

Summer Village of Horseshoe Bay

Agenda: Regular Meeting
Sunday, May 15, 2022, at 1:00 p.m.
Held by ZOOM Electronic meeting at
Email: svhorseshoebay@gmail.com

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
 - a) April 23, 2022 Regular Meeting
4. PUBLIC HEARINGS – none
5. DELEGATIONS
6. BYLAWS
 - a) Property Tax Bylaw 136/2022
7. OLD BUSINESS
 - a) Public Hearing Procedures
 - b) Canada Day
 - c) Utilities Commission Letter
 - d) 2022 Capital Projects
8. NEW BUSINESS
 - a) Enbridge Pipeline Exercise ER Day
 - b) Development Permit Variance Request – 21 Horseshoe Bay Drive
 - c)
9. COUNCILLOR REPORTS
10. CAO REPORT AND ACTION LIST
11. FINANCIAL REPORTS.
 - a) For the 4 months ended April 30, 2022 and cheque log April 1 to April 30, 2022
12. CORRESPONDENCE
 - a) National Police Federation Report
 - b) STEP Report
13. NEXT MEETING
14. ADJOURNMENT



Summer Village of Horseshoe Bay

P.O. Box 1778
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Agenda Item Summary Report

Agenda Item 3.a) Minutes of April 23, 2022 Regular Meeting

Meeting Date: May 15, 2022

Background/Discussion/Options

Minutes of the April 23, 2022 regular council Meeting are attached, for approval.

Recommendation/RFD/Comments

MOVED BY Bary B. that the minutes of the April 23, 2022 regular council meeting be approved as presented.

-Carried-

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting
Saturday, April 23, 2022
Held by ZOOM electronic meeting at
Email: svhorseshoebay@gmail.com
1:00 p.m.

IN ATTENDANCE: Mayor: Gary Burns
Deputy Mayor: Dave Amyotte
Councilor: Marg Laberge
CAO: Norman Briscoe
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 12:56 p.m.

2. **ACCEPTANCE OF AGENDA**
Res. No. 22-04-23-021 MOVED BY Deputy Mayor Dave Amyotte that the agenda be adopted as presented.

-Carried-

3. **APPROVAL OF MINUTES**
Res. No. 22-04-23-022 MOVED BY Councilor Marg Laberge that the minutes of the January 15, 2022, regular council meeting be approved as presented.

-Carried-

4. **PUBLIC HEARING** There was no public hearing.

5. **DELEGATIONS**
Res. No. 22-04-23-023 JMD Group LLP - December 31, 2021 Audited Financial Statements
MOVED BY Mayor Gary Burns that council adopt the December 31, 2021 Audited Financial Statements as presented by Richard Jean, CPA of JMD Group LLP.

-Carried-

6. **BYLAWS** No bylaws presented at this meeting.

7. **OLD BUSINESS**

a) **2022 Budget & Tax Rate**

Res. No. 22-04-23-024 MOVED BY Mayor Gary Burns that council approve the 2022 Municipal Operating and Capital Budget as per Section 242(1) & 245 of the MGA, as follows:

Revenue	
Total Property Revenue	\$ 130,287
Less: Requisitions	44,212
Net Municipal Property Taxes	86,075
Other Revenue	5,714
Government Transfers for Grants, Op & Capital	858,802
Total Revenue	950,591
Expenses	
Operating Expenses	346,000
Revenue over Expenses before Capital Expenditures	604,591
Tangible Capital Additions	-801,000
Deficiency of Revenues over Expenses, before non-cash items	-196,409
Adjustment for non-cash items:	
Amortization	54,261
Transfer from Unrestricted Surplus	142,148
Financial Plan Balance	\$ 0

-Carried

b) **AGM, Canada Day & Public Hearing**

Res. No. 22-04-23-025 MOVED BY Deputy Mayor Dave Amyotte that the SVHB 2022 Annual General Meeting be held Saturday, July 2, 2022 at 10:00 a.m. at Martin Recreation Center.

-Carried-

Res. No. 22-04-23-026 MOVED BY Deputy Mayor Dave Amyotte that a SVHB Public Hearing to obtain input on proposed Bylaw 130-2020, which is the Land Use Bylaw, be held on Saturday, July 2, 2022.

-Carried-

Res. No. 22-04-23-027 MOVED BY Mayor Gary Burns that the SVHB 2022 Canada Day celebration be held Friday, July 1, 2022.

-Carried-

d) **Go East of Edmonton Membership**

Res. No. 22-04-23-028 MOVED BY Deputy Mayor Dave Amyotte that council table this item until next meeting, because no further information was brought forward or made available.

-Carried-

e) **Joint Intermunicipal Council Meeting**

Res. No. 22-04-23-029 MOVED BY Deputy Mayor Dave Amyotte that council accept the report for information and discussion.

-Carried-

8. **NEW BUSINESS**

a) **Policy Review**

Res. No. 22-04-23-030 MOVED BY Mayor Gary Burns that Council approve the following amendments to the Summer Village policies:

Policy #1: No amendments required

Policy #2: Increase Procedure 3.2 and 3.4 from \$5,000 to \$8,000

Policy #3: No changes required

Policy #4: Change 3.3, AUMA Conference to AM Conference

Policy #5: Update wording of 2.2 from "in camera" to "in closed session"

Policy #7: Amend 3.3, and 4.2 to Meal and vehicle rates used to by CRA to calculate travel expenses.

Policy #8: No amendments required.

-Carried-

b) **Community Drone Chapter**

Res. No. 22-04-23-031 MOVED BY Deputy Mayor Dave Amyotte that Council accept the report as presented for information and discussion.

-Carried-

c) **Future of Municipal Government Project**

Res. No. 22-04-23-032 MOVED BY Deputy Mayor Dave Amyotte that council accept the report as presented for information and discussion and closely monitor any new information regarding this project.

-Carried-

d) **Alberta Community Partnership Grants**

Res. No. 22-04-23-033 MOVED BY Mayor Gary Burns that council accept the report for discussion and information purposes and instruct administration to keep council posted on the progress of the project.

