Streets, Walks, Lighting			<b>0.00</b>		
Crack filling funded from Capital grants	3,700	1,837	8,320	MSI Cap	Increase
Road Maintenance (Bridge Insp., Trees, etc)	1,500	438	880		
Road Maintenance County of St Paul	3,000	3,345	4,000		Increase
Signage	400	0	400		
Street Light Retrofit Feasibility Study		5,590	0	ACP grant	
Amortization - Roads & bridges	41,400	41,411	41,400		
<b>Total Roads, Streets, Walks, Lights</b>	<b>50,000</b>	<b>52,621</b>	<b>55,000</b>	<b>-5,000</b>	<b>Increase</b>
Preventive Services & Fire					
Crime prevention Security cameras		1,140	100		
Emergency - E911	100	135	300		
Fire Expenses - County of St Paul	2,900	2,920	2,900		
Reg. Emergency Management exp.	1,500	1,118	1,200 ?		
Occupational Health & Safety	800	660	800 ?		
REM Agency Radio Upgrades cost	1,800	8,883	1,800		
MuniSite (Web Map) GIS (AAG)	900		900		
<b>Total Fire &amp; Preventive Services</b>	<b>8,000</b>	<b>14,856</b>	<b>8,000</b>	<b>0</b>	
Waste Management					
Waste Management Non-County	300	564	300		
Waste Management County	12,000	12,105	12,000		
Amortization Waste transfer station	700	719	700		
<b>Total Waste Management</b>	<b>13,000</b>	<b>13,388</b>	<b>13,000</b>	<b>0</b>	
Planning, Development & IM Collaboration					
IM Collaboration IDP, MDP, LUB, ICF, CARES	1,000		1,000		
<b>Planning, Development &amp; IMC</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	
Parks & Recreation					
Contracted Services - Hall	300	143	300		
Contracted Services - Park grass & equip.	2,200	1,965	2,200		
Contracted Services - non-gov't	2,000	1,651	5,500	Weed removal & Cistern	
Total Contract ed Services - Labour	4,500	3,758	8,000		
Insurance Rec. Centre, park & recreation	2,200	2,214	2,300		
Materials, Goods & Supplies	2,600	3,690	2,600		
Materials & Supplies Reg. Rec. needs project		0	500		
Utilities (power, heating, water & sewer)	4,000	3,778	4,000		
Small capital purchases & sports equip't	1,800	0	1,700	MSI Cap ?	
Amortization P & R	3,900	4,158	3,900		
<b>Total Parks &amp; Recreation</b>	<b>19,000</b>	<b>17,598</b>	<b>23,000</b>	<b>-4,000</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>130,000</b>	<b>135,648</b>	<b>142,000</b>	<b>-12,000</b>	9% Increase
<b>Excess (Shortfall) of Revenue over Expenses before Capital</b>	<b>-51,000</b>	<b>-34,958</b>	<b>-61,000</b>		
<b>Other</b>					
Government transfers for Capital	165,500	16,833	191,000		
<b>EXCESS of REVENUES over EXPENSES</b>	<b>114,500</b>	<b>-18,125</b>	<b>130,000</b>		
Adj. for cash items, not PSAB Rev. or Exp					
Tangible Capital Assets expenditures	-160,000	-15,650	-180,000		
	<b>-45,500</b>	<b>-33,775</b>	<b>-50,000</b>		
Adjustment for non-cash items:					
Amortization of TCA	46,000	46,288	46,000		
Transfer from Unrestricted Surplus			4,000		
<b>FINANCIAL PLAN Balance</b>	<b>\$ 500</b>	<b>12,513</b>	<b>-\$ 0</b>		
Non-budget items in Financial Statements					
Use of prepaid expenses		-121			
Increase in Net Financial Assets		\$ 12,392			
0.00	2018 Municipal mill rate increase				
\$0	2018 Min. tax increase to	\$360.00			



