

# Summer Village of Horseshoe Bay

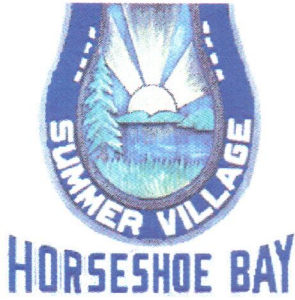
Agenda - Regular Meeting

Saturday, July 6, 2019

Martin Recreation Center

10:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
  - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
  - a) May 25, 2019 Regular Council Meeting
4. PUBLIC HEARINGS - none
5. DELEGATIONS - none
6. BYLAWS
  - a) Intermunicipal Development Plan Bylaw 121/2019
  - b) Municipal Development Plan Bylaw 122/2019
  - c) Notice of Public Hearing
7. OLD BUSINESS
  - a) Appointment of ISDAB Board Clerk
  - b) Regional Recreation Master Plan
    - i. Approve RRMP
    - ii. Approve Class A and Class A-2 facilities
    - iii. Approve 5 year term for any future Multi-lateral Recreation Funding Agreement
8. NEW BUSINESS
  - a) Grass Mowing/Haying
  - b) Tree Trimming and Removal
  - c) Boat Launch Access
9. COUNCILLOR REPORTS
  - a)
10. CAO REPORT AND ACTION LIST
  - a) CAO Report
  - b) Action List
11. FINANCIAL REPORTS
  - a) For 6 months ended June 30, 2019 and cheque log for May 1 to June 30, 2019
12. CORRESPONDENCE
13. NEXT MEETING
14. ADJOURNMENT



# 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

**Meeting Date:** July 6, 2019

**Agenda Item 3.a)** Minutes of May 25, 2019 Regular Council Mtg.

### Background/Discussion/Options

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Minutes of May 25, 2019 Regular Council Meeting are attached, for approval.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the minutes of the regular council meeting held on May 25, 2019 be approved as presented.

CARRIED

**SUMMER VILLAGE OF HORSESHOE BAY**

Minutes of Regular Meeting  
Saturday, May 25, 2019  
Martin Recreation Center  
10:00 a.m.

**IN ATTENDANCE:** Mayor: Gary Burns  
Deputy Mayor: Eli Gushaty  
Councilor: Dave Amyotte  
  
CAO: Norman Briscoe  
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 10:00 a.m.
  
2. **ACCEPTANCE OF AGENDA**  
*Res. No. 19-05-25-065* MOVED BY Deputy Mayor Eli Gushaty that the agenda be adopted as presented.  

**-Carried-**
  
3. **APPROVAL OF MINUTES**  
*Res. No. 19-05-25-066* MOVED BY Mayor Gary Burns that the minutes of the April 8, 2019 Regular Council Meeting be approved as presented.  

**-Carried-**

  
*Res. No. 19-05-25-067* MOVED BY Deputy Mayor Eli Gushaty that the minutes of the May 2, 2019 Special Council Meeting be approved as presented.  

**-Carried-**
  
4. **PUBLIC HEARINGS** There were no public hearings for this meeting.
  
5. **DELEGATIONS** There were no delegation for this meeting.

**6. BYLAWS AND APPROVAL OF BUDGET**

- a) 2019 Municipal Operating and Capital Budget and Tax Rates  
*Res. No. 19-05-25-068* MOVED BY Mayor Gary Burns to approve the 2019 Municipal Operating and Capital Budget as per Sections 242(1) & 245 of the M.G.A., as follows:

**Revenue**

Total Property Tax Revenue	\$ 114,273
Less: School and DIP Requisitions	<u>41,448</u>
Net Municipal Property Taxes	72,825
Other Revenue	6,175
Government Transfers for Grants	<u>361,000</u>

Total Revenue 440,000

**Expenses**

Operating Expenses	<u>374,000</u>
Excess of Revenue over Expenses, Before Capital Expenditures	66,000
Capital Expenditures	<u>-150,000</u>
Deficiency of Revenue over Expenses, Before non-cash items	-84,000
Adjustment for non-cash items	54,000
Transfer from Unrestricted Surplus	<u>30,000</u>
<b>Financial Plan Balance</b>	<b><u>\$ -0-</u></b>

**-Carried-**

- b) 3-Year Operating & 5-Year Capital Plan  
*Res. No. 19-05-25-069* MOVED BY Councilor Dave Amyotte that council approve the 3-year operating and 5-year capital financial plan as presented.

**-Carried-**

- c) Bylaw 120/2019 – Property Tax Bylaw  
*Res. No. 19-05-25-070* MOVED BY Mayor Gary Burns that Bylaw 120/2019 authorizing Rates of Taxation to be levied against assessable property for 2019, be given first reading.

**-Carried-**

*Res. No. 19-05-25-071* MOVED BY Councilor Dave Amyotte that Property Tax Bylaw 120/2019 be given second reading.

**-Carried-**

*Res. No. 19-05-25-072* MOVED BY Mayor Gary Burns Property Tax Bylaw 120/2019 be presented at this meeting for third and final reading.

**-Carried Unanimously-**

*Res. No. 19-05-25-073* MOVED BY Councilor Dave Amyotte that Property Tax Bylaw 120/2019 be given third and final reading.

**-Carried-**

## **7. OLD BUSINESS**

*a) Res. No. 19-05-25-074* Roles and Responsibilities Workshop  
MOVED BY Councilor Dave Amyotte that Council authorize all members of council and CAO Norman Briscoe, to attend the Roles and Responsibilities Workshop for Elected Officials/Chief Administrative Officers, in Elk Point on June 25, 2019.

**-Carried-**

*b) Res. No. 19-05-25-075* Open House-IDP, MDP, LUB  
MOVED BY Councilor Dave Amyotte that council accept the correspondence from ISL as information.

**-Carried-**

## **8. NEW BUSINESS**

*a) Res. No. 19-05-25-076* Summer Village Road Maintenance Agreement  
MOVED BY Mayor Gary Burns that Council agree to execute the Road Maintenance Agreement with the County of St. Paul, commencing June 15, 2019 and remain in effect until September 30, 2022.

