

Summer Village of Horseshoe Bay

Agenda: Regular Meeting

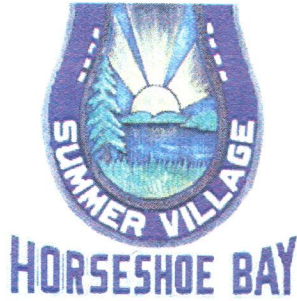
Saturday, May 2, 2020

To be held by ZOOM electronic meeting at

Email:svhorseshoebay@gmail.com

10:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
- ✓ 3. ADOPTION OF PREVIOUS MINUTES
 - a) January 11, 2020 Regular Council Meeting
 - b) April 4, 2020 Special Meeting
4. PUBLIC HEARINGS – none
5. DELEGATIONS - none
6. BYLAWS - none
7. OLD BUSINESS
 - ✓ a) Stormwater Management Plan
 - ✓ b) Land Use Bylaw
 - ✓ c) Reserve Lots Sub-division
 - ✓ d) 109 Homestead Trail
 - ✓ e) Himalayan Balsam & Beaver Control
8. NEW BUSINESS
 - a) 2020 Budget - Discussion
 - ✓ b) COVID-19 Deadline extensions, deferrals, postponements & penalties.
 - ✓ c) Notice of Assessment Date
 - ✓ d) Annual General Meeting
 - ✓ e) Village Activities Re: Corona Virus
 - ✓ f) Council Honorarium and Per Diem
9. COUNCILLOR REPORTS
 - a)
 - b)
 - c)
10. CAO REPORT AND ACTION LIST
 - a) CAO Report & Action List
11. FINANCIAL REPORTS.
 - ✓ a) For the three months ended March 31, 2020 and cheque log January to March 2020
 - b) 2020 Operating and Capital budget
 - c) Grants update
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: April 4, 2020

Agenda Item 3.a) Minutes of January 11, 2020 Regular Meeting
Minutes of April 4, 2020 Special Meeting

Background/Discussion/Options

Minutes of the January 11, 2020 Regular council Meeting are attached, for approval.
Minutes of the April 2, 2020 Special Council Meeting, to approve the 2019 Audited Financial Statements, are attached.

Recommendation/RFD/Comments

MOVED BY _____ that the minutes of the January 11, 2020 Regular council meeting be approved as presented.

-Carried-

MOVED BY _____ that the minutes of the April 2, 2020 Special Council Meeting be approved as presented.

-Carried-

3.a)

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting
Saturday, January 11, 2020
Martin Recreation Center
11:00 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 10:58 am.

2. **ACCEPTANCE OF AGENDA**
Res. No. 20-01-11-001 MOVED BY Councilor Eli Gushaty that the agenda be adopted with the following additions: 8.b) Fire Response Update and 8.c) Municipal Reserve.

-Carried-

3. **APPROVAL OF MINUTES**
Res. No. 20-01-11-002 MOVED BY Mayor Gary Burns that the minutes of the October 11, 2019 regular council meeting be approved as presented.

-Carried-

4. **PUBLIC HEARINGS** There were no public hearings at this meeting.

5. **DELEGATIONS** There were no delegations for this meeting.

6. **BYLAWS**
a) **Bylaw 126/2020 Temporary Borrowing Bylaw**
Res. No. 20-01-11-003 MOVED BY Deputy Mayor Dave Amyotte that Bylaw 126/2020 to authorize the temporary borrowing of funds, be given first reading.

-Carried-

Res. No. 20-01-11-004 MOVED BY Mayor Gary Burns that the Temporary Borrowing Bylaw 126/2020 be given second reading.

-Carried-

Res. No. 20-01-11-005 MOVED BY Councilor Eli Gushaty that Bylaw 126/2020 be presented at this meeting for third and final reading.

-Carried Unanimously-

Res. No. 20-01-11-006 MOVED BY Deputy Mayor Dave Amyotte that Bylaw 126/2020 be given third and final reading.

-Carried-

b)

Bylaw 127/2020 County of St. Paul & Summer Village Intermunicipal Collaboration Framework

Res. No. 20-01-11-007 MOVED BY Mayor Gary Burns that Bylaw 127/2020 to establish an intermunicipal collaboration framework between the County of St. Paul and Summer Village be given first reading.

-Carried-

Res. No. 20-01-11-008 MOVED BY Councilor Eli Gushaty that the Temporary Borrowing Bylaw 127/2020 be given second reading.

-Carried-

Res. No. 20-01-11-009 MOVED BY Mayor Gary Burns that Bylaw 127/2020 be presented at this meeting for third and final reading.

-Carried Unanimously-

Res. No. 20-01-11-010 MOVED BY Deputy Mayor Dave Amyotte that Bylaw 127/2020 be given third and final reading.

-Carried-

c) **Bylaw 128/2020 Consolidation of Lot 44 & 43 Point Drive**

Res. No. 20-01-11-011 MOVED BY Mayor Gary Burns that Bylaw 128/2020 to cancel Lots 20 & 21, Block 2, Plan 4480TR in their entirety and that the Registrar of Land Titles issue a new certificate of title for the land described as Lot 20A, Block 2, Plan 4480TR, be given first reading.

-Carried-

Res. No. 20-01-11-012 MOVED BY Councilor Eli Gushaty that the Consolidation Bylaw 128/2020 be given second reading.

-Carried-

Res. No. 20-01-11-013 MOVED BY Mayor Gary Burns that Bylaw 128/2020 be presented at this meeting for third and final reading.

-Carried Unanimously-

Res. No. 20-01-11-014 MOVED BY Deputy Mayor Dave Amyotte that Bylaw 128/2020 be given third and final reading.

-Carried-

7. OLD BUSINESS

ISDAB Appointee

a) *Res. No. 20-01-11-015* MOVED BY Mayor Gary Burns that council rescind August 17, 2019 Resolution No. 19-08-132 appointing Deputy Mayor Dave Amyotte to the ISDAB as the appointee shall be an at-large member.

-Carried-

Res. No. 20-01-11-016 MOVED BY Councilor Eli Gushaty that council re-appoint Wayne Overbo as an at-large member to the Intermunicipal Subdivision and Development Appeal Board, with training to take place when available.

-Carried-

- b) *Res. No. 20-01-11-017* Land Use Bylaw Update
MOVED BY Mayor Gary Burns that council accept the Land Use Bylaw Update as information.
-Carried-
- c) *Res. No. 20-01-11-018* Stormwater Management Plan Update
MOVED BY Mayor Gary Burns that council accept the Stormwater Management Plan update as information.
-Carried-
- d) *Res. No. 20-01-11-019* AUMA/RMA 2020 Insurance
MOVED BY Mayor Gary Burns that council accept the insurance information as reported and approve renewal of AMSC Insurance for 2020.
-Carried-
- e) *Res. No. 20-01-11-020* Police Funding Model
MOVED BY Mayor Gary Burns that council accept the Police funding update as reported.
-Carried-
- f) *Res. No. 20-01-11-021* Village Assessment Review Board Member
MOVED BY Deputy Mayor Dave Amyotte the council appoint Wayne Overbo as Summer Village member-at-large on the Intermunicipal Assessment Review Board.
-Carried-

8. NEW BUSINESS

- a) *Res. No. 20-01-11-022* New 2020 ACP Grant Projects
MOVED BY Deputy Mayor Dave Amyotte that Council agree to partner with the County of St. Paul for the ACP grant application for a Stormwater Pre-Design and Implementation project with the Summer Village as managing partner.
-Carried-

- b) *Res. No. 20-01-11-023* Volunteer Fire Department Update
MOVED BY Mayor Gary Burns that council accept the report from Deputy Mayor Dave Amyotte that 2 Village residents have joined the regional Volunteer Fire Departments, as information.

-Carried-

- c) *Res. No. 20-01-11-024* Municipal Reserve
MOVED BY Mayor Gary Burns that council authorize administration to proceed with registering natural water boundaries at Land Titles as Municipal Reserve (MR), and subdivision of two new lots from two former reserve lots.

-Carried-

9. COUNCIL REPORTS

- Res. No. 20-01-11-025* MOVED BY Mayor Gary Burns the council reports be accepted as presented.

-Carried-

10. CAO REPORT AND ACTION LIST

- Res. No. 20-01-11-026* MOVED BY Mayor Gary Burns that the CAO Report and Action list be approved as presented.

-Carried-

- Res. No. 20-01-11-027* MOVED BY Mayor Gary Burns that retired Public Works manager, Art Renauld be presented with a \$250 retirement gift in appreciation for his service to the Summer Village.

-Carried-

11. FINANCIAL REPORTS

- Res. No. 20-01-11-028* MOVED BY Deputy Mayor Dave Amyotte that the financial reports, including the cheque log and bank reconciliation to December 31, 2019, be accepted for information.

-Carried-

12. CORRESPONDENCE

There was no correspondence.

13. CLOSED MEETING

Res. No. 20-01-11-029

MOVED BY Mayor Gary Burns that council move to closed session for a Personnel CAO Evaluation as per FOIP Section 17 at 1:00 p.m.

-Carried-

Res. No. 20-01-11-030

MOVED BY Deputy Mayor Dave Amyotte that council return to open meeting at 1:10 pm.

-Carried-

Res. No. 20-01-11-031

MOVED BY Deputy Mayor Dave Amyotte that council approve a 3% increase in CAO remuneration and website maintenance.

-Carried-

Res. No. 20-01-11-032

MOVE BY Mayor Gary Burns that council approve an increase in compensation paid to Public Works contractor to \$20.00 per hour.