SUMMER VILLAGE OF HORSESHOE BAY  
2018 BUDGET

DRAFT

MAY 13 2018

SUMMARY & Reconciliation to BYLAW	2017	2018	
<b>Expenditures and Transfers</b>			
Education Requisition transfers	\$ 40,345	\$ 41,435	
DIP Linear property requisition		6	
Total Operating expenses	130,000	142,000	incl's MSI Cap
Total Operating expenses & transfers	170,345	183,441	
Capital Projects expenditures	160,000	180,000	
Estimated municipal expenditures & transfers	330,345	363,441	
Less Amortization expense	- 46,000	- 46,000	
Expenditures from cash	284,345	317,441	
Budget Surplus before amortization	500	0	
<b>Est. municipal exp/transfers per By-Law</b>	<b>\$ 284,844</b>	<b>\$ 317,441</b>	
<b>Revenues and Transfers</b>			
<b>All non-taxation Revenue</b>			
Other Revenue	5,709	4,485	
Government Transfers from Operating Grants	4,687	8,457	
Government Transfers from Capital Grants	165,500	191,000	
Transfer from Unrestricted Surplus		4,000	
<b>None tax Revenue &amp; transfers</b>	<b>\$ 175,896</b>	<b>\$ 207,942</b>	
<b>Municipal Property Taxes &amp; GIP</b>			
Tax Recovery Transfer	-	-	
Residential Property Tax	52,894	53,059	
Minimum Tax @ \$350	13,790	13,825	
Total Residential Property Tax	66,684	66,884	
Non-Residential - Linear Property	1,176	1,174	
Total Property Taxes & GIP	67,860	68,058	
Education Property Tax	40,345	41,435	
DIP requisition	40,345	6	
<b>Municipal Property Taxes per Bylaw</b>	<b>\$ 148,550</b>	<b>\$ 109,499</b>	
<b>Est. Total Revenue &amp; transfers</b>	<b>\$ 324,446</b>	<b>\$ 317,441</b>	
<b>Requisitions:</b>			
<b>ASFF Residential</b>	\$ 39,719	\$ 40,817	
<b>ASFF Non Residential</b>	626	618	
	<b>40,345</b>	<b>41,435</b>	
<b>DIP requisition</b>	-	6	
	<b>\$ 40,345</b>	<b>\$ 41,441</b>	
<b>Assessed value of all property per assessment roll</b>			
Residential	\$ 15,975,950	\$ 16,022,940	
Non-Residential	164,310	166,120	
	<b>\$ 16,140,260</b>	<b>\$ 16,189,060</b>	
<b>General Municipal</b>			
		Tax Levy	Assessment
Residential		\$ 53,676	\$ 16,022,940
Non-Residential		557	166,120
		54,233	16,189,060
<b>Minimum Tax</b>		13,825	
Totals		<b>\$ 68,058</b>	<b>\$ 16,189,060</b>
<b>ASFF Residential</b>		\$ 40,817	\$ 16,022,940
Non-Residential		618	166,120
Totals		<b>\$ 41,435</b>	<b>\$ 16,189,060</b>
<b>DI Property requisition</b>		\$ 6	\$ 166,120
<b>Grand Totals</b>		<b>\$ 109,499</b>	
Minimum tax per parcel of land	\$360		