**-Carried-**

*b) Res. No. 19-05-25-077* Regional Emergency Management Joint Services Agreement  
MOVED BY Deputy Mayor Eli Gushaty that Council agree to execute the amended January 1, 2017 Regional Emergency Management Joint Servicing Agreement which changes the expiry date to December 31, 2024.

**-Carried-**

- c) *Res. No. 19-05-25-078* Regional Occupation, Health & Safety Joint Agreement  
MOVED BY Deputy Mayor Eli Gushaty that council agree to execute the amended January 1, 2017 Regional Occupational Health and Safety Joint Servicing Agreement which changes the expiry date to December 31, 2024.

**-Carried-**

- d) *Res. No. 19-05-25-079* Intermunicipal Assessment Review Board Agreement  
MOVED BY Mayor Gary Burns that council agree to execute the St. Paul-Elk Point Inter-Municipal Assessment Review Board Agreement, commencing June 15, 2019.

**-Carried-**

- e) *Res. No. 19-05-25-080* Intermunicipal Subdivision and Development Appeal Board Joint Agreement  
MOVED BY Mayor Gary Burns that council agree to accept the changes and execute the St. Paul Regional Intermunicipal Subdivision and Development Appeal Board Agreement, date June 15, 2019.

**-Carried-**

**9. COUNCIL REPORTS**

*Res. No. 19-05-25-081*

MOVED BY Councilor Dave Amyotte to accept the Councilor reports for information.

**-Carried-**

**10. CAO REPORT AND ACTION LIST**

*Res. No. 19-05-25-082*

MOVED BY Mayor Gary Burns that the CAO Report and Action list be approved as presented.

**-Carried-**

**11. FINANCIAL REPORTS**

a) *Res. No. 19-05-25-083*

MOVED BY Mayor Gary Burns that the financial report, for the 4 months ended April 30, 2019, including Deferred Revenue and Grant Reconciliation, be accepted for information.

**-Carried-**

*Res. No. 19-05-25-084* MOVED BY Mayor Gary Burns that the **cheque log** for the period from April 1, to April 30, 2019, be accepted for information.

**-Carried-**

*Res. No. 19-05-25-085* MOVED BY Mayor Gary Burns that April 30, 2019 **Bank Reconciliation** be accepted for information.

**-Carried-**

b) *Res. No. 19-05-25-086* MOVED BY Mayor Gary Burns that the Grant update be accepted as information.

**-Carried-**

## **12. CORRESPONDENCE**

*Res. No. 19-05-25-088*

MOVED BY Mayor Gary Burns that Council accept the correspondence items as information.

**-Carried-**

## **13. CLOSED SESSION**

*Res. No. 19-05-25-089*

MOVED BY Mayor Gary Burns that council move to a closed session to discuss a personnel matter per Section 17 of the FOIP Act, at 12:20 p.m.

**-Carried-**

Norman Briscoe and Diane Briscoe left the meeting.

*Res No. 19-05-25-090*

MOVED BY Mayor Gary Burns that council return to open meeting at 12:25 p.m.

**-Carried-**

*Res. No. 19-05-25-091*

MOVED BY Mayor Gary Burns that council approve a \$500 travel allowance for administration Summer Village travel expenses.

**-Carried-**

## **14. NEXT MEETING**

*Res. No. 19-05-25-092*

MOVED BY Mayor Gary Burns to set the next regular Council meeting on July 6, 2019 at 10:00 a.m., followed by an Open House for the Stormwater Management Study, at 1:00 p.m.

**-Carried-**

**15. ADJOURNMENT**

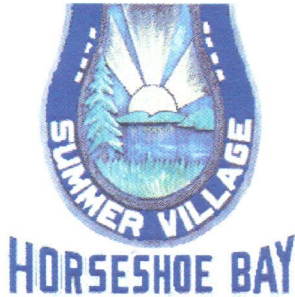
Being that the agenda matters have been concluded the meeting adjourned at 12:34.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator





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## Agenda Item Summary Report

Agenda Item 6.a) Intermunicipal Development Plan Bylaw 121/2019

Meeting Date: July 6, 2019

### Background

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Bylaw 121/2019 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Adopt an Intermunicipal Development Plan with the County of St. Paul No. 19.

At this meeting **first reading** will be given to Bylaw 121/2019. Prior to the second and third readings there has to be an advertised Public Hearing. Tentative date for the Public Hearing is during our August 10, 2019 regular council meeting.

The final copy of the Intermunicipal Development Plan has been received from ISL Engineering and will be distributed to council separately.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that Bylaw 121/2019 adopting an Intermunicipal Development Plan with the County of St. Paul No. 19, be given first reading.

**-Carried**

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

**BY-LAW NO. 121/2019**

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**Being a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to  
Adopt an Intermunicipal Development Plan with the County of St. Paul No.19.**

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**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

**WHEREAS** a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 under the direction of the Council of the County of St. Paul No. 19 and Council of the Summer Village of Horseshoe Bay; and

**WHEREAS** notice of the proposed Bylaw and Public Hearing was given pursuant to section 606(2) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26; and

**WHEREAS**, a public hearing was held in accordance in section 692(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26; and

**WHEREAS**, the County of St. Paul has passed a Bylaw to adopt this Intermunicipal Development Plan;

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

1. **THAT** the Summer Village of Horseshoe Bay and the County of St. Paul No. 19 Intermunicipal Development Plan, being Schedule "A" attached hereto, is hereby adopted.

