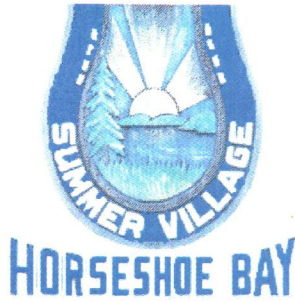


Summer Village of Horseshoe Bay

Agenda: Regular Meeting
Saturday, January 12, 2019
Martin Recreation Center
11:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
8.9) Rec Centre Address 12. Closed Session
3. ADOPTION OF PREVIOUS MINUTES
 - a) October 15, 2018 Regular Council Meeting
4. PUBLIC HEARINGS – none
5. DELEGATIONS – none
6. BYLAWS
 - a) Bylaw 117/2019 Emergency Management Agency Bylaw
 - b) Bylaw 118/2019 Intermunicipal Subdivision & Development Appeal Board Bylaw
 - c) Bylaw 119/2019 Temporary Borrowing Bylaw
7. OLD BUSINESS
 - a) MAP Review
 - b) CAO Oath of Office – Bylaw Enforcement Officer
 - c) ISDAB Agreement
 - d) ISDAB Meeting Rate
 - e) ISDAB Member-at-Large Appointment & Training
8. NEW BUSINESS
 - a) Local Authorities Election Act (LAEA) Review
 - b) MGB Assessment Review Board training
 - c) Local Authority Emergency Management Regulation
 - d) FCM Membership
 - e) Sub-Division Authority
9. COUNCILLOR REPORTS
 - a)
10. CAO REPORT AND ACTION LIST
 - a) CAO Report
 - b) Action List
11. FINANCIAL REPORTS.
 - a) For the year ended Dec. 31 2018 and cheque log October 1 to Dec. 31, 2018
 - b) 2019 Capital budget
12. CORRESPONDENCE
 - a) Ag for Life Donation Request-\$1,500
 - b) Alberta Seniors & Housing Newsletter
 - c) \$53.00 Refund from Alberta Environment
 - d) North Saskatchewan Watershed Alliance Funding Request
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

Agenda Item 3.a) Minutes of October 15/18 Regular Council Mtg.

Meeting Date: January 12, 2019

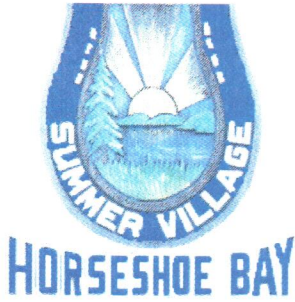
Background

Minutes of October 12/18 Regular Council Meeting are attached

Recommendation/RFD/Comments

MOVED BY _____ that the minutes of the regular council meeting held on October 15, 2018 be approved as presented.

CARRIED



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Agenda Item Summary Report

Agenda Item 6.a) Regional Emergency Management Bylaw 117-2019

Meeting Date: January 12, 2019

Background

At the August 10, 2018 council meeting, consideration of the Regional Emergency Management Bylaw 117/2018 did not follow the legislative procedure required in section 187 of the MGA. The first two readings of the bylaw were motioned by council; however, those motions were not voted on by council.

Bylaw 117/2019 establishing an Emergency Advisory Committee and Regional Emergency Management Agency, is being presented for reading and passing at this meeting.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 117/2019, establishing an Emergency Advisory Committee and Regional Emergency Management Agency, be given first reading.
CARRIED

MOVED BY _____ that Bylaw 117/2019, be given second reading.
CARRIED

MOVED BY _____ that Bylaw 117/2019, be presented at this meeting for third and final reading.
CARRIED UNANIMOUSLY

MOVED BY _____ that Bylaw 117/2019 be given third and final reading.
CARRIED

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

BYLAW NO. 117/2019

A Bylaw of the Summer Village of Horseshoe Bay, in the Province of Alberta, to Establish an Emergency Advisory Committee, and Regional Emergency Management Agency.

WHEREAS the Council of the Summer Village of Horseshoe Bay is responsible under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000 ("the Act"), for the direction and control of the local authority's emergency response and is required to prepare and approve an emergency plan and program; and

WHEREAS the Council of the Summer Village of Horseshoe Bay is also required under the Act, to appoint an emergency advisory committee and to establish and maintain a municipal emergency management agency to carry out Council's statutory powers and obligations under the Act; and

WHEREAS it is permissible under the Act, that an emergency management agency be maintained by and act as agent of more than one local authority; and

WHEREAS the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay ("the St. Paul Region") have agreed to work together through a regional emergency management plan to carry out emergency management activities;

NOW THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF HORSESHOE BAY, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-Law may be cited as the Regional Emergency Management Bylaw".
2. In this Bylaw,
 - a) "Act" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;
 - b) "CEO" means the Chief Elected Official as defined within the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000;
 - c) "Council" means the Council of a city, village, summer village, municipal district or specialized municipality, as defined in the *Municipal Government Act*;
 - d) "Director of the Regional Emergency Management Agency" means the same as the "Director of emergency management agency", as defined in the *Emergency Management Act*, with responsibility for the Regional Emergency Management Agency;
 - e) "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - f) "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
 - g) "Emergency Advisory Committee" means the committee established for the local authority under this Bylaw, as defined in the *Emergency Management Act*;
 - h) "Emergency Management Agency" means the agency that shall act as the agent of the local authority in exercising the local authority's statutory powers, duties and obligations under the *Emergency Management Act*;

- i) "Local Authority" means, where a municipality has a council within the meaning of the *Municipal Government Act*, that council;
 - j) "Minister" means the Minister charged with administration of the Act;
 - k) "Regional Emergency Management Agency" means the agency established under this Bylaw; and means the same as the "emergency management agency" as defined in the *Emergency Management Act*;
 - l) "Regional Emergency Management Plan" means the emergency plan prepared by the Regional Emergency Management Agency; and
 - m) "State of Local Emergency" means the declaration made by a local authority, as defined in the *Emergency Management Act*.
3. The Council of the Summer Village of Horseshoe Bay hereby establishes an Emergency Advisory Committee, comprised of 2 members of Council, to ensure that an emergency plan and program are prepared to address potential emergencies or disaster affecting the Summer Village of Horseshoe Bay.
4. The Council of the Summer Village of Horseshoe Bay hereby supports establishment of a Regional Emergency Management Agency to carry out emergency management activities on behalf of the Summer Village of Horseshoe Bay.
5. The Council may
- a) By Bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the regional emergency management agency; and
 - b) Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
6. The Emergency Advisory Committee shall
- a) Review the status of the Regional Emergency Management Plan and related plans and programs at least once each year; and
 - b) Advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.
 - c) Meet at least every second month and may meet more frequently at the decision of the chair.
7. The Emergency Management Agency shall:
- a. Consist of representatives from all emergency services, utility & telecommunication providers, school division, industry groups, businesses or business groups, indigenous groups, Government of Alberta and mutual aid partners.
 - b. Report to and support the Director and act as the agent of the local authority in exercising the Council's powers and duties under the Act subject to the directions and limitations set out in this bylaw; and
 - c. Assisting in development and ongoing review of the Region's Emergency Management Plan and any other documents that relate to or support the Emergency Management Plan including administrative directives, strategic plans, budgets, business plans and business continuity plans;

- d. Assist in developing recommendations for policies and programs, and requests to the CAO or Council for resources or budget approvals;
 - e. During and following the response phase of an Emergency, assist with coordinating or facilitating communications; implementing business continuity plans, and supporting recovery planning;
 - f. Providing support and assistance to the Emergency Advisory Committee;
 - g. Meeting with external stakeholder groups during any phase of Emergency Management.
8. The scope of agency of the Emergency Management Agency does not extend to exercising any power or duty described in clauses 24(1)(b) and 24(1)(c) of the Act.
9. The Director of the Regional Emergency Management Agency shall;
- a) Act as director of emergency operations, or ensure that someone is designated as Deputy Director under the Regional Emergency Management Plan to so act, on behalf of the St. Paul Region;
 - b) Coordinate all emergency services and other resources used in an emergency;
 - c) Prepare, co-ordinate and review the Regional Emergency Management Plan and related plans and programs on a regular basis with assistance from any person or agency who/which might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan; and;
 - d) Revise and update the Regional Emergency Management Plan, upon authority of the Emergency Advisory Committee for each of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and
 - e) Delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), (c) and (d).
10. The power to declare or renew or terminate a state of local emergency under the Act, are hereby delegated to the CEO of the County of St. Paul No. 19, relating to all or any part of the Summer Village of Horseshoe Bay.
11. In the absence of the CEO, the power to declare, renew or terminate a state of local emergency is delegated to the Deputy CEO, or Acting CEO, or any two (2) Councillors of the County of St. Paul No, 19.
12. When a state of local emergency is declared, the person or persons making the declaration shall:
- a) Ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists;
 - b) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) Forward a copy of the declaration to the Minister forthwith.
13. Subject to Section 15, when a state of local emergency is declared, the person making the declaration may do all acts and take all necessary proceedings including the following:
- a) Cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;