**Summer Village of Horseshoe Bay**  
**Tax Rate Budget for Discussion Purposes Only**

Budget For the year ended December 31, 2018

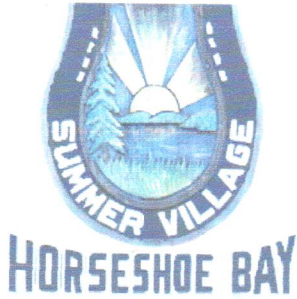
	Actual 2017	2018 Tax Rate Alternatives							
		Increase to Mill Rate &/or Minimum tax payable per lot over 2017 Actual 1st column							
Mill rate increase	0.10	0.00	0.00	0.00	0.05	0.05	0.10	0.10	0.20
Mill rate	3.35	3.35	3.35	3.35	3.40	3.40	3.45	3.45	3.55
Min tax increase	15	\$0	\$5	\$10	\$5	\$10	\$5	\$10	10.00
Tax amount pp	\$360	\$360	\$365	\$370	\$365	\$370	\$365	\$370	370.00
<b>REVENUE Comparisons</b>									
Residential Property Tax	\$ 93,239	\$ 94,494	\$ 94,494	\$ 94,494	\$ 95,295	\$ 95,295	\$ 96,096	\$ 96,096	\$ 97,698
Minimum Tax Payable	13,790	13,825	14,244	14,673	14,001	14,418	13,767	14,177	13,709
Total Muni Res Prop Tax Rev	107,029	108,319	108,738	109,167	109,296	109,713	109,863	110,273	111,407
Non-Res Linear Property	1,176	1,180	1,180	1,180	1,188	1,188	1,197	1,197	1,213
Total Property Taxes & GIP	108,205	109,499	109,918	110,347	110,484	110,901	111,060	111,470	112,620
Educ Requisition transfers	40,345	41,435	41,435	41,435	41,435	41,435	41,435	41,435	41,435
DIP Requisition	-	6	6	6	6	6	6	6	6
<b>Total Net Tax Revenue</b>	<b>67,860</b>	<b>68,058</b>	<b>68,477</b>	<b>68,906</b>	<b>69,044</b>	<b>69,461</b>	<b>69,619</b>	<b>70,029</b>	<b>71,180</b>
Total Other Revenue	13,714	4,485	4,485	4,485	4,485	4,485	4,485	4,485	4,485
Total Operating Grant Funding	19,116	8,457	8,457	8,457	8,457	8,457	8,457	8,457	8,457
<b>TOTAL REVENUE</b>	<b>100,690</b>	<b>81,000</b>	<b>81,419</b>	<b>81,848</b>	<b>81,986</b>	<b>82,403</b>	<b>82,561</b>	<b>82,971</b>	<b>84,122</b>
<b>EXPENSES</b>									
Council	6,837	8,000	7,700	6,700	6,700	6,700	6,700	6,700	6,700
General & Admin Expense	30,348	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000
Roads, Walks, Lights	52,621	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Fire & Prevention Services	14,856	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Waste Management	13,388	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
Planning & Development	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Parks & Recreation	17,598	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
<b>TOTAL OPERATING EXP</b>	<b>135,648</b>	<b>142,000</b>	<b>141,700</b>	<b>140,700</b>	<b>140,700</b>	<b>140,700</b>	<b>140,700</b>	<b>140,700</b>	<b>140,700</b>
<b>Net Surplus (Deficit)</b>	<b>-34,958</b>	<b>-61,000</b>	<b>-60,281</b>	<b>-58,852</b>	<b>-58,714</b>	<b>-58,297</b>	<b>-58,139</b>	<b>-57,729</b>	<b>-56,578</b>
<b>Other</b>									
Gov't transfers for Capital grants	16,833	191,000	191,000	191,000	191,000	191,000	191,000	191,000	191,000
<b>Excess (Shortfall)</b>									
<b>Revenue over Expenses</b>	<b>-18,125</b>	130,000	130,719	132,148	132,286	132,703	132,861	133,271	134,422
Adj for cash items, not PSAB									
Tangible Capital Assets Exp	-15,650	-180,000	-180,000	-180,000	-180,000	-180,000	-180,000	-180,000	-180,000
<b>Def of Rev over Exp after Amort</b>	<b>-33,775</b>	<b>-50,000</b>	<b>-49,281</b>	<b>-47,852</b>	<b>-47,714</b>	<b>-47,297</b>	<b>-47,139</b>	<b>-46,729</b>	<b>-45,578</b>
Adjustment for non-cash items									
Amortization	46,288	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000
Prepaid/Other non-cash items	-121	0	0	0	0	0	0	0	0
<b>Trans from Unrestricted Surplus</b>	<b>0</b>	<b>4,000</b>	<b>3,281</b>	<b>1,852</b>	<b>1,714</b>	<b>1,297</b>	<b>1,139</b>	<b>729</b>	<b>0</b>
<b>FINANCIAL PLAN Balance</b>	<b>\$ 28,042</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>-\$ 0</b>	<b>-\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>422</b>

1) Financial Plan shows addition to cash or use of cash from accumulated surplus

2) Draft Tax Rate Bylaw is based on Col 2 alternative, with no mill rate increase & no increase to min. tax for 2018

Administration is recommending no increase in tax mill rate and on increase in minimum tax for 2018.