Read a first time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

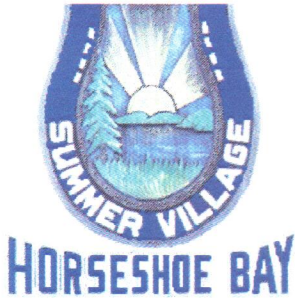
Notice of this bylaw and the public hearing was given on the \_\_\_\_\_ day of July, 2019 by an advertising method provided for in bylaw 116/2018.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a third time and finally passed in this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
Norman Briscoe, CAO



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## Agenda Item Summary Report

**Agenda Item 6.b)** Municipal Development Plan Bylaw 122/2019

**Meeting Date:** July 6, 2019

### Background

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Bylaw 122/2019 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Adopt a Municipal Development Plan for the Summer Village of Horseshoe Bay.

At this meeting **first reading** will be given to Bylaw 122/2019. Prior to the second and third readings there has to be an advertised Public Hearing. Tentative date for the Public Hearing is during our August 10, 2019 regular council meeting.

The final copy of the Municipal Development Plan has been received from ISL Engineering and will be distributed to council separately.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that Bylaw 122/2019 adopting a Municipal Development Plan for the Summer Village of Horseshoe Bay, be given first reading.

**-Carried**

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

**BY-LAW NO. 122/2019**

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**Being a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Adopt a Municipal Development Plan for the Summer Village of Horseshoe Bay.**

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**WHEREAS** under Section 632(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 (“the Act”) all municipalities are required to adopt a Municipal Development Plan; and

**WHEREAS** a new Municipal Development Plan has been prepared in accordance with section 631(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 under direction of Council; and

**WHEREAS**, public hearing will be held in accordance with section 692(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;

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

1. **THAT** the Summer Village of Horseshoe Bay Municipal Development Plan, being Schedule “A” attached hereto, is hereby adopted.

Read a first time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

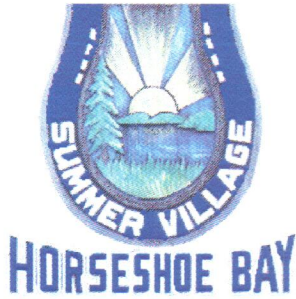
Notice of this bylaw and the public hearing was given on the \_\_\_\_\_ day of July, 2019 by an advertising method provided for in bylaw 116/2018.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a third time and finally passed in this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
Norman Briscoe, CAO



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## Agenda Item Summary Report

Agenda Item 6.c) Notice of Public Hearing

Meeting Date: July 6, 2019

### Background

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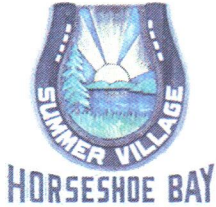
Bylaws 121/2019 and 122/2019 which received first reading at this meeting, require mandatory Public Hearings prior to the Second and Third readings.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that a Public Hearing be held during the August 10, 2019 regular council meeting for the purpose of passing IDP Bylaw 121/2019 and MDP Bylaw 122/2019.

-Carried



## Summer Village of Horseshoe Bay

### NOTICE OF PUBLIC HEARING

Take notice that the Council of the Summer Village of Horseshoe Bay is proposing to pass a bylaw pursuant to Section 606 of the Municipal Government Act. The purpose of the public hearing is to obtain public input on the proposed bylaws:

**Bylaw No.:** 121/2019  
**Short Title:** **Bylaw to Adopt an Intermunicipal Development Plan (IDP)**  
**Description:** The Municipal Government Act (MGA) requires all municipalities to adopt an IDP with each of its municipal neighbors. The IDP reflects mutual agreement on growth and shared services between two or more municipalities

This IDP, adopted by Bylaw, identifies a 50 year development strategy within the County of St. Paul and the Summer Village of Horseshoe Bay intermunicipal area. It also provides a set of policies for those lands that each Council and Administration will use as a basis for decision-making on land use, transportation and servicing matters within the IDP area. The IDP also informs citizens and businesses on intermunicipal priorities.

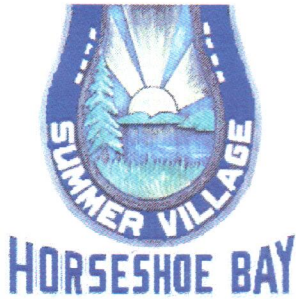
**Bylaw No.:** 122/2019  
**Short Title:** **Bylaw to Adopt a Municipal Development Plan (MDP)**  
**Description:** The purpose of the Municipal Development Plan Bylaw is to adopt a **Municipal Development Plan** which has been prepared in accordance with Section 632(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26. The MDP is the primary planning policy document for use at the municipal level. It is intended to provide a framework for the ongoing development of the Summer Village of Horseshoe Bay.

**Date:** 17 August 10, 2019  
**Time:** 10:00 a.m.  
**Location:** Martin Recreation Center  
Corner of Horseshoe Bay Drive and Point Drive  
Summer Village of Horseshoe Bay

Anyone who is interested in speaking on the proposed bylaw is encouraged to attend the public hearing or alternatively present a written submission no later than August 5, 2019. These written submissions will be included in the Council agenda package and should be clearly marked to include the Bylaw number. Oral submissions may be made at the Public Hearing without prior notification to the Summer Village of Horseshoe Bay. Persons making an oral submission shall:

- state their name and address
- indicate if they are speaking on behalf of a client, company or group of citizens,
- indicate whether they are speaking for or against the bylaw.

They will be allowed 5 minutes to speak. Submissions will become part of the public record, and as such, will be subject to the provisions of the Freedom of Information and Protection of Privacy Act. A copy of the proposed bylaw can be obtained on the Summer Village website or by contacting the Norman Briscoe, CAO at the Village office at (780)645-4677



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## Agenda Item Summary Report

**Agenda Item 7.a)** Appointment of ISDAB Clerk

**Meeting Date:** July 6, 2019

### Background

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Section 4.2 of the Regional Intermunicipal Subdivision and Development Appeal Board Joint Agreement states: "The four Municipalities shall each appoint one (1) employee as Clerk to handle the duties of the position for the Board".

Council approved the Joint Agreement at the May 25, 2019 council meeting.

### Recommendation/RFD/Comments

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Recommendation is that Norman Briscoe be appointed as Clerk for the ISDAB.