-Carried-

e) **Policing**

Res. No. 22-04-23-034 MOVED BY Councilor Marg Laberge that council not support the National Police Federation "Call to Action".

-Carried-

f) **Increasing Utility Fees**

Res. No. 22-04-23-035 MOVED BY Councilor Marg Laberge that council instruct administration to draft and forward a letter to the Alberta Utilities Commission, expressing concern over the increasing utility rates in Alberta.

-Carried-

g) St. Paul Search & Rescue Society Donation

Res. No. 22-04-23-036

MOVED BY Mayor Gary Burns that council agree to a one-time contribution of \$75.00 to the St. Paul Search and Rescue Society to assist with interim operating costs.

-Carried-

9. COUNCIL REPORTS

Res. No. 22-04-23-037

MOVED BY Mayor Gary Burns that the council reports be accepted for discussion and information.

-Carried-

10. CAO REPORT AND ACTION LIST

Res. No. 22-04-23-038a

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

-Carried-

Res. No. 22-04-23-038b

MOVED BY Mayor Gary Burns that Hall Supervisor, Elaine Staudzs, be awarded a \$500 gift in appreciation for her dedication to the Summer Village.

-Carried-

11. FINANCIAL REPORTS

Res. No. 22-04-23-039a

MOVED BY Mayor Gary Burns that the March 31, 2022 financial report, be accepted as presented.

-Carried-

Res. No. 22-04-23-039b

MOVED BY Mayor Gary Burns that the cheques issued from January 1 to March 31, 2022, including cheque numbers 2573 to 2609 in the amount of \$36,806.53 be accepted as presented.

-Carried-

12. CORRESPONDENCE

13. NEXT MEETING

Res. No. 22-04-23-040

MOVED BY Mayor Gary Burns to set the next regular Council meeting at Martin Recreation Center, on May 15, 2022 at 1:00 p.m.

-Carried-

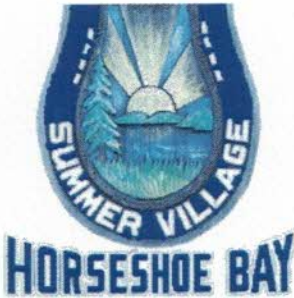
14. ADJOURNMENT

Being that the agenda matters have been concluded the meeting adjourned at 3:50 p.m.

Mayor

Date

Chief Administrative Officer



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Agenda Item Summary Report

Agenda Item 6.a) 2022 Property Tax Bylaw 136/2022

Meeting Date: May 15, 2022

Background

Whereas the Summer Village of Horseshoe Bay has prepared and adopted detailed estimates of the 2022 municipal revenues and expenditures as required, at this meeting, Agenda Item 6.a).

Now therefore, under the authority of the *Municipal Government Act*, the Council of the Summer Village, enacts as follows:

That the Chief Administrative Officer is hereby authorized to levy the rates of taxation as per the attached "Property Tax Bylaw" for the 2022 taxation year.

Upon approval of this Bylaw the rates stated will be used to prepare and issue the 2022 Property Tax Notices to the Village residents.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 136/2022 authorizing Rates of Taxation to be levied against property for 2022, be given first reading.

-Carried

MOVED BY _____ that Bylaw 136/2022 be given second reading.

-Carried

MOVED BY _____ that Bylaw 136/2022, be presented at this meeting for third and final reading.

-Carried Unanimously-

MOVED BY _____ that Bylaw 136/2022, be given third and final reading.

-Carried-

6.a)

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

BY-LAW NO. 136/2022

A Bylaw to Authorize the Rates of Taxation to be Levied Against Assessable Property Within the Summer Village of Horseshoe Bay for the 2022 Taxation Year

Whereas, the Summer Village of Horseshoe Bay has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on May 15, 2022, and:

Whereas, the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$1,006,664
and:

Whereas, the estimated municipal expenditures and transfers (excluding non-cash items) set out in the annual budget for the Summer Village of Horseshoe Bay for 2022 total \$1,136,951; and the balance of \$130,287 is to be raised by general municipal property taxation;

Therefore the total amount to be raised by general municipal taxation is \$130,287 and;

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential	\$ 43,545
Non-Residential	<u>667</u>
Total School Requisitions	<u>\$ 44,212</u>

Designated Industrial Property \$ 14

Whereas, the council of the Summer Village of Horseshoe Bay is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

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

	<u>Assessment</u>
Residential	\$ 16,290,600
Non-Residential	<u>177,300</u>
	<u>\$ 16,467,900</u>

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

- That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Horseshoe Bay:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$ 63,859	\$ 16,290,600	3.9200
Non-Residential	695	177,300	3.9200
	<u>64,554</u>	<u>\$ 16,467,900</u>	
Minimum Tax	<u>21,507</u>		
Total	<u>\$ 86,061</u>		
ASFF			
Residential	\$ 43,545	\$ 16,290,600	2.6730
Non-Residential	667	177,300	3.7632
Totals	<u>\$ 44,212</u>	<u>\$ 16,467,900</u>	
Designated Industrial Property	<u>14</u>	<u>\$ 177,300</u>	<u>0.0766</u>
Grand Totals	<u>\$130,287</u>		

- That the minimum amount payable per parcel as property tax for general municipal purposes shall be \$ 485.
- That this bylaw shall take effect on the date of the third and final reading.

Read a first time in Council this 15th day of May, 2022.

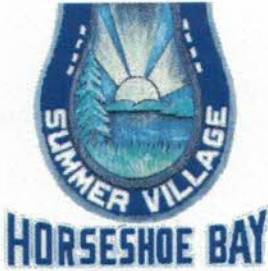
Read a second time in Council this 15th day of May, 2022.

Given UNANIMOUS consent to go to third reading on this 15th day of May, 2022

Read a third time in Council this 15th day of May, 2022.

