

# Summer Village of Horseshoe Bay

Agenda - Regular Meeting

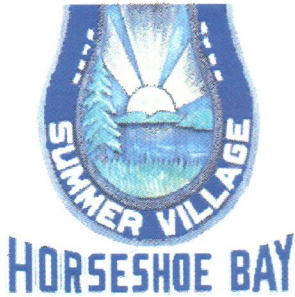
Friday, August 10, 2018

Martin Recreation Center

10:00 pm.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
  - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
  - a) July 21, 2018 Organizational Meeting
  - b) July 21, 2018 Regular Council Meeting
4. PUBLIC HEARINGS

None
5. DELEGATIONS
  - a) Municipal Affairs representatives to provide council with a presentation on the MAP Review.
6. BYLAWS
  - a) CAO Certification Revised Bylaw 106/2014 - Canceled
  - b) Regional Emergency Management Bylaw 117/2018
7. OLD BUSINESS
8. NEW BUSINESS
  - a) New ACP Project
  - b) ASVA Conference
  - c) Tractor Mower – Replacement
  - d) Fire Services Training Grant (FSTP)-Letter of Support
  - e) Intermunicipal Collaboration Framework (ICF)
  - f) IDP – Letters to Landowners
  - g) Emergency Management Act Update
9. COUNCILLOR REPORTS
  - a) Gary Burns
  - b) Eli Gushaty
  - c) Dave Amyotte
10. CAO REPORT AND ACTION LIST
  - a) CAO Report
  - b) Action List
11. FINANCIAL REPORTS
  - a) For 7 months ended July 31, 2018 and cheque log for July 1 to July 31, 2018
  - b) Grants Update
12. CORRESPONDENCE
  - a) Letter Re: Gas Tax Fund
  - b) Letter Re: Changes to MGA Timelines
  - c) Letter Re: Alberta Community Resilience Program Grant
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 & 3.b) Minutes of July 21/18 Organizational Mtg. and Regular Council Mtg.

Meeting Date: August 10, 2018

#### Background

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On July 21, 2018 the annual Organizational Meeting was held, followed by a Regular Council Meeting. The minutes of these meetings are attached.

#### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the minutes of the organizational meeting held on July 21, 2018 be approved as presented.

CARRIED

MOVED BY \_\_\_\_\_ that the minutes of the regular council meeting held on July 21, 2018 be approved as presented.

CARRIED

3.a) + 3.b)

**SUMMER VILLAGE OF HORSESHOE BAY**

Minutes of Organizational Meeting  
July 21, 2018  
Martin Recreation Centre  
10:00 a.m.

**IN ATTENDANCE**

Councilor Gary Burns  
Councilor Eli Gushaty  
Councilor Dave Amyotte

CAO, Norman Briscoe  
Recording Secretary: Diane Briscoe

**CALL TO ORDER**

CAO, Norman Briscoe called the meeting to order at 10:10 a.m.

**ACCEPTANCE OF  
AGENDA**

Res. No. 66-18-07-21

MOVED BY Dave Amyotte that the agenda be adopted with the following change: the meeting date should be changed from July 14, 2018 to July 21, 2018.

CARRIED

**3. ELECTIONS**

**3.a) Mayor:**  
Mayor.

CAO, Norman Briscoe called for nominations for the position of

Eli Gushaty nominated Gary Burns for Mayor who accepted the nomination.

2<sup>nd</sup> call for nomination of Mayor position.

3<sup>rd</sup> call for nomination of Mayor position.

Being that there were no further nominations,

Res. No. 67-18-07-21 MOVED BY Eli Gushaty that nominations for the position of Mayor be closed.

CARRIED

**Gary Burns was declared Mayor.**

**3.b) Deputy Mayor** CAO, Norman Briscoe called for nominations for the position of Deputy Mayor.

Gary Burns nominated Eli Gushaty for position of Deputy Mayor, who accepted the nomination.

2<sup>nd</sup> call for nominations of Deputy Mayor.

3<sup>rd</sup> call for nominations of Deputy Mayor.

Being that there were no further nominations;

Res. No. 68-18-07-21 MOVED BY Dave Amyotte that nominations for the position of Deputy Mayor be closed.

CARRIED

**Eli Gushaty was declared Deputy Mayor.**

**3.c) Oath of Office  
Mayor and  
Deputy Mayor**

The Mayor and Deputy Mayor swore the Oath of Office in accordance with Section 156 of the Municipal Government Act and as prescribed by the Oaths of Office Act.

CAO, Norman Briscoe turned the meeting over to Mayor Gary Burns at 10:15 a.m..

**4. BANKING  
OFFICIALS**

Res. No. 69-18-07-21 MOVED BY Dave Amyotte that the bank accounts remain at the St. Paul Servus Credit Union and that the Banking signing officers for the Summer Village of Horseshoe Bay are as follows:

Gary Burns and/or Eli Gushaty and/or Dave Amyotte sign in the Mayor's position AND Norman Briscoe sign in the Administrators position.

CARRIED

**5. APPOINTMENTS**

**5.a)** Res. No. 70-18-07-21 **Auditor:** MOVED BY Mayor Gary Burns that council appoint J.M.D. Group LLP as the Summer Village auditors for 2018.

CARRIED

**5.b)** Res. No. 71-18-07-21 **Legal Representation** MOVED BY Deputy Mayor Eli Gushaty that council appoint the legal firm of Reynolds, Mirth, Richards & Farmer to be retained as needed.

CARRIED

**5.c)** Res. No. 71-18-07-21 **Development Authority, Development Officer & Sub-Division Authority** MOVED BY Mayor Gary Burns that council re-appoint CAO, Norman Briscoe as the Development Authority, Development Officer and Sub-Division Authority for the Summer Village of Horseshoe Bay.

CARRIED

**5.d)** Res. No. 72-18-07-21 **Subdivision & Development Appeal Board** MOVED BY Mayor Gary Burns that council confirm the previous appointment of Councillor Dave Amyotte to the Subdivision and Development Appeal Board.

CARRIED

**5.e)** Res. No. 73-18-07-21 **Municipal Planning Commission** MOVED BY Councillor Dave Amyotte that council appoint Mayor Gary Burns as Chairman, Deputy Mayor Eli Gushaty as Vice Chairman and Norman Briscoe as Secretary of the Municipal Planning Commission.

CARRIED

**5.f)** Res No. 74-18-07-21 **Regional Assessment Review Board** MOVED BY Councillor Dave Amyotte that council appoint Mayor Gary Burns as a Member of the Regional Assessment Review Board and Norman Briscoe as Assistant Clerk, for a three (3) year term commencing this day forward.

CARRIED

- 5.g)** Res. No. 75-18-07-21 **Assessor**  
MOVED BY Mayor Gary Burns that council renew the Summer Village contract with Municipal Assessment Services Group Inc. for property assessment services for a 39 month term, from October 1, 2018 to December 31, 2021.

CARRIED

- 5.h)** Res. No. 76-18-07-21 **Regional Emergency Advisory Committee**  
MOVED BY Deputy Mayor Eli Gushaty to confirm the April 21, 2018 appointment of Gary Burns and Dave Amyotte to the Emergency Advisory Committee.

CARRIED

- 5.i)** Res. No. 77-18-07-21 **Weed Control Inspector**  
MOVED BY Mayor Gary Burns that council appoint CAO, Norman Briscoe as Weed Control Inspector to enforce and monitor compliance with the Weed Control Act within the Summer Village.

CARRIED

**6. NEXT MEETING**

- Res. No. 78-18-07-21  
MOVED BY Mayor Gary Burns to set the next regular council meeting immediately following this Organizational Meeting.

CARRIED

**ADJOURNMENT**

Being that the agenda matters have been concluded the meeting adjourned at 10:37 a.m..

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

## SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting  
Saturday, July 21, 2018  
Martin Recreation Center  
10:00 a.m.

### IN ATTENDANCE:

Mayor: Gary Burns  
Deputy Mayor: Eli Gushaty  
Councilor: Dave Amyotte

CAO: Norman Briscoe  
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 10:38 a.m.
  
2. **ACCEPTANCE OF AGENDA**  
Res. No. 79-18-07-21 MOVED BY Councillor Dave Amyotte that the agenda be approved with the following amendment and addition:
  - as the meeting date was changed after the agenda package was distributed, the Meeting Date on all agenda documents should be changed from July 14, 2018 to July 21, 2018.
  - add item 8.d) Dogs at Large in Village.CARRIED
  
3. **APPROVAL OF MINUTES**
  - 3.a) Res. No. 80-18-07-21 MOVED BY Mayor Gary Burns that the minutes of the June 30 Annual General Meeting be approved as presented.  
CARRIED
  
  - 3.b) Res. No. 81-18-07-21 MOVED BY Deputy Mayor Eli Gushaty that the minutes of the June 30, 2018 Regular Council Meeting be approved as presented.  
  
CARRIED
  
4. **PUBLIC HEARINGS** There were no public hearings for this meeting.
  
5. **DELEGATIONS** There were no delegations at this meeting.
  
6. **BYLAWS** No Bylaws were presented at this meeting.

7. **OLD BUSINESS**

- 7.a) Res. No. 82-18-07-21 Municipal Intern Program  
MOVED BY Deputy Mayor Eli Gushaty to accept the report for information purposes and withdraw the June 30/18 motion.

CARRIED

8. **NEW BUSINESS**

- 8.a) Res. No. 83-18-07-21 Residents Drainage Issues  
MOVED BY Mayor Gary Burns that council accept the letter from Steve Dowhun as information and to instruct administration to investigate grants available for a study to analyze and develop solutions to the drainage problems in the Village.

CARRIED

- 8.b) Res. No. 84-18-07-21 2019-2020 ACP Program  
MOVED BY Mayor Gary Burns that this item be received as information for future consideration.

CARRIED

- 8.c) Res. No. 85-18-07-21 2018 Assessor Contract  
This item was dealt with in the Organizational Meeting, agenda item 5.g)

- 8.d) Dogs at Large in the Village  
This item was discussed and accepted as information. No resolution was made.

9. **COUNCIL REPORTS**

- Res. No. 86-18-07-21  
MOVED BY Mayor Gary Burns to accept the Councillor reports for information.

CARRIED

10. **CAO REPORT AND ACTION LIST**

- Res. No. 87-18-07-21  
MOVED BY Mayor Gary Burns that the CAO report and Action List be accepted for information.

CARRIED



**11. FINANCIAL REPORTS**

- 11.a)** Res. No. 88-18-07-21 MOVED BY Mayor Gary Burns that the **Bank Reconciliation** dated June 30, 2018 be accepted for information.  
CARRIED
- 11.a)** Res. No. 89-18-07-21 MOVED BY Councillor Dave Amyotte that the **cheque log** for the month of June, 2018, be accepted for information.  
CARRIED
- 11.a)** Res. No. 90-18-07-21 MOVED BY Mayor Gary Burns that the June 30, 2018 **year-to-date financial report** be accepted for information.  
CARRIED
- 11.b)** Res. No. 91-18-07-21 MOVED BY Councillor Dave Amyotte that the **Grant Reconciliation** be accepted as information.  
CARRIED
- 11.c)** Res. No. 92-18-07-21 MOVED BY Deputy Mayor Eli Gushaty that the 2018 **Capital Projects report** be accepted as information.  
CARRIED

**12. CORRESPONDENCE** There were no correspondence items.

**13. NEXT MEETING**  
Res. No. 93-18-07-21 MOVED BY Mayor Gary Burns to set the next regular Council meeting for Friday, August 10, 2018 at 10:00 a.m.  
CARRIED

**14. ADJOURNMENT** Being that the agenda matters have been concluded the meeting adjourned at 12:05 p.m.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman Briscoe, Administrator



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## Agenda Item Summary Report

### Agenda Item 5.a) Delegation: Municipal Affairs MAP Representatives

Meeting Date: August 10, 2018

#### Background

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2 representatives from Alberta Municipal Affairs will be present at our regular council on Aug.10/18. They will be providing council with a 5 minute presentation on the MAP Review. The on-site portion will take place at the administrator's home/office, following the council meeting.

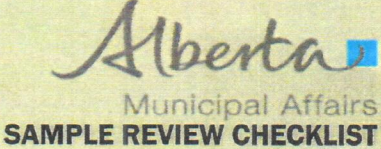
#### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ to accept the presentation from Alberta Municipal Affairs regarding the Municipal Accountability, MAP Review.

CARRIED


 MAP


 Alberta  
 Municipal Affairs  
**SAMPLE REVIEW CHECKLIST**

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

#### **Bylaw review**

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

#### **Policy review**

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

#### **Procedure review**

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

Deputy Minister  
16th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

March 29, 2018

AR92634

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

Dear Mr. Briscoe:

I am pleased to advise that your municipality has been selected to participate in a Municipal Accountability Program (MAP) review in 2018. A summary of the program was sent to your council in a recent letter from the Honourable Shaye Anderson, Minister of Municipal Affairs.

The MAP review will include an on-site visit to your municipal office and will consist of:

- a review of municipal documents;
- discussions with you and, where applicable, your staff regarding policies, procedures, and processes; and
- observation of a council meeting.

A report identifying areas of compliance and any legislative gaps that may exist will be provided to you. In order to assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each matter identified. It is my expectation that the report generated as a result of the MAP review will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program as well as discuss requirements and scheduling of the MAP review. Scheduling will take into consideration your workload and availability, as well as the council meeting schedule.

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs toll-free at: 310-0000, then 780-427-2225.

Sincerely,

  
Brad Pickering  
Deputy Minister



## Summer Village of Horseshoe Bay

Box 1778 St. Paul, AB T0A 3A0

Phone: (780) 645-4677

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Website: [www.svhorseshoebay.com](http://www.svhorseshoebay.com)

### Agenda Item Summary Report

**Agenda Item 6.a)** CAO Certification Re: Revision to Bylaw 106/2014–REMA

**Meeting Date:** August 10, 2018

#### **Background**

The CAO Certification is required for a bylaw revised under section 63 of the MGA. Section 63(4) states that "A bylaw under this section must not be given first reading until after the chief administrative officer has certified in writing that the proposed revisions were prepared in accordance with this section."

Item 6.a) is cancelled because the changes to the Regional Emergency Management bylaw will be incorporated into a new Bylaw No.117/2018 rather than a revision to Bylaw 106/2014.

Section 63(4) Certification is therefore not required

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

Moved by \_\_\_\_\_ that council agree to administration preparing a new REMA bylaw and not a revise Bylaw 106/2014 which will be rescinded.

(6.a)



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### Agenda Item Summary Report

#### Agenda Item 6.b) Regional Emergency Management Bylaw 117/2018

**Meeting Date:** August 10, 2018

#### Background

Rob Duffy, the Regional Director of Emergency Management, reviewed the REMP with the Regional Provincial Field Office. As a result, he recommends that a number of revisions, changes and additions be made to Bylaw 106/2014.

Because of the number of changes, which among other things includes, two new sections, and the resulting change in the sequence of the section numbers, administration believes it is more appropriate to pass a new Bylaw rather than making revisions to Bylaw 106/2014 which will be rescinded.

A draft of the a revised Bylaw, with changes to bylaw 106/2014 highlighted in yellow, was attached to the original agenda package.

Bylaw 117/2018 is now being presented to Council to approve.

#### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that Bylaw 117/2018, establishing an Emergency Advisory Committee and Regional Emergency Management Agency, be given first reading.

CARRIED

MOVED BY \_\_\_\_\_ that Bylaw 117/2018, be given second reading.

CARRIED

MOVED BY \_\_\_\_\_ that Bylaw 117/2018, be presented at this meeting for third and final reading.

CARRIED UNANIMOUSLY

MOVED BY \_\_\_\_\_ that Bylaw 117/2018, be given third and final reading.

CARRIED

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

**BYLAW NO. 117/2018**

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**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.**

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**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;

Regional Emergency Management By-Law 117/2018

- 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.



Regional Emergency Management By-Law 117/2018

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;

Regional Emergency Management By-Law 117/2018

- 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 10 day of August, 2018

Read a second time in Council this 10 day of August, 2018

Read a third time in Council this 10 day of August, 2018

Original signed by  
Gary Burns, Mayor

Original signed by  
Norman Briscoe, Administrator



Norman Briscoe <svhorseshoebay@gmail.com>

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## Regional Emergency Mgmt. Bylaw

1 message

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**Rob Duffy** <rduffy@county.stpaul.ab.ca>

Thu, Jul 26, 2018 at 3:00 PM

To: Kim Heyman <kheyman@town.stpaul.ab.ca>, Sheila Kitz <skitz@county.stpaul.ab.ca>, "Norm Briscoe (svhorseshoebay@gmail.com)" <svhorseshoebay@gmail.com>, "cao@elkpoint.ca" <cao@elkpoint.ca>

See the attached amended Bylaw.

I had to make a few updates after completing the REMP review with our Provincial Field Officer.

This will be for the Bylaws of:

County Bylaw – 2014-30

Town St. Paul Bylaw – 1209

Town of Elk Point – 731/14

Summer Village – 106/2014

The changes include the below in the updated Bylaw:

**Added**

2. H.

2. I.

6. C.

All of #7.

All of #8.

13. "do all acts and take all necessary proceedings including the following"

**Changed:**

13. – Now reads 'Subject to Section 15, ~~not Section 13.~~'

16. A. – Now reads "Resolution is passed under Section 15, ~~not Section 13~~"

Can you fill in the blanks for your respective Municipalities and have your Councils review and pass the motions.

*Regards,*

*Rob Duffy*

*Regional Director of Emergency Management/OH&S*

*Town of Elk Point Safety Codes Officer (Fire)*

*Local FireSmart Representative*

*5101 – 50 Street*

*St. Paul, AB*

*T0A 3A1*

*780-645-1769 (office)*

*780-645-0186 (cell - 24/7)*

*780-645-5076 (fax)*

*e-mail: [rduffy@county.stpaul.ab.ca](mailto:rduffy@county.stpaul.ab.ca)*

*Twitter: [Region of St Paul AB \(@St\\_Paul\\_AB\)](#) | [Twitter](#)*

**To Subscribe for the [Region of St. Paul Emergency Alerts](#) click this link: [www.stpaul.ca](http://www.stpaul.ca)**

[Websites:](#)

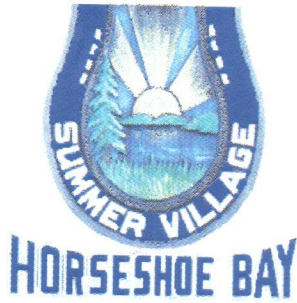
[www.town.stpaul.ab.ca](http://www.town.stpaul.ab.ca)

[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

[www.elkpoint.ca](http://www.elkpoint.ca)

[www.svhorseshoebay.com](http://www.svhorseshoebay.com)

<https://www.facebook.com/Region-of-St-Paul-Emergency-Management-Agency-352133281790596/>



# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

Agenda Item 8.a) New ACP Projects

Meeting Date: August 10, 2018

### Background

---

At the end of June/18 the Grants Division of Municipal Affairs indicated they were very optimistic that the new ACP Program would be launched in July.

At a CAO meeting on July 26/18 regarding the ACP projects, the room settled on this:

Stormwater Master Plan Projects: Summer Village as managing partner.

Regional Tourism/Marketing/Branding/Attraction/Retention Study: EP, County, Town & SV.  
(details still being worked out)

Regional HR Shared Servicing Study and Framework: EP, County & Town to partner.

### Recommendation/RFD/Comments

---

RFD: Administration would like the Summer Village to be included in the HR Shared Servicing Study

MOVED BY \_\_\_\_\_ that council agree to partner with the Town of Elk Point and the County of St. Paul for the ACP Stormwater Master Plan Project, with the Summer Village as managing partner.

CARRIED

MOVED BY \_\_\_\_\_ that council agree to being included in the new ACP Regional HR Shared Servicing Study and Framework project.

CARRIED



Norman Briscoe &lt;svhorseshoebay@gmail.com&gt;

---

**Urban ICFs and Potential ACP Projects**

5 messages

---

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

Thu, Jul 26, 2018 at 3:12 PM

To: "cao@elkpoint.ca" &lt;cao@elkpoint.ca&gt;, Norman Briscoe &lt;svhorseshoebay@gmail.com&gt;, Kim Heyman &lt;kheyman@town.stpaul.ab.ca&gt;

Cc: Sheila Kitz &lt;skitz@county.stpaul.ab.ca&gt;, Kaitlyn Kenney &lt;KKenney@county.stpaul.ab.ca&gt;, Hailey Gish &lt;hgish@county.stpaul.ab.ca&gt;

CAOs,

I hope this finds you well.

I am writing this email as a summary of our meeting yesterday.

After a lengthy discussion, we settled on Transitional Solutions Inc. and MNP LLP for interviews.

Ken, please confirm that you can set up interviews with those proponents at your earliest convenience.

August 1<sup>st</sup> and August 7<sup>th</sup> were the two dates proposed, with a heavy emphasis on August 1<sup>st</sup> if possible.

Regarding ACP projects, the room settled on this:

Stormwater Master Plan Projects: Elk Point, County, and Summer Village to partner; EP and SVHB get plans

Regional Tourism/Marketing/Branding/Attraction/Retention Study/Plan: EP, County, Town, and SV partner (details still being fleshed out)

Regional HR Shared Servicing Study and Framework: EP, County, and Town to partner

The County is currently in discussions with a neighbouring county to work on an aggregate management study; if we are able to secure the rural partner, there is potential to apply for one more project.

Ken, we did discuss the Medical Centre Needs Analysis/Feasibility Study you touched on briefly in your email, but were short on details. Perhaps you could fill us in a bit more on the idea.

Also on the hunting project and allied arts, there was a feeling in the room that these were very specific and may not benefit all the partners in the room.

Our thoughts were that a regional tourism/marketing plan or strategy could incorporate these concepts as part of the project.

Please feel free to use this email thread to discuss any of the topics above.

Best,

*Kyle J. Attanasio, M.A., CMC*

Director of Corporate Services

County of St. Paul No. 19

5015 49 Avenue

St. Paul, AB TOA 3A4

Phone: (780) 645-3301 Ext. 221

Cell: (780) 645-1535

[kattanasio@county.stpaul.ab.ca](mailto:kattanasio@county.stpaul.ab.ca)



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**cao@elkpoint.ca** <cao@elkpoint.ca>

Thu, Jul 26, 2018 at 3:45 PM

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

Cc: Norman Briscoe <svhorseshoebay@gmail.com>, Kim Heyman <kheyman@town.stpaul.ab.ca>, Sheila Kitz <skitz@county.stpaul.ab.ca>, Kaitlyn Kenney <KKenney@county.stpaul.ab.ca>, Hailey Gish <hgish@county.stpaul.ab.ca>



Norman Briscoe <svhorseshoebay@gmail.com>

---

## ACP Program 2019-2020 Launch

3 messages

---

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

Fri, Jun 29, 2018 at 4:17 PM

To: "cao@elkpoint.ca" <cao@elkpoint.ca>, Kim Heyman <kheyman@town.stpaul.ab.ca>, Norman Briscoe <svhorseshoebay@gmail.com>

Cc: Sheila Kitz <skitz@county.stpaul.ab.ca>

CAOs,

I spoke with a representative from the Grants Division of Municipal Affairs yesterday and they were very optimistic that the ACP Program will be launched in July for the 2019-2020 intake.

Thus far, we have discussed the following projects:

1. Elk Point – County Joint Stormwater Management Plan
2. Regional Tourism Strategy

We should have some time to flesh these out in greater detail down the road.

Also, we will need to think through some other potential projects that we would like to pursue.

I just wanted to give you a heads up so we have adequate time to prepare when the announcement drops.

Best,

*Kyle J. Attanasio, M.A., CMC*

Director of Corporate Services

County of St. Paul No. 19

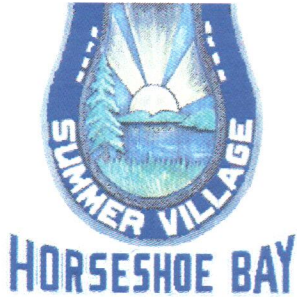
5015 49 Avenue

St. Paul, AB T0A 3A4

Phone: (780) 645-3301 Ext. 221

Cell: (780) 645-1535





# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

**Agenda Item 8.b)** ASVA Conference

**Meeting Date:** August 10, 2018

### Background

---

Association of Summer Villages of Alberta 2018 Conference: 60<sup>th</sup> Anniversary

Date: October 18<sup>th</sup> -19<sup>th</sup> (Thursday & Friday)

Place: Executive Royal Hotel, Leduc (Booking deadline –October 2/18)

Conference Fee: \$240

### Agenda

- Cyber Crime
- Cannabis Regulations
- IDPs/ICFs
- Boat Mooring/Provincial Disturbance Standards
- Riparian/Shoreline Health

### Recommendation/RFD/Comments

---

Will anyone from SVHB be attending?

HELP US CELEBRATE OUR 60<sup>TH</sup> ANNIVERSARY

"Our Past – Our Future"



**OCTOBER 18<sup>TH</sup> – 19<sup>TH</sup>**  
**Thursday – Friday**

**2018 ASVA ANNUAL  
CONFERENCE & AGM**

- Cyber Crime – Are you protected?
- Cannabis Regulations – Ready to address what's coming?
- IDPs/ICFs – Your progress and what challenges are you facing?
- Boat Mooring / Provincial Disturbance Standards – Where is this at?
- Riparian/Shoreline Health and Water Quality
- And more ....



## New Venue

### Executive Royal Hotel

8450 Sparrow Dr,

**LEDUC**, AB T9E 7G4

Advocacy  
Communication  
Education

**BOOK NOW!**

Share your issues and solutions  
& get great ideas from others!

### 2 Day Conference

\$240

(online registration  
available in July)

Call Executive Royal  
Hotel Leduc now at

780-986-1840

to book your

accommodations!

[Deadline October 2<sup>nd</sup> ]

Ask for ASVA Group  
Booking #2723

**Discounted Rooms**  
starting from only **\$89.00**  
(30% discount from 2017)

**ASSOCIATION OF  
SUMMER VILLAGES OF  
ALBERTA**

403-506-2744

[www.asva.ca](http://www.asva.ca)



Norman Briscoe <svhorseshoebay@gmail.com>

---

## ASVA 60th Anniversary Conference Registration - NOW OPEN!

2 messages

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ASVA Smith <summervillages@gmail.com>

Thu, Jul 26, 2018 at 2:20 PM

Reply-To: b.smith@asva.ca

Cc: Beverly Smith <info@asva.ca>

Bcc: svhorseshoebay@gmail.com

Dear CAOs and Councils:

I am very pleased to let you know that **registration for the October 18-19 ASVA 60th Anniversary Conference is NOW OPEN!** Please join us in "**Celebrating our past ... Charting our future!**" Please note that we are in a new hotel located in Leduc - Executive Royal Hotel Leduc.

And YES - we are finally using an **ONLINE** registration!! Please use the following link to go to our registration page: [ Please note that this invitation is for all summer village Councillors, CAOs and senior staff **AND for this year only** - past summer village councillors and/or CAOs, *so please remember to invite any that you know and send them this link to register.* ]

<https://www.eventbrite.ca/e/association-of-summer-villages-of-alberta-60th-anniversary-conference-agm-registration-48290173208>

For "job title" please indicate whether you are Mayor, Deputy Mayor or Councillor and if administration staff, please enter your job title! Under "organization", please indicate the name of your summer village.

The Honourable Shaye Anderson, Minister of Municipal Affairs has confirmed his attendance. By September we will have our final agenda posted so please keep an eye on our website [[www.asva.ca](http://www.asva.ca)] in September.

If you have any trouble registering or have any questions, please let me know by emailing me at [info@asva.ca](mailto:info@asva.ca)

### REMINDERS:

- Accommodation at the Executive Royal Hotel Leduc starts at \$89 so please phone early (780-986-1840) and ask for ASVA Group Booking "2723".
- Please nominate a great environmental steward from your community for the McIntosh Bulrush Award [<http://www.asva.ca/the-mcintosh-bulrush-award.html>]
- Please send me one or two black and white (or colour) photo of "the good old days" at your summer village so that we can include them in our Conference Presentation.

Looking forward to seeing you soon! Thank you!

Beverly Smith, BES, MBA-PM  
Executive Director, ASVA

[b.smith@asva.ca](mailto:b.smith@asva.ca)

[www.asva.ca](http://www.asva.ca)

403-506-2744

---

 ASVA Conf & AGM notice\_save the date 2018.pdf  
146K

P.B. 2



Norman Briscoe <svhorseshoebay@gmail.com>

---

## ASVA - Resolutions for our Annual General Meeting

2 messages

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**ASVA Smith** <summervillages@gmail.com>  
Reply-To: b.smith@asva.ca  
Bcc: svhorseshoebay@gmail.com

Wed, Aug 1, 2018 at 2:45 PM

CAOs and Councils:

I wanted to give you a reminder, that although the AGM notice doesn't go out until September 6th (6 weeks prior to the Annual General Meeting in accordance with our bylaws) that resolutions must be received prior to that date as they are to be distributed along with the AGM Agenda.

**The deadline for resolutions to be received for distribution along with the AGM Notice is August 31st.**

Please note that the AGM will be held at 4pm on October 18th as part of the conference.

Beverly Smith, BES, MBA-PM  
Executive Director, ASVA

[b.smith@asva.ca](mailto:b.smith@asva.ca)  
[www.asva.ca](http://www.asva.ca)  
403-506-2744

---

**Norman Briscoe** <svhorseshoebay@gmail.com>

Tue, Aug 7, 2018 at 10:48 AM

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

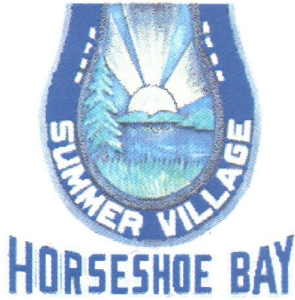
FYI. We can discuss at Aug 10 meeting.

[Quoted text hidden]

--

*Norman R. Briscoe*  
*Chief Administration Officer*  
*Summer Village of Horseshoe Bay*  
*PO Box 1778*  
*St. Paul, AB T0A 3A0*  
*(780)645-4677*  
[www.svhorseshoebay.com](http://www.svhorseshoebay.com)  
[svhorseshoebay@gmail.com](mailto:svhorseshoebay@gmail.com)

*Norm*



# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

### Agenda Item 8.c) Tractor Mower - Replacement

**Meeting Date:** August 10, 2018

#### Background

---

Art Renault is having problems with the current Summer Village lawn tractor. He does not feel it is worth repairing.

Purchase Date: June 2, 2010  
Cost: \$3,179.99  
Brand: Craftsman, 26 HP, with 54" blade

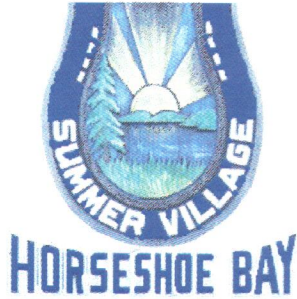
A similar machine can be purchased for approximately the same price, plus GST.

- John Deere: \$3,3699 – 25 HP, 54 inch
- Husqvarna: \$2,999 – 22 HP, 48 inch
- Cub Cadet: \$2,999 – 23 HP, 50 inch

#### Recommendation/RFD/Comments

---

Recommend authorizing administration to see if there are equipment grants available or passing a resolution authorizing admin to purchase a new one setting a maximum price.



# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

**Agenda Item 8.d)** Fire Services Training Grant (FSTP)-Letter of Support

**Meeting Date:** August 10, 2018

### Background

---

The Summer Village annually supports the St. Paul Fire Department "Fire Service Training Program" grant application. There are approximately 120 volunteer firefighters in our region that benefit from this grant by not having to travel far to take necessary training.

### Recommendation/RFD/Comments

---

MOVED BY \_\_\_\_\_ that council, in partnership with the Town of Elk Point, County of St. Paul and Town of St. Paul, send our letter of support to Alberta Municipal Affairs, for the 2018-2019 FSTP Grant.

CARRIED

8.d)



Norman Briscoe &lt;svhorseshoebay@gmail.com&gt;

---

**Grant Application**

1 message

---

**Trevor Kotowich** <tkotowich@town.stpaul.ab.ca>

Fri, Aug 3, 2018 at 9:23 AM

To: Kim Heyman &lt;kheyman@town.stpaul.ab.ca&gt;, Sheila Kitz &lt;skitz@county.stpaul.ab.ca&gt;, "cao@elkpoint.ca" &lt;cao@elkpoint.ca&gt;, "svhorseshoebay@gmail.com" &lt;svhorseshoebay@gmail.com&gt;

Cc: "Tim Mahdiuk (tmahdiuk@county.stpaul.ab.ca)" &lt;tmahdiuk@county.stpaul.ab.ca&gt;

Good Morning All CAO's,

It's that time of the year again, I am starting to work on the 2018/19 Fire Service Training Program (FSTP) grant application. As always, one of the requirements is a letter of support from partnering municipalities. I believe we have been very successful in the past because of the commitment and support from our neighbors. I have attached a sample that was used last year. Like most of the grants, the key word is collaboration. The partnering municipalities are Town of Elk Point, Summer Village of Horseshoe Bay, County and Town of St. Paul. We have approximately 120 firefighters in our region that will benefit from not having to travel far to take necessary fire training.

If you have any questions, please call me.

I would like the letters of support no later then September 12<sup>th</sup>.

*Trevor J. Kotowich*

Director of Protective Services

Fire Chief/IAAI-FIT

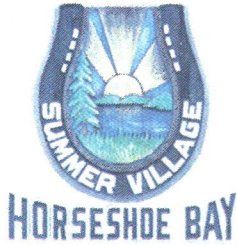
Safety Codes Officer-Fire

St. Paul Fire Department

780-645-4100

[www.stpaulfiredepartment.com](http://www.stpaulfiredepartment.com)

8, d)



## ***SUMMER VILLAGE OF HORSESHOE BAY***

Box 1778 St. Paul, AB T0A 3A0

Phone: (780) 645-4677

e-mail: [svhorseshoebay@gmail.com](mailto:svhorseshoebay@gmail.com)

website: [www.svhorseshoebay.com](http://www.svhorseshoebay.com)

August 5, 2018

Grants Co-Ordinator  
Public Safety Division  
Alberta Municipal Affairs

### **Re: FSTP Grant 2018/2019**

Dear Sir/Madam:

Once again, the Summer Village of Horseshoe Bay fully supports the regional training initiatives as laid out in the Fire Services Training Program grant that ensures a high level of preparedness for our volunteers.

By collaborating with the County of St. Paul, Town of St. Paul and Town of Elk Point, we are able to make training available locally, thus removing the burden of having to travel great distances or be absent from work.

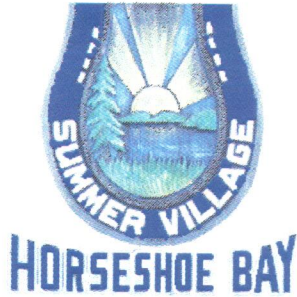
These grants are instrumental in ensuring we have an adequate number of trained personnel to respond to any type of emergency within our region. Even a slight reduction in funding could have a detrimental effect on the number of trained volunteers.

We congratulate the Government of Alberta for its commitment through this program in making Alberta a safer place.

Yours truly

Norman Briscoe  
Chief Administrative Officer





# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

**Agenda Item 8.e)** Intermunicipal Collaboration Framework (ICF) Project

**Meeting Date:** August 10, 2018

### Background

---

On August 1/18 the CAO's of the County of St. Paul, Town of Elk Point, Town of St. Paul and Summer Village, interviewed consultants for the ICF Project.

Transitional Solutions Inc. was chosen to provide consulting services for the total price of \$193,925, excluding GST. The Town of Elk Point is hosting this project.

They are planning early September for the Steering Committee to kick off the project.

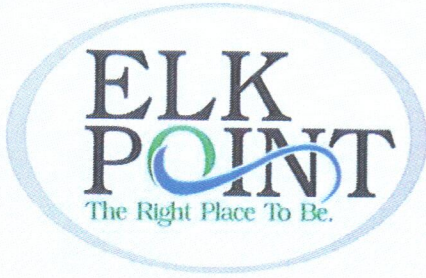
### Recommendation/RFD/Comments

---

MOVED BY \_\_\_\_\_ that council accept the report as presented.

CARRIED

8.e)



## TOWN OF ELK POINT

Phone: (780)724-3810 Fax: (780)724-2762

E-mail: [town@elkpoint.ca](mailto:town@elkpoint.ca)

P.O. Box 448  
Elk Point, Alberta  
T0A 1A0

File No. 18-161

August 3, 2018

Transitional Solutions Inc.  
Unit 201, 236-9 Street  
Edmonton, AB  
T6X 0A9

Dear Erica,

RE: Contract- Transitional Solutions Inc.  
Urban Intermunicipal Collaborations  
Framework Project  
Town of St. Paul and Elk Point, County of St. Paul and  
Summer Village of Horseshoe Bay

On behalf of the St. Paul/Elk Point Region, we are pleased to offer Transitional Solutions Inc., the Urban Intermunicipal Collaboration Framework project.

Please find enclosed four (4) original contracts with the RFP and TSI proposal as exhibits to be signed and sealed by the appropriate officers.

Please provide us with some dates in early September for the Steering Committee to kick off the project.

We are looking forward to working with you and your team.

Sincerely,

Ken Gwozdz  
Chief Administrative Officer  
Town of Elk Point

KG/cd

C.c County of St. Paul CAO, Sheila Kitz  
C.c Town of St. Paul CAO, Kim Heyman  
C.c Summer Village of Horseshoe Bay CAO, Norman Briscoe  
C.c Manager of Finance, Mir Ali

[www.elkpoint.ca](http://www.elkpoint.ca)

8.e)-1



# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

**Agenda Item 8.f)** IDP – Letters to Landowners

**Meeting Date:** August 10, 2018

### Background

---

As part of the public engagement with stakeholders, a letter is being sent to landowners bordering on the adjacent land, requesting their input into the development of the IDP.

The CAO will be contacting ISL to determine what landowners in the SV, if any, will be mailed letters.

### Recommendation/RFD/Comments

---

Presented for information purposes.



Norman Briscoe <svhorseshoebay@gmail.com>

---

## Urban IDP - Letters to Landowners - Please send out - Attachment

2 messages

---

**Chief Administrative Officer** <cao@elkpoint.ca>

Fri, Aug 3, 2018 at 11:15 AM

Reply-To: cao@elkpoint.ca

To: Sheila Kitz <skitz@county.stpaul.ab.ca>, Kim Heyman <kheyman@town.stpaul.ab.ca>, Norm Briscoe <svhorseshoebay@gmail.com>

Cc: Courtney Laurence <CLaurence@islengineering.com>, David Schoor <dschoor@islengineering.com>, "executiveassistant@elkpoint.ca" <executiveassistant@elkpoint.ca>, Lynn <lynn@elkpoint.ca>, "mf@elkpoint.ca" <mf@elkpoint.ca>, cao@elkpoint.ca

Good morning Sheila, Kim and Norman,

Please send out the attached letter/comment form for your respective municipality. Same landowners as you used first time.

Please note **landowner input is Sept 30, 2018**.

Thank you.

Ken

----- Forwarded Message -----

**Subject:**RE: Multi-Urban IDP Project, Update 5 – August 3, 2018: Milestone Dates

**Date:**Fri, 3 Aug 2018 15:07:22 +0000

**From:**Courtney Laurence <CLaurence@islengineering.com>

**To:**cao@elkpoint.ca <cao@elkpoint.ca>

**CC:**Executive Assistant <executiveassistant@elkpoint.ca>, David Schoor <dschoor@islengineering.com>

Hi Ken,

I have attached the combined letters/comment forms for each of the municipalities. They just need to be addressed and sent out to the appropriate landowners/residents.

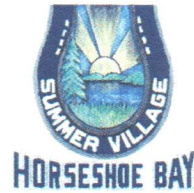
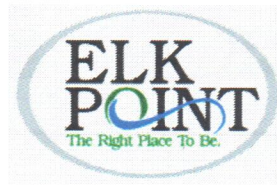
I have also attached a project update that the municipalities can use to update their respective websites next week and we'll update the project website.

Let me know if you have any questions!

Have a great weekend,

Courtney

10 p.m. S.F.



**UPDATE: Intermunicipal**

**Development Plans between County of St Paul No. 19, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay.**

Dear **landowner**

As you are aware, the County of St. Paul No. 19, in partnership with the towns of St. Paul and Elk Point and the Summer Village of Horseshoe Bay are preparing and updating Intermunicipal Development Plans (IDP) between the County and each of the partnering municipalities.

In April 2018, we held interviews and open houses, and gathered input online on potential opportunities and constraints for the IDP study areas and future land use concept ideas.

Using the initial feedback gathered and through a technical review of existing documents, constraints and potential opportunities, a draft future land use concept was developed. To review the background report, draft future land use concept, and Phase 1 engagement summary, visit the project website: <http://multi-urbanidps.ca/>

**Have your say!**

As a landowner within the plan area, your input is important to help shape the policy direction and future land use concept in Phase 2, and ultimately then final IDP in Phase 3.

Review the attached future land use concept (back of this letter), provide your input on the comment form (included), and mail it to:

**Courtney Laurence**  
ISL Engineering and Land Services Ltd.  
4015 7 Street SE  
Calgary, AB  
T2G 2Y9

You can also email your feedback to the project team at [claurence@islengineering.com](mailto:claurence@islengineering.com) or drop your comment form off at your municipal office.

Please provide your input by **September 30, 2018**.

Visit <http://multi-urbanidps.ca/> or contact David Schoor at [dschoor@islengineering.com](mailto:dschoor@islengineering.com) (780-438-9000) or myself at [cao@elkpoint.ca](mailto:cao@elkpoint.ca) (780-724-3810) to learn more about the project.

Regards,

**Ken Gwozdz, CAO**  
Multi-Urban IDPs Project Manager  
Town of Elk Point  
Phone: 780-724-3810  
Email: [cao@elkpoint.ca](mailto:cao@elkpoint.ca)

(Please turn over)



Use this feedback form to share your thoughts on the draft future land use concept. All information collected will be kept confidential and used only in a summary of input received. We look forward to hearing your comments.

**Strengths of the draft future land use concept**

**Weaknesses of the draft future land use concept**



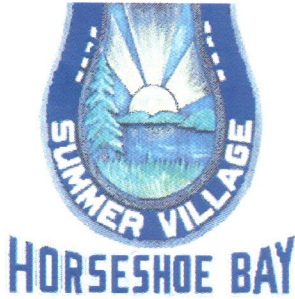
**In-Person:** Drop off your completed form at your municipal office

### **Update - Multi-Urban Intermunicipal Development Plans Project**

**Thank you!** Thank you for sharing your input during the interviews and open houses in April. The Phase 1 Engagement Summary can be viewed on the project website: <http://multi-urbanidps.ca/>

In April 2018, we held interviews and open houses, and gathered input online on potential opportunities and constraints for the IDP study areas and future land use concept ideas.

Using the initial feedback gathered and through a technical review of existing documents, constraints and potential opportunities, a draft future land use concept was developed. To review the background report, draft future land use concept, and Phase 1 engagement summary, visit the project website: <http://multi-urbanidps.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 8.g)** Emergency Management Act Update

**Meeting Date:** August 10, 2018

### Background

---

Alberta Government is updating the *Emergency Management Act*. and developing new Local Authority Emergency Management Regulations.

See Letter is attached.

The Regional Emergency group is developing a joint letter advising the government that the proposed 90 day training period is far to short and unachievable. We have agreed to sign the letter.

### Recommendation/RFD/Comments

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Presented for discussion and information. CAO has more info to present at the meeting.





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR94114

June 6, 2018

Dear Municipal Elected Official,

I am pleased to invite you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the *Emergency Management Amendment Act*, was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

Your input on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation is being sought so the resulting legislation and regulation work for both the province and communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: [www.aema.alberta.ca](http://www.aema.alberta.ca) and can be submitted to [ma.aemabill8input@gov.ab.ca](mailto:ma.aemabill8input@gov.ab.ca).

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will learn more about proposed changes by topic and have an opportunity to provide their input.

To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

.../2

**From:** MA AEMA Mailbox  
**Sent:** June 6, 2018 1:09 PM  
**To:** MA AEMA Bill8input  
**Subject:** Emergency Management Act Engagement Session Invitation

Emergency Management Colleagues,

I am pleased to inform you that the Alberta Emergency Management Agency is inviting you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Your input is being sought on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation to ensure changes work for both the province and communities.

Bill 8, the *Emergency Management Amendment Act*, was introduced in the Alberta Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders.

The changes in Bill 8 were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities. By updating our emergency management legislative framework, Alberta will be better prepared to address the risks posed by the increasing frequency and severity of disasters.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: [www.aema.alberta.ca](http://www.aema.alberta.ca) and can be submitted to [ma.aemabill8input@gov.ab.ca](mailto:ma.aemabill8input@gov.ab.ca).

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will hear more about proposed changes by topic and have an opportunity to provide their input.

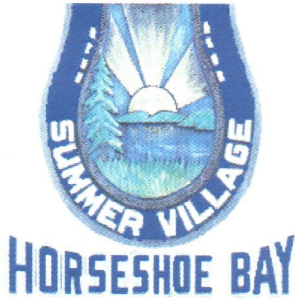
To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

Each engagement session is structured so the morning (8:15 a.m. to 12 p.m.) is available for elected officials and the afternoon (1 to 4:30 p.m.) is for municipal administration representatives. The engagement sessions will be held at:

- Fort McMurray – June 18, 2018 at the Radisson Hotel & Suites (435 Gregoire Dr.)
- Grande Prairie – June 20, 2018 at Podollan Inn & Spa (10612 99 Ave.)
- Lethbridge – June 25, 2018 at the Coast Lethbridge Hotel (526 Mayor Magrath Dr. S)
- Calgary – June 26, 2018 at the Executive Royal Hotel Calgary (2828 23 St. NE)
- Edmonton – June 28, 2018 at the Chateau Nova Yellowhead (13920 Yellowhead Trail)

To register for an engagement session, please visit: [www.municipalaffairs.alberta.ca/online-event-registration](http://www.municipalaffairs.alberta.ca/online-event-registration), select "Emergency Management Amendment Act Engagement" and complete the online registration form.

ST. Paul Session



# 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 10.a & b) CAO Report & Action List

Meeting Date: August 10, 2018

### Background

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The following documents are attached for information purposes:

- CAO Report to Council
- Action List

### Recommendation/RFD/Comments

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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**  
 August 10, 2018 Regular Council Meeting  
**Update on recent events and Activities**

What	Activity &/or event	Status & Comments
1. <b>2018 Road rehab</b>	Blue Sky will refill cracks on Homestead Trail, and repair the damage to the parking pad \$10,000 was held back until the deficiencies are rectified to our satisfaction. I asked them to have the work done by Sep. 30/18	The \$199,677 cost of the work is being funded from grants. \$171,729 from MSI Capital and \$27,948 from a Gas Tax Fund (GTF) grant. We received \$189,527 in MSI Cap funding in July 2018. \$17,798 of the amount received is in excess of the MSI and GTF grants so it has been credited to deferred revenue until it is spent on some other project.
2. <b>Storm Water Mgmt.</b>	As Council is aware, there has been a number of drainage problems & large pools of water through out the village this year.  One of the worst areas is the flooding behind the parking area.	The SV have agreed to partner with County of St Paul & Town of Elk Point for an ACP grant with the SV as the managing partner. The grant would fund a drainage study & development of a Storm Water Master Plan for the SV & Elk point areas.  Elk Point cleaned the mud out of the culvert with a high pressure washer which greatly reduced the amount of flooding.
3. <b>Himalayan Balsam</b>	Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed.	The county cut a lot of the new growth on both sides of the creek. Approval has been received from Alberta Environment to spray the weeds. Spraying scheduled to begin Aug 7 or 13th.
4. <b>Regional Recreation Services Master Plan for the SPEPR</b>	Develop a Regional Partnership Recreation Services Master Plan	The Recreation Services Master Plan is now being developed. The consultant RC Strategies+PERC is hoping to have the first version of the Master Plan for administrative review by August 31.
5. <b>ISDAB</b>	Intermunicipal Subdivision & Development Appeal Board (ISDAB)  As per MGA Sec627(1) Council must by bylaw (a) establish a SDAB or (b) authorize the municipality to enter into an agreement to establish an ISDAB, or both.  The cost of appeals will be paid by the municipality where the appeal is made. The fee structure for the Board members & clerks will be the same for all 4 member municipalities.	ISDAB Joint Agreement is in the final stage of development. There will be no elected official from the SVHB as a member. We will appoint one member at large.  A bylaw for each municipality to authorize the establishment of an ISDAB is being developed by the county. It is anticipated that the bylaw will be ready for each councils approval by late summer or early fall.  We will have to approve the rates at one of our council meetings. The fee structure & rates are being agreed to by the County & Town of St. Paul who have the most appeals. The county's current rate for a member of council is \$190 per meeting and \$165 for non council members. Rates for travel , meals, etc. are also greater than ours.
6. <b>IDP County St Paul &amp; SV MDP &amp; LUB</b>	Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP & Land Use Bylaw (LUB) update.	ISL plan to have draft documents for our Jan. 2019 meeting
7. <b>ICF County St Paul</b>	Intermunicipal Collaboration Framework (ICF) Timeline for completion of the ICF has been extended one year to April 1, 2021 from 2020.	Transitional Solutions Inc. (TSI) is the consultant hired to develop the ICFs for the County of St Paul ICFs with the Summer Village and Towns of St Paul & Elk Point. TSI plan to start work on the project immediately.

Summer Village of Horseshoe Bay  
August 10, 2018 Regular Council Meeting

**Action List**

Who	What	Status & Comments
Norman Briscoe	1. Follow up on deficiencies from 2018 road work. - crack filling on Homestead Trail. - repairs to parking pad	Follow up with Blue Sky Coatings concerning the redoing of crack filling and repairing parking pad. <u>Held back \$10,000 subject to work being done by Sep30/18</u>
	2. Other projects for consideration - gravel & grade west end of Coney Dr. - try to solve drainage problems around SV - consider clearing fire (RV) trails - boat launch area	<u>try to get volunteers to move old floating docks to area.</u>
	3. Martin Rec Center Rehab & Betterment Schedule work on hall; try to find contractors & obtain estimates.	Hall work postponed until I have time to find a contractor. Paint main walls, door, patch ceiling, Kitchen cupboards, counter top, etc. <u>Add electrical outlets in kitchen.</u>
	4. Schedule work on Gazebo - electrical, - Ceiling & Soffits	Will do Gazebo work when a contractor is found It is not anticipated this work will be done in 2018. <u>I will try to find a contractor this fall.</u>
	5. Fix leak in Cistern tank riser.	<u>Contractor hired to seal Cistern riser in 2017 says he plans to do the work this summer.</u>
	6. Renew Assessment Services Agreement	<u>Dan Kanuka of Municipal Assessment Services Group Inc. will provide us with a new agreement with new prices before expiry of the current agreement September 30, 2018</u>
	7. Determine the possibility of using Cloud Storage	<u>Will do after all the MGA &amp; Collaboration work is done</u>



## Summer Village of Horseshoe Bay

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Website: [www.svhorseshoebay.com](http://www.svhorseshoebay.com)

### Agenda Item Summary Report

#### Agenda Item 11.a) Financial Reports

**Meeting Date: August 10, 2018**

#### Background

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Financial Reports for 7 months ended July 31, 2018.

- Actual Year-to-Date to Budget
- Cheque log: July 2018
- July 31/18 Bank Reconciliation
- Schedule of Deferred Revenue
- Property Taxes Receivable at July 31/18

#### Recommendation/RFD/Comments

---

A motion to approve the cheque log is not required as you don't need to approve something that has already happened.

Moved by \_\_\_\_\_ to accept the July 31, 2018 financial reports as presented.

<b>Summer Village of Horseshoe Bay</b>				
<b>Actual Year to Date to Budget</b>				
<b>For the 7 months ended July 31, 2018</b>				
		<b>Approved</b>		<b>YTD</b>
		<b>2018 Budget</b>		<b>Jul 31,</b>
				<b>2018</b>
<b>REVENUE</b>				
<b>Taxation Revenue</b>				
Residential Property Tax	\$	94,494		\$ 94,494
Minimum Residential Property Tax		13,825		13,825
<b>Total Municipal Res. Property Tax</b>		<b>108,319</b>		<b>108,319</b>
Non-Res. Linear Property Tax		1,180		1,180
<b>Total Residential Property Tax</b>		<b>109,499</b>		<b>109,499</b>
Education Requisition transfers		41,435		41,435
DI Property Tax Requisition		6		6
<b>Total Net Tax Revenue</b>		<b>68,058</b>		<b>68,058</b>
<b>Other Revenue</b>				
User Fees & sales (Certificate fees, Sales, etc)		500		225
Interest Revenue		1,100		698
Penalties & Costs on Taxes		600		529
Permits & licenses		500		150
Miscellaneous Revenue		-		1
Recreation Revenue		1,785		266
<b>Total Other Revenue</b>		<b>4,485</b>		<b>1,869</b>
<b>Funding from Grants</b>				
Transfer MSI Op grant		8,457		
Transfer ACP grant		-		29,666
<b>Total Grant Funding</b>		<b>8,457</b>		<b>29,666</b>
				Streetlight Project
<b>TOTAL REVENUE</b>		<b>81,000</b>		<b>99,593</b>
<b>EXPENSE</b>				
<b>Council</b>				
Council Honorarium		4,000		2,625
Council Travel & Subsistence		2,700		869
Council Communications - Wi-Fi		300		270
Council Memberships & Registrations		1,000		0
<b>Total Council</b>		<b>8,000</b>		<b>3,764</b>
<b>General &amp; Administrative Expenses</b>				
Administration - Contract		17,100		9,975
Travel & Subsistence		250		0
Advertising & Promotions		200		223
Assessment Services		