7.6)



# Summer Village of Horseshoe Bay

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St. Paul, AB T0A 3A0  
Phone: (780)645-4677  
Email: svhorseshoebay@gmail.com  
Website: www.svhorseshoebay.com

## Agenda Item Summary Report

Agenda Item: <sup>7.c)</sup> 6.b) Bylaw 115/2018 - Property Tax Bylaw

Meeting Date: May 16, 2018

### Background

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Bylaw No. 115/2018 is being presented to Council to approve the Tax Rates for the 2018 taxation year, as per section 353 of the Municipal Government Act.

### Recommendation/RFD

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MOTION to give first reading to Bylaw No. 115/2018, Property Tax Bylaw. - Dave

MOTION to give second reading to Bylaw No 115/2018. - cli

MOTION to present Bylaw No. 115/2018 at this meeting for third and final reading. - Gary

MOTION to give third reading to Bylaw No. 115/2018 - Dave

7.c)  
6.b)

**SUMMER VILLAGE OF HORSESHOE BAY  
PROVINCE OF ALBERTA**

**BY-LAW NO. 115/2018**

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**A Bylaw to Authorize the Rates of Taxation to be Levied Against Assessable Property Within the Summer Village of Horseshoe Bay for the 2018 Taxation Year**

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**Whereas**, the Summer Village of Horseshoe Bay has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council Meeting held on May 16, 2018, and

**Whereas**, the estimated municipal expenditures and transfers (excluding non-cash items) set out in the budget for the Summer Village of Horseshoe Bay in the Province of Alberta for 2018 total \$317,425 and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$203,942 and the balance of \$109,499 is to be raised by general municipal property taxation; and

**Whereas**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential	\$ 40,817
Non-Residential	<u>        618</u>
Total School Requisitions	<u>\$ 41,435</u>
Designated Industrial Property	<u><u>        6</u></u>

**Whereas**, the Council of the Summer Village of Horseshoe Bay 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 M-26, Revised Statutes of Alberta, 2000; and

**Whereas**, the assessed value of all property in the Summer Village of Horseshoe Bay as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$ 16,022,940
Non-Residential	<u>        166,120</u>
	<u>\$ 16,189,060</u>

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

- 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 Horseshoe Bay:

	Tax Levy	Assessment	Tax Rate
<b>General Municipal</b>			
Residential	\$ 53,676	\$ 16,022,940	3.3500
Non Residential	<u>557</u>	<u>166,120</u>	<u>3.3500</u>
	54,233	\$ <u>16,189,060</u>	
<b>Minimum Tax</b>	<u>13,825</u>		
<b>Total</b>	<b>\$ <u>68,058</u></b>		
<b>ASFF</b>			
Residential	\$ 40,817	\$ 16,022,940	2.5474
Non-Residential	<u>618</u>	<u>166,120</u>	<u>3.7190</u>
<b>Totals</b>	<b>\$ <u>41,435</u></b>	<b>\$ <u>16,189,060</u></b>	
<b>Designated Industrial Property</b>	<u>6</u>	<u>166,120</u>	<u>0.0342</u>
<b>Grand Totals</b>	<b>\$ <u>109,499</u></b>		

- That the minimum amount payable per parcel as property tax for general municipal purposes shall be \$ 360.
- That this bylaw shall take effect on the date of the third and final reading.

Read a first time in Council this 16<sup>th</sup> day of May, 2018.

Read a second time in Council this 16<sup>th</sup> day of May, 2018.

Given UNANIMOUS consent to go to third reading on this 16<sup>th</sup> day of May, 2018

Read a third time in Council this 16<sup>th</sup> day of May, 2018.