 Gary Burns, Mayor

 Norman Briscoe
 Chief Administrative Officer



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Agenda Item Summary Report

Agenda Item 7.a) Public Hearing Procedures

Meeting Date: May 15, 2022

Background

On July 2, 2022 SVHB Council will be holding a Regular Council meeting with a Public Hearing on the Agenda, for the purpose of obtaining public input on proposed Bylaw No. 130/2020 which is the Land Use Bylaw. (LUB)

In preparation for the Public Hearing, attached are the following:

1. **NOTICE OF PUBLIC HEARING**, which must be advertised at least 5 days before the public hearing. Administration will mail, email or deliver the notice to every residence in the village, in accordance with the Summer Village Advertising Bylaw.
2. **SUMMARY OF SIGNIFICANT CHANGES**, from LUB Bylaw 72-2006 to new LUB Bylaw 130-2020
3. **SVHB MEETING PROCEDURES BYLAW-SECTION 14: Public Hearings**, which addresses the public hearing process.

Recommendation/RFD/Comments

Any action required by council will be determined after presentation and discussion of the enclosed information.

MOVED BY _____ that council accept the information presented for discussion and instruct administration to proceed to adding a Public Hearing to the agenda for the Regular Council meeting on July 2, 2022.

-Carried

7.a)



SUMMER VILLAGE OF HORSESHOE BAY

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NOTICE OF PUBLIC HEARING

Land Use Bylaw 130/2020

Take notice that the Summer Village of Horseshoe Bay is proposing to pass a bylaw pursuant to Section 692 of the *Municipal Government Act*.

The purpose of the public hearing is to obtain public input on proposed **Bylaw No. 130/2020** which is the **LAND USE BYLAW, replacing LAND USE BYLAW 74/2006**. The purpose of the bylaw is to bring the Land Use Bylaw up-to-date with changes in the *Municipal Government Act* and changes in related building codes.

DATE: Saturday, July 2, 2022
Regular Council Meeting

TIME: 1:00 p.m.

LOCATION: Martin Recreation Center
Summer Village of Horseshoe Bay

A copy of the proposed bylaw can be inspected on the Summer Village website www.svhorseshoebay.com, or by contacting the Administrator, Norman Briscoe, 780-645-4677 or email svhorseshoebay@gmail.com.

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 **June 27, 2022**. 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:

- Be allowed 5 minutes to speak
- State their name and address
- Indicate if they are speaking on behalf of a client, company or group of citizens
- Indicate whether they are for or against the bylaw

The names and addresses of persons providing comments will become part of the public record. Other personal information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy (FOIP) Act.

SUMMER VILLAGE OF HORSESHOE BAY (SVHB)
LAND USE BYLAW (LUB)
SUMMARY OF CHANGES

Most of the changes from existing Bylaw No. 74-2006 to new Bylaw No. 130-2020, are made to ensure that the Summer Village LUB complies with the multitude of changes made to the Municipal Government ACT (MGA) and other Provincial legislation since 2006, and to update the LUB to current standards and practices for land use and development.

The most significant change to the LUB is the number of land use districts. Districts are commonly referred to as zoning. The SVHB previously had one district – R Residential. There are now five districts as outlined in Table 1 on page 15 of the new Bylaw. The sole reason the Bylaw now has more districts is because of current legislation and land use practices and requirements. Two districts are for reserve lots, which are designated as park. The fourth is Crown owned land which is a treed vacant lot. The fifth is a Direct-Control (DC) District.

When applying for a Development Permit, the only district that property owners have to consider is, Residential Single Family R1.

Some other changes that residents should be aware of are:

<u>New No.</u>	<u>Section Title</u>
4.3.3	<u>Minor Agricultural Pursuits</u> As a result of requests made by residents the new bylaw allows for the keeping of a limited number of Fowl (chickens), Rabbits and Bees raised for foods for owner's consumption.
5.2	<u>Accessory Buildings</u>
5.2.6	Only small-scale wind turbines for individual use are permitted in the Summer Village. Also see, WIND TURBINES, SMALL SCALE, in definitions.
5.2.8	Total floor accessory buildings on a lot has been increased from 100 sq.m. (1076.4 sq.ft.) to 150 sq.m. (1615 sq.ft.). this increase was driven by the fact that the old limit was set at a time when people had fewer and smaller recreational toys (quads, snowmobiles, personal water craft, boats, etc.). The number and size of vehicles in one family has increased.
6.1 & 6.3	<u>Garage, Garden and Secondary Suites</u> Since there are already a number of this type of development in the Summer Village, and the existing bylaw did not address them, they have been added to the LUB to better control their use, and clarify that they require a Development Permit.
6.6	<u>Solar Collectors</u> Solar Collectors are permitted without a Development Permit, a long as they meet the provisions of new section 6.6.
NOTE:	The Summer Village of Horseshoe Bay, is not accredited for the purpose of issuing Building and Safety Code permits and other related permits.

Meeting Procedures Bylaw 124/2020 – Section 14

14. Public Hearings

Section 230 of the *Municipal Government Act*, outlines the public hearing process. A public hearing must be held before second reading of a bylaw or before council votes on the resolution, during a regular or special council meeting and advertised as per section 606. During a regular or special council meeting a motion to move into a public hearing will be held, followed by input and discussion from the public on the issue being presented. A public hearing shall not be more than 30 minutes, followed by a motion to go back into the regular meeting.

At a public hearing the public will be allowed to make representations to Council. All persons present who believe that their interest in a property is affected by the proposed bylaw shall be given a reasonable opportunity to be heard or to present written submissions respecting matters contained in the proposed bylaw.

If a person indicates their presence to speak to the proposed bylaw or resolution, then the following procedures will apply:

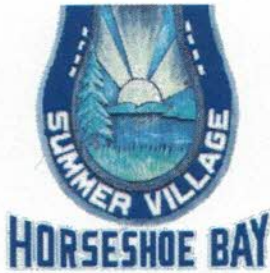
- (a) the Administration will introduce the proposed bylaw or resolution;
- (b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed;
- (c) persons addressing council should:
 - i) state their name and address
 - ii) indicate if they are speaking on behalf of, a client, company, a group of citizens.
- (d) after a person has spoken, any councillor may ask that speaker relevant questions;
- (e) any councillor may ask the CAO through the chair relevant questions after all persons who wish to speak have been heard;
- (f) council must allow an opportunity to all persons to respond to any new information that has arisen;
- (g) council must vote to close the statutory hearing;
- (h) if Council wishes to make amendments to the proposed bylaw or resolution, Council will:
 - (i) direct the CAO to amend the bylaw or resolution;
 - (ii) give second reading to the bylaw with amendments; or
 - (iii) move the resolution and amend;

If no one is present to speak to a proposed bylaw or resolution which a statutory hearing, Council may hear an introduction of the matter from the Administration, ask relevant questions, and then must vote to close the statutory hearing.