-Carried-

Res. No. 20-01-11-033

MOVED BY Councilor Eli Gushaty that council approve an increase in payments to the Hall Maintenance manager to \$18.00 per hour.

-Carried-

14. NEXT MEETING

Res. No. 20-01-11-034

MOVED BY Mayor Gary Burns to set the next regular Council meeting on May 2, 2020 at 10:00 a.m.

-Carried-

15. ADJOURNMENT

Being that the agenda matters have been concluded the meeting adjourned at 1:32 pm.

Original signed by:
Mayor Gary Burns

May 2, 2020
Date

Original signed by:
Norman Briscoe: Administrator

SUMMER VILLAGE OF HORSESHOE BAY

MINUTES OF SPECIAL MEETING OF COUNCIL, HELD
SATURDAY, APRIL 4, 2020,
TO BE HELD BY ZOOM ELECTRONIC MEETING
AT EMAIL: SVHORSESHOEBAY@GMAIL.COM
COMMENCING 10:00 A.M.

NOTICE OF THIS MEETING WAS GIVEN UNDER AUTHORITY OF SECTION 194 OF THE
MUNICIPAL GOVERNMENT ACT (by telephone or in writing) TO EACH MEMBER OF COUNCIL

Present: Mayor Gary Burns
Deputy Mayor Dave Amyotte
Councillor Eli Gushaty

CAO Norman Briscoe
Secretary Diane Briscoe
Auditor Richard Jean

1. **Call to Order**

Mayor Gary Burns called the meeting to order at 10:00 a.m.

2. **Acceptance of Agenda**

Res. No. 20-04-04-035

MOVED BY Deputy Mayor Dave Amyotte
that the agenda be adopted as presented.

-Carried-

3. **Business**

a) *Res. No. 20-04-04-036*

Approval of 2019 Audited Financial Statements

MOVED BY Mayor Gary Burns that Council adopt
the 2019 audited Financial Statements as presented
by Richard Jean of JMD Group LLP.

-Carried-

4. **Adjournment**

Being that the agenda matters have been concluded, the meeting adjourned at
10:33 a.m.

5. **Next Meeting**

The next council meeting will be held by electronic means on Saturday, May 2,
2020 at 10:00 a.m.

Original signed by:

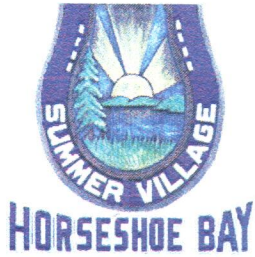
Gary Burns Mayor

May 2, 2020

Date

Original signed by:

Norman Briscoe, Administrator



Summer Village of Horseshoe Bay

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St. Paul, AB T0A 3A0
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Agenda Item Summary Report

Agenda Item 7.a) Stormwater Management Plan

Meeting Date: May 2, 2020

Background

MPE Engineering has submitted the Stormwater Master Plan Draft for the Summer Village of Horseshoe Bay. The report contains MPE's findings and recommendations in regards to drainage improvements to minimize flooding within existing development.

The "Executive Summary", which is the first 7 pages of the Plan, is attached. Table E.1 provides the estimated Capital Costs of the proposed upgrades for each area. The full draft report will be submitted under separate cover.

Recommendation/RFD/Comments

Presented for discussion and information. ~~No action required at this time.~~

MOVED BY _____ that council ~~accept~~ ^{approve} the Stormwater Master Plan as presented for ~~information and discussion.~~

July MPE on March 6/20.

-Carried-

7.a)



Engineering Ltd.

Draft Report for:



SUMMER VILLAGE OF HORSESHOE BAY

STORMWATER MASTER PLAN

Date: March 6, 2020
Project No. 5583-001-00

Prepared by:
MPE Engineering Ltd.
#101, 10630-172 Street
Edmonton, AB T5S 1H8
Phone: 780-486-2000
Fax: 780-486-9090

Proud of Our Past... Building the Future

www.mpe.ca

#101, 10630-172 Street
Edmonton, AB T5S 1H8
Phone: 780-486-2000
Fax: 780-486-9090



Summer Village of Horseshoe Bay
PO Box 1778
St. Paul, AB
TOA 3A0

March 6, 2020
File: N:\5583\001-00\Reports

Attention: Norman R. Briscoe
Chief Administration Officer

Dear Mr. Briscoe:

**Re: Stormwater Master Plan – Draft
Summer Village of Horseshoe Bay**

MPE Engineering Ltd. (MPE) is pleased to submit the Stormwater Master Plan Draft Report as requested by the Summer Village of Horseshoe Bay.

This report contains MPE's findings and recommendations in regards to drainage improvements to minimize flooding within existing development. Recommendation provided for future development will ensure minimized risks to the Summer Village and the receiving environment.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to read "Mike Dowhun", is written over a horizontal line.

Mike Dowhun, C.Tech.
Project Manager

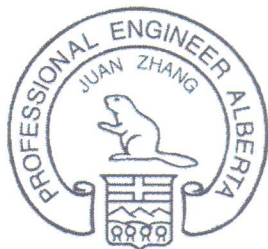
DS/lp
Enclosure

CORPORATE AUTHORIZATION

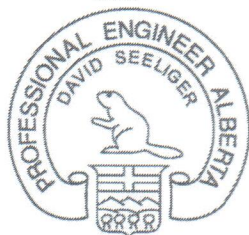
This report has been prepared by MPE Engineering Ltd. under authorization of the Summer Village of Horseshoe Bay. The material in this report represents the best judgment of MPE Engineering Ltd. given the available information. Any use that a third party makes of this report, or reliance on or decisions made based upon it is the responsibility of the third party. MPE Engineering Ltd. accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions taken based upon this report.

Should any questions arise regarding content of this report, please contact the undersigned.

MPE ENGINEERING LTD.



Prepared by: Juan Zhang, M.Sc., P.Eng.



Reviewed by: David Seeliger, P.Eng.

Professional Seal

Corporate Permit

EXECUTIVE SUMMARY

Situated along the north shoreline of Vincent Lake and in the North Saskatchewan River watershed, the Summer Village of Horseshoe Bay (Summer Village) is approximately 220 km northeast of Edmonton. A large upstream catchment is located on the north and west sides of the Summer Village. The external catchment upstream of the Summer Village is approximately 278 ha in area, consisting mainly of rural undeveloped land and crop field. Multiple wetlands scattered throughout the regional catchments of the Summer Village provide significant peak flow attenuation and storage volumes. The Summer Village has experienced flooding on occasion, mainly due to inadequate local grading and lack of safe flow paths.

The focus of this Study is to assess the existing drainage issues, recommend infrastructure upgrades and develop strategies to manage stormwater for existing lot development. The major tasks included in this project were as follows:

- ❑ Review all existing information related to stormwater management.
- ❑ Conduct field assessment of drainage conveyance infrastructure.
- ❑ Delineate and characterize the sub-catchments within the Summer Village, identify external upstream catchments, and estimate peak release.
- ❑ Review the performance of existing stormwater conveyance systems (ditches and culverts), to identify problem areas, and recommend mitigation measures and associated costs.
- ❑ Determine upgrade solutions.
- ❑ Prepare probable cost estimates (Class D), for proposed improvements to the existing drainage system.
- ❑ Assess the impact of climate change on peak flow and runoff volume characteristics.
- ❑ Develop future development strategies such as drainage policies and opportunities for stormwater Best Management Practices (BMPs).

Existing Drainage Overview

The stormwater infrastructure information documented in previous studies, together with detailed LiDAR data, measurement of culvert sizes, and field survey were used for this project's model construction. The wetlands scattered throughout the Summer Village's regional catchments provided significant storage and flow attenuation effects, reducing the total runoff volume entering the Summer Village boundary by 56% in the 1:100-year design storm simulation.

The existing drainage issues are largely related to inadequate local grading and lack of safe flow paths. PCSWMM models were used to assess possible improvements. Upgrades were proposed considering the constraints and opportunity of the existing conditions.

The capital costs of the proposed upgrades were estimated for each area and are provided in **Table E.1**. The total cost of the works is approximately \$361,000 to \$431,000, which includes culvert construction, demolition and ditch construction. Detailed cost estimates are provided in **Appendix B**. Costs are provided in 2019 dollars and include a 25% contingency and 15% for engineering. No operating or maintenance costs have been included.

Table E.1: Drainage Upgrade Priority and Costs

Upgrade	Description	Cost (CAD)
Improvement 1 Point Drive	Option 1 Upgrade of existing culvert.	\$39,000
	Option 2 Construction of curb and gutter along the west side of Coney Drive and a shallow asphalt swale crossing the driveway of Lot 84.	\$62,000
Improvement 2 Horseshoe Bay Drive	Upgrade of existing culvert, swale upgrade and quad access culvert installation	\$54,000
Improvement 3 Coney Drive Culvert	Upgrade of existing culvert.	\$17,000
Improvement 4 Coney Drive Curb and Gutter	Construction of curb and gutter along the west side of Coney Drive and a shallow asphalt swale crossing the driveway of Lot 84.	\$17,000
Improvement 5 Horseshoe Bay Drive Ditch west side	Option 1 New ditch construction west of road	\$22,000
Improvement 6 Horseshoe Bay Drive Ditch east side	Option 1 New ditch construction east of road	\$24,000
Improvement 5 and 6 Horseshoe Bay Drive Ditch west and east side	Option 2 Alternative alignment for ditch	\$54,000
Improvement 7 Martin Point Drive	Construction of new ditch to direct flow away from property	\$16,000
Improvement 8 ER Parcel Berm	Construction of a new berm in the 24ER parcel	\$5,000
Improvement 9 Homestead Trail Ditch	Option 1 Construction of ditches to direct flow away from private properties	\$101,000
	Option 2 Construction of ditches to direct flow away from private properties - alternative alignment	\$97,000
Improvement 10 Russel Drive	Option 1 Construction of ditch to direct flow away from low point	\$66,000
	Option 2 Construction of stormwater pipes to direct flow away from low point	\$109,000
Total (with Option 1s)		\$361,000
Total (with Option 2s)		\$431,000

The priorities of the proposed upgrades could be revised based on the needs of the residents and the Summer Village, provided any upgrade undertaken does not adversely increase the flooding risk downstream. Each upgrade should also include installation of riprap and reshaping of inlets and outlets where required.