\_\_\_\_\_  
 Gary Burns, Mayor

\_\_\_\_\_  
 Norman Briscoe  
 Chief Administrative Officer

AR93841

May 11, 2018

His Worship Fraser Hubbard  
Mayor  
Summer Village of Poplar Bay  
PO Box 100  
Ma-Me-O Beach AB T0C 1X0

Dear Mayor Hubbard: *Fraser*

Thank you for your letter of April 23, 2018, in support of the Summer Village of Grandview's letter regarding the new ministry performance measure and municipal indicators.

In developing the indicators, the department has sought to create a set of measures that will apply generally to all municipalities despite wide differences in services, economy, and geography. In the case of the population change measure, a specific exception was made for summer villages and improvement districts.

In my April 24, 2018, letter to the Summer Village of Grandview, I offered the following comments.

Tax base ratio – The department recognizes summer villages will typically not meet the expected result established for this measure. The measure highlights the dependence of summer villages on residential property revenue for long-term viability; however, summer villages will typically trigger few, if any, other indicators due to other inherent viability strengths.

Infrastructure investment – The department recognizes the variance in capital activity from year to year. The measure will be calculated based on an average over five years. The summary you received did not identify this, and it will be corrected in future summaries.

Infrastructure age – In cases where a municipality does not meet the expected result on this measure, the existence of reserves or deferred revenues would be considered a mitigating factor. Based on preliminary testing using historical data, it does not appear this indicator will be triggered by most summer villages.

.../2

9.3)

Mayor Fraser Hubbard

- 2 -

Interest in municipal office – The indicator is based on the premise that an election vote is a sign of interest in public service and a healthy democracy; however, the department recognizes the circumstances you describe can result from a respectful acknowledgement of established leaders in summer villages and other small communities.

New environmental indicator – Your suggestion for an indicator based on protection of riparian areas aligns with the increased emphasis on environmental stewardship in the *Municipal Government Act*; however, it may be challenging to apply the measure to other types of municipalities. The department will consider this suggestion in any future review of the indicator model.

I appreciate the publication of these measures may result in questions from your council and residents. I trust my comments may assist you in responding. If you have further questions, please contact Colin Doupe, Director, Municipal Sustainability with Municipal Affairs, toll-free at 310-0000, then 780-427-2225.

Sincerely,



Brad Pickering  
Deputy Minister

cc: Mayor Don Davidson, Summer Village of Grandview  
Sylvia Roy, Chief Administrative Officer, Summer Village of Popular Bay  
Bev Anderson, Executive Director, Association of Summer Villages of Alberta  
Colin Doupe, Director, Municipal Sustainability, Municipal Services and  
Legislation

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# Viability Reviews

## What is a Viability Review

### Quick Links

[What is a Viability Review?](#)

[The Viability Review Process](#)

[FAQ about Viability Reviews](#)

[Current Viability Reviews](#)

[Completed Viability Reviews](#)

[Contact the Municipal Sustainability Team](#)

The viability review is a process that was approved in June 2012 through which municipalities can determine their viability and develop a plan to enhance viability. The review provides an objective analysis of the municipality's governance, finances, infrastructure and services and may lead to recommendations for maintaining viability. Viability reviews are meant to evaluate whether a municipality is sustainable, not to examine council or administrative practices.

Regardless of a viability review, municipalities can also complete the *self-assessment questionnaire* [PDF](#) / [MS Word](#) to identify actions they can take to promote ongoing municipal sustainability.

[Back to top](#)

## The Viability Review Process

### The Viability Review Process

[Step 1: Initiating a Viability Review](#)

[Step 2: Screening](#)

[Step 3:](#)

[Information Collection and Analysis](#) [Step 4: Recommendation & Options](#)

[Step 5a:](#)

[Ministerial Directives](#)

[Step 5b: Public Vote](#)

### Step 1: Initiating a Viability Review

A viability review may be initiated in one of three ways:

**1. Council request:** A municipal council can write to the Minister of Municipal Affairs and request a review if council believes that the sustainability or viability of the municipality is in jeopardy and cannot be mitigated through the use of the self-assessment tool-kit. Municipalities should include a completed *self-assessment questionnaire* [PDF](#) / [MS Word](#) with the request.