MOVED BY \_\_\_\_\_ that council appoint Norman Briscoe, CAO as the Summer Village Clerk on the Intermunicipal Subdivision and Development Appeal Board, per Section 4.2 of the Regional Intermunicipal Subdivision and Development Appeal Board.

**-Carried-**

7.a)

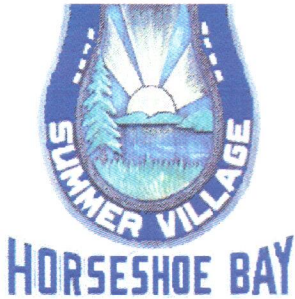
### **3.0 ISDAB MEMBERSHIP**

- 3.1 The ISDAB shall consist of four (4) Municipalities. The County and Town shall each appoint two (2) elected officials and five (5) at-large Members. Elk Point shall appoint one (1) elected official and three (3) at-large Members. The Summer Village shall appoint one (1) at-large Member. Hearings shall take place with five (5) Members.
- 3.2 Where a Member of Council is appointed to the ISDAB, their appointment shall terminate upon their ceasing to be a member of Council.
- 3.3 All appointed Members to the ISDAB must be fully trained in accordance with the Act prior to sitting for a hearing.
- 3.4 Each hearing of the ISDAB shall have a quorum of five (5) eligible Members required to attend. As each hearing is only allowed one elected official, that elected official shall not be from the Municipality where the appeal is generated.
- 3.5 Any Member appointed by the Municipalities is eligible to attend a hearing.
- 3.6 Each appointed Member of the ISDAB shall be appointed for a term of three (3) years and may be re-appointed upon the expiry of their term.
- 3.7 Members may be appointed or removed by resolution as required by the respective municipalities.
- 3.8 A Member appointed by the Municipality where the subdivision and development appeal is generated, shall not chair the hearing.
- 3.9 If applicable, each municipality's Code of Conduct will apply to their respective Members.
- 3.10 Under extraordinary circumstances, such as when a large number of Members of the ISDAB may have a potential conflict of interest or are unable to attend a hearing, Councils may appoint additional Members for a specific, short period of time to ensure the ISDAB will have a quorum, provided the additional Member is fully trained.

### **4.0 ISDAB CLERK**

- 4.1 The position of designated officer for the limited purpose of carrying out the function of the Clerk to the ISDAB is hereby established.
- 4.2 The four Municipalities shall each appoint one (1) employee as Clerk to handle the duties of the position for the Board.
- 4.3 At their discretion, the Municipalities may elect to jointly appoint and train a non-employee as Clerk to carry out duties as required. If the Municipalities opt to do so, a contract shall be executed with the appointed Clerk that will establish a list of duties, terms of reference, and remuneration rates for the provision of Clerk duties.
- 4.4 The responsibilities of the Clerk are as follows:
  - a) Ensure that all statutory requirements of the ISDAB are met;





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## Agenda Item Summary Report

**Agenda Item 7.b)** Regional Recreation Master Plan

**Meeting Date:** July 6, 2019

### Background

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As per discussions at the Joint Council meeting on May 2, the following resolutions are being brought forward for approval to proceed to the next steps of the Regional Master Plan.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that council approve the draft Regional Recreation Master Plan.

**-Carried-**

MOVED BY \_\_\_\_\_ that council approve the facilities identified as Class A (St. Paul Pool, Elk Point Regional Allied Arts, St. Paul Visual Arts) and Class A-2 (County Municipal Campgrounds) and accept the definitions of these facilities as identified in the Recreation Master Plan.

**-Carried-**

MOVED BY \_\_\_\_\_ that council approve a term of five years for any future Multi-lateral Recreation Funding Agreement.

**-Carried-**

7.b)

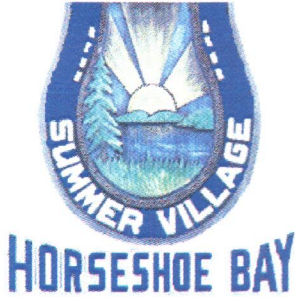
## A Potential Regional Approach to Recreation Infrastructure

The following chart presents a classification system for recreation infrastructure in the region. This classification system is intended to outline how facilities and spaces will be funded and planned in the future. It is important to note that aspects of this classification system, notably funding approaches and further clarification of the potential facilities in each class, will require additional discussion and refinement.

### Regional Facility Definition Considerations

Classification	Funding Approach (Capital and Operating)*	Planning Approach	Potential Facilities in Class	Rationale for Classification
Regional Class A	Shared equitably by all municipal partners.	Major planning efforts to occur on a joint basis (i.e. exploration of expansion, major renovation, replacement, etc.).	<ul style="list-style-type: none"> <li>• Aquatics facilities</li> <li>• Regional trails</li> <li>• Major performing arts facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Capital and operating cost is high, only one of each facility in region</li> </ul>
Regional Class B	Responsibility of all municipalities but weighted to the municipality in which the facility resides.	Planning led by the primary municipality (where the facility resides) but involves all partner municipalities.	<ul style="list-style-type: none"> <li>• Ice arenas</li> <li>• Curling facilities</li> <li>• Major sport field complexes</li> <li>• Field house facilities</li> <li>• Major campgrounds and day use areas</li> <li>• Large community hall and social gathering spaces (&gt;500 capacity)</li> <li>• Destination skateboard / BMX facilities</li> <li>• Major agricultural grounds / outdoor event facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Capital and operating cost is high, if facility meets specified attributes then it is a regional asset (not every facility in the class is regional though), multiple facilities in region that could be managed / coordinated regionally to improve efficiency</li> </ul>
Local	Funding is the primary responsibility of the municipality in which the facility resides.	Planning conducted on a local basis.	<ul style="list-style-type: none"> <li>• Community parks spaces and amenities e.g. playgrounds, gathering and community event areas, outdoor rinks, community trails, school and community centre gymnasiums, outdoor courts, small-medium community halls (&lt;500 capacity), stand-alone and community level ball diamonds and sport fields</li> <li>• Small scale arts and cultural facilities (e.g. gallery, studio space, small performance space)</li> <li>• Youth centres</li> <li>• Seniors centres</li> <li>• Libraries</li> </ul>	<ul style="list-style-type: none"> <li>• Specific to local needs and demands, do not serve regional purpose as the benefit is highly concentrated in the local municipality</li> </ul>

\*For Regional Class A and B facilities, capital and operating funding contributions may not be completely aligned.