Conclusions and Recommendations:

The following conclusions are drawn from this report.

1. The Summer Village has experienced local flooding at a number of locations due to insufficient grading.
2. The proposed flood mitigation works and drainage upgrades will substantially reduce the identified flood risks.
3. Improvements to design standards and construction controls for potential new development on individual lots will reduce the Summer Village's future risk related to drainage issues.

The following recommendations are drawn from the analysis and findings of this report.

Existing Summer Village

1. Fund and implement the proposed flood mitigation and drainage improvement works recommended in this report.
2. Implement the works based on the priority and ability to fund the infrastructure through municipal funds and secured grants.
3. Infrastructure works should be constructed on public land or within a utility right-of-way (ROW).
4. Conduct maintenance on existing culverts and ditches that are plugged, damaged, or silted to ensure the intended capacity is maintained.
5. Consider applying for grant funding to implement demonstration of Low Impact Development (LID) within the Summer Village.

Stormwater Management Policies for Future Development in the Summer Village

All proposed development should prepare a stormwater management plan or site servicing plan that addresses the following:

1. Appropriately manage stormwater using BMPs to meet the allowable release rate of 5 L/s/ha, water quality objectives and minimize downstream impacts to downstream water bodies.
2. Stormwater system design to account for flow contributions from the upstream natural catchments.
3. Ensure private lots meet minimum site grading and building opening elevations to minimize flooding risk.



Management of Natural Wetlands

Natural wetlands that are to be retained within the development areas should be managed by:

1. Protecting and conserving the wetlands as they provide significant flow attenuation and storage capacities.

Further Recommendations

1. Stormwater management policies and principles outlined in this Stormwater Master Plan be included in future guiding documents and be incorporated into development requirements.

DRAFT



Norman Briscoe <svhorseshoebay@gmail.com>

Stormwater Master Plan

1 message

Norman Briscoe <svhorseshoebay@gmail.com>

Thu, Apr 30, 2020 at 11:12 AM

To: Gary Burns <gmburns45@gmail.com>, Dave Amyotte <dave@amyotteweld.ca>, Eli Gushaty <egushaty@telusplanet.net>

Attached is the Stormwater Master Plan submitted by MPE Engineering. If possible we would like it approved at this meeting so we can expediate hiring a contractor for the new grant approved this year.. It is Agenda Item 7.a) and the first 7 pages were sent to you with the agenda package.

Norman R. Briscoe

Chief Administration Officer

Summer Village of Horseshoe Bay

PO Box 1778

St. Paul, AB T0A 3A0

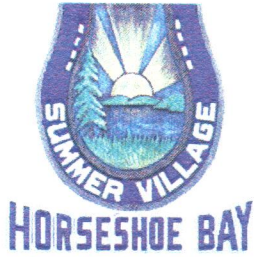
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www.svhorseshoebay.com

svhorseshoebay@gmail.com

**R01.HorseshoeBay.SMP.20200306.Draft.Final_Optimized.pdf**

5738K



Summer Village of Horseshoe Bay

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Phone: (780)645-4677
Email: svhorseshoebay@gmail.com
Website: www.svhorseshoebay.com

Agenda Item Summary Report

Agenda Item 7.b) Draft Land Use Bylaw

Meeting Date: May 2, 2020

Background

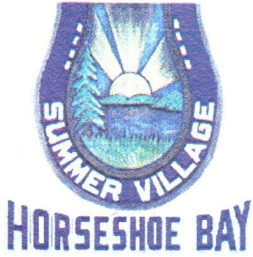
In April, 2019 ISL submitted a Draft Land Use Bylaw to Council. After considerable discussions and analysis, council advised administration that the draft LUB was unacceptable and many changes and deletions needed to be made, before it could be adopted by Council.

On April 24, 2020 administration completed a comprehensive review of the April, 2019 Draft Land Use Bylaw and submitted it to ISL with instructions for changes, deletions and additions that were deemed necessary. Administration also emailed the revised LUB to council.

Recommendation/RFD/Comments

If the revised Land Use Bylaw is not approved at this time, administration recommends that it be placed on hold, and we carry on using the old LUB for now.

7.b)



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 7.c) Sub-division of 2 Reserve Lots

Meeting Date: May 2, 2020

Background

On January 11, 2020 Council authorized administration to proceed with the sub-division of two new lots from former reserve lots.

Attached is the Tentative Plan for the sub-division of Reserve land into 2 new lots. It has been prepared by Connie Petersen of the local office of Explore Geomatics.

Recommendation/RFD/Comments

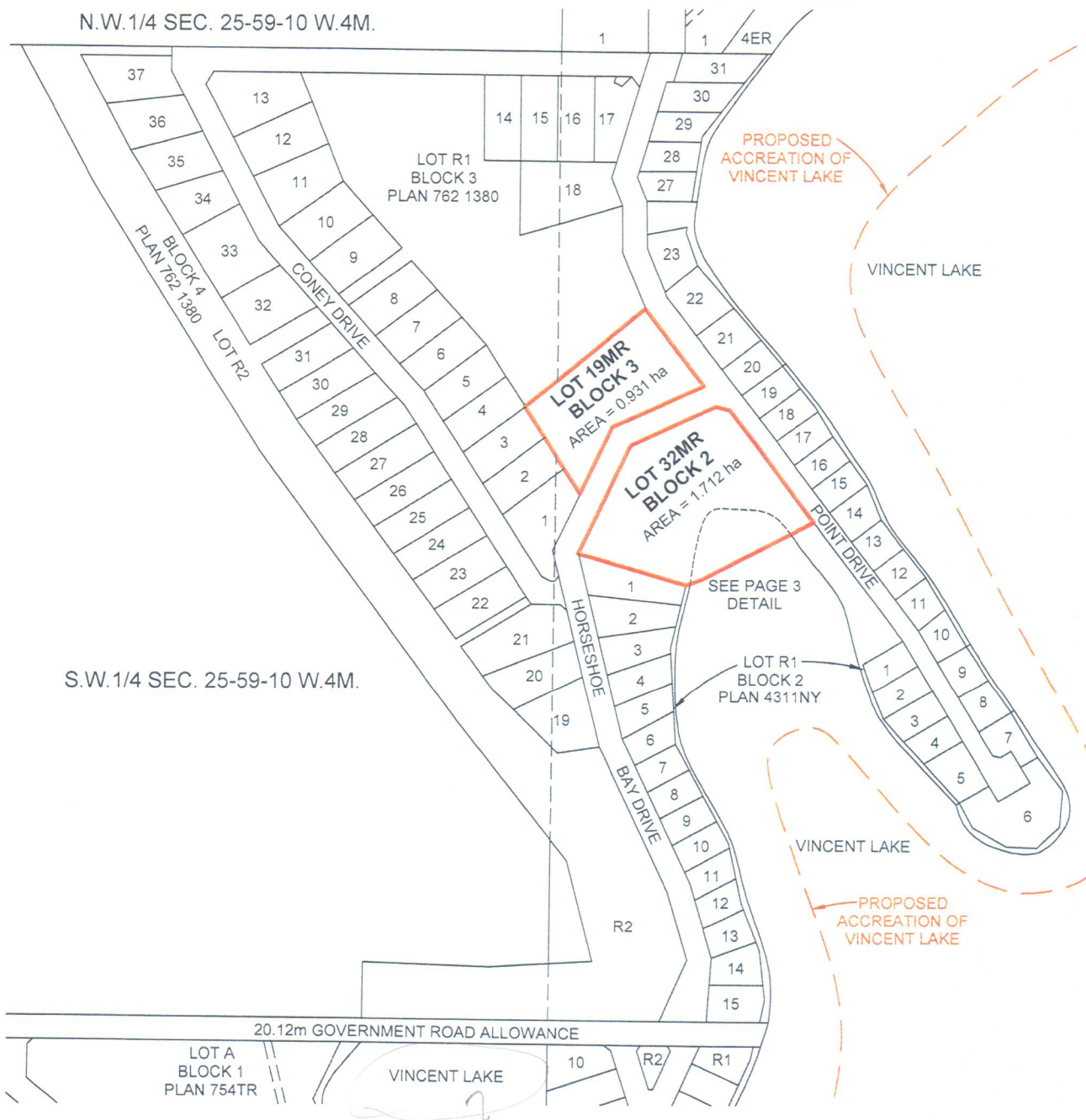
For information and discussion only. No action is required at this time.

7.c)

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
**LOT R1, BLOCK 3, PLAN 762 1380 & LOT R1, BLOCK 2,
 PLAN 3411NY WITHIN S.1/2 Sec.25 Twp.59 Rge.10 W.4M.**
SUMMER VILLAGE OF HORSESHOE BAY

N.W.1/4 SEC. 25-59-10 W.4M.



S.W.1/4 SEC. 25-59-10 W.4M.

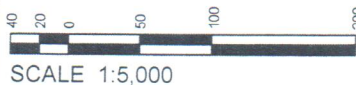
LEGEND:

Proposed Parcel shown as:

Distances are in metres and decimals thereof.