**2. Citizen Petition:** The residents of a municipality can petition the Minister to undertake a viability review. The petition must include the signatures of eligible voters totalling at least 30



per cent of the population, or 50 per cent for summer villages. A petition must include a statement of Representative of Petitioners and an affidavit for each person that witnessed the signing of a petition. Municipal Affairs reviews the petition to ensure it is sufficient.

The petition must be prepared according to the guidelines found in the Information Handout on Petitions to ensure all legislated requirements are met. This [petition form](#) has been developed to assist prospective petitioners. Prospective petitioners are also encouraged to contact the Municipal Sustainability Team by email at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca) or by phone toll-free at [310-0000](tel:310-0000) (in Alberta), then [780-427-2225](tel:780-427-2225), prior to starting a petition.

**3. Minister's Discretion:** The Minister may undertake a viability review if the Minister believes it is warranted, such as when a municipality triggers the [Key Measures of Municipal Sustainability](#).

## Step 2: Screening

The goal of the screening is to help the Minister decide if a viability review would be most helpful to address the issues identified. Upon a council request or sufficient citizen petition, ministry staff may gather information to understand why the request or petition happened. The screening may involve collection of supporting documentation and interviews with both the review and potential receiving municipality. After reviewing information from the screening, the Minister determines whether the viability review, or another process such as an inspection, audit, or additional provincial supports, would be most appropriate. If the Minister chooses to undertake a viability review, ministry staff begin step 3.

## Step 3: Information Collection and Analysis

Municipal Affairs' staff members begin information collection and analysis of the review municipality. The municipality initiates an infrastructure assessment or audit to provide as information to the review, for which it can apply for funding under the [Alberta Community Partnership Program](#). A Viability Review Team (VRT) is then formed according to the direction of Municipal Affairs' senior officials to review and analyze the municipality's viability based on the information collected.

The VRT is composed of representatives from Municipal Affairs, the municipality undergoing the review, the potential receiving municipality (if the review municipality were to dissolve) and municipal associations. Alberta municipal associations include the Alberta Association of Municipal Districts and Counties (AAMD&C), Alberta Rural Municipal Administrators Association (ARMAA), Alberta Summer Villages Association (ASVA), Alberta Urban Municipalities Association (AUMA), and the Local Government Administration Association (LGAA).

Stakeholder engagement and community involvement is integral throughout the review. The community is typically engaged through a combination of mailed communications, surveys, open houses, and public meetings.

<u>Key Measures in MSS Report</u>		<u>Approved Measure</u>	<u>Triggers</u>
<b>KM1</b>	C12/3.7 "Has your municipality incurred an annual deficit for the past two consecutive years, or five out of the past 10 years?"	Has your municipality reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal (calendar) years?	Yes
<b>KM2</b>	C12/3.8 "Does your municipality have less than a 1:1 ratio of current asset to current liabilities?"	Does your municipality have less than a 1:1 ratio of current asset to current liabilities?	Yes
<b>KM3</b>	C12/3.9 "Has your municipality received a "qualified audit opinion", "denial of opinion" or an "adverse opinion" with respect to your most recent annual financial statements?"	Has your municipality received a "qualified audit opinion", "denial of opinion" or an "adverse opinion" with respect to your most recent annual financial statements?	Yes
<b>KM4</b>	C13/3.13 "Has your municipality reached 80% or more of its debt and debt service limit?"	Has your municipality reached 80% of its debt or debt service limit?	Yes
<b>KM5</b>	C13/3.18 "Do provincial & federal grants account for more than 50% or more of your municipality's total revenue?"	Based on the annual audited financial statements, have provincial & federal grants accounted for more than 50% of your municipality's total revenue in each of the past three fiscal (calendar) years?	Yes
<b>KM6</b>	C13/3.20 "Has your municipality's non-residential assessment base declined substantially as a proportion of the municipality's overall assessment base, over the past 10 years."	Has your municipality's non-residential assessment base declined over the past 10 years?	Yes
<b>KM7</b>	C14/3.26 "Does your municipality have more than 10% of current property tax unpaid for the most recent completed fiscal year?"	Does your municipality have more than 5% of current property tax unpaid for the most recent completed fiscal year?	Yes
<b>KM8</b>	C16/7.1 "Has your municipality experienced a decline in population over the last 20 years?"	Has your municipality experienced a decline in population of the municipality over the last 20 years?	Yes
<b>KM9 (new)</b>		Is the remaining value of the tangible capital assets less than 30% of the original cost?	Yes
<b>KM10 (new)</b>		Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years?	Yes



municipal Accountability Program

While not a complete or exhaustive list, following is a sample of what items could be reviewed and assessed as part of the MAP process.