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## Agenda Item Summary Report

**Agenda Item 8.a)** Grass Mowing / Haying

**Meeting Date:** July 6, 2019

### Background

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The farmer that usually mows and bales the grass/hay in the Village park areas cannot do it this year. Dave Amyotte has found someone else to do it.

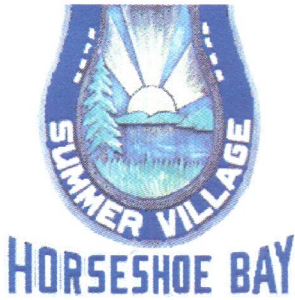
Dave will report at the meeting.

### Recommendation/RFD/Comments

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Recommend the following resolution be passed:

MOVED BY \_\_\_\_\_ that council hire \_\_\_\_\_ to cut and bale the grass for hay in the Summer Village park reserves. \_\_\_\_\_ will keep the hay as compensation for cutting the grass.



# 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 8.b)** Tree Trimming and Removal

**Meeting Date:** July 6, 2019

### Background

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As a result of a late spring (June) snow storm, many trees along the roads were broken off or are bending over onto the road. It is causing visibility problems and the school bus driver has expressed concerns.

A quote of \$10,000 was received from Northern Tree Services for "Storm Cleanup/Roadside Maintenance", (attached)

### Recommendation/RFD/Comments

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Recommend council discuss this item before making a decision.

# ESTIMATE



**Gary Burns/ Village Of Horseshoe Bay**

Lot 103/105  
Horseshoe Bay, Alberta

(780) 645-7799

(780) 718-6927

## Northern Tree Services

PO Box 530

St. Paul, Alberta T0A 3A0

Phone: (780) 227-5405

Email: northerntreeserv@gmail.com

Fax: (780) 645-5908

Web: northerntreeab.ca

Estimate # 001486

Date 28/06/2019

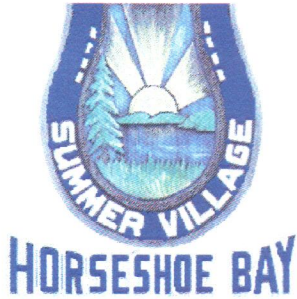
Business / Tax # GST#805162039

Description	Total
Storm Cleanup/ Roadside Maintainance Cleanup storm damaged trees along roads around village. Widening corners and roads. Light trimming Chip brush back into bush 250\$ per hour @ max 5 days 2 men/chipper/saws/travel all included.	\$10,000.00

<b>Subtotal</b>	\$10,000.00
Gst	\$500.00
<b>Total</b>	<b>\$10,500.00</b>

## Notes:

Price subject to change depending on client wanting harder trim or less trim.



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## Agenda Item Summary Report

**Agenda Item 8.c)** Boat Launch Access

**Meeting Date:** July 6, 2019

### Background

Improving access to the lake at the east end of TWP 594 (Boat Launch Road) was brought up at the Annual General Meeting. Currently you couldn't even get a canoe or paddle boat into the water there.

This is not the first time this has been brought up by residents.

### Recommendation/RFD/Comments

Recommend council discuss this item and look at alternatives for cleaning up that area.

Summer Village of Horseshoe Bay  
**CAO Report to Council**  
 July 6, 2019 Regular Council Meeting  
**Update on recent events and Activities**

What	Activity &/or event	Status & Comments
<b>1. Capital Projects a.</b>	Culvert replacement Existing culvert under Horseshoe Bay Dr. is "rusted out" & collapsed. It needs to be replaced., A culvert could be added behind the waste bins under the trail that leads north thru the trees.	This culvert work will be postponed until after the stormwater management study has been done.  Will be funded from MSI CAP.
<b>b.</b>	Work in hall & gazebo. If I can find a contractor to help do some of the basic work in the hall & Gazebo we should proceed with some of the work.	I have not had time to address this issue since the Apr 8 meeting Lloyd Millers son now lives in the SV. He previously agreed to do the drywall work , so I plan to talk to him to determine if he is interested in helping me with some of the hall and Gazebo work. We still have about \$12,000 left in the MSI grant, which was approved to do some of the hall work.
<b>2. Stormwater Mgmt.</b>	The ACP grant for Stormwater Management Plan with the County of St Paul & Town of Elk Point has been approved and we received the \$200,000 in March. 2019 Contractor is MPE Engineering Ltd.	Questionnaires have been sent out. So far 9 have been answered We expect more this afternoon at the open house. There will be a draw for an iPad from the questionnaires turned in. The contractor will use the answers to assist in their study.
<b>3. Himalayan Balsam</b>	Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed.	The County planned to spray both sides of the creek July 5/19, subject to rain. Spraying has been delayed due to the rain & removal of fallen trees.
<b>4. IDP County St Paul &amp; SV MDP</b>	Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP	Bylaws for the IDP and MDP are presented today for 1st reading. We will give notice to property owners of the requirement of the Open House tentatively scheduled for Aug 10, 2019 @ 10:00am 2nd & 3rd reading will be passed at the same meeting.
<b>5. Land Use Bylaw</b>	Changes required to the DRAFT LUB presented to Council Apr8, 2019	I have not had time to give ISL all the changes suggested by Council from our review of the LUB on Apr. 8th. In late April I advised ISL, that at this time, I do not have the time to put together a list of all the changes to the draft LUB. I suggested that we postpone the LUB update until I had the time to properly review and advise all the changes & deletions we want. I have not had time review the LUB since our last meeting.
<b>6. ICF County St Paul</b>	Intermunicipal Collaboration Framework (ICF) with the County of St. Paul Transitional Solutions Inc. (TSI) the consultant.	There are three Recreation resolutions on todays agenda which the consultants want each municipality to pass before proceeding. The other three have all passed theirs. The consultants hope to have bylaws drafted by late summer.
<b>7. Reg. Recreation Services Master Plan</b>	SPEPRP Regional Recreation Master Plan Draft Recreation Services Master Plan was	After the three resolutions in 6 above are passed, the next step is the development of a regional recreation group. Nothing new to report.