Any person who wishes to present a written submission to Council may do so. All those submissions will be retained by the Secretary and copies of the submission will be available upon request after the hearing.

After the close of the statutory hearing, Council may debate the proposed bylaw or resolution and may;

- a) pass the bylaw or resolution; or
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or
- c) defeat the bylaw or resolution



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Agenda Item Summary Report

Agenda Item 7.b) Canada Day Activities

Meeting Date: May 15, 2022

Background

In the Newsletter we asked for volunteers for Canada Day activities. We received one reply, suggesting that because Covid is still a risk, a meal be prepared ahead of time as a "bagged lunch", and served outside in the gazebo. She said the only way she would do it is cooking and pre-wrapping hotdogs, individually wrapped donuts, bags of chips and bottles of water or pop.

For the AGM and Council meeting we are going to have to provide hand sanitizer at the door and try to social distance seating as much as possible. Unfortunately, Covid is still with us.

Recommendation/RFD/Comments

This suggestion sounds like a lot of work. Also, a big part of Canada Day is the socializing with friends and neighbors over a meal. Also, we know of too many fully vaccinated people who are contracting Covid. We do not want to be responsible for a Covid outbreak. Administration recommends cancelling any social events for Canada Day.

MOVED BY _____ that council

-Carried

7.6)

SVHB Spring Newsletter

~~denise.ouellet@pocastor@gmail.com~~

Wed, May 4, 2022 at 8:49 AM

To: Norman Briscoe <svhorseshobay@gmail.com>

Hi Norm, I don't mind buying wieners and having someone help me cook and pre wrapping hotdogs. Having it set outside in the gazebo . Maybe bottles of water , pop , individually wrapped donuts, bags of chips . (But I do not want to do this in the hall due to Covid . No potluck , no sharing ketchup, mustard etc. all little packages)

I had a gathering at Easter potluck . Out of 24 family members 5 ended up with Covid. Not good . Therefore if I were to do this . It would have to be safe and with help . Need help running the barbecue . And wrapping cooked wieners in buns and wrappers .

Let me know what you think . ~~Thanks Denise ouellet~~

[Quoted text hidden]



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Agenda Item Summary Report

Agenda Item 7.c) Utilities Commission Letter
Re: Increasing Utility Costs

Meeting Date: May 15, 2022

Background

In support of several other municipalities, at the April 23/22 council meeting, council passed a motion instructing administration to draft a letter to the Utilities Commission asking the Commission to look into the increasing costs of electricity and natural gas.

The letter is attached.

Recommendation/RFD/Comments

MOVED BY _____ that council approve the letter to the Utilities Commission supporting the Commission investigate the increase in the cost of utilities.

-Carried

7.c)



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May 10, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 Street
Edmonton, AB T5J 2Y2

Dear Utilities Commission

Re: Increasing Utility Costs

The Summer Village of Horseshoe Bay, along with other municipalities throughout Alberta, are concerned with the current high utility bills, for both natural gas and electricity. These high utility costs are placing an increased burden on municipalities, non-profit organizations, businesses, and all Albertans.

This is during a time when inflation is at a 31 year high and virtually all other areas of expenditures are rising. Also, many municipalities, particularly rural communities, small towns, counties and MDs have lost massive amounts of revenue due to the decrease in their property assessments, because of the downturn in the oil and gas sector.

We support the efforts of other municipalities in asking you to review this matter and do whatever you can to help correct this problem.

Any assistance you can give to help reduce these rising prices would be very much appreciated.

Yours truly

Mayor Gary Burns
Summer Village of Horseshoe Bay

Cc: The Honorable Sonya Savage, Minister of Energy
Glenn van Dijken MLA
David Hanson MLA
ASVA



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Agenda Item Summary Report

Agenda Item 7.d) 2022 Capital Projects

Meeting Date: May 15, 2022

Background

C.A.O. will give a verbal update.

Recommendation/RFD/Comments

Any action required by council will be determined at the meeting.



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Agenda Item Summary Report

Agenda Item 8.a) Enbridge Pipeline Exercise ER Day

Meeting Date: May 15, 2022

Background

The Region of St. Paul Emergency Management Directors has been invited by Enbridge to take part in a full-scale exercise June 14-16/22. This exercise will simulate an oil spill on the North Saskatchewan River.

There is an opportunity for the public and elected officials to stop by the Elk Point Allied Arts Theatre in the afternoon of June 15 for Enbridge's Planning and ER Days.

Deputy Director Henry Thomson is taking the lead for this Region and he will be sending invitations to Marg Laberg and Dave Amyotte to attend the ER Days in Elk Point.

See Item 5. of the attached minutes of the St. Paul Regional Emergency Advisory Committee Meeting, on April 21, 2022.

Recommendation/RFD/Comments

MOVED BY _____ that council approve Marg Laberg and Dave Amyotte attending the Enbridge Planning and ER Days on June 15, 2022, as part of a simulated oil spill exercise by Enbridge Athabasca Pipeline.

-Carried

8.a)

ST. PAUL REGIONAL EMERGENCY ADVISORY COMMITTEE MEETING
Thursday, April 21, 2022 (5:00 PM)
In-person St. Paul Fire Training Room

1. CALL MEETING TO ORDER & Additions to the Agenda

The St. Paul Regional Emergency Advisory Committee meeting was called to order by Chair Darrell Younghans at 5:13 PM, on April 21, 2022.