**Bylaw review**

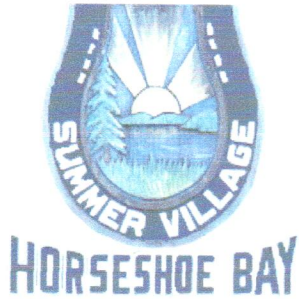
- Mandatory
  - o Code of Conduct
  - o CAO
  - o Borrowing
  - o Property Tax Rate
  - o Subdivision Authority and Development Authority
  - o Subdivision and Development Appeal Board
  - o Municipal Development Plan
  - o Land-use Bylaw
  - o ICF's
  - o Emergency Advisory Committee
- Discretionary
  - o General review (Procedural, Tax penalties, Animal Control, Utilities, etc.)

**Policy review**

- Public Participation
- Budget
- Operational and Capital Plans
- Municipal Emergency Plan

**Procedure review**

- Reporting
  - o Financial and Statistical Information Returns
  - o Financial Reporting to Council
- Tax
  - o Tax Notices
  - o Tax Recovery
  - o Tax Agreements
  - o Penalties
- Administration
  - o CAO Evaluation
  - o Document Security
  - o Elections
  - o Petitions
  - o Advertising
- Meeting Procedures
  - o Adoption of minutes
  - o In accordance with procedural bylaw (if it exists)
  - o Closed meetings
  - o Council minutes-content
- Planning
  - o Development permits
  - o Appeals
- Notifications



# Summer Village of Horseshoe Bay

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Email: svhorseshoebay@gmail.com  
Website: www.svhorseshoebay.com

## Agenda Item Summary Report

**Agenda Item: 11.a) April, 2018 YTD Financial Report and Cheque Log**

**Meeting Date: May 16, 2018**

### **Background**

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Actual Year-to-Date Budget to Actual Financial report for 4 month ended April 30, 2018, plus April, 2018 cheque log, chq.#2065 to 2078 totalling \$16,299.97.

### **Recommendation/RFD**

---

MOTION to approve YTD Financial Report for 4 months ended April, 2018, as presented. - *Dave*

MOTION to accept April/2018 cheque log as presented. - *Eli*

**Summer Village of Horseshoe Bay  
Actual Year to Date to Budget  
For the 4 months ended April 30, 2018**

	Approved 2018 Budget	YTD April 30, 2018	
<b>REVENUE</b>			
Taxation Revenue			
Residential Property Tax	\$ 94,494	\$ 41,435	Ed. Tax Accrual
Minimum Residential Property Tax	13,825	-	
Total Municipal Res. Property Tax	108,319	41,435	
Non-Res. Linear Property Tax	1,180	-	
Total Residential Property Tax	109,499	41,435	
Education Requisition transfers	41,435	41,435	
DI Property Tax Requisition	6	-	
<b>Total Net Tax Revenue</b>	<b>68,058</b>	<b>- 0</b>	
Other Revenue			
User Fees & sales (Certificate fees, Sales, etc)	500	100	
Interest Revenue	1,100	384	
Penalties & Costs on Taxes	600	287	
Permits & licenses	500	50	
Miscellaneous Revenue	-	-	
Recreation Revenue	1,785	-	
<b>Total Other Revenue</b>	<b>4,485</b>	<b>821</b>	
Funding from Grants			
Transfer MSI Op grant	8,457		
Transfer ACP grant	-	15,160	Streetlight Project
<b>Total Grant Funding</b>	<b>8,457</b>	<b>15,160</b>	
<b>TOTAL REVENUE</b>	<b>81,000</b>	<b>15,981</b>	
<b>EXPENSE</b>			
Council			
Council Honorarium	4,000	1,375	
Council Travel & Subsistence	2,700	624	
Council Communications - Wi-Fi	300	270	
Council Memberships & Registrations	1,000	0	
<b>Total Council</b>	<b>8,000</b>	<b>2,269</b>	
General & Administrative Expenses			
Administration - Contract	17,100	5,700	
Travel & Subsistence	250	0	
Advertising & Promotions	200	0	
Assessment Services	5,000	2,400	
Audit & Legal	5,300	220	
Communications - Courier & Postage	1,000	425	
Memberships	1,428	1,428	
Gen/Admin Materials, goods & supplies	2,000	1,369	
Miscellaneous & Other Expenses	322	25	
Registrations	100	0	
WCB	300	305	
WebSite Maintenance	1,000	120	
<b>Total General &amp; Administrative Expenses</b>	<b>34,000</b>	<b>11,992</b>	