Plan Prepared by:
 Explore Geomatics Inc.
 Edmonton, Alberta
 Toll Free 1-866-936-1805
 Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	April 17, 2020

Job X040219

Rev. 0

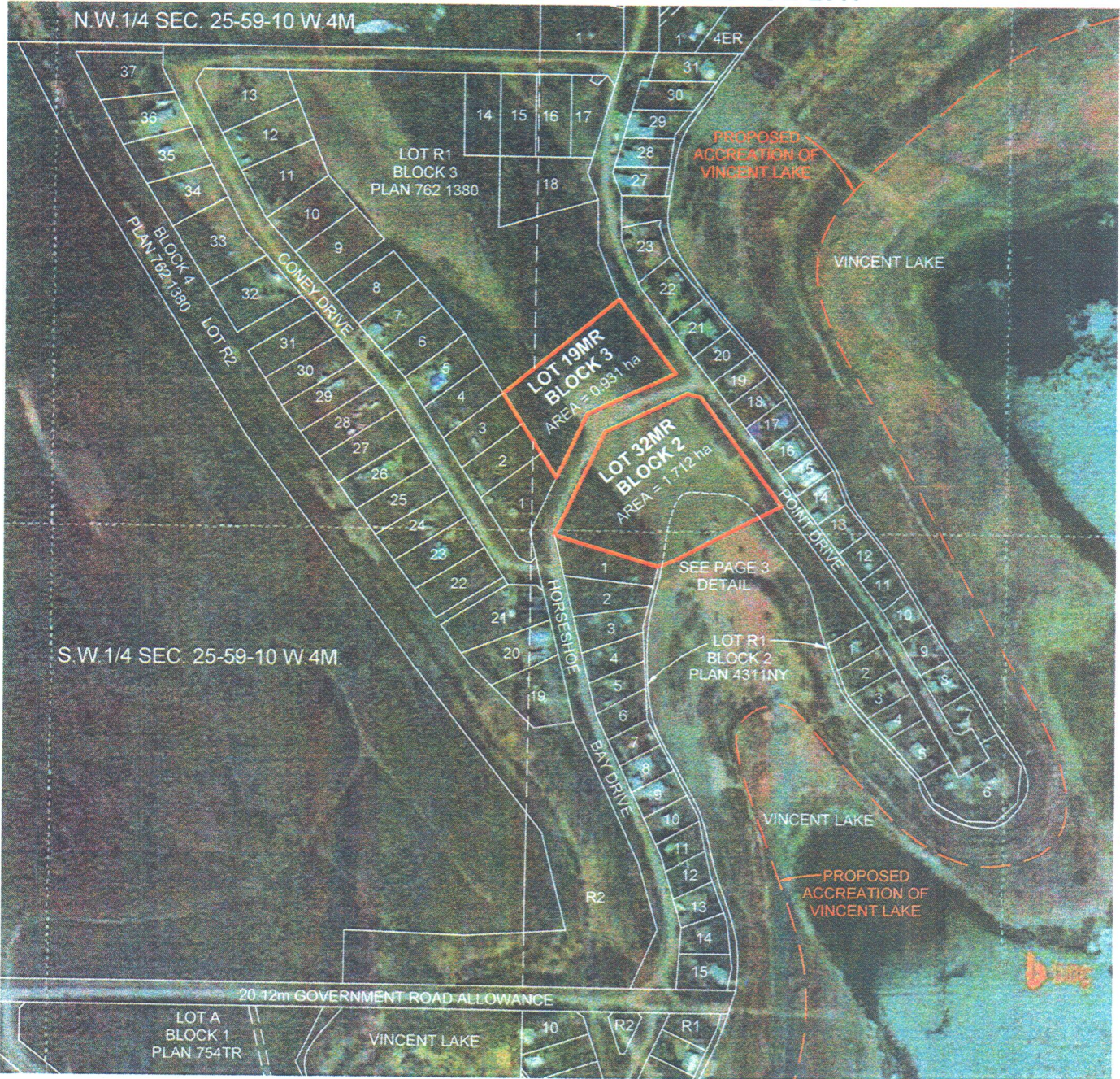
SURVEYED BY: J.A.

CALC'D BY: J.O.

DRAWN BY: J.O.

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
**LOT R1, BLOCK 3, PLAN 762 1380 & LOT R1, BLOCK 2,
 PLAN 3411NY WITHIN S.1/2 Sec.25 Twp.59 Rge.10 W.4M.**
 SUMMER VILLAGE OF HORSESHOE BAY



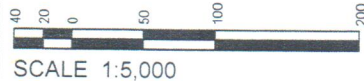
Imagery: ©2020 Abacus Datagraphics Ltd., all rights reserved.
 Distances are in metres and decimals thereof.

LEGEND:

Proposed Parcel shown as: ————



Plan Prepared by:
 ExploreGeomatics Inc.
 Edmonton, Alberta
 Toll Free 1-866-936-1805
 Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	April 17, 2020

Job X040219

Rev. 0

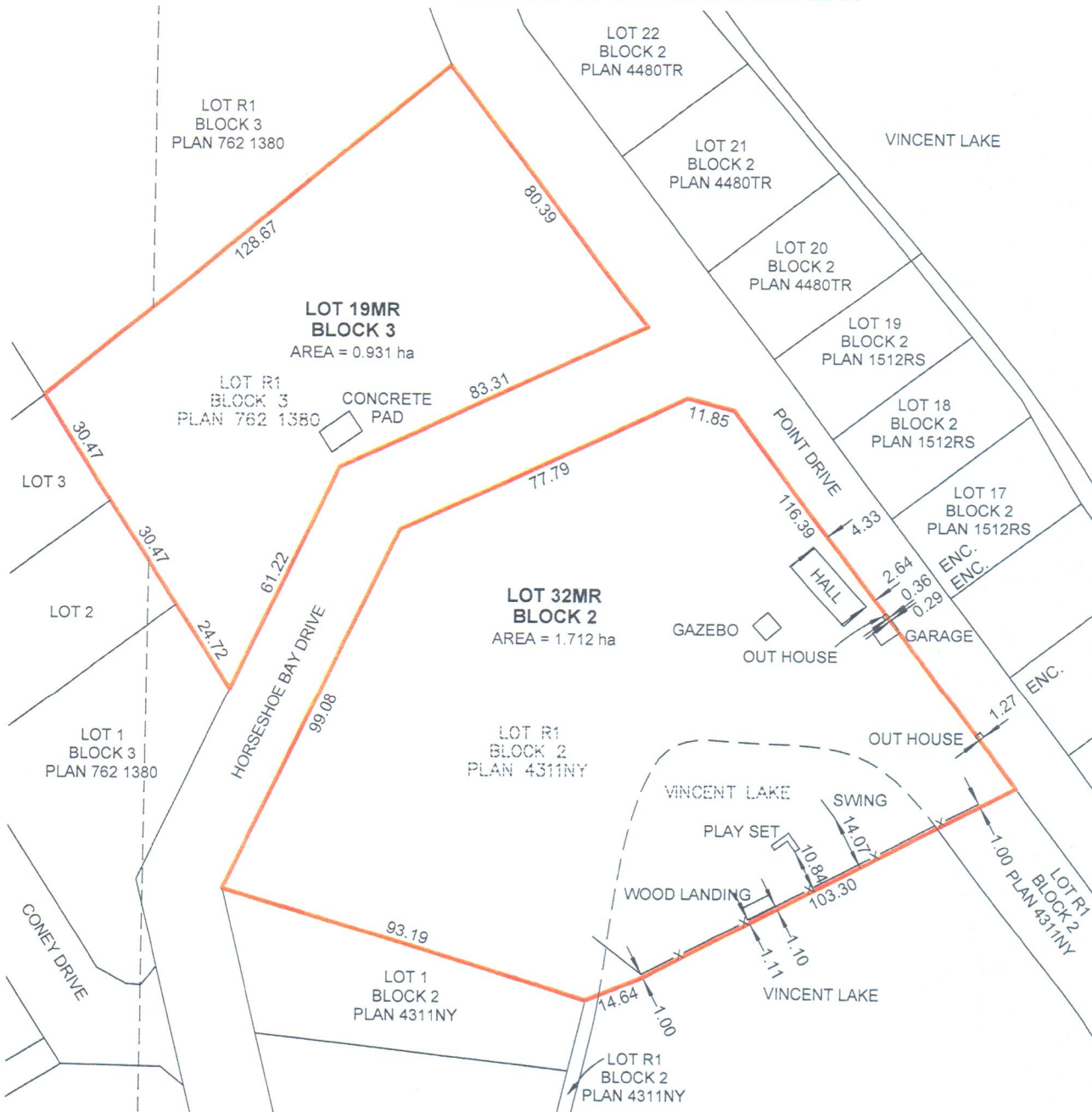
SURVEYED BY: J.A.

CALC'D BY: J.O.

DRAWN BY: J.O.

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
**LOT R1, BLOCK 3, PLAN 762 1380 & LOT R1, BLOCK 2,
 PLAN 3411NY WITHIN S.1/2 Sec.25 Twp.59 Rge.10 W.4M.
 SUMMER VILLAGE OF HORSESHOE BAY**



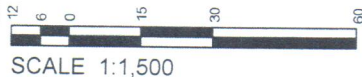
Distances are in metres and decimals thereof.

LEGEND:

Proposed Parcel shown as: ———



Plan Prepared by:
 Explore Geomatics Inc.
 Edmonton, Alberta
 Toll Free 1-866-936-1805
 Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	April 17, 2020

Job X040219

Rev. 0

SURVEYED BY: J.A.