(10. a) + b)

Summer Village of Horseshoe Bay  
**CAO Report to Council**  
 July 6, 2019 Regular Council Meeting  
**Update on recent events and Activities**

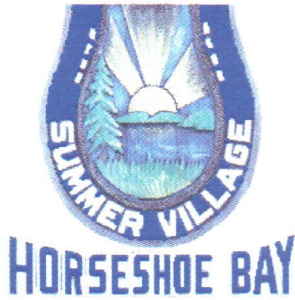
What	Activity &/or event	Status & Comments
8. <b>Economic Dev. Strategic Plan in the EPSP region</b>	Draft Regional Economic Development Readiness Assessment and Capacity Building Plan was presented at the Joint Council meeting Dec12/18 by the consultant Nichols Applied Management Inc	1st phase of the development of an Economic Development Strategy in the greater St. Paul region is now complete.  Nothing new to report.
<b>ACP grant Ec Dev</b>	ACP \$125,000 grant was approved Jan. 28, 2019 with County of St Paul as managing partner.	The CAOs are trying to determine on how best to proceed, and if we want to continue with the same consultant.
9. <b>APC grant Reg. Human Resource Management Frame-work</b>	ACP \$150,000 grant was approved Jan. 28, 2019 with Town of St Paul as managing partner.	The CAOs have not yet had a chance on how to proceed with request for proposals. We have not met since last meeting. Nothing new to report.
10 <b>ACP &amp; CARES grant projects</b>	Updates & meetings for ongoing projects.	CAOs for the region & consultants are trying to set dates for meetings to finalize the projects nearing completion and those still under progress. Future funding could be effected by the 2019 Provincial budget and change in Gov't policy.
11 <b>MSI funding</b>	The Government of Alberta has extended the MSI grant program to March 31, 2022.	Notwithstanding that the Province extended the MSI program, they did not announce the amount of 2019 allocations before the election. We therefore do not know what amount, if any, we will be receiving for 2019 & future years. This information will not be known until after the fall sitting of the legislature.



Summer Village of Horseshoe Bay  
July 6, 2019 Regular Council Meeting

**Action List**

Who	What	Status & Comments
Gary Burns	1. Capital projects & budget ideas	Nothing new to report since last meeting.
Eli Gushaty	1. Capital projects & budget ideas	
Dave Amyotte	1. Capital projects & budget ideas	
Norman Briscoe		I have nothing new to report since last meeting.
	1. 2019 Capital projects & budget ideas	<p>Alberta Government has extended the MSI grant program to March 31, 2022. However they have not yet announce the amount of the 2019 allocations.</p> <p>I recommend we hold off most Capital projects for 2019, except for repairs and work which is necessary until we know amount of grant funding.</p>
	2. Flooding & ponding mitigation Replace culvert under Horseshoe Bay Drive at west end of sports field, which is "rusted out", and collapsed causing blockage from the north side of the road.	<p>On hold pending recommendations of stormwater study.</p> <p>I obtained cost estimate for a new culvert and replacement.</p> <p>I will also get an estimate for a culvert for the trail that goes from behind the parking area to the grassy area north of the parking/waste bin area.</p>
	3. Monitor drainage problems around SV	Stormwater Management study scheduled for completion this year.
	4. MSI project Martin Rec. Center betterment & enhancement.	<p>I have not had time to spend on this project.</p> <p>We still have about \$12,000 available under an existing grant approved for work to the Hall &amp; Gazebo. I therefore plan to do some work in the Hall this year. If I can find a contractor.</p>
	5. Review all existing Bylaws for updating resulting from MGA amendments and being out dated.	Administration is reviewing or has reviewed all Bylaws to determine if they should be replaced, or if Bylaws are required by the MGA, or other legislation, but do not now exist; such as , Bylaw Enforcement Officer, Cannabis, CAO Bylaw, Subdivision Authority Bylaw, Rates & fees, and others.
	6. Determine possibility of using Cloud Storage	Will do after all the MGA & Collaboration work is done
	7. Sub-divide 2 new lots from reserve lots & determination of water boundaries	<p>I contacted both Municipal Planning Services and Explore Surveys to let them know that we are interested in proceeding with the sub-division of the 2 new lots and the application for change in natural water boundaries.</p> <p>It is not clear if the change in water boundaries will result in the new Subdivision Plans registered at Land Title showing the existing Reserve along the shoreline from "Reserve" to "Environmental Reserve". If it does we may not want to proceed with this project.</p> <p>Jane Dauphinee asked Land Titles to clarify if we can leave it as "Reserve", which we consider to be Municipal Reserve.</p> <p>She has not yet received a reply.</p>
	8. Grading TWP 594 below old boat launch	<p style="text-align: right;">TWP</p> <p>The county have agreed to grade the 594. A county supervisor &amp; I will look over the area to decide what needs to be done.</p>



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

### Agenda Item 11.a) Financial Reports

**Meeting Date:** July 6, 2019

#### Background

---

Financial Reports for 6 months ended June 30, 2019:

- Actual Year-to-Date to Budget,
- Cheque log: May 1 to June 30, 2019
- June 30, 2019 Bank Reconciliation

#### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that June 30, 2019 **year-to-date financial report**, be accepted for information.

-Carried-

MOVED BY \_\_\_\_\_ that the **cheque log** for the months of May and June, 2019, be accepted for information.

-Carried-

MOVED BY \_\_\_\_\_ that the **Bank Reconciliation** dated June 30, 2019 be accepted for information.