Town of St. Paul CAO Steven Jeffery
Summer Village of Horseshoe Bay CAO Norman Briscoe
Town of St. Paul Mayor Maureen Miller
County of St. Paul Councillor Darrell Younghans
County of St. Paul Councillor Maxine Fodness
Town of Elk Point Councillor Jason Boorse
Town of Elk Point Councillor Dwayne Yaremkevich
DDEM Henry Thomson
RDEM & Recording Secretary Trevor Kotowich

Regrets:

Sheila Kitz
Gary Ward
Dave Amyotte
Marg Laberge
Ken Gwozdz

2. Old Business February 2, 2022 Meeting

Councillor Maxine Fodness moved the minutes with no business arising.

3. Post-Incident Analysis – Elk Point Natural Gas Supply

Director Trevor Kotowich and Deputy Director Henry Thomson presented the findings from a review of the natural gas interruption Elk Point experienced with District Officer Mike Hale of Apex Utilities.

A timeline of events was discussed, along with future considerations should an event like this ever occur in our Region again.

We are very appreciative that Apex Utilities gave us the time and shared their experiences so we may learn from this event.

4. Review of Tabletop Exercise and MEO Training

Deputy Director Henry Thomson provided a brief overview of the tabletop exercise held on March 24/22. The exercise that focused on a water utility outage gave members of our IMT an opportunity to settle into some of their roles and responsibilities. We will continue to ensure a level of comfort with all members of our IMT.

Later that same evening, a Municipal Elected Officials training course was put on by AEMA. Thank you to all of our elected officials and Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay CAO's for also attending.

5. Enbridge Athabasca Pipeline Full-Scale Exercise

The Region of St. Paul Emergency Management Directors has been invited by Enbridge to take part in a full-scale exercise June 14-16/22. Because on another prior commitment that same week for Director Kotowich, Deputy Director Thomson will take the lead for our agency. This exercise will simulate an oil spill on the North Saskatchewan River. This is a great opportunity to network with another agency.

There is an opportunity for the public and elected officials to stop by the Elk Point Allied Arts Theatre in the afternoon of June 15th for Enbridge's Planning and ER Days. Henry will coordinate with Elk Point Fire Department to showcase a truck or two.

6. AEMA Partial Review

On March 28, 2022, RDEM Kotowich sat down with Ian Fox of AEMA to conduct a partial review of our Community Emergency Management Plan. Some of the review centered on the tabletop exercise and MEO training the week before, and Ian thanked all those who participated.

No official letter detailing this partial-review is forthcoming.

7. Emergency Preparedness Week May 1-7, 2022

This year the theme is- Emergency Preparedness: Be Ready for Anything. We will do some social media advertising emphasizing the need for residents to prepare a 72-hour kit, along with information on the Alberta Emergency Alert. The hope is to get the Mayor Miller and Reeve Ockerman together to do a photo opportunity and proclamation signing.

Next Meeting will be scheduled at the discretion of Chair Younghans.

ADJOURNMENT

With business on the agenda being concluded, Chair Younghans adjourned the meeting at 6:32 PM.

Chair

Recording Secretary



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 8.b) Development Permit & Variance Request – 21 Horseshoe Bay Drive

Meeting Date: May 15, 2022

Background

The owners of Lot 21 Horseshoe Bay Drive have applied for a development permit for construction of a garage. The proposed location of the garage will require a variance.

The required Application Forms are attached.

Recommendation/RFD/Comments

MOVED BY _____ that council approve the variance request for construction of a new 20 X 20 foot garage, with a setback of not less than 3 feet from the NW corner of the garage to the north side property line, on Lot 21 Horseshoe Bay Drive.

-Carried

8.b)

SUMMER VILLAGE OF HORSESHOE BAY
NOTICE OF DECISION OF DEVELOPMENT AUTHORITY

FORM "B"

APPLICATION NO. 168-22

PERMIT NO: 168-22

The Development proposed as further described in Application No. 168-22
Involving, Construction of a new 20 x 20 foot garage, with a side yard setback distance of not less than 3
feet from the NW corner of the garage to the north side property line, on 21 Horseshoe Bay Drive (Lot 4
Block 1, Plan 4311NY).

Is approved subject to the following conditions:

- (1) To be located as per site plan submitted with application
- (2) Side yards and setbacks for all other buildings on the lot must comply with the Land use Bylaw.
- (3) All permits required under the Alberta Building Code, Electrical, Gas and PSD Codes must be obtained.

NOTE:

1. The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until 15 days after the order, decision or development permit is issued.
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within 21 days after notice of the decision is given.
3. A permit issued in accordance with the notice of decision is valid for a period of 12 months from the date of issue. If at the expiry of this period, the development has not been commenced or if the development is not completed within 3 years of commencement of construction, this permit shall be null and void.
4. In addition to this development, permits under the Alberta Safety Codes Act may also be required for construction.

Date of Decision of Application May 15, 2022

Date of Issue of Permit May 16, 2022



Development Authority

Should the decision to issue this permit be appealed, the permit is suspended until such time as the Development Board decides on the Appeal, at which time the Board may confirm the issuance of the permit with immediate effect or order the permit to be modified with immediate effect or the Board may order the permit to be cancelled, as the case may be.



SUMMER VILLAGE OF HORSESHOE BAY

FORM "A"

APPLICATION FOR DEVELOPMENT PERMIT

APPLICATION NO. 168-22

FEE 100.00

I/We hereby apply for a Development Permit in accordance with the accompanying plans and supporting information. A site plan shall be submitted with this application. It shall be drawn to clearly show site boundaries, lot dimensions and area; the location of existing and proposed buildings, the use or intended use of all areas of the site not covered by buildings including decks, fences, driveways, paved areas, easements, utility lines and major landscaping features including trees, shrubs and planted areas; existing and proposed setbacks from property lines; and those portions of the site which shall be left in their natural state.

Note: This is an application for a development permit only. All other permits are to be obtained through an Accredited Agency for Alberta Municipal Affairs as attached.