CALC'D BY: J.O.

DRAWN BY: J.O.

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
**LOT R1, BLOCK 3, PLAN 762 1380 & LOT R1, BLOCK 2,
 PLAN 3411NY WITHIN S.1/2 Sec.25 Twp.59 Rge.10 W.4M.
 SUMMER VILLAGE OF HORSESHOE BAY**



Imagery: ©2020 Abacus Datagraphics Ltd., all rights reserved.
 Distances are in metres and decimals thereof.

LEGEND:

Proposed Parcel shown as:



Plan Prepared by:
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REV. NO.	DESCRIPTION	DATE
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Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 7.d) 109 Homestead Trail Driveway

Meeting Date: May 2, 2020

Background

When the Village upgraded the paving on Homestead Trail, it created a high ridge at the top of the driveway at Lot 109. It is almost impossible for the resident to get in and out of her driveway.

Recommendation/RFD/Comments

Administration has told her that the Village will contribute \$100 for a load of gravel to solve the problem.



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Agenda Item Summary Report

Agenda Item 7.e) Himalayan Balsam & Beaver Control

Meeting Date: May 2, 2020

Background

Norman has had discussions with the County of St. Paul, regarding the Himalayan Balsam & Beaver control this summer.

He will report to council at the council meeting.

Recommendation/RFD/Comments

For information and discussion only.

		2020 BUDGET				
		DRAFT				
Assessment					2019	2020
Residential	0.0079%	increase in residential assessment			\$16,098,630	\$16,225,780
Non Residential	0.0500	increase in Mun tax rate for 2019			167,600	170,750
	\$15	increase min tax for 2019 to \$410			\$16,266,230	\$16,396,530
			ASFF			
		Municipal	Education	DIP Tax	Total Mill Rate	
Mill Rate:	Residential	3.5000	2.5450		5.9854	6.0450
	Non Residential	3.5000	3.7206	0.0760	7.2148	7.2966
			2019	2020		
Total Taxes:	Residential				\$ 96,357	\$ 98,085
	Non Residential (includes DIP levy)		\$13.17	\$12.98	1,209	1,246
	Recovery of Under-Levy 2019 included in 2020 Total Res & No			\$249.79	250	-
					97,816	99,331
	Minimum Tax adjustment for Residential & Non-Residential				16,706	17,246
	Total Municipal Prop. Tax				114,522	116,577
					Actual Ed Tax remitted	
Requisitions:	ASFF Residential				41,060	41,052
	ASFF Non Residential				624	628
	Total Education Prop. Tax		0	-0.01%	41,684	41,680
	DI Property tax requisition	not remitted	\$13.17	12.98	-	-
Net Municipal Property Taxes					\$ 72,838	\$ 74,897
	0.0500	2020 municipal mill rate increase				
	\$15	2020 Min. tax increase to \$410.00				
Results in	2% increase in tax revenue			for 2020		

DRAFT

SUMMER VILLAGE OF HORSESHOE BAY

APR 30 2020

		2020 BUDGET			
					Discussion DRAFT
REVENUE		2019 Budget	2019 Actual	2020 Budget	
DRAFT					
Taxation Revenue					
Tax Recovery Transfer		\$ -	\$ -	\$ -	
Residential Property Tax		96,358	96,600	98,085	Mun. Rate increase 0.0500
Minimum Tax Residential		16,706	16,706	17,246	Min. Tax increase \$15
Total Residential Property Tax		113,064	113,306	115,331	
Non-Residential - Linear Property		1,209	1,216	1,246	includes \$13 DIP and
Total Property Taxes		114,273	114,522	116,577	2019 under-levy of \$250
Less ASFF Education Requisition payments		41,435	41,684	41,680	Actual ASFF payable 2020
DI Property Requisition payment		13	-	-	
Net Municipal Property Taxes		72,825	72,838	74,897	
Other Revenue					
User Fees (Certificate fees ,Hall use,etc.)		500	725	300	
Investment Revenue		2,400	4,646	1,000	
Penalties & Costs on Taxes		400	1,035	700	
Permits (Development)		500	150	300	
Miscellaneous, other revenue & contingency		375		144	
Recreation Revenue		2,000	1,192	2,000	
Other Revenue		6,175	7,748	4,444	
Revenue before Op. Grants		79,000	80,586	79,341	
Government Transfers for Operating					
Gov't Transfers for MSI OP grant		8,536	8,759	6,818	1,941 decrease from 2019
Revenue available for SV Operations		87,536	87,759	86,159	
Gov't Transfers for ACP grant		219,464	172,479	46,841	Stormwater
TOTAL REVENUE		\$ 307,000	\$ 261,824	\$ 133,000	
EXPENSE					
Council					
Council Honorarium		5,700	6,000	5,700	
Council Travel & Subsistence		2,000	1,977	1,800	
Council Communications - Wi-Fi		300	270	500	
Council Memberships, Registrations & continency		1,000	670	1,000	
Council		9,000	8,917	9,000	
General & Administrative Expenses					
Administration - Contract		17,100	17,100	17,600	
Admin., Travel & Subsistence		250	0	200	
Advertising & Promotions		200	44	100	
Assessment Services		5,000	5,000	5,150	
Audit & Legal		5,500	5,500	6,220	
Communications - Courier & Postage		600	450	600	
Memberships		1,500	1,502	1,500	
Materials, goods & supplies		2,000	976	1,080	
Admin Services & Other Expenses		250	123	100	
Registrations		300	0	100	
WCB		300	259	350	
Website Maintenance		1,000	751	1,000.00	
General & Administrative Expenses		34,000	31,705	34,000	

SUMMER VILLAGE OF HORSESHOE BAY

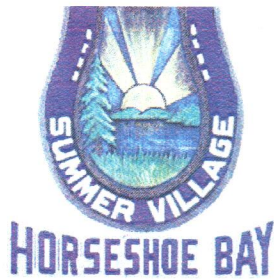
APR 30 2020

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	2020 BUDGET			
EXPENSES continued	2019 Budget	2019 Actual	2020 Budget	
Roads, Streets, Walks, Lighting				
Crack filling funded from Capital grants	13,000	15,750	13,000	MSI Cap grant
Road Maintenance Materials from Non-gov't	136	15	1,659	
Road Maintenance County of St Paul	4,000	1,684	4,000	
Signage	400	43	500	
Sub-total before ACP projects & Amort.	17,536	17,492	19,159	
Street Light Retrofit Feasibility Study	19,464	19,464		
Stormwater Management Plan	200,000	154,876	46,841	ACP grant
Amortization - Roads & bridges	49,000	48,859	49,000	
Roads, Streets, Walks, Lights	286,000	240,691	115,000	
Protective Services & Fire				
Policing requisition at 10% Cost Recovery			1,624	new
Emergency - E911	300	288	300	
Crime prevention services purchased	100	0	0	
Crime prevention materials & supplies	200	0	56	
Fire Expenses - County of St Paul	2,900	2,920	2,920	
Reg. Emergency Management exp.	1,600	1,068	1,600	
Occupational Health & Safety	1,000	655	1,000	
Contingency	900	0	500	
Fire & Preventive Services	7,000	4,931	8,000	
Waste Management				
Waste Management Non-County	800	0	703	
Waste Management County	12,200	12,200	12,297	
Amortization Waste transfer station	1,000	719	1,000	
Waste Management	14,000	12,919	14,000	
Planning, Development & IM Collaboration				
ISDAB Training & Panels	125	125	1,000	
IM Collaboration ICF, IDP, Economic Develop't	875		0	
Planning, Development & IMC	1,000	125	1,000	
Parks & Recreation				
Contracted Services - Hall	300	368	300	
Contracted Services - Park grass & equip.	2,200	1,860	2,500	
Contracted Services - non-gov't	2,500	127	2,200	
Total Contracted Services - Labour	5,000	2,355	5,000	
Contracted services from County St Paul	2,000	0	2,000	
SV share of Class A Rec Facilities			2,557	new
Insurance Rec. Centre, park & recreation	2,300	2,272	2,400	
Materials, Goods & Supplies	3,200	1,741	2,543	
Utilities (power, heating, water & sewer)	4,500	4,156	4,500	
Small capital purchases & sports equip't	2,000	200	2,000	MSI Cap grant
Amortization P & R	4,000	4,024	4,000	
Parks & Recreation	23,000	14,748	25,000	
TOTAL OPERATING EXPENSE	374,000	314,036	206,000	
Excess (Shortfall) of Revenue over Expenses before Capital	-67,000	-52,212	-73,000	
Government transfers for Capital	133,000	15,624	15,000	
EXCESS of REVENUES over EXPENSES	66,000	-36,588	-58,000	
Adj. for cash items, not PSAB Rev. or Exp				
Tangible Capital Assets expenditures (CIP)	-150,000	0	-30,000	
Deficit before non-cash items	-84,000	-36,588	-88,000	
Adjustment for non-cash items:				
Amortization of TCA	54,000	53,602	54,000	
Transfer from Unrestricted Surplus for Operating	0	0	4,000	or increase taxes
Transfer from Unrestricted Surplus for Capital	30,000		30,000	
FINANCIAL PLAN Balance	-\$ 0	17,014	\$ 0	

DRAFT

APR 30 2020



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Agenda Item Summary Report

Agenda Item 8.b) Deadline Extensions, Deferrals, Postponements & Penalties

Meeting Date: May 2, 2020

Background

During the COVID-19 Outbreak:

April 3, 2020, Ministerial Order No. MSD:022/20 extends the following deadlines to October 1, 2020: (However, they can be filed sooner if the municipality prefers.)