-Carried-

**Summer Village of Horseshoe Bay**  
**Actual Year to Date to Budget**  
**For the 6 months ended June 30, 2019**

	2019 Budget	YTD June 30, 2019
<b>REVENUE</b>		
<b>Taxation Revenue</b>		
Residential Property Tax	\$ 96,358	\$ 96,358
Minimum Residential Property Tax	16,706	16,706
Total Municipal Res. Property Tax	113,064	113,064
Non-Res. Linear Property Tax	1,209	1,209
Total Residential Property Tax	114,273	114,273
Education Requisition transfers	41,435	41,435
DI Property Tax Requisition	13	-
<b>Total Net Tax Revenue</b>	<b>72,825</b>	<b>72,838</b>
<b>Other Revenue</b>		
User Fees & sales (Certificate fees, Hall, etc)	500	350
Interest Revenue	400	1,169
Penalties & Costs on Taxes	500	100
Permits & licenses	2,400	150
Miscellaneous Revenue	375	-
Recreation Revenue Social events	2,000	1,000
<b>Total Other Revenue</b>	<b>6,175</b>	<b>2,769</b>
<b>Funding from Grants</b>		
Transfer MSI Op grant	8,536	
Transfer ACP grants	219,464	24,602
<b>Total Grant Funding</b>	<b>228,000</b>	<b>24,602</b>
<b>TOTAL REVENUE</b>	<b>307,000</b>	<b>100,209</b>
<b>EXPENSE</b>		
<b>Council</b>		
Council Honorarium	5,700	4,250
Council Travel & Subsistence	2,000	1,682
Council Communications - Wi-Fi	300	270
Council Memberships & Registrations	1,000	190
<b>Total Council</b>	<b>9,000</b>	<b>6,392</b>
<b>General &amp; Administrative Expenses</b>		
Administration - Contract	17,100	8,550
Travel & Subsistence	250	0
Advertising & Promotions	200	44
Assessment Services	5,000	2,500
Audit & Legal	5,500	220
Communications - Courier & Postage	600	270
Memberships	1,500	1,502
Gen/Admin Materials, goods & supplies	2,000	697
Gen Admin Services & Bank S/C	-	33
Miscellaneous & Other Expenses	250	0
Registrations	300	0
WCB	300	275
WebSite Maintenance	1,000	506
<b>Total General &amp; Administrative Expenses</b>	<b>34,000</b>	<b>14,597</b>

(11.0)

**Summer Village of Horseshoe Bay  
Actual Year to Date to Budget  
For the 6 months ended June 30, 2019**

	2019 Budget	YTD June 30, 2019
<b>EXPENSES continued</b>		
Roads, Streets, Walks, Lighting		
Roads services Crack filling	13,000	12,720 from MSI CAP
Road M & repairs materials	136	30
Roads Maintenance County of St Paul	4,000	943
Signage	400	43
Street Lighting Retrofit study	19,464	19,464 from ACP grant
Stormwater mmanagement plans	200,000	5,138 from ACP grant
Amortization - Roads & Bridges	49,000	24,429
<b>Total Roads, Streets, Walks, Lights</b>	<b>286,000</b>	<b>62,768</b>
<b>Fire &amp; Preventive Servcies</b>		
Emergency Management (E911)	300	144
Crime prevention & detection Cameras	100	0
Preventive Services purchased	200	0
Fire Expense County of St Paul	2,900	2,920
Reg. Emergency Management Exp	1,600	
Reg. Occupational Health & Safety	1,000	
MuniSite (WebMap) GIS (AAG)	900	
<b>Total Fire &amp; Preventive Servcies</b>	<b>7,000</b>	<b>3,064</b>
<b>Waste Management</b>		
Waste Management goods & supplies	800	
Waste Management Expenses County	12,200	12,200
Amortization	1,000	360
<b>Total Waste Management</b>	<b>14,000</b>	<b>12,559</b>
<b>Planning, Development &amp; IM Collaboration</b>		
ISDAB per diem per meeting & training	125	125
IM Collaboration IDP,MDP,LUB,ICF,CARES	875	
<b>Planning, Develop't &amp; IM Collaboration</b>	<b>1,000</b>	<b>125</b>
<b>Parks &amp; Recreation</b>		
Contracted Services - Hall	300	
Contracted Services - Park grass & equip	2,200	673
Contracted Services -non-gov't	2,500	
Contracted Services - Labour - non-gov't	5,000	673
Contracted services - County St. Paul	2,000	
Insurance Rec. Centre & Recreation	2,300	2,272
Materials, Goods & Supplies	3,200	1,402
Utilities	4,500	1,935
Small capital purchases	2,000	
Amortization Parks & Recreation	4,000	2,012
<b>Total Parks &amp; Recreation</b>	<b>23,000</b>	<b>8,294</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>374,000</b>	<b>107,798</b>
<b>NET INCOME (Deficit)</b>	<b>-67,000</b>	<b>-7,590</b>
<b>Other</b>		
Government transfers for Capital	133,000	12,720
<b>Excess (Shortfall) Rev. over Exp.</b>	<b>66,000</b>	<b>5,130</b>
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	-	0
	<b>-84,000</b>	<b>5,130</b>
Adjustment for non-cash items		
Amortization of TCA	54,000	26,801
Transfer from Unrestricted Surplus for Operating	0	
Transfer from Unrestricted Surplus for Capital	30,000	
<b>FINANCIAL PLAN Balance</b>	<b>\$ 0</b>	<b>\$ 31,931</b>