**Summer Village of Horseshoe Bay**  
**Actual Year to Date to Budget**  
**For the 4 months ended April 30, 2018**

	Approved 2018 Budget	YTD April 30, 2018
<b>EXPENSES continued</b>		
Roads, Streets, Walks, Lighting		350
Roads services Crack filling, bridge Insp.	8,320	125
Road M & repairs materials	880	2,108
Roads Maintenance County of St Paul	4,000	
Signage	400	15,240
Street Lighting Retrofit study		13,804
Amortization - Roads & Bridges	41,400	
<b>Total Roads, Streets, Walks, Lights</b>	<b>55,000</b>	<b>31,627</b>
<b>Fire &amp; Preventive Servcies</b>		<b>136</b>
Crime prevention & detection Cameras	100	135
Emergency Management (E911)	300	25
Preventive Services purchased		2,190
Fire Expense County of St Paul	2,900	
Reg. Emergency Management Exp	1,200	
Reg. Occupational Health & Safety	800	
REM Agency Radios upgrades	1,800	
MuniSite (WebMap) GIS (AAG)	900	
<b>Total Fire &amp; Preventive Servcies</b>	<b>8,000</b>	<b>2,485</b>
<b>Waste Management</b>		<b>60</b>
Waste Management goods & supplies	300	0
Waste Management Expenses County	12,000	240
Amortization	700	300
<b>Total Waste Management</b>	<b>13,000</b>	
<b>Planning, Development &amp; IM Collaboration</b>		<b>210</b>
IM Collaboration IDP,MDP,LUB,ICF,CARES	1,000	210
<b>Planning, Develop't &amp; IM Collaboration</b>	<b>1,000</b>	<b>210</b>
<b>Parks &amp; Recreation</b>		
Contracted Services - Hall	300	
Contracted Services - Park grass & equip	2,200	
Contracted Services -non-gov't	5,500	
Total Contracted Services - Labour	8,000	0
Insurance Rec. Centre & Recreation	2,300	2,346
Materials, Goods & Supplies	2,600	0
Material & Supplies Reg. Rec. needs project	500	
Utilities	4,000	1,066
Small capital purchases	1,700	
Amortization Parks & Recreation	3,900	1,391
<b>Total Parks &amp; Recreation</b>	<b>23,000</b>	<b>4,803</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>142,000</b>	<b>53,686</b>
<b>NET INCOME (Deficit)</b>	<b>-61,000</b>	<b>-37,705</b>
<b>Other</b>		<b>0</b>
Government transfers for Capital	191,000	0
<b>Excess (Shortfall) Rev. over Exp.</b>	<b>130,000</b>	<b>-37,705</b>
Adj. for cash items not PSAB Rev. or Exp.		0
Tangible Capital Assets expenditures	- 180,000	0
	<b>-50,000</b>	<b>-37,705</b>
Adjustment for non-cash items		15,435
Amortization of TCA	46,000	
Transfer from Unrestricted Surplus	4,000	
<b>FINANCIAL PLAN Balance</b>	<b>-\$ 0</b>	<b>-\$ 22,270</b>