- b) Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c) Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - d) Control or prohibit travel to or from any area of the municipality ;
 - e) Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality;
 - f) Cause the evacuation of persons and the removal of livestock and personal property from any area of the municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - g) Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - h) Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - i) Procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the state of emergency;
 - j) Authorize the conscription of persons needed to meet an emergency; and
 - k) Authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
14. When a state of local emergency is declared,
- a) No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw or the Act or the regulations.
15. When, in the opinion of the persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- a) A resolution is passed under Section 15;
 - b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - c) The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d) The Minister cancels the state of local emergency.
17. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

18. Bylaw # 106/2014 passed on October 14, 2014 is hereby rescinded.

19. This bylaw shall take effect on the date of the third and final reading.

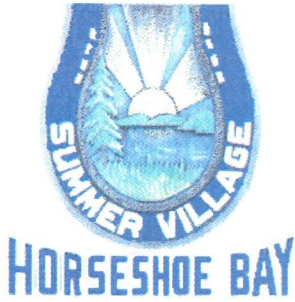
Read a first time in Council this 12 day of January, 2019

Read a second time in Council this 12 day of January, 2019

Read a third time in Council this 12 day of January, 2019

Gary Burns, Mayor

Norman Briscoe, Administrator



Summer Village of Horseshoe Bay

P.O. Box 1778
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Email: svhorseshoebay@gmail.com
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Agenda Item Summary Report

Agenda Item 6.b) Intermunicipal Subdivision & Development Appeal Board Bylaw 118/2019

Meeting Date: January 12, 2019

Background

In November 1995 the Summer Village passed Bylaw 43/1995, establishing a Summer Village Subdivision and Development Appeal Board.

The recent amendments to the *Municipal Government Act*, requires that municipalities enter into an agreement with the regional municipalities to establish an **Intermunicipal** Subdivision and Development Appeal Board. (ISDAB).

Upon passing of this bylaw, Bylaw 43/1995 will be rescinded.

A **Joint Agreement** between; The County of St. Paul No. 19, The Town of St. Paul, The Town of Elk Point and the Summer Village of Horseshoe Bay accompanies this bylaw. See agenda item 7.b) in Old Business.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 118/2019, to establish an Intermunicipal Subdivision and Development Appeal Board, be given first reading.

CARRIED

MOVED BY _____ that Bylaw 118/2019, be given second reading.

CARRIED

MOVED BY _____ that Bylaw 118/2019, be presented at this meeting for third and final reading.

CARRIED UNANIMOUSLY

MOVED BY _____ that Bylaw 118/2019, be given third and final reading.

CARRIED

6.b)

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

BY-LAW NO. 118/2019

A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Establish an Intermunicipal Subdivision and Development Appeal Board.

WHEREAS Section 627(1)(b) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time, authorizes a municipality to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board; and

WHEREAS the agreement must provide for the procedure and conduct of the intermunicipal subdivision and development appeal board, and the functions and duties of its members; and

WHEREAS the Council of the Summer Village of Horseshoe Bay deems it necessary to establish an Intermunicipal Subdivision and Development Appeal Board to hear subdivision and/or development appeals within the municipal boundaries of the County of St. Paul No. 19, Town of St. Paul, the Town of Elk Point and the Summer Village of Horseshoe Bay.

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

1. TITLE

- 1.1 This Bylaw shall be cited as the "Intermunicipal Subdivision and Development Appeal Board Bylaw".

2. ESTABLISHMENT

- 2.1 An Intermunicipal Subdivision and Development Appeal Board is hereby established.
- 2.2 The Summer Village of Horseshoe Bay is hereby authorized to enter into an agreement with the County of St. Paul No. 19, Town of St. Paul and Town of Elk Point to provide for the following:
- a) the hearing of subdivision appeals and development appeals within the boundaries of the municipalities;
 - b) the procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members; and
 - c) the functions and duties of the Intermunicipal Subdivision and Development Appeal Board.

3. RESCISSION

- 3.1 Bylaw 43/1995 dated November 13, 1995 is hereby rescinded.

4. EFFECTIVE DATE

4.1 This Bylaw comes into effect on January 15, 2019.

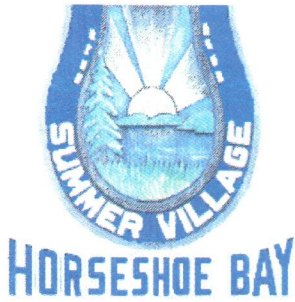
Read a first time in Council this 12 Day of January, 2019.

Read a second time in Council this 12 Day of January, 2019.

Read a third time in Council and finally passed this 12 Day of January, 2019

Gary Burns, Mayor

Norman Briscoe, CAO



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 6.c) Temporary Borrowing Bylaw 119/2019

Meeting Date: January 12, 2019

Background

The Village annual Temporary Borrowing Bylaw was a Legislative Gap per the MAP Review on August 10/18. The bylaw should assign an actual maximum percentage the borrowing will not exceed.

In Bylaw 119/2019, Section 3.4 has been changed to read: "Interest on the loan will be calculated at a rate not exceeding the interest rate fixed by the Servus Credit Union at one percent (1%) above prime in affect at the time of borrowing, not to exceed 10%"

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 119/2019, authorizing the temporary borrowing of funds to meet current operating expenditures, be given first reading.

CARRIED

MOVED BY _____ that Bylaw 119/2019, be given second reading.

CARRIED

MOVED BY _____ that Bylaw 119/2019, be presented at this meeting for third and final reading.

CARRIED UNANIMOUSLY

MOVED BY _____ that Bylaw 119/2019, be given third and final reading.

CARRIED

6.c)

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

BY-LAW NO. 119/2019

**A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta, to
Authorize the Temporary Borrowing of Funds to Meet Operating Expenditures.**

WHEREAS, Sections 251 and 256 of the *Municipal Government Act* authorizes municipalities to make a borrowing for the purpose of financing operating expenditures, subject to certain conditions:

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

This bylaw may be referred to as the "Temporary Borrowing Bylaw".

1. Authorization for Borrowing

- 1.1 Pursuant to the provisions of Section 251 of the Act, the Chief Administrative Officer (CAO) is hereby authorized to borrow from time to time from the Servus Credit Union, by means of overdraft, promissory note or similar forms of obligation, such sums of money as is required to meet the current operating expenditures of the Summer Village until such time as the taxes levied therefore can be collected.

2. Definitions in this Bylaw:

- 2.1 "**Act**" means the *Municipal Government Act, R.S.A. 2000, c.M-26* as may be amended from time to time or any legislation which replaces the *Act* and includes any regulation to the *Act* or to any replacement legislation;
- 2.2 "**Borrowing**" shall refer to any and all financing advanced pursuant to this Bylaw;
- 2.3 "**Summer Village**" means the Summer Village of Horseshoe Bay;
- 2.4 "**Council**" means the duly elected officers of the Summer Village of Horseshoe;
- 2.5 "**Prime Lending Rate**" means the floating annual rate of interest established from time to time by the Servus Credit Union as the base rate it will use to determine rates of interest on loans.

3. Conditions of Borrowing

- 3.1 The money obtained by the Summer Village from a borrowing shall be used for the purpose of financing operating expenditures.
- 3.2 Such borrowing at any one time shall not exceed \$30,000 and the term of borrowing cannot exceed three (3) years.
- 3.3 If the Summer Village is required to pay the principal and interest owing under the loan, monies will be raised through property taxes and other general revenue.
- 3.4 Interest on the Loan will be calculated at a rate not exceeding the interest rate fixed by the Servus Credit Union at one percent (1%) above the prime rate in affect at the time of borrowing, not to exceed 10% per annum.

3.5 The Council of the Summer Village of Horseshoe Bay doth hereby pledge and charge to the Servus Credit Union as security for the payment of the monies to be borrowed hereunder and the interest thereon as aforesaid the whole of the unpaid taxes and penalties on taxes assessed and levied by the Summer Village of Horseshoe Bay in prior years, together with penalties thereon and the whole of the taxes for the current year and the Summer Village of Horseshoe Bay shall deposit on account with the Servus Credit Union all of the said taxes and penalties as collected, as security for the payment of the monies borrowed hereunder and interest thereon, but the Credit Union shall not be restricted to the said taxes and penalties for such payment, nor shall it be bound to wait for such payment until such taxes and penalties can be collected nor be required to see that they are deposited as aforesaid.