## Summer Village of Horseshoe Bay

Cheque Log for A/C#1060 CU Chequing Account from May 1 to June 30, 2019

Cheque

No.	Date	Payee	Purpose	Amount
<b>Cheque Log for A/C#1060 CU Chequing Account from May 1 to May 31, 2019</b>				
2211	5/02/19	Gary Burns	Per Diem & Travel to Joint Council meeting	\$ 325.00
2212	5/02/19	Eli Gushaty	Per diem Jt Council meeting May 2/19	125.00
2213	5/02/19	Dave Amyotte	Per Diem & Travel to Joint Council meeting	149.30
2214	5/02/19	Blue Sky Coatings Ltd.	Crack cleaning & filling cold & hot pour	13,356.27
2215	5/15/19	Gary Burns	Per Diem & Travel May 9, 10 & 15	441.82
2216	5/15/19	Void cheque	Printing error	-
2217	5/15/19	Eli Gushaty	Per Diem & Travel May 15 ICS EO Course	325.00
2218	5/15/19	Dave Amyotte	Per Diem & Travel May 15 ICS EO Course	148.40
2219	5/24/19	BMO Bank of Montreal MasterCard	Hall, events, park, offices supplies & postage	1,177.32
2220	5/24/19	AltaGas Utilities	Hall Heat to May 8, 2019	76.80
2221	5/25/19	Direct Energy Reg. Services	Elec Power bills to May 13/19	267.22
2222	5/25/19	Gary Burns	Travel to Council meeting May 25/19	200.00
2223	5/31/19	Norman R Briscoe	May Contract & WebSite maintenance	1,455.00
Total amount paid May 1, 2019 to May 31, 2019				<u>18,047.13</u>
<b>Cheque Log for A/C#1060 CU Chequing Account from June 1 to June 30, 2019</b>				
2224	6/05/19	Art Renauld	Cut trees/grass/set up tractor, etc. May & Jun	345.00
2225	6/11/19	Cornerstone Co-operative	Gas for tractor	69.86
2226	6/11/19	MPE Engineering Ltd.	Stormwater Mngt Plans work in May 2019	5,394.65
2227	6/15/19	Gary Burns	AUMA Leaders Caucus per diem & travel	145.25
2228	6/19/19	Great West News - St Paul Journal	Notice mailing Assess't/Tax Notices	46.20
2229	6/24/19	Lakeland Signs	Fire Ban signs & Decals for Hall recycling can	87.21
2230	6/24/19	AltaGas Utilities	Hall heating to Jun 6, 2019	57.06
2231	6/24/19	Direct Energy Reg. Services	Elec. Power to June 12, 2019	246.19
2232	6/24/19	Void cheque	Printing error	-
2233	6/25/19	Town of Elk Point	Reg. fees MA Roles & Responsibilities workshop	90.00
2234	6/27/19	Ashmont Septic Tank Service	Clean out septic tank & outhouse	126.00
2235	6/25/19	Gary Burns	Per Diem for Mun Affairs workshop Jun 25/19	125.00
2236	6/25/19	Eli Gushaty	Per Diem & travel Mun Affairs workshop Jun 25	178.10
2237	6/25/19	Dave Amyotte	Per Diem & travel Mun Affairs workshop Jun 25	178.10
2238	6/28/19	Art Renauld	Cut grass & trees Jun 2019	357.50
2239	6/28/19	Gov't of Alberta - Education	ASFF requisition 2nd Q Apr - Jun, 2019	10,358.66
2240	6/30/19	Denis & Cynthia Martin	Canada Day supplies & Portable Shelter	300.04
2241	6/30/19	Norman R Briscoe	Jun Contract & WebSite maintenance	1,455.00
Total amount paid Jun 1, 2019 to Jun 30, 2019				<u>19,559.82</u>
Total amount paid May 1, 2019 to Jun 30, 2019				<u>\$ 37,606.95</u>

This Statement submitted to Council the 6th day of July, 2019

  
 \_\_\_\_\_  
 Norman Briscoe, CAO

Summer Village of Horseshoe Bay  
 Servus Credit Union  
**Bank Reconciliation**  
 June 30, 2019

Balance of Chequing account per bank statement as at June 30, 2019 \$ 22,375.35

Add Outstanding deposits

Date	Ref No.	Payer/Source	Amount
Jun30/19		Tax Receipts	\$ 5,565.02
		Transfer from Saving a/c	-
Total Outstanding deposits			5,565.02

Sub-total

27,940.37

Less Outstanding cheques & transfers to sav.

Date	Cheque #	Payee	Amount
Jun27/19	2234	Ashmont Septic Tank Service	\$ 126.00
Jun27/19	2235	Gary Burns	125.00
Jun27/19	2236	Eli Gushaty	178.10
Jun27/19	2237	Dave Amyotte	178.10
Jun27/19	2238	Art Renauld	357.50
Jun30/19	2240	Denis & Cynthia Martin	300.04
Jun30/19	2241	Norman Briscoe - Contract/Website maintenance	1,455.00
			2,719.74

Balance of chequing account as at June 30, 2019

25,220.63

Balance of chequing a/c per general ledger a/c 1060

25,220.63

Difference June 30, 2019

\$ 0.00

explanation if required. none

Balance of savings account per bank statement as at June 30, 2019

\$ 430,647.40

Balance of savings a/c per general ledger a/c 1065

430,647.40

Difference June 30, 2019

\$ 0.00

explanation if required. none

Cash in Bank June 30, 2019

General ledger a/c# 1060 Chequing account \$ 25,220.63

General ledger a/c# 1065 Savings account 430,647.40

Cash in Bank June 30, 2019

455,868.03

Less: Portion of cash in savings a/c which is held for specific purposes

Deferred Revenue

ACP Stormwater Management Plan 195,391.57

Deferred Revenue held for grants 195,391.57

Recreation Fund 1,846.00

Total Deferred Revenue held in savings a/c 197,237.57

Accounts payable & accrued liabilities 35,169.78

Cash Held for restricted purposes 232,407.35

Unrestricted Cash available for S.V. General Operations & Capital projects 223,460.68

Plus near cash items

Property taxes receivable for 2019 \$ 60,433.94

A/R from Federal Govt GST Rebate receivable July 2019 2,587.41

A/R from Alberta Gov't grants for exp. already paid for MSI & LTO \$% 1,853.00

64,874.35

Cash & near cash available for S.V. General Operations & Capital projects \$ 288,335.03

Presented to Council July 6, 2019

  
 \_\_\_\_\_  
 Norman Briscoe, CAO