APPLICANT INFORMATION

Applicant: Denis & Cynthia Martin
Address: 4429-60st St. Paul T6A-3A1 Telephone: 780-645-0129

Registered owner of land (if different):
Address: Telephone:

LAND INFORMATION

Address of property to be developed: Lot 21
Lot 4 Block 1 Registered Plan No. 9311N4
Existing use of property: Recreational

DEVELOPMENT INFORMATION

Proposed development (state exactly what it is you plan to do): Build a 20 by 20 Garage.
(400 sq ft)

Estimated start date: May 30/2022 Estimated completion date: Aug 31/2022
Estimated value of project / construction: 22,000

DECLARATION

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct. I/We hereby give consent to allow authorized persons to enter the above land with respect only to this application.

NOTE: Signature of Registered landowner, or their letter of authorization is required if different from applicant.

Signature of Applicant (Handwritten: D Martin)

Date: May 6/2022

Signature of Registered Landowner (Handwritten: D Martin)

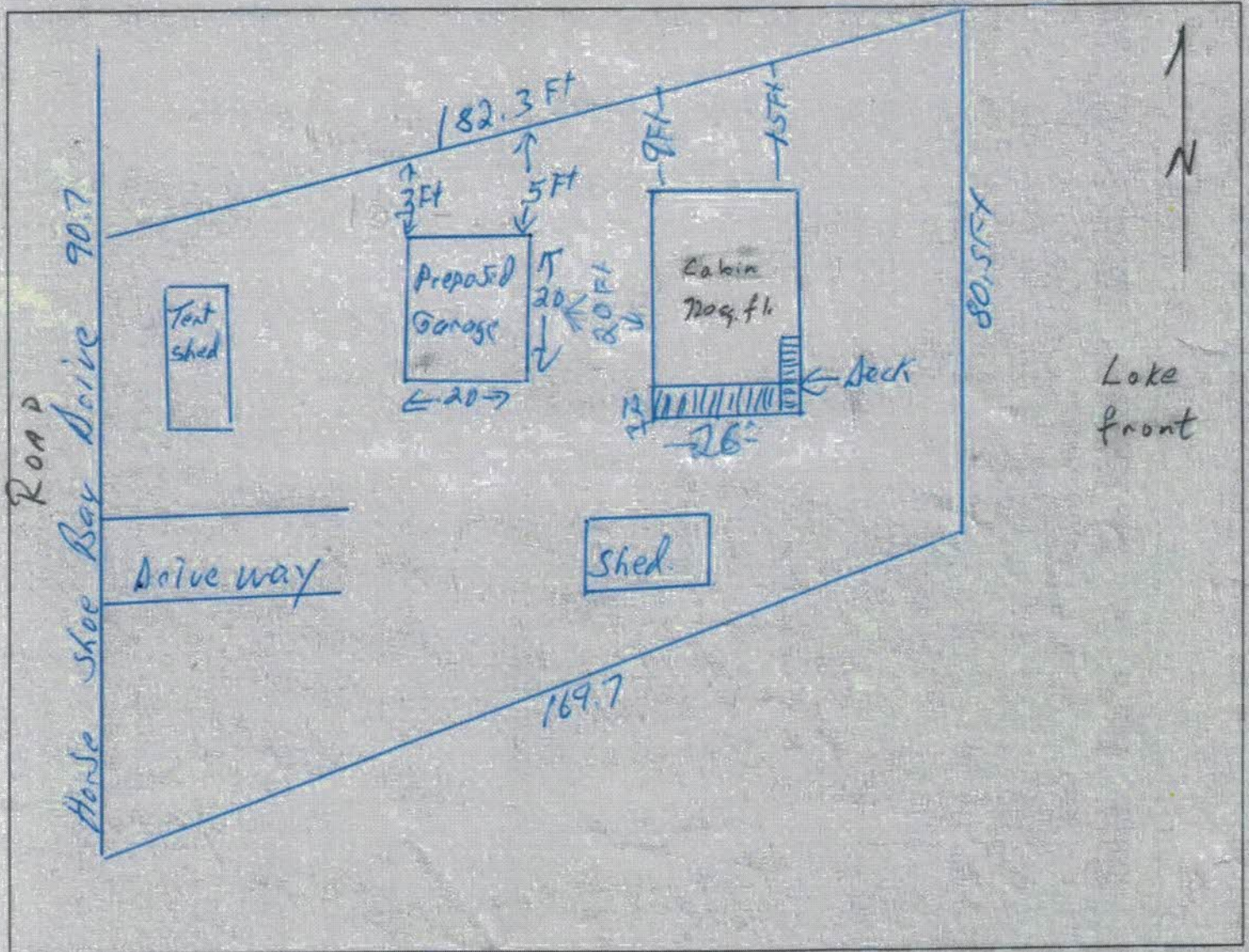
Date: May 6/2022

Development Permit Site Plan

LEGAL DESCRIPTION:

PT OF _____ SEC SE 25 TWP 59 RANGE 10 W4M
LOT 4 BLOCK 1 PLAN # 4311 NY

FILE # _____ ROLL # 85076



- A. Give dimension from all property lines.
- B. Summer Village of Horseshoe Bay will not locate survey stakes or pins. It is the applicant's responsibility to ensure dimensions shown from property lines are correct.
- C. Should access roads be required, please inquire prior to any development.