- Statistical Information Returns,
- Financial Information Returns,
- Audited Financial Statements,
- Notice of assessment date as required on an assessment notice,
- Date by which assessment notices must be sent out by,
- Summer Village Organizational Meeting

Tax Deferral Initiatives:

- The Province is not considering legislative provisions at this time but encourage municipalities to enact voluntary deferrals where reasonable and appropriate for their community.
- School Requisition: Municipalities will continue to be invoiced for education property taxes. The residential portion of the school requisition will be invoiced in June and September. However, the non-residential portion of the education tax will be deferred to December 2020. (This may change. Additional material is being prepared and will be distributed shortly.)
- Consideration could be given to adjusting the late payment penalties. (ie: 15% after 40 days)

Recommendation/RFD/Comments

Administration would prefer to stick to original deadlines whenever possible.

MOVED BY _____ that council accept the report as information

CARRIED

8.b)

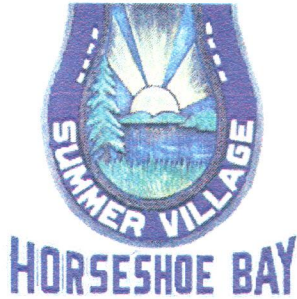
MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.
8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.

Kelechi Madu, QC
Minister of Municipal Affairs



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Agenda Item Summary Report

Agenda Item 8.c) Notice of Assessment Date

Meeting Date: May 2, 2020

Background

Pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, the Notice of Assessment date for Property Tax Notices and Assessments, must be set 7 days after the Notice Sent Date and 60 days before the Complaint Date.

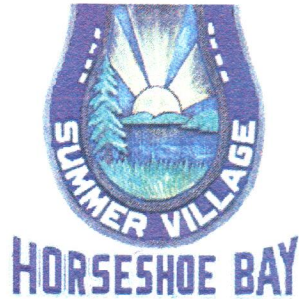
- Notice Sent Date: June 1, 2020
- Notice of Assessment Date: June 9, 2020
- Complaint Date: August 10, 2020

Recommendation/RFD/Comments

MOVED BY _____ that pursuant to the *Municipal Government Act*, the Notice of Assessment Date for property tax notices and assessments be set on June 9, 2020, which is 7 days after the notice sent date, and 60 days prior to the complaint date of August 10, 2020.

CARRIED

8.c)



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Agenda Item Summary Report

Agenda Item 8.d) Annual General Meeting

Meeting Date: May 2, 2020

Background

Normally the Village Annual General Meeting should be held on either Saturday, June 27, 2020 or Saturday, July 4, 2020. However, unless the COVID-19 restrictions are lifted we will not be able to hold the AGM.

Recommendation/RFD/Comments

Question: Do we want to tentatively set the date and wait to see what happens with COVID-19 by the first of June; or should we just cancel the AGM for this year and notify residents?

MOVED BY _____ that the council cancel the Annual General Meeting for 2020, due to the COVID-19 pandemic restrictions, and notify residents of the cancellation.

-Carried-

OR

MOVED BY _____ that council tentatively set the date for the Annual General Meeting to _____, subject to COVID-19 restrictions being lifted.

-Carried-

8.d)



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Agenda Item Summary Report

Agenda Item 8.e) Village Activities & Meetings Re: COVID-19

Meeting Date: May 2, 2020

Background

Due to AHS COVID-19 Restrictions a number of Village activities and meetings are going to have to be put on hold indefinitely. Here is a partial list:

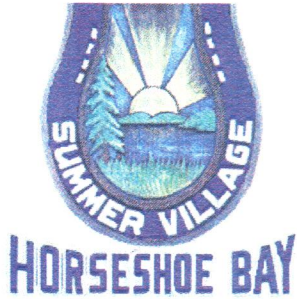
- May Long-weekend Social
- AGM and social activities
- Meeting/Open House to discuss Stormwater Management Plans
- Public Meeting and/or hearing to discuss Land Use Bylaw (If approved)
- Boat launch or pier at end of TWP 594/Horseshoe Bay Drive

Recommendation/RFD/Comments

MOVED BY _____ to accept the information as presented regarding COVID-19 and the effects on Village activities this summer.

-Carried-

8.e)



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Agenda Item Summary Report

Agenda Item 8.f) Council Remuneration and Per diem

Meeting Date: May 2, 2020

Background

In the past, 30% of honorarium or per diem payments to council members was tax free.

In 2019 Canada Revenue Agency discontinued this and payments to council members are now 100% taxable.

The following Council Remuneration Policies are attached:

- Policy Number 3: Honorarium Payment to Council Members – Dated January 1, 2012
- Policy Number 4: Per Diem Payment to Council and Board/Committee Members – Dated January 1, 2012
- Policy Number 7: Travel and Expense Policy – Dated January 1, 2012

Recommendation/RFD/Comments

Question: Should council approve increasing honorariums and per diem payments to off-set the increase in income tax payments?

8.f)



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 3

Title: Honorarium Payment to Council Members

1. Policy Statement

- 1.1 The Summer Village of Horseshoe Bay will provide an honorarium to Council members for performance of their duties as elected officials.

2. Definitions

- 2.1 Honorarium is the amount paid to a Councillor for meeting preparation, expense and time required to travel and attend to meetings listed in Section 3.2 of this policy.

3. Honorariums

- 3.1 Honorariums are paid to members of Council as their remuneration for performance of their duties as elected officials. Changes to the rates for honorarium shall be approved by a 2/3 majority vote of Council.

- 3.2 An honorarium of \$ 125.00 per meeting will be paid for attendance of the following Council Meetings:

- i) Regular Council Meetings
- ii) Special Council Meetings
- iii) Annual General Meetings
- iv) Public Hearings
- v) Project Management Meetings

*Increase to \$ 150.00
effective - May 2/20
Gary Mowat*

4. Honorarium Claims

- 4.1 Honorariums will be paid out at the last regular meeting of the year. Claims must be signed by the Councillor to be paid and authorized by the Chief Administrative Officer.

5. Policy Adoption/Amendment

Adopted by Resolution April 21, 2012



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 4

Title: Per Diem Payment to Council and Board/Committee Members

1. Policy Statement

- 1.1 The Summer Village of Horseshoe Bay will establish a per diem rate to reimburse Council members and members at large for attending board and committee meetings.

2. Definitions

- 2.1 "Per Diem" is the daily amount paid to a Councillor or board member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council

3. Per Diems

- 3.1 Per Diem of \$ ^{150.00}125.00 per day shall be paid to Councillors for:
- i) Conducting annual evaluations of the Chief Administrative Officer at a pre-approved meeting outside of a Regular or Special Council meeting;
 - ii) Board/Committee workshops and conferences for appointed board members only when attendance is authorized/approved by the board/committee and approved by Council
 - iii) Attendance at Conferences as set out under item 3.4
 - iv) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings)
- 3.2 Per Diem of \$ 40.00 per day shall be paid for attendance of:
- i) Meeting/training/workshops related to professional development as authorized or requested by Council
- 3.3 No per diem will be paid for attendance at:
- i) Political party and constituency functions
 - ii) Any other function usually considered to be a social or public function including but not limited to:
 - Barbeques
 - Grand Openings
 - Ribbon Cutting Ceremonies
 - Community Events
- 3.4 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:
- ASVA Conference All Council
 - AUMA Conference All Council
 - Mayors Caucus Mayor or Deputy Mayor

Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, administration will submit the registration form. Council is responsible for making other travel and accommodation arrangements as deemed necessary.

Policy # 4

Per Diem Payment to Council and Board/Committee Members

Page 2

- 3.5 All other board and committee members shall receive a per diem at the following rates:
- Subdivision and Development Appeal Board \$ 125.00
 - Council Appointed Representatives on Committees/Boards \$ 125.00

3.6 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.7 Per diems shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

4. **Per Diem Claims**

4.1 All Council and Board/Committee per diem claims must be reviewed by administration to ensure compliance with policy, and shall indicate approval with the Chief Administrative Officer signature. The Mayor will sign the per diem claim to indicate acceptance.

4.2 The Deputy Mayor shall sign per diem claims submitted by the Mayor to indicate acceptance, and may in the absence of the Mayor sign all other per diem claims.

5. **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 7

Title: Travel and Expense Policy

1. Policy Statement

- 1.1 The Summer Village of Horseshoe Bay will provide for reimbursement to Council, Council Committee/Board Members and Staff for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

2. Definitions

- 2.1 Official meetings will include:
- Regular Council meetings
 - Special Council meetings
 - Policy and Priorities meetings
 - Board or Committee meetings as appointed
 - Approved workshops and conferences for appointed board members or staff
 - Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings)
- 2.2 "Travel" is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member and staff in their personal vehicle while attending an official meeting, or an event authorized by Council.
- 2.3 "Subsistence" is a reimbursement for approved attendance to official meetings, based on actual receipts for the following expenses:
- Taxi, shuttle, air or bus fares;
 - Meals;
 - Motel/Hotel;
 - Registration for any official meeting, if not prepaid by the Summer Village;

3. Travel Reimbursements

- 3.1 Councillors/Board/Committee Members and staff shall be reimbursed for mileage and meals as per Section 3 and 4 when attending approved meetings.
- 3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.
- 3.3 Council/Board/Committee Members and staff shall be reimbursed for mileage for pre-approved meetings, conferences and training at the rate of \$ 0.45/km. Trips from St. Paul to Edmonton, or Edmonton to St. Paul, shall be reimbursed at a flat rate of \$200.00 round trip.
- 3.4 Travel must be directly related to the distance required to attend an official meeting and to travel directly to and from that official meeting. Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.