4. By-Law 112/2018 is hereby repealed upon the final passing of this By-Law.

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

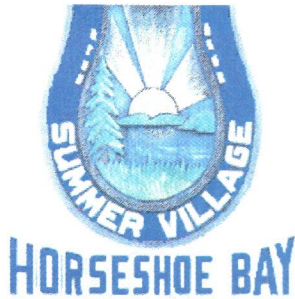
Read a first time in Council this 12th day of January, 2019.

Read a second time in Council this 12th day of January, 2019.

Read a third time in Council this 12th day of January, 2019.

Gary Burns, Mayor

Norman Briscoe, CAO



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Agenda Item Summary Report

Agenda Item 7.a) MAP Review Report

Meeting Date: January 12, 2019

Background

On November 24, 2018, administration forwarded to Alberta Municipal Affairs the Summer Village's response and plan of action to the MAP Review held on August 10/18.

On December 7, 2018 we received a letter from the Deputy Minister, Brad Pickering, advising that our response has been reviewed. We need to provide a summary report by November 24, 2019, to confirm resolution of each remaining legislative gap identified in the report.

Recommendation/RFD/Comments

MOVED BY _____ that the MAP Review report be accepted as information.

CARRIED

7.a)

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR95097

December 7, 2018

Mr. Norman Briscoe
Chief Administrative Officer
Summer Village of Horseshoe Bay
PO Box 1778
St. Paul AB T0A 3A0

Dear Mr. Briscoe:

Norman

Thank you for your email of November 24, 2018 and detailed action plan in response to the 2018 Summer Village of Horseshoe Bay Municipal Accountability Program (MAP) report.

I have reviewed your submission and am pleased with the considerable amount of work already completed. Please provide a summary report by November 24, 2019, to confirm resolution of each remaining legislative gap identified in the report. Attention to these matters will ensure continued accountability to the citizens of your community.

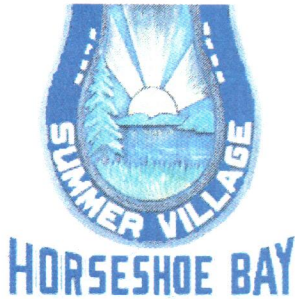
In order to ensure the MAP continues to be effective and of value to Alberta municipalities, the ministry will request your feedback on the program in the near future. Should you have any questions in the interim, please contact Desiree Kuori, Municipal Accountability Advisor, Municipal Capacity and Sustainability, toll-free at 310-000, then 780-644-8528.

Sincerely,



Brad Pickering
Deputy Minister

cc: Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs



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Agenda Item Summary Report

Agenda Item 7.b) CAO Oath of Office – Bylaw Enforcement Officer

Meeting Date: January 12, 2019

Background

As there is no Bylaw Enforcement Officer Bylaw for the Summer Village, the CAO is responsible for bylaw enforcement matters.

MAP Review Legislative Gap: In the event the CAO assumes the responsibilities for enforcing municipal bylaws, the CAO must take the official oath of office. This has never been done.

Recommendation/RFD/Comments

MOVED BY _____ that the Norman Briscoe, CAO, take the official Oath of Office for the office of Bylaw Enforcement Officer.

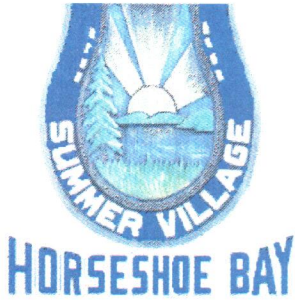
CARRIED

The Oath of Office is in the following format:

Oath of Office

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer.

So help me God.



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 7.c) ISDAB Agreement

Meeting Date: January 12, 2019

Background

At the April 21, 2018 council meeting, Council passed a resolution agreeing to enter into an agreement with the County of St. Paul, The Town of St. Paul and the Town of Elk Point, to establish an Intermunicipal Subdivision and Development Appeal Board (ISDAB), in accordance with section 627 of the *Municipal Government Act*.

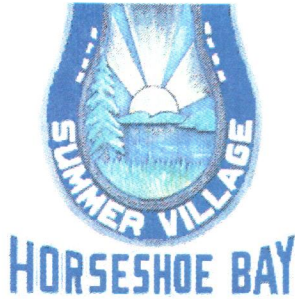
The Agreement has been drafted and distributed by the County's Director of Corporate Services, Kyle Attanasio for approval by our council. They are looking to make the agreement effective January 15, 2019.

Recommendation/RFD/Comments

MOVED BY _____ that council approve the Intermunicipal Subdivision and Development Appeal Board (ISDAB) joint agreement effective January 15, 2019.

CARRIED

7.c)



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Agenda Item Summary Report

Agenda Item 7.d) Intermunicipal Subdivision and Development Appeal Board (ISDAB)
Meeting Rate

Meeting Date: January 12, 2019

Background

The municipalities in the ISDAB agreed to establish uniform rates for members and clerk of the ISDAB. The County and Town of St. Paul have established a rate of \$165 per meeting.

Recommendation/RFD/Comments

Recommended that the Summer Village also pass a resolution establishing the \$165 per meeting rate for member and clerk.

MOVED BY _____ that council establish a uniform rate of \$165 per meeting for members and clerk of ISDAB.

CARRIED

7.d)



Norman Briscoe <svhorseshoebay@gmail.com>

ISDAB Meeting Rates

2 messages

Kyle Attanasio <kattanasio@county.stpaul.ab.ca>

Thu, Dec 20, 2018 at 1:23 PM

To: Ken Gwozdz <cao@elkpoint.ca>, Norman Briscoe <svhorseshoebay@gmail.com>

Cc: Sheila Kitz <skitz@county.stpaul.ab.ca>, Kim Heyman <kheyman@town.stpaul.ab.ca>

Ken and Norman,

You'll recall that we discussed establishing uniform rates for the ISDAB during our negotiations.

The County and Town of St. Paul have established a rate of \$165 per meeting.

Please do so as well at your earliest convenience so we are all aligned on this.

Let me know if you have any questions.

Kyle J. Attanasio, M.A., CMC

Director of Corporate Services

County of St. Paul No. 19

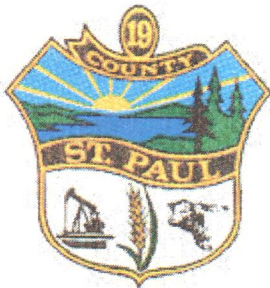
5015 49 Avenue

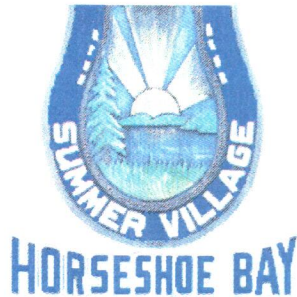
St. Paul, AB T0A 3A4

Phone: (780) 645-3301 Ext. 221

Cell: (780) 645-1535

kattanasio@county.stpaul.ab.ca





Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 7.e) ISDAB Member-at-Large Appointment & Training

Meeting Date: January 12, 2019

Background

At the April 21, 2018 council meeting, Council passed a resolution agreeing to enter into an agreement with the County of St. Paul, The Town of St. Paul and the Town of Elk Point, to establish an Intermunicipal Subdivision and Development Appeal Board (ISDAB), in accordance with section 627 of the *Municipal Government Act*. Section 3.1 of the agreement, ISDAB Membership, states that the Summer Village shall appoint on (1) member-at-large to the ISDAB.

Recent changes to the MGA include a requirement for SDAB members and clerks to undergo mandatory training prior to April 1, 2019.

Village resident, Wayne Overbo, has agreed to sit on the Board as the Village member-at-large. Wayne is registered for a municipal government all day webinar on January 24, 2019. There is no cost for the webinars.

Recommendation/RFD/Comments

MOVED BY _____ that council appoint Wayne Overbo as the Summer Village Member-at-Large on the Intermunicipal Subdivision and Development Appeal Board.

CARRIED

MOVED BY _____ to approve Wayne Overbo attending a one day mandatory Subdivision and Development Appeal Board training webinar and payment of a \$125 per diem.

CARRIED

7.e)



Norman Briscoe <svhorseshoebay@gmail.com>

Subdivision and Development Appeal Board (SDAB) Webinar Training Registration

municipalservicesandlegislation@gov.ab.ca
<municipalservicesandlegislation@gov.ab.ca>
To: Norman Briscoe <svhorseshoebay@gmail.com>

Mon, Dec 17, 2018
at 12:45 PM

Dear Chief Administrative Officer,

I would like to invite your municipality to register online for the Subdivision and Development Appeal Board Training Sessions.

Recent changes to the *Municipal Government Act (MGA)* include a requirement for Subdivision and Appeal Board (SDAB) members and clerks to undergo mandatory training prior to April 1, 2019. This is based on the [SDAB Training Curriculum Ministerial Order](#) approved by the Minister of Municipal Affairs. To assist municipalities in complying with this requirement, Municipal Affairs offered ten SDAB training sessions in various locations over the summer; which were then further supplemented by the Alberta Urban Municipalities Association and the Rural Municipalities of Alberta Association offering additional training sessions in eleven other locations.