Date: May 6/2022 Applicant's Signature: S. Martin

BLK. 2

33M

19MR

18
261.6
290.8

28
155.8
120.9

448
BLK

762 1380
BLK. 3

20MR

BLK. 4

Coney Drive

Point Drive

38MR

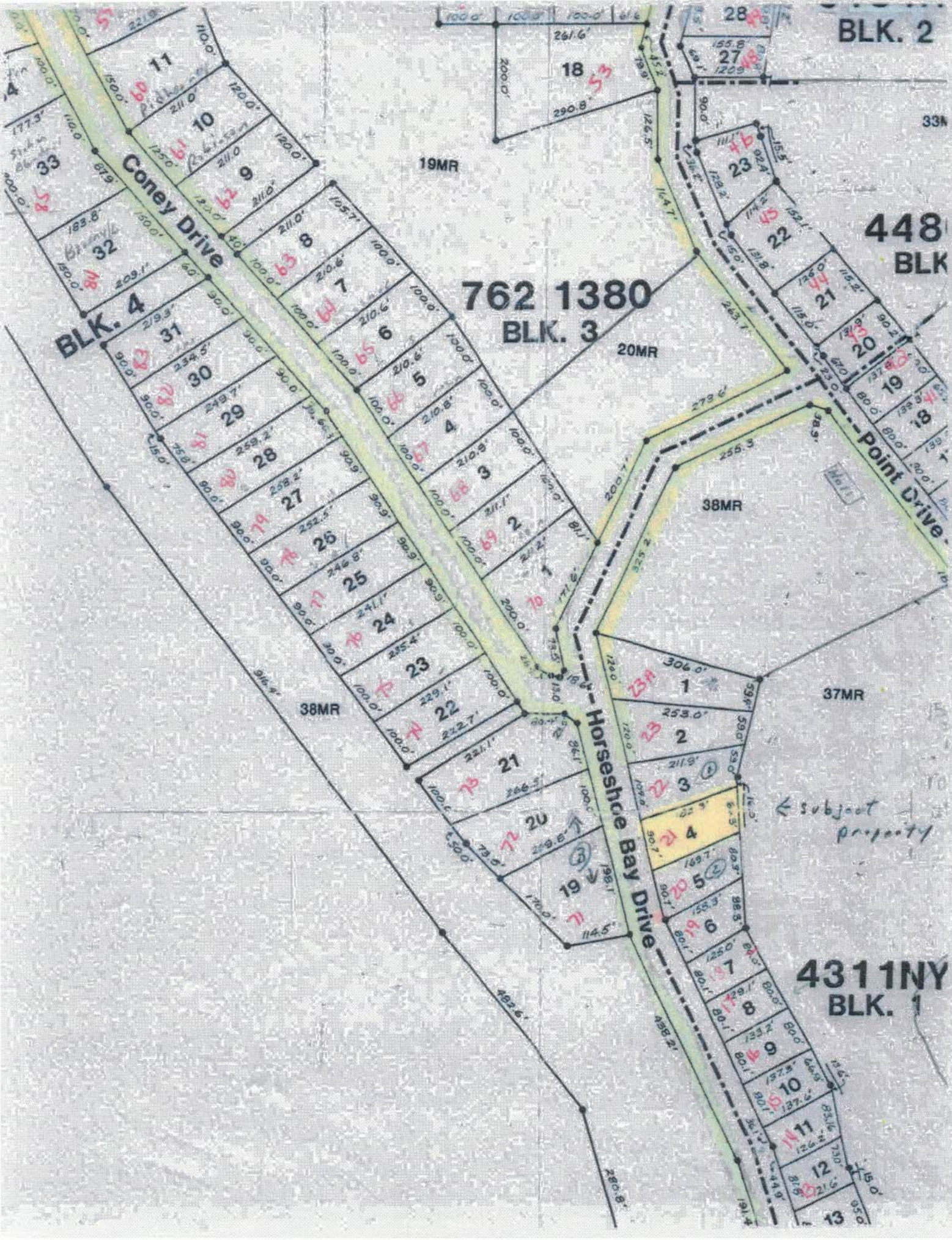
37MR

Horseshoe Bay Drive

← subject property

4311NY
BLK. 1

38MR



Summer Village of Horseshoe Bay
May 15, 2022

CAO Report and Action List

What	Status & Comments
<p>Capital Projects and Grants see attached 2022 Capital Budget worksheets</p> <ol style="list-style-type: none"> 1. with NO AT funding for bridge culvert 2. with AT funding for bridge culvert 	<p>I am still waiting for AB Transportation grant approval for the Bridge culvert. I think Council should hold off on approving what capital projects we want to do in 2022, until we receive formal approval (or refusal) to the grant for the culvert. MPE Engineering have said that they are still interested in helping us with the bridge replacement engineering & tendering using ACP grant funding.</p>
<p>1 Road maintenance & repairs Road surface treatment.</p> <p>The pavement on our roads is prematurely oxidizing and requires a new pavement overlay or a surface treatment to protect the pavement from further decay.</p>	<p>Darcy Paulichuk is looking at some road surfacing alternatives. He has looked at number of options, but so far they are all expensive. He has got some figures for micro-surfacing for our 2022 budget & capital projects.</p> <p>Darcy is getting a couple of estimates for pavement overlay, so that we have an idea of what it would cost. Compared to micro-resurfacing.</p>
<p>2 Bridge Replacement, Repair & Rehabilitation</p> <p>AB Transportation (AT) have advised that we are on the eligibility list and hope to advise approvals by mid May.</p> <p>We will also have to use MSI & the GTF which are administered by Municipal Affairs.</p>	<p>The application to Alberta Transportation (AT) for a grant for a Bridge Culvert.</p> <p>The application is for \$275,250 (75%) of the \$367,000 cost estimated by WSP). We will have to wait for AT's decision before proceeding with this and other capital projects. If we do not get the LRB grant we will not be able to replace the bridge at this time.</p> <p>The application is for a Corrugated Steel Pipe (CSP) Culvert which WSP estimated would cost of \$15,000. However the estimated quotes we are getting are in the \$33,000 range. The price of steel has doubled in price in the last year and is still rising.</p>
<p>3 Stormwater Management for 2022 MPE are working on the Preliminary Design & Implementation of stormwater & drainage</p>	<p>MPE advise that they have completed all of the design work, and compiled the tender drawings with details. They will have the drawings for our review, and a complete project summary for us shortly.</p>
<p>4 Community dock & public beach area. Insta Dock RGC Rolling Docks We have \$9,000 left in MSP grant which we have to spend this year on boat launch, dock & boat mooring.</p>	<p>I contacted Insta Dock (Mike) He said costs have probably gone up about 10% from last fall. So we probably can purchase and install a new system for \$50,000 to \$75,000. Depending on how many slips we want & how far we have to go out. They have stock on hand & are getting more in next couple of weeks. Once its gone they will be out of stock until next year.</p> <p>They just received a warning from their supplier that they expect aluminum to increase 32% within the next year. So docks will likely to increase 18 to 19%.</p>
<p>5 Martin Rec. Center betterment & enhancement</p>	<p>This project is still on hold until we identify the cost of other capital projects. In the mean time, some repairs & maintenance may have to be done: Both the water cistern & the septic tanks are leaking, two toilets are not flushing properly, floor needs some minor repairs, & the outside of the main door needs to be painted.</p>
<p>6 Purchase of Crown Land below the east side of Martin Point Drive</p>	<p>We are waiting for Public Lands reply to the application filled by Explore Surveys on our behalf. I do not expect a reply until late 2022 or 2023.</p>
<p>7 Get SV Hanging sign refurbished</p>	<p>I am checking to see if Abram Toews might be interested in doing it. He did it last time.</p>