*Only moved
increase to .55 \$/km.
effective May 2*

stays same

4. **Meals and Subsistence**

4.1 Council will review the rates for meals and subsistence annually during the annual budget preparations.

4.2 Effective January 1, 2012 reimbursement shall not exceed the following rates:

- i) Breakfast \$ 10.35
- ii) Lunch \$ 15.55
- iii) Supper \$ 22.00

Original receipts are required.

Any moved:
Increase allowance
max \$50.00 per day

4.3 Effective January 1, 2012, reimbursement for other subsistence shall be as follows:

- i) Taxi, Shuttle, Air or Bus Fare as per original receipt
- ii) Hotels/Motels as per original receipt
- iii) Registration as per original receipt

4.4 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Original receipts required.

5. **Expense Claims**

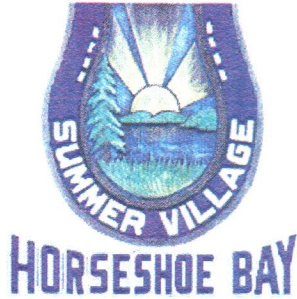
5.1 All expense claims must be reviewed by Administration to ensure compliance with policy, and shall indicate approval with the Chief Administrative Officer.

6. **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012

CAO Report and Action List

	What	Status & Comments
<p>Because of the COVID-19 pandemic most of the following have not been addressed since the last Council meeting</p>		
1	<p><u>Capital projects & budget ideas for 2020</u> Until we have a better understanding of the drainage improvements required, the cost, sources and amount of funding available we should hold off deciding on capital projects.</p>	<p>I will try to have some capital projects for the next meeting . <u>Potential 2020 Capital Work</u> a) Will continue to do work on TwpRd 594 in Boat Launch area, gravel road and parking area. We will also; try to remove ridge between Lot 109 driveway & road pavement, and repair pot hole at RR101 & TwpRd 594. b) Crack filling, if economically feasible, and replace &/or add culverts. Culverts will be decided after stormwater improvements are identified and potential cost and funding sources are known. See 2. below c) Under seasonal dock & aquatic vegetation removal approval procedures the SV may have to consider putting in some public docks. We may wish to hold off until we see how 2020 works.</p>
2	<p><u>Stormwater Management Study/Plan (SWMP)</u> 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, and culvert by 58 Coney Dr.</p>	<p>I am trying to prioritize the recommended Stormwater improvements from the Stormwater Master Plan. To determine what work we could do in 2020. \$200k ACP grant for the Pre-design & implementation work was approved. The four St. Paul regional partners are preparing Request for Proposals (bids) for the hiring the a contractor for the Predesign work Hopefully the RFPs will go out next week and we will be in a position to hire. the pre-design consulting engineering contractor in June.</p>
3	<p>Martin Rec. Center betterment & enhancement project.</p>	<p>This project is still on hold until we complete the SWMP</p>
4	<p><u>Review all existing Bylaws for updating</u> resulting from MGA amendments and being out dated.</p>	<p>a) Administration is still reviewing 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, CAO Bylaw, Fire Bylaw, Cannabis, and others. b) Update of Land Use Bylaw (LUB) Some edits to the LUB drafted by ISL are on the agenda for council review.</p>
5	<p>Sub-divide 2 new lots from reserve lots & determination of water boundaries Municipal Planning Services & Explore Surveys have agreed to do the work.</p>	<p>Explore Surveys have done 2 new lots tentative plan & are working on the survey for the new natural water boundaries determination. The proposed two new lots are on the agenda for Councils approval.</p>
6	<p>Explore the possibility of the SV hosting a an event for the four St. Paul regional partners Councils and Administration.</p>	<p>Cancelled for COVID-19 I enquired with the County and Elk Point. There was some interest. However, because of other factors the CAO's have not had time to discuss it any further. I did offer to have the SV host a training session, if an opportunity comes up.</p>
7	<p>Determine possibility of using Cloud Storage</p>	<p>Will do after all the current collaboration projects are done, and we have a better understanding of the cloud.</p>



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 11.a) Financial Reports

Meeting Date: May 2, 2020

Background

Financial Reports for 3 months ended March 31, 2020:

- Actual Year-to-Date to Budget,
- Cheque log: for the 4 months ended April 30, 2020
- March 31, 2020 Bank Reconciliation
- 2019 Grant Reconciliation

Recommendation/RFD/Comments

MOVED BY _____ that the March 31, 2020 **financial reports**, be accepted as presented.

-Carried-

11.a)

**Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 3 months ended March 31, 2020**

	2020 Interim Budget 6 months ended June 30, 2020	YTD Mar. 31/20	
REVENUE			
Taxation Revenue			
Residential Property Tax	\$ 96,358	\$ -	
Minimum Residential Property Tax	16,706	-	
Total Municipal Res. Property Tax	113,064	-	
Non-Res. Linear Property Tax	1,209		
Total Residential Property Tax	114,273	-	
Education Requisition transfers	41,435	-	
DI Property Tax Requisition	-	-	
Total Net Tax Revenue	72,838	-	
Other Revenue			
User Fees & sales (Certificate fees, Sales, etc)	300	-	
Interest Revenue	1,200	614.64	
Penalties & Costs on Taxes	100	191.19	
Permits & licenses	200	50.00	
Miscellaneous Revenue	562	-	
Recreation Revenue	800	-	
Total Other Revenue	3,162	856	
Funding from Grants			
Transfer MSI Op grant	-		
Transfer ACP grant	20,000	30,405	Stormwater Mngt
Total Grant Funding	20,000	30,405	
TOTAL REVENUE	96,000	31,261	
EXPENSE			
Council			
Council Honorarium	2,000	375	
Council Travel & Subsistence	1,200	200	
Council Communications - Wi-Fi	300	470	
Council Memberships & Registrations	500	0	
Total Council	4,000	1,045	
General & Administrative Expenses			
Administration - Contract	8,600	4,403	
Travel & Subsistence	250	0	
Advertising & Promotions	100	0	
Assessment Services	2,575	1,288	
Audit & Legal	5,600	0	
Communications - Courier & Postage	400	0	
Memberships	1,600	1,444	
Gen/Admin Materials, goods & supplies	1,000	1,220	
Gen Admin Services & Bank S/C	-	118	
Miscellaneous & Other Expenses	-	0	
Registrations	50	0	
WCB	250	355	
WebSite Maintenance	575	466	
Total General & Administrative Expenses	21,000	9,294	

**Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 3 months ended March 31, 2020**

	2020 Interim Budget 6 months ended June 30, 2020	YTD Mar. 31/20
EXPENSES continued		
Roads, Streets, Walks, Lighting		
Roads services Crack filling, bridge Insp.	13,000	0 from MSI CAP
Road M & repairs materials	800	0
Roads Maintenance County of St Paul	2,500	551
Signage	200	
Stormwater Management plans	20,000	30,405
Amortization - Roads & Bridges	24,500	12,215
Total Roads, Streets, Walks, Lights	61,000	43,170
Fire & Other Preventive Services		
Police Recovery costs	2,300	
Emergency Management (E911)	150	73
Prevention Services purchased	100	0
Preventive Services materials, & supplies	130	0
Fire Expense County of St Paul	2,920	2,920
Reg. Emergency Management Exp	800	
Reg. Occupational Health & Safety	600	
MuniSite (WebMap) GIS (AAG)	0	
Total Fire & Preventive Services	7,000	2,993
Waste Management		
Waste Management goods & supplies	400	
Waste Management Expenses County	12,200	0
Amortization	400	180
Total Waste Management	13,000	180
Planning, Development & IM Collaboration		
ISDAB per diem per meeting & training	1,000	0
IM Collaboration IDP,MDP,LUB,ICF,CARES	0	
Planning, Develop't & IM Collaboration	1,000	0
Parks & Recreation		
Contracted Services - Hall	200	
Contracted Services - Park grass & equip	1,100	
Contracted Services -non-gov't	2,500	
Total Contracted Services - Labour	3,800	0
Contracted Services County of St. Paul	2,000	
SV share of exp. Rec Class A assets	1,300	
Insurance Rec. Centre & Recreation	2,300	2,368
Purchase of other P&R Services	0	0
Materials, Goods & Supplies	1,600	
Utilities	2,000	849
Small capital purchases	2,000	
Amortization Parks & Recreation	2,000	969
Total Parks & Recreation	17,000	4,186
TOTAL OPERATING EXPENSE	124,000	60,867
NET INCOME (Deficit)	-28,000	-29,607
Other		
Government transfers for Capital	133,000	0
Excess (Shortfall) Rev. over Exp.	105,000	-29,607
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	-	-8,000
	-45,000	-37,607
Adjustment for non-cash items		
Amortization of TCA	26,900	13,363
Transfer from Unrestricted Surplus	30,000	8,000
FINANCIAL PLAN Balance	\$ 11,900	-\$ 16,244