To further support this mandatory training requirement under the MGA, a series of three webinar training sessions for SDAB members and clerks is now available. The sessions are scheduled as follows:

- Thursday January 24, 2019,
- Tuesday January 29, 2019 and
- Thursday January 31, 2019.

All sessions are designed for 35 people and will begin at 9 a.m. with the Planning Framework Module. This module will be completed by 12 p.m., at which time a break of 30 minutes will be provided, before we begin with the Administrative Law Module. This module is scheduled from 12:30 p.m. to 3:30 p.m. and will be followed by the Assessment of Learning from 3:30 p.m. to 4 p.m.

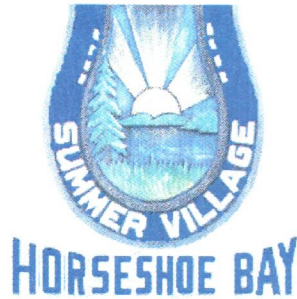
The webinar training sessions will provide the required training for SDAB members and clerks, review information such as the jurisdiction of the SDAB, administrative law and natural justice principles, planning principles, development permitting and subdivision, and roles, responsibilities and administrative procedures for SDAB members and clerks.

Registration will be taken on a first come, first serve basis. Registration will end two days prior to the session, except for those following a weekend where registration will close Friday at noon. A wait list will be created should the session fill up and waitlisted individuals will be contacted directly should a seat become available. Registration will open January 2, 2019 and can be found [here](#).

These SDAB webinar training sessions are intended to be a cost-effective training approach and designed based on the feedback received at the sessions delivered earlier this year. Further information regarding pre-readings, a training day overview, and technical information for logging in will be provided through the registration process.

Sincerely,

Gary Sandberg
Assistant Deputy Minister
Municipal Services and Legislation



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Agenda Item Summary Report

Agenda Item 8.a) Local Authorities Election Act (LAEA) Review

Meeting Date: January 12, 2019

Background

The Government of Alberta, Municipal Affairs have introduced Bill 23, *An Act to Renew Local Democracy in Alberta*. It is intended to update laws for local elections to create more transparency and accountability. An information sheet is attached.

The changes will have very little effect on the Summer Village election process. The next municipal election will be in July 2021.

Recommendation/RFD/Comments

MOVED BY _____ that council accept this report as information.

CARRIED

Renewing Local Democracy in Alberta

Updating laws for local elections to create more transparency and accountability.

Introduction

Bill 23, *An Act to Renew Local Democracy in Alberta* would make it easier for municipalities and school boards to get big money out of elections, enforce election-related laws, and find out who is behind third-party advertising.

Albertans, municipal associations, school boards, Métis Settlements, Alberta's election commissioner and municipalities have all contributed to this proposed legislation.



- Potential candidates may accept up to \$2,000 in donations before the campaign period to cover low-cost pre-campaigning like door knocking and brochures.
- Candidate spending limits would be determined by regulation after consulting with stakeholders.
- Candidate spending limits would be based on the size of the municipality and school board.

If you're thinking of running

Potential candidates can check municipalaffairs.alberta.ca for more information on proposed new rules.

Getting big money out

Elections should be decided by Albertans and not by those with the deepest pockets.

Under the proposed legislation:

- Contributors can donate up to \$4,000 province-wide for municipal campaigns, as well as up to \$4,000 for school board campaigns.
- Corporate and union donations have been banned so that only individual Albertans would be able to make campaign contributions in municipal elections.
- Campaign periods would be reduced to one year, from Jan. 1 to Dec. 31 in the year of the election.
- Campaign fundraising and contributions would also be limited to only that period.

Enforcing laws



Laws must be enforceable to be effective. New powers would be given to the provincial elections commissioner to investigate complaints.

Under the proposed legislation:

- The Alberta elections commissioner will be empowered to investigate, prosecute, and enforce rules related to campaign finance and third-party advertising.
- General administration of local elections would remain the responsibility of each local jurisdiction.

Know who is behind ads

Albertans should know who is behind third-party election advertising.

Under the proposed legislation:

- Government would require transparency from third parties that receive contributions and advertise to promote or oppose a candidate.
- Third parties would be required to register with each local jurisdiction in which they intend to advertise.

Third-party advertising

A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate in the election.

Accountability and transparency

Albertans should know more about who they are voting for.

Under the proposed legislation:

- Campaign disclosure statements would be required from all candidates, including self-funded candidates.
- The fundraising function loophole that allows candidates to raise funds without disclosing their donors would be closed.
- Candidates would be required to disclose names and addresses of those who contribute more than \$50, down from \$100 under current legislation.
- The definition of what qualifies as an expense under disclosure rules would be clarified.
- Campaign activities at voting stations would be restricted.

New rules for school authorities

Campaign finance and disclosure rules would now apply to candidates for school boards.

Under the proposed legislation:

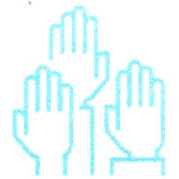
- Province-wide contribution limits of \$4,000 and disclosure rules would apply to school boards.
- Candidate spending limits would be determined after consulting with stakeholders. Limits would be based partially on the size of the school board.

Easier to vote

It would be easier for eligible Albertans to vote.

Under the proposed legislation:

- Communities of more than 5,000 would be required to hold advanced votes to provide more opportunities for residents to cast ballots.
- Voting would be allowed in more locations, for people who can't get to traditional polling places.



What did Albertans say?

Over 1500 Albertans participated in consultation on Bill 23 – *An Act to Renew Local Democracy in Alberta*.

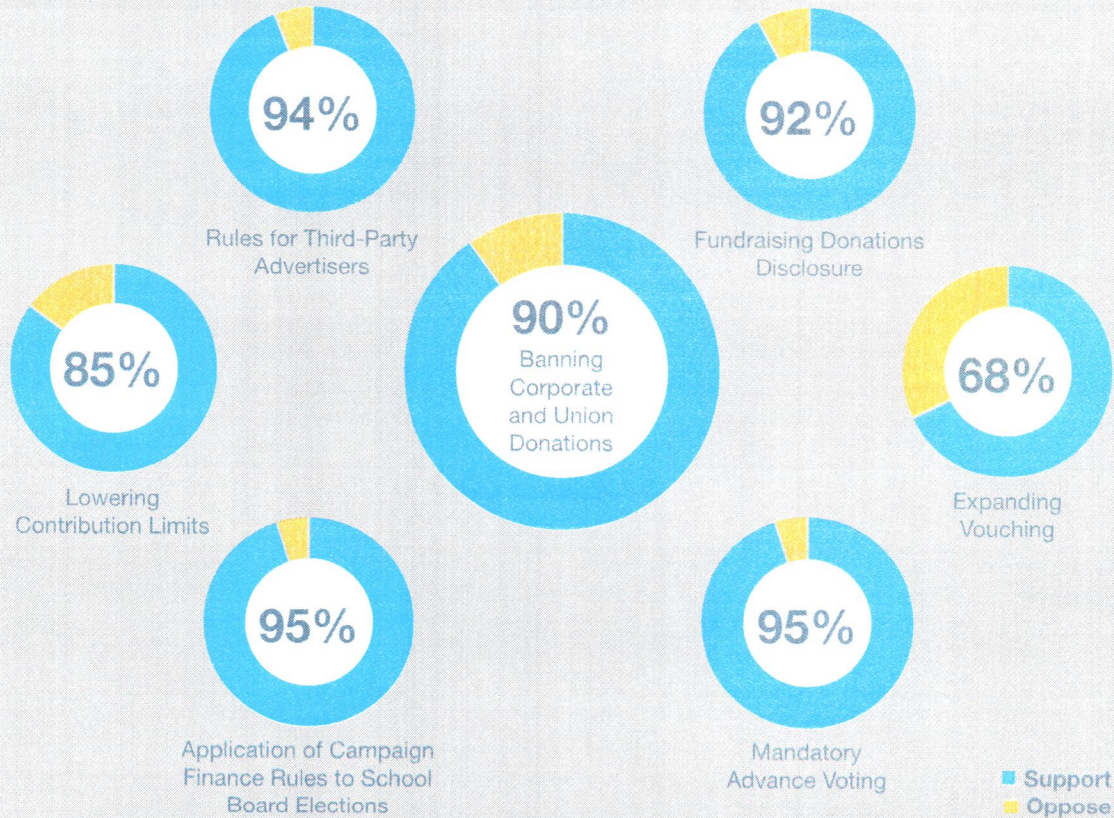
90 per cent of survey respondents agreed corporate and union donations should be banned in local elections.

85 per cent of survey respondents agreed individual contribution limits should be lowered to \$4,000.

94 per cent of survey respondents agreed there should be rules and transparency around third-party advertisers.

Public Consultation Highlights

Top Issues



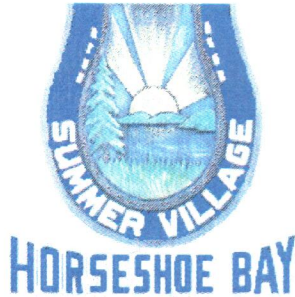
Consultation Timeline



AUMA: Alberta Urban Municipalities Association
 LAEA: Local Authorities Election Act
 RMA: Rural Municipalities of Alberta
 ASVA: Alberta Summer Villages Association

ASBA: Alberta School Boards Association
 LGAA: Local Government Administration Association of Alberta
 AMCA: Alberta Municipal Clerks Association





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Agenda Item Summary Report

Agenda Item 8.b) Assessment Review Board Training

Meeting Date: January 12, 2019

Background

Members of the Regional Assessment Review Board are required to take Refresher Courses from time to time.

Summer Village Representatives on the Regional Assessment Review Board

Gary Burns is the Summer Village Member: scheduled for the **Member Refresher on May 9-10/19 in Edmonton.**

Norman Briscoe is the Summer Village Assistant Clerk: Scheduled for **Clerk Refresher Feb. 22/19**

Recommendation/RFD/Comments

MOVED BY _____ that council approve the Member Assessment Review Board refresher training for Gary Burns.

CARRIED

MOVED BY _____ that council approve the Assistant Clerk Assessment Review Board refresher training for Norman Briscoe.

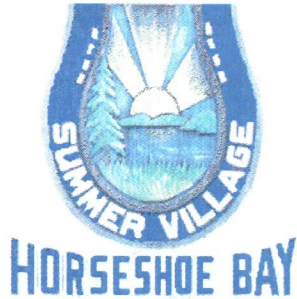
CARRIED

8.b)

Assessment Review Board Training Dates 2019

Registration is required through www.contact-elearn.ca. Please call the MGB at 780-427-4864 for inquiries.

Course Date	Course	City
February		
7	New Clerk/Clerk Refresher	Calgary
12-13	Member Refresher	Edmonton
22	New Clerk/Clerk Refresher	Edmonton
March		
7	New Clerk/Clerk Refresher	Red Deer
13	New Clerk/Clerk Refresher	Grande Prairie
21-22	Member Refresher	Edmonton
April		
2-5	New Member	Calgary
9-12	New Member	Edmonton
16	New Clerk/Clerk Refresher	Lethbridge
24-25	Member Refresher	Calgary
May		
Apr 30-May 3	New Member	Lethbridge
9-10	Member Refresher	Edmonton
24	New Clerk/Clerk Refresher	Red Deer
28-31	New Member	Calgary



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Agenda Item Summary Report

Agenda Item 8.c) Local Authority Emergency Management Regulation

Meeting Date: January 12, 2019

Background

The **Local Authority Emergency Management Regulation** was enacted on November 19, 2018. Local authorities have until January 1, 2020 to ensure that they meet the requirements established in the regulation.

The Summer Village Bylaw 117/2019 "Establishes an Emergency Advisory Committee and Regional Emergency Management Agency", which addresses most of the regulation requirements for:

- emergency advisory committees,
- emergency management agencies,
- regional collaboration,
- training requirements
- emergency management plans.

The Emergency Advisory Committee has not had a meeting to address this new regulation, because of the change in Director of Emergency Management. There is a meeting with the new director scheduled for January 24/19.

Recommendation/RFD/Comments

Administration does not anticipate that this regulation will create a lot of additional work.

MOVED BY _____ that council accept this report as information.

CARRIED

8.c)



Norman Briscoe <svhorseshoebay@gmail.com>

Fwd: Approval of the Local Authority Emergency Management Regulation

1 message

Gary <gmburns45@gmail.com>

Mon, Dec 3, 2018 at 5:37 PM

To: Norm Briscoe <svhorseshoebay@gmail.com>, Eli Gushaty <egushaty@telusplanet.net>, Dave Amyotte <dave@amyotteweld.ca>

Norm

Will this be on the agenda in January and an assessment of the extra work to get this done?

Gary

Sent from my iPad

Begin forwarded message:

From: <ma.aema-policy@gov.ab.ca>**Date:** December 3, 2018 at 2:06:34 PM PST**To:** Gary Burns <g_burns@telus.net>**Subject: Approval of the Local Authority Emergency Management Regulation**

Dear Stakeholders,

On November 19, 2018 amendments to the *Emergency Management Act* came into force. These amendments include providing authority to create a new regulation to give clearer direction on emergency management practices for municipalities.

On November 27, 2018 the Lieutenant Governor in Council signed the Order in Council enacting the Local Authority Emergency Management Regulation. Local authorities will have until January 1, 2020 to ensure that they meet the requirements established in the regulation. The regulation provides increased clarification regarding:

- Emergency management committees;
- Emergency management agencies;
- Regional collaboration;
- Training requirements;
- Emergency management plans; and
- Emergency management exercises.

A copy of the Order in Council, with the regulation attached, can be found [here](#). It is anticipated that on December 15, 2018, the regulation will be published in the Alberta Gazette and be available on the Queen's Printer webpage. A Local Authority Emergency Management Regulation Summary and a Frequently Asked Questions document are attached. If you have questions regarding these changes and how they impact your community, please contact your local Alberta Emergency Management Agency Field Officer or send your question to ma.aema-policy@gov.ab.ca.

Thank you again to all stakeholders who took the time to provide feedback on the *Emergency Management Act* amendments and development of the regulation.

Sincerely,

Shane Schreiber

Managing Director / Assistant Deputy Minister

Alberta Emergency Management Agency

2 attachments



2018-11-26 LEMR Content Summary Final.pdf
180K



2018-11-27 EMA-LEMR FAQ Final.pdf
99K

Local Authority Emergency Management Regulation Summary

When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

Emergency Advisory Committees - Bylaw 117/2019 - #3.

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

Emergency Management Agencies - Bylaw 117/2019 - #4.

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at aema.alberta.ca.

Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at aema.alberta.ca. The requirements are as follows:

Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit aema.alberta.ca or speak to your field officer.

Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

Frequently asked questions: Emergency Management Legislative Review

The Government of Alberta is updating Alberta's Emergency Management Legislative Framework to reflect emergency management best practices and help communities be better prepared to respond to disasters.

Why are changes being made?

Post-incident assessments following recent major catastrophic events in Alberta recommended reviewing our emergency management legislative framework.

Updating the framework helps Alberta adapt to the reality of more frequent disaster events. Better prepared communities will help to ensure the safety of all Albertans.

What changes have been made to the *Emergency Management Act*?

Authority to create a regulation to provide additional emergency management guidance to local authorities has been added.

Evacuation order provisions have been clarified and the *Emergency Management Act* clearly sets out that local authorities, and those acting under their direction (including first responders), are not liable for actions taken, or not taken, in good faith while enforcing evacuation orders.

A number of technical amendments have been made for clarity.

What is in the Local Authority Emergency Management Regulation?

The regulation includes additional clarification and direction around emergency advisory committees and emergency management agencies, mechanisms to support regional collaboration, training, and maintaining, exercising, and updating municipal emergency management plans.

More information is available in the attachment titled Local Authority Emergency Management Regulation Content Summary.

What types of communities will the regulation apply to?

The regulation applies to cities, towns, counties, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas, and Métis Settlements.

What is the timeline for changes?

The amendments to the *Emergency Management Act* are now in force.

The Local Authority Emergency Management Regulation will come into force on January 1, 2020.

How were stakeholders consulted?

Municipal elected officials and administration, Métis Settlements and First Nations, first responders, fire chiefs and law enforcement were engaged on content and implementation of the proposed changes through numerous in-person sessions and an online discussion guide.

What supports are available to municipalities?

The Alberta Emergency Management Agency (AEMA) offers a number of programs and tools to help municipalities, at no cost to the community. These include:

- The AEMA field officer program,
- Online and in-class training, and
- The Community Emergency Management Program – an online application that provides templates and guidance to develop local emergency management plans and programs.
- Emergency Management Preparedness Program grants

Is there additional funding available?

No additional funding has been committed to municipalities. Communities are encouraged to use existing support tools to help them meet the requirements, as well as existing funding opportunities provided by AEMA, Municipal Affairs, and the Government of Alberta.

What if communities have difficulties meeting requirements?

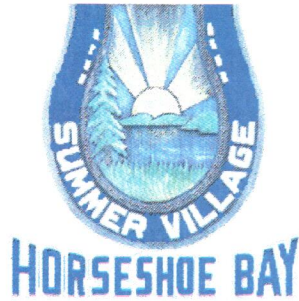
Communities identified as having issues meeting their goals can be assisted by AEMA to help them meet these requirements. Focus will be on a collaborative approach to bring communities into full compliance.

Do these changes affect First Nations?

The regulation will not apply to First Nations. First Nations have access to provincial emergency management supports through the AEMA First Nations Field Officer program, as well as through funding from indigenous Services Canada.

Who can be contacted for more information?

For more information, local authorities can contact their AEMA Field Officer or ma.aema-policy@gov.ab.ca.



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 8.d) Federation of Canadian Municipalities Membership

Meeting Date: January 12, 2019

Background

2019-2020 Membership Invoice from FCM is attached, as well a message from the FCM president.

The annual membership fee is \$175.84

Recommendation/RFD/Comments

MOVED BY _____ that council _____ renew the Summer Village membership in the Federation of Canadian Municipalities.

/ CARRIED

or not renew



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Membership Invoice
2019-2020
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

RECEIVED DEC 12 2019

Briscoe, Norman
Summer Village of Horseshoe Bay
PO Box 1778
St. Paul, Alberta T0A 3A0
Canada

INVOICE / FACTURE: INV-14833-Q8R9C1
DATE: 11/02/2018
ACCOUNT / COMPTE: 63104
DUE DATE / DATE LIMIT: 04/01/2019

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$60.00	\$60.00	\$3.00	\$63.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	49	\$0.1524	\$7.47	\$0.37	\$7.84
Outstanding Advocacy Fund Contribution (voluntary) / Solde de la contribution au fonds spécial de représentation (volontaire)	1	\$100.00	\$100.00	\$5.00	\$105.00
		TOTAL	\$167.47	\$8.37	\$175.84

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$175.84

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer /
Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006
Account Number/Numéro de compte: 1006063

HST # / No. de TVH: 11891 3938 RT0001
QST # / No. de TVQ: 1202728231 TQ 0001

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca
Ref No. / No. de référence : 63104

Learn all about FCM's Special Advocacy Fund
<https://fcm.ca/advocacyfund>

Apprenez en plus à propos du Fonds spécial de
représentation de la FCM
<https://fcm.ca/fondsderepresentation>

8.11

Renewing your FCM membership for 2019-2020

Dear Mr. Norman Briscoe,

The Federation of Canadian Municipalities is the national voice of Canada's local governments. We bring your priorities to the federal government. As an FCM member, you get exclusive access to valuable resources that help you strengthen your community. Not only that, you're helping to build a better Canada. Together, we've made history for local governments of all sizes, in every region of Canada. And we're just getting started.

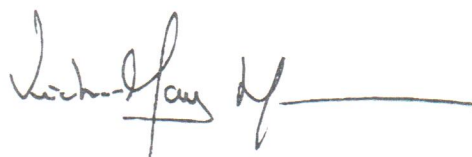
It's time for the Summer Village of Horseshoe Bay to renew its FCM membership. Enclosed, please find your member invoice for 2019-2020. I want to thank you for making our partnership a priority.

For FCM, partnership is everything. For instance, our deepening partnership with the federal government is delivering unprecedented gains for municipalities—from historic new infrastructure investments to the national housing strategy. But the partnership that matters most is the one with local governments like yours.

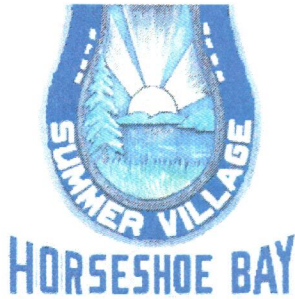
Our partnership brings together nearly 2,000 municipalities of all sizes, representing more than 90 percent of all Canadians. The fact is, our strength lies in this strong and united voice. It's our united voice that's changing how Canada works. That's why your continued membership is so important.

Turn this page over to read about how FCM is delivering results—and about the crucial year ahead for local governments. To learn more about how joining FCM benefits your municipality, visit fcm.ca/membership.

Imagine a Canada where local leaders have the right tools to build livable and competitive cities and communities. Where the order of government closest to daily life takes its rightful place at the nation-building table. That's the Canada we're ready to build. As an FCM member, you can be a part of it.



VICKI-MAY HAMM
Mayor, City of Magog, Quebec
FCM President



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Agenda Item Summary Report

Agenda Item 10.a & b) CAO Report & Action List

Meeting Date: January 12, 2019

Background

The following documents are attached for information purposes:

- CAO Report to Council
- Action List

Recommendation/RFD/Comments

MOVED BY _____ that council accept the CAO Report and Action List as information.

CARRIED

10.a)+b)

Summer Village of Horseshoe Bay

CAO Report to Council

January 12, 2019 Regular Council Meeting

Update on recent events and Activities

What	Activity &/or event	Status & Comments
1. Capital Projects	One project to be considered for 2019 is the replacement of the culvert between the waste bin area and the west end of the sports field.	The existing culvert is "rusted out" & collapsed. This is what is blocking the water flow from the north side of the road. If blockage occurs again this year we should consider replacing the culvert in 2019. Funded from MSI CAP.
2. Storm Water Mgmt.	We applied for a ACP grant, in partnership with the County of St Paul & Town of Elk Point, to fund a drainage study & development of a Storm Water Master Plan for the SV & Elk point areas.	ACP grant approval is expected by Mar. 31, 2019. The spring election could delay the study if approval is not done before the election is called.
3. Himalayan Balsam	Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed.	2018 county cut new growth and sprayed on both sides of the creek, which cost \$3,830. The SV 1/2 share was \$ 1,915. It is anticipated that the spraying program will take at least 5 yrs. 2018 expenses included one time costs of \$2,250. Estimated cost for 2019 is \$2,000. SV 1/2 share is \$1,000.
4. ISDAB	Intermunicipal Subdivision & Development Appeal Board (ISDAB) Cost of appeals will be paid by the municipality where the appeal is made. Fee structure for the Board members & clerks will be the same for all 4 member municipalities.	ISDAB Bylaw & Joint Agreement are on the agenda for approval Wayne Overbo of 45 Point Drive has agreed to be our member at large. Wayne is scheduled to take the mandatory training by webinar scheduled for Jan. 24/19. The fee structure & rates has been established by the County & Town of St. Paul who have the most appeals. Per meeting rate is \$165. Rates for travel , meals, etc. are greater than ours will likely be those of the municipality where the member comes from.
5. IDP County St Paul & SV MDP	Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP	ISL hoped to have draft IDP & MDP documents by Jan. 2019 meeting. As drafts have not yet been received we will review them at the April 2019 Council meeting.
6. Land Use Bylaw	Land Use Bylaw (LUB) update.	I have identified a number of possible changes to the LUB. I gave the draft LUB to ISL & told ISL the drafts were strictly for discussion purposes & Council had not yet reviewed them. Changes are mostly housekeeping items and changes asked for by land owners. They may not all be changes we want to make. There are also some new items such as Cannabis, restriction for growing, production, selling and use. I will be emailing a working draft to each of you with explanations for your comments & discussion. Hopefully we can do this before the April Council meeting.
7. ICF County St Paul	Intermunicipal Collaboration Framework (ICF) with the County of St. Paul Transitional Solutions Inc. (TSI) the consultant.	Jan 25/19 INC meeting was cancelled and is now Feb. 20/19, and the 2nd meeting is Mar. 21/19. If a 3rd meeting is required it will be some time in April 2019.

CAO Report to Council

January 12, 2019 Regular Council Meeting

Update on recent events and Activities

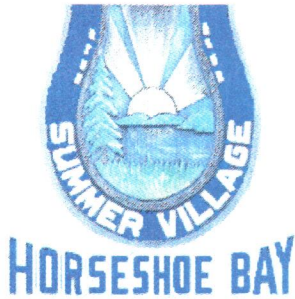
What	Activity &/or event	Status & Comments
8. Street Lighting	Street Lighting Retrofit Feasibility Study & Strategy was presented at the Joint Council meeting on Dec. 12/18. The Summer Village is managing partner for this ACP grant. Completion date is Aug. 31, 2019	The study & strategy came in under budget so Urban Systems have offered to assist all 4 municipalities in developing their street lighting policies, and keep within the grant amount. All 4 municipalities agreed to accept Urban Systems offer.
9. Regional Recreation Services Master Plan for the SPEPR	Develop a Regional Partnership Recreation Services Master Plan	Draft Recreation Services Master Plan was reviewed at a Joint Council meeting Dec. 12, 2018. The final revision should be available before the Mar. 31/19 completion date.
10. CARES grant for Economic Development in the EPSP region	Draft Regional Economic Development Readiness Assessment and Capacity Building Plan was presented at the Joint Council meeting Dec12/18 by the consultant Nichols Applied Management Inc	1st phase of the development of an Economic Development Strategy in the greater St. Paul region is now complete. Continuation of the project is subject to future grant funding. An application for another CARES grant has been submitted. We are waiting for approval some time in 2019.
11 AFFRCS Radio & Tower upgrades.	ACP grant project for which we are the managing partner has been completed at a total cost of \$261,656.96.	The project came in on budget and the ACP Statement of Funding and Expenditures (SFE) has been submitted. The SV share of the total cost was \$1,308 over the 3 years. The tower upgrades and new radios purchased are working well and greatly improved the quality of communications between first responders, and public works personnel.
12 ACP & CARES grant projects	Updates & meetings for ongoing projects.	CAOs for the region & consultants are trying to set dates for meetings to finalize the projects nearing completion and those still under progress. There are also 4 new grant applications for which we are waiting approval in 2019. All these could be effected by the 2019 Provincial election.

Summer Village of Horseshoe Bay
January 12, 2019 Regular Council Meeting

Action List

Who	What	Status & Comments
Gary Burns	1. Capital projects & budget ideas	
Eli Gushaty	1. Capital projects & budget ideas	
Dave Amyotte	1. Capital projects & budget ideas	
Norman Briscoe	<p>1. 2019 Capital projects & budget ideas</p> <p>Try to obtain costs estimates for new culverts & replacement.</p> <p>2. Try to solve drainage problems around SV</p> <p style="padding-left: 40px;">Lot 31 Point Drive annual flooding</p> <p>3. Capital projects for 2019</p> <p>4. Fix leak in Cistern tank riser.</p> <p>5. Construct drainage ditch along west side of sports field & behind parking area.</p> <p>6. Prepare Draft 2019 Operating budget</p> <p>7. Review all existing Bylaws for updating resulting from MGA amendments and being out dated.</p> <p>8. Determine possibility of using Cloud Storage</p>	<p>We may wish to defer major capital projects for 2019 until after we know if the MSI funding will be continued past 2019 and the amount of the 2019 allocation. However, in 2019 we will likely have to replace culvert at west end of sports field, it is "rusty out" and collapsed causing blockage from the north side of the road. TLC Landscaping, who did the drainage ditch, said they may be able to do it for \$2,000 plus the cost of repaving the section.</p> <hr/> <p>We applied for the ACP grant with the County & Elk Point for development of a study & Storm water Management Plan</p> <p>Steve Dowhun said he is doing the drainage work in front of & across his lot himself before the 2019 spring thaw. He will let us know the cost & we can decide if we will share the cost.</p> <hr/> <p>I recommend we hold off all Capital projects for 2019, except for repairs and work which is necessary until we know amount of future grant funding.</p> <hr/> <p>TCL Landscaping did repair to cistern in fall of 2018. Will shock tank & re-test water in spring of 2019.</p> <hr/> <p>TCL Landscaping did repair in fall of 2018. The total cost of the Cistern Repair & ditch was \$2,715.</p> <hr/> <p>Will be presented at April 2019 Council meeting.</p> <hr/> <p>Administration is reviewing or has reviewed all Bylaws to determine if they should be replaced, or if Bylaws are required by the MGA, or other legislation, but do not now exist; such as , Bylaw Enforcement Officer, Cannabis, CAO Bylaw, Subdivision Authority Bylaw, Rates & fees, and others.</p> <hr/> <p>Will do after all the MGA & Collaboration work is done</p>

10.6)



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 11.a) Financial Reports

Meeting Date: January 12, 2019

Background

Financial Reports for year ended December 31, 2018:

- Actual Year-to-Date to Budget
- Cheque log: October 1 to December 31, 2018
- Dec. 31/18 Bank Reconciliation

Recommendation/RFD/Comments

MOVED BY _____ that December 31, 2018 **year-to-date financial report** be accepted for information.

CARRIED

MOVED BY _____ that the **cheque log** for the months of October, November & December, 2018, be accepted for information.

CARRIED

MOVED BY _____ that the **Bank Reconciliation** dated December 31, 2018 be accepted for information.

CARRIED

Summer Village of Horseshoe Bay				
Actual to Budget				
Unadjusted figures for the year ended December 31, 2018				
(Unaudited - Prepared by Administration)				
	2018 Budget		2018 Actual	
			Pre-Audit	Variance
REVENUE			Operating	
Taxation Revenue			y/e Dec 31/18	
Tax Recovery Transfer	\$ -		\$ -	
Residential Property Tax	94,494		94,494	
Minimum Tax	13,825		13,825	
Total Residential property tax	108,319		108,319	
Non-Residential - Linear Prop. Tax	1,180		1,180	
Total Property Taxes & GIP	109,498		109,499	
Less Education Requisition transfers	41,435		41,435	
DI Property Tax Requisition	6		6	
Total Tax Revenue	68,058		68,058	
Other Revenue				
User Fees (Certificate, fees, etc.)	500		275	
Investment Revenue	1,100		1,910	
Penalties & Costs on Taxes	600		529	
Permits (Development) & Licenses	500		200	
Miscellaneous Revenue	0		304	
Recreation Revenue	1,785		265	
Total Other Revenue	4,485		3,483	-1,002
Gov't transfers for Operating				
Government Transfers for MSI Operating	8,457		8,457	In budget
Government Transfers for ACP grants	0		116,012	ACP Grants
Transfers from other Local gov't for ACP			69,710	were netted to 0
Total Grant Funding	8,457		194,178	-185,721
TOTAL REVENUE	81,000		265,719	-184,719
EXPENSE				
Council				
Council Honorarium	4,000		5,125	
Council Travel & Subsistence	2,700		1,186	
Council Communications - Wi-Fi	300		270	
Council Memberships & Registrations	1,000		480	
Total Council	8,000		7,061	939
General & Administrative Expenses				
Administration - Contract	17,100		17,100	
Travel & Subsistence	250			
Advertising & Promotions	200		223	
Assessment Services	5,000		4,800	
Audit & Legal	5,300		5,300	
Communication - Courier & Postage	1,000		620	
Memberships	1,428		1,428	
Gen/Admin Materials, goods & supplies	2,000		1,611	
Miscellaneous & Other Expense	322		90	
Registrations	100			
WCB	300		246	
Website Maintenance	1,000		737	
Total General & Administrative Expenses	34,000		32,155	1,845

Summer Village of Horseshoe Bay				
Actual to Budget				
Unadjusted figures for the year ended December 31, 2018				
(Unaudited - Prepared by Administration)				
	2018 Budget		2018 Actual	
EXPENSES continued			Operating	Variance
Roads, Streets, Walks, Lighting				
Roads Services purchased non-govt	8,320		8,758	
Road Maintenance & repairs materials	880		125	
Road Maintenance by County of St Paul & TEP	4,000		5,334	
Signage	400		-	
Street Light Retrofit study			50,146	ACP Grant
Amortization	41,400		45,135	
Total Roads, Streets, Walks, Lights	55,000		109,497	-54,497
Fire & Preventive Services				
Emergency Management (E911)	300		269	
Preventive Services purchased			40	
Preventive Services materials & supplies	100		248	
Fire Expenses	2,900		2,920	
Reg. Emergency Management Exp.	1,200		1,200	
Reg. Occupational Health & Safety	800		800	
REM Agency contribution to Radios	1,800		140,860	ACP Grant
MuniSite (WebMap) GIS (AAG)	900		-	
Total Fire & Preventive Services	8,000		146,337	-138,337
Waste Management				
Waste Management Non-County	300		125	
Waste Management County St Paul	12,000		12,142	
Amortization	700		719	
Total Waste Management	13,000		12,986	
Planning, Development & IM Collaboration				
IM Collaboration IDP,MDP,LUB,ICF,CARES	1,000		210	
Planning, Develop't & IM Collaboration	1,000		210	790.00
Parks & Recreation				
Contracted Services - Hall	300		135	
Contracted Services -Park grass & equip't	2,200		1,630	
Contracted Services - Other	1,500		2,742	
Total Contracted Services - Labour	4,000		4,507	
Parks & Rec. services from County	4,000		1,915	
Insurance Rec. Centre, parks & recreation	2,300		2,346	
Materials, Goods & Supplies	2,600		1,021	
Material & Supplies Reg. Rec. needs project	500			
Utilities	4,000		3,719	
Small capital purchases from Capital	1,700		4,379	
Gazebo Rehab.				
Amortization	3,900		4,173	
Total Parks & Recreation	23,000		22,059	941
TOTAL OPERATING EXPENSE	142,000		330,304	-188,305
NET Surplus (Deficiency)	-61,000		- 64,585	ACP grants were netted to 0 in Budget
Other				
Government transfers for Capital	191,000		206,698	
Excess (Deficiency) of Rev over Exp	130,000		142,113	
Adj. for cash items, not PSAB Rev. or Exp.				
Tangible Capital Assets expenditures	-180,000		- 191,357	
Deficiency of Rev over Exp after amort.	-50,000		- 49,244	
Adjust for non-cash items:				
Amortization expense	46,000		50,026	
Transfer from Unrestricted Surplus	4,000		-	
FINANCIAL PLAN Balance	-0		782	

Summer Village of Horseshoe Bay

Cheque Log for A/C#1060 CU Chequing Account from Oct. 1 to December 31, 2018

Cheque

No.	Date	Payee	Purpose	Amount
Cheque Log for A/C#1060 CU Chequing Account from Oct. 1 to Oct. 31, 2018				
2136	10/15/18	Eli Gushaty	Council meeting 8 travel claim	\$ 200.00
2137	10/15/18	Gary Burns	Council honorarium 2018	1,250.00
2138	10/15/18	Eli Gushaty	Council honorarium 2018	1,250.00
2139	10/15/18	Dave Amyotte	Council honorarium 2018	1,270.25
2140	10/15/18	Bonnyville Regional Fire Authority	E911 dispatch Oct 1 - Dec 31, 2018	67.29
2141	10/15/18	Municipal Assessment Services	Cancelled lost in mail replaced by#2152	-
2142	10/17/18	Urban Systems Ltd.	ACP Street Light project to Sep30/18	8,295.00
2143	10/19/18	Gary Burns	Per Diem & travel ASVA Conference	286.00
2144	10/19/18	Eli Gushaty	Per Diem & travel ASVA Conference	286.00
2145	10/22/18	AltaGas Utilities	Rec Centre Heating to Oct 11/18	85.00
2146	10/22/18	BMO Bank of Montreal MasterCard	Envelopes, supplies & toner	191.01
2147	10/22/18	Direct Energy Regulated Services	Electrical Power bills to Oct 15, 2018	247.57
2148	10/23/18	County of St. Paul	Gravel for Coney Drive	656.25
2149	10/25/18	Ashmont Septic Tank Services	Pump hall septic tank & outdoor toilet	126.00
2150	10/26/18	WCI Whyte Communications Inc.	4 mobile radios for Fire Halls ACP grant	9,484.65
2151	10/31/18	Norman R Briscoe	Oct. Contract & WebSite maintenance	1,455.00
Total amount paid Oct 1, 2018 to Oct.31, 2018				<u>25,150.02</u>

Cheque Log for A/C#1060 CU Chequing Account from Nov. 1 to Nov. 30, 2018

2152	11/12/18	Municipal Assessment Services	Assessment services Oct - Dec.31, 2018	1,260.00
2153	11/23/18	AltaGas Utilities	Rec Centre Heating to Nov019/18	85.57
2154	11/23/18	Direct Energy Regulated Services	Electrical Power bills to Nov 15/18	240.01
2155	11/30/18	TLC The Landscape Company	Repair Cistern collar & dig drainage ditch	2,850.75
2156	11/30/18	Norman R Briscoe	Nov. Contract & WebSite maintenance	1,455.00
Total amount paid Nov 1, 2018 to Nov.30 2018				<u>5,891.33</u>

Cheque Log for A/C#1060 CU Chequing Account from Dec. 1 to Dec. 31, 2018

2157	12/06/18	WSP Canada Inc.	Bridge inspection	367.50
2158	12/07/18	Urban Systems Ltd.	Street Light Retrofit study ACP grant	5,880.00
2159	12/07/18	WCI Whyte Communications Inc.	Install 4 AFRRCs radios in 4 Fire Halls	1,503.79
2160	12/12/18	Dave Amyotte	Reg. Joint Council mtg Honorarium & travel	149.30
2161	12/21/18	AltaGas Utilities	Rec Centre Heating to Dec 8/18	101.41
2162	12/21/18	County of St. Paul No.19	Snowplowing, Mowing & Weed control	3,619.00
2163	12/21/18	Direct Energy Regulated Services	Electrical Power bills to Dec12/18	227.18
2164	12/29/18	Gov't of Alberta - Education	ASFF requisition 4th Q Oct - Dec/18	10,358.65
2165	12/31/18	Elaine Staudzs	Hall - inspect, maintain, clean & supplies	142.65
2166	12/31/18	Norman R Briscoe	Dec. Contract & WebSite maintenance	1,455.00
Total amount paid Dec 1,2018 to Dec 31, 2018				<u>23,804.48</u>

Total amount paid Oct 1, 2018 to Dec 31, 2018

\$ 54,845.83

This statement submitted to Council the 12th day of January, 2019


Norman Briscoe, CAO

Summer Village of Horseshoe Bay

Cheque Log for A/C#1060 CU Chequing Account from Jan. 1 to Dec. 31, 2018

Cheque Nos

2039 - 2051	Total amount paid Jan. 1, 2018 to Jan 31,2018	\$ 9,861.00
2052 - 2058	Total amount paid Feb. 1, 2018 to Feb. 28, 2018	7,385.53
2059 - 2064	Total amount paid Mar. 1, 2018 to Mar.31, 2018	18,515.56
2065 - 2078	Total amount paid Apr. 1, 2018 to Apr.30, 2018	16,299.97
2079 - 2085	Total amount paid May 1, 2018 to May 31, 2018	5,799.01
2086 - 2102	Total amount paid Jun. 1, 2018 to Jun. 30, 2018	118,570.64
2103 - 2115	Total amount paid Jul. 1, 2018 to Jul. 31, 2018	122,469.17
2116 - 2124	Total amount paid Aug. 1, 2018 to Aug.31, 2018	10,412.26
2125 - 2135	Total amount paid Sep. 1, 2018 to Sep.30, 2018	162,030.46
2136 - 2151	Total amount paid Oct. 1, 2018 to Oct. 31, 2018	25,150.02
2152 - 2156	Total amount paid Nov. 1, 2018 to Nov. 30, 2018	5,891.33
2157 - 2166	Total amount paid Dec. 1, 2018 to Dec. 31, 2018	<u>23,804.48</u>
	Total amount paid Jan 1, 2018 to Dec31, 2018	<u><u>\$526,189.43</u></u>

This statement submitted to Council the 12th day of January, 2019


Norman Briscoe, CAO

Summer Village of Horseshoe Bay
 Servus Credit Union
Bank Reconciliation
 as at December 31, 2018

Balance of Chequing a/c per bank statement as at December 31, 2018	\$ 8,932.26
Add Outstanding deposits	Amount
Total outstanding deposits	<u>0.00</u>
Sub-total	8,932.26
Less Outstanding cheques	
Date Number Payee	
Dec 12/18 2160 Dave Amyotte - Per Diem & travel	\$ 149.30
Dec 21/18 2161 AltaGas Utilities - Hall heat	101.41
Dec 21/18 2162 County of St Paul Grass/Weed/Snow removal	3,619.00
Dec 21/18 2163 Direct Energy Elec. power	227.18
Dec 31/18 2164 Elaine Staudzs Hall 2018 inspect & maint.	142.65
Dec 31/18 2166 Norman Briscoe - Contract/Website	<u>1,455.00</u>
Total outstanding cheques	<u>5,694.54</u>
Balance of Chequing account as at December 31, 2018	3,237.72
Balance of Chequing account per General Ledger a/c 1060	<u>3,237.72</u>
Difference December 31, 2018	\$ <u>NIL</u>
Balance of Savings a/c per bank statement as at December 31, 2018	\$ 283,038.47
Add Outstanding deposits	Amount
Total outstanding deposits	<u>0.00</u>
Sub-total	283,038.47
Less Outstanding transfers to/from chequing a/c	<u>0.00</u>
Balance of Savings account as at December 31, 2018	283,038.47
Balance of Savings account per General Ledger a/c 1065	<u>283,038.47</u>
Difference December 31, 2018	\$ <u>NIL</u>

Total Cash on hand as at December 31, 2018	
a/c# 1060 Chequing account	\$ 3,237.72
1065 Savings account	<u>283,038.47</u>
Total Cash on hand as at December 31, 2018	<u>286,276.19</u>

Memo:

Cash available for Summer Village Operations & Capital projects	
Portion of money held in savings a/c which is held for specific purposes	
Deferred Revenue	
- Unspent MSI Capital grant	\$ 10,835.00
- ACP Grant Street Light retrofit study	<u>23,913.74</u>
Deferred revenue held for grant funding received	34,748.74
Recreation Fund	<u>2,484.09</u>
Total Deferred Revenue held in savings	37,232.83
Other accounts payable	<u>12,020.00</u>
Cash held for restricted purposes	<u>49,252.83</u>
Unrestricted Cash available for S.V. General Operations & Capital projects	237,023.36
Plus near cash items	
Accounts receivable for	
Property taxes for current year	662.82
A/R from Federal Govt GST Rebate receivable due Jan 2019	14,292.08
A/R from Alberta Govt grants for exp. already paid - GTF	<u>58.96</u>
	<u>15,013.86</u>
Cash & near cash available for S.V. General Operations & Capital projects	\$ <u>252,037.22</u>

Submitted to Council the 12th day of January 2019



 Norman Briscoe, CAO