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Agenda Item Summary Report

Agenda Item 11.a) Financial Reports

Meeting Date: May 15, 2022

Background

Financial Reports for 4 months ended April 30, 2022:

- Actual Year-to-Date to Budget,
- Cheque log: for the month of April, 2022
- April 30, 2022 Bank Reconciliation

Recommendation/RFD/Comments

MOVED BY _____ that the financial reports for the 4 months ended April 30, 2022, including cheque #2610 to 2619 in the amount of \$11,203.11 be accepted as presented.

-Carried-

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 4 months ended April 30, 2022

	Budget 2022	YTD 4 months Apr. 30/22
REVENUE		
Taxation Revenue		
Residential Property Tax	\$ 107,404	\$ -
Minimum Residential Property Tax	20,747	-
Total Municipal Res. Property Tax	128,151	-
Non-Residential property tax	1,376	-
Non-Residential minimum tax	760	-
Non-Res. Linear Property Tax	2,136	-
Total Municipal Property Tax	130,287	-
less Education Requisition transfers out	44,212	-
DI Property Tax Requisition Not remitted	-	-
Total Net Tax Revenue	86,075	-
Other Revenue		
User Fees & sales (Certificate fees, Sales, etc.)	600	
Interest Revenue	2,200	267
Penalties & Costs on Taxes	500	16
Permits & licenses	400	100
Miscellaneous Revenue	14	
Recreation Revenue	2,000	-
Total Other Revenue	5,714	383
Revenue before Op. Grants	91,789	383
Funding from Grants		
Transfer MSI Op grant	6,211	6,211
Transfer ACP grant Stormwater Mngt & Drainage	178,000	2,074 ACP grants
Total Grant Funding	184,211	8,285
TOTAL REVENUE	276,000	8,668
EXPENSE		
Council		
Council Honorarium	9,000	1,500
Council Travel & Subsistence	700	
Council Communications - Wi-Fi	500	413
Council Memberships & Registrations	800	125
Total Council	11,000	2,038
General & Administrative Expenses		
Administration - Contract	18,200	6,047
Travel & Subsistence	200	-
Advertising & Promotions	100	-
Assessment Services	5,440	2,720
Audit & Legal	5,900	180
Communications - Courier & Postage	600	368
Memberships	1,500	1,480
Gen/Admin Materials, goods & supplies	3,100	1,310
Gen Admin Services & Bank S/C	1,460	143
Registrations	100	-
WCB	500	454
WebSite Maintenance	900	524
Total General & Administrative Expenses	38,000	13,226

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 4 months ended April 30, 2022

	<u>Budget 2022</u>	<u>YTD 4 months Apr. 30/22</u>
EXPENSES continued		
Roads services Crack filling, bridge Insp.	\$ 5,000	\$ - from MSI CAP
Road M & repairs materials	1,943	
Roads Maintenance County of St Paul	4,500	2,286
Signage	500	-
Sub-total before ACP projects & Amort.	<u>11,943</u>	<u>2,286</u>
Stormwater & Drainage	84,600	2,074 ACP grant
Amortization - Roads & Bridges	49,457	16,486
Total Roads, Streets, Walks, Lights	<u>146,000</u>	<u>20,846</u>
Police Recovery costs	3,248	(80)
Emergency Management (E911)	308	154
Protective & Preventive services	153	75
Fire Expense County of St Paul	2,920	2,920
Reg. Emergency Management Exp	314	
Reg. Occupational Health & Safety	1,057	-
MuniSite (Web Map) GIS (AAG)	1,000	-
Total Fire & Preventive Services	<u>9,000</u>	<u>3,069</u>
Waste Management contracted services	930	150
Waste Management Expenses County	12,351	-
Amortization	719	240
Total Waste Management	<u>14,000</u>	<u>390</u>
ISDAB per diem per meeting & training	1,000	-
STEP Ec Dev Alliance committee	1,000	
Ec Dev Regional Tourism strategy	98,000	
Planning & Economic Development	<u>100,000</u>	<u>-</u>
Contracted Services - Hall	1,000	500
Contracted Services - Park grass & equip	4,000	-
Contracted Services -non-gov't	3,300	343
Total Contracted Services - Labour	<u>8,300</u>	<u>843</u>
Contracted Services County of St. Paul	500	
SV share of exp. Rec Class A assets	2,600	-
Insurance Rec. Centre & Recreation	3,000	2,919
Materials, Goods & Supplies	2,515	105
Utilities	5,000	1,653
Small capital purchases	2,000	
Amortization Parks & Recreation	4,085	1,362
Total Parks & Recreation	<u>28,000</u>	<u>6,882</u>
TOTAL OPERATING EXPENSE	<u>346,000</u>	<u>46,451</u>
NET INCOME (Deficit)	<u>(70,000)</u>	<u>(37,783)</u>
Other		
Government transfers for Capital	674,591	- Capital Budget
Excess (Deficiency) Rev. over Exp.	<u>604,591</u>	<u>(37,783)</u>
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	(801,000)	- Capital Budget
Deficiency Rev. over Exp. before non-cash items	<u>(196,409)</u>	<u>(37,783)</u>
Adjustment for non-cash items		
Amortization of TCA	54,261	18,088
Transfer from Unrestricted Surplus	142,148	-
FINANCIAL PLAN Balance	<u>\$ -</u>	<u>(19,695)</u>