Summer Village of Horseshoe Bay

Cheque Log for A/C#1060 CU Chequing Account from Jan. 1, 2020 to Apr. 30, 2020

Cheque

No.	Date	Payee	Purpose	Amount
Cheques issued for A/C#1060 CU Chequing Account from Jan. 1 to Jan.31, 2020				
2303	1/2/2020	MCSNet	2020 Wi-Fi in hall	\$ 283.12
2304	1/11/2020	Eli Gushaty	Council meeting 1 travel claim	200.00
2305	1/11/2020	Void cheque	Printing error	-
2306	1/11/2020	MPE Engineering Ltd.	Stormwater Management Plans work in Dec 2019	26,388.60
2307	1/14/2020	BMO Bank of Montreal MasterCard	Toner for Brother printer	516.96
2308	1/16/2020	AltaGas Utilities	Hall heat to Jan 9, 2020	132.30
2309	1/28/2020	Cornerstone Co-operative	New years eve event food & supplies	118.50
2310	1/28/2020	Municipal Assessment Services	Assessment Services Jan-Mar, 2020	1,351.88
2311	1/28/2020	Alberta Urban Municipalities Assoc.	Membership fees & dues for 2020	941.09
2312	1/28/2020	North Saskatchewan Watershed Alliance	Contribution for 2020	36.50
2313	1/28/2020	Fed. of Canadian Municipalities	Membership Apr 1/20 to Mar.31/21	93.80
2314	1/28/2020	Art Renauld	Retirement gift & award	250.00
2315	1/28/2020	Bonnyville Regional Fire Authority	E911 Dispatch Jan - Mar, 2020	73.10
2316	1/28/2020	Direct Energy Reg. Services	Electrical power to Jan.10/20	287.83
2317	1/28/2020	County of St. Paul No. 19	2020 Fire protection & snow removal Jan	2,970.00
2318	1/31/2020	County of St. Paul No. 19	REM & OHS Exp 2019	1,722.50
2319	1/31/2020	AMSC Insurance Services	Insurance premiums 2020	2,367.87
2320	1/31/2020	Norman R Briscoe	Jan Contract & WebSite maintenance	1,498.65
		Total amount paid Jan 1, 2020 to Jan 31, 2020		<u>39,232.70</u>
Cheques issued for A/C#1060 CU Chequing Account from Feb. 1 to Feb.29, 2020				
2321	2/22/2020	County of St. Paul No. 19	Snow removal & sand	100.52
2322	2/22/2020	AltaGas Utilities	Hall heat to Feb. 7, 2020	140.19
2323	2/22/2020	Assoc. of Summer Villages of Ab.	2020 Membership dues	421.78
2324	2/22/2020	Direct Energy Reg. Services	Electrical power to Feb.11, 2020	228.79
2325	2/22/2020	BMO Bank of Montreal Mastercard	HP Toner & supplies	593.22
2326	2/22/2020	MPE Engineering Ltd	Stormwater Mngt. Plans work in Jan. 2020	15,168.34
2327	2/29/2020	Workers Compensation Board	2020 WCB premiums	338.95
2328	2/29/2020	Norman R Briscoe	Feb Contract & WebSite maintenance	1,498.65
		Total amount paid Feb. 1, 2020 to Feb. 28,2020		<u>18,490.44</u>
Cheques issued for A/C#1060 CU Chequing Account from Mar. 1 to Mar. 31, 2020				
2329	3/11/2020	MPE Engineering Ltd	Stormwater Mngt. Plans work in Feb. 2020	10,298.40
2330	3/17/2020	Explore Surveys Inc.	Deposit on Water Boundary & Subdivision of MR	8,000.00
2331	3/25/2020	AltaGas Utilities	Hall heat to Mar. 8/20	129.35
2332	3/25/2020	County of St Paul No. 19	Snowplowing Feb & March	425.00
2333	3/25/2020	Direct Energy Regulated Services	Elec Power bills to Mar12/20	233.18
2334	3/31/2020	Gov't of Alberta - Education	ASFF requisition 1stQ Jan-Mar/20	10,421.10
2335	3/31/2020	Norman R Briscoe	Mar Contract & WebSite maintenance	1,498.65
		Total amount paid Mar. 1, 2020 to Mar. 31, 2020		<u>31,005.68</u>
Cheques issued for A/C#1060 CU Chequing Account from Apr. 1 to Apr. 30, 2020				
2336	4/4/2020	JMD Group LLP	Audit 2019 Financial Statements, FIR, etc.	5,985.00
2337	4/6/2020	Municipal Assessment Services	Assessment Services Apr-June 2020	1,351.88
2338	4/24/2020	AltaGas Utilities	Hall heating Mar to Apr 8/20	129.88
2339	4/24/2020	BMO Bank of Montreal Mastercard	ZOOM subscription - Council Mtgs & Hall supplies	214.26
2340	4/24/2020	Bonnyville Regional Fire Authority	E911 Dispatch Apr - June 2020	73.10
2341	4/24/2020	County of St. Paul	Snow plowing Apr 3/20	200.00
2342	4/24/2020	Direct Energy Reg. Services	Elec Power bills Mar to Apr 14/20	262.70
2343	4/24/2020	MPE Engineering Ltd	Stormwater Mngt. Plans work March invoice	6,836.55
2344	4/30/2020	Norman R Briscoe	Apr Contract & WebSite maintenance	1,498.65
		Total amount paid Apr. 1, 2020 to Apr.30, 2020		<u>16,552.02</u>
		Total amount paid Jan 1, 2020 to Apr. 30, 2020		<u>\$ 105,280.84</u>

Summer Village of Horseshoe Bay
 Servus Credit Union
Bank Reconciliation
 March 31, 2020

Balance of Chequing account per bank statement as at March 31, 2020 \$ 3,445.35

Add Outstanding deposits

Date	Ref No.	Payer/Source	Amount
Mar 31/20		Transfer from Saving a/c Other sources	\$ - -
Total Outstanding deposits			0.00
Sub-total			3,445.35

Less Outstanding cheques & transfers to sav.

Date	Cheque #	Association of Smumer Villages of Alberta	Amount
Mar.31/20	2335	Norman Briscoe - Contract/Website maint	1,498.65
			1,498.65

Balance of Chequing account as at March 31, 2020 1,946.70

Balance of Chequing a/c per general ledger a/c 1060 1,946.70

Difference March 31, 2020 \$ 0.00
 explanation if required.

none

Balance of savings account per bank statement as at March 31, 2020 \$ 259,791.30

Add outstanding transfers from Chequing a/c -

Less outstanding transfer to Chequing a/c -

259,791.30

Balance of savings a/c per general ledger a/c 1065 259,791.30

Difference Tuesday, March 31, 2020 \$ 0.00
 explanation if required.

Cash in Bank Tuesday, March 31, 2020

General ledger a/c# 1060 Chequing account \$ 1,946.70

General ledger a/c# 1065 Savings account 259,791.30

Cash in Bank March 31, 2020 \$ 261,738.00



 Norman Briscoe, Administrator

**Summer Village of Horseshoe Bay
2020 GRANT RECONCILIATION**

GRANT NAME	Deferred Revenue & Grant Allocations					Accounts Receivable & Cash from grants		
	Deferred Rev Balance Jan. 1/20	Allocations Received (Not yet Received)	YTD Interest Earned 2020	Total Funding Available for 2020	2020 Expenditures applied to grants	Deferred Rev in Cash Balance Mar. 31/20	Mar. 31/20 Cash on hand from grants	Mar. 31/20 Unspent A/R & Cash from Grants
MSI Op 2020	0.00	6,818.00		6,818.00			6,818.00	6,818.00
Total MSI Operating	0.00	6,818.00	0.00	6,818.00	0.00	0.00	0.00	6,818.00
ACP SWMT Plans	46,365.36	0.00	115.79	46,481.15	30,405.04	16,076.11	16,076.11	16,076.11
ACP SW Pre-design	0.00	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00
Total ACP	46,365.36	200,000.00	115.79	246,481.15	30,405.04	16,076.11	16,076.11	216,076.11
Capital Grants								
MSI Cap 2017 - 50%	28,544.50	33,392.50		33,392.50			-4,848.00	28,544.50
MSI Cap 2018	73,694.00	73,694.00		73,694.00				73,694.00
MSI Cap 2019	58,997.00	58,997.00		58,997.00				58,997.00
MSI Cap 2020	0.00	66,834.00		66,834.00				66,834.00
Total MSI Capital	161,235.50	232,917.50	0.00	232,917.50	0.00	0.00	-4,848.00	228,069.50
BMTG 2017 - 50%	4,616.50	4,616.50	0.00	4,616.50	0.00	0.00	0.00	4,616.50
BMTG 2018	10,433.00	10,433.00		10,433.00	0.00	0.00		10,433.00
BMTG 2019	10,433.00	10,433.00		10,433.00	0.00	0.00		10,433.00
BMTG 2020	0.00	10,433.00		10,433.00				10,433.00
Total BMTG	25,482.50	35,915.50	0.00	35,915.50	0.00	0.00	0.00	35,915.50
Total MSI Capital	186,718.00	268,833.00	0.00	268,833.00	0.00	0.00	-4,848.00	263,985.00
BC - GTF 2018	9,026.00	9,026.00		9,026.00	0.00			9,026.00
BC - GTF 2019	18,249.00	18,249.00		36,498.00				18,249.00
BC - GTF 2020	0.00	9,176.00		9,176.00				9,176.00
Total BC - GTF	27,275.00	36,451.00	0.00	54,700.00	0.00	0.00	0.00	36,451.00
Total Capital	213,993.00	305,284.00	0.00	323,533.00	0.00	0.00	-4,848.00	300,436.00
Total grants	260,358.36	512,102.00	115.79	576,832.15	30,405.04	16,076.11	11,228.11	523,330.11

Reconciliation to Def. Rev.	Jan. 1/20	Mar. 31/20
Unspent grants received	\$ 46,365.36	\$ 16,076.11
MSI Op grant not rec'd	0.00	-
ACP grants not rec'd	0.00	200,000.00
Cap grants not rec'd	186,718.00	263,985.00
Gas Tax fund not rec'd	27,275.00	36,451.00
Grants in Def. Rev	260,358.36	516,512.11
Recreation Fund	2,572.02	2,578.47
Total Def. Rev a/c 2340	\$ 262,930.38	\$ 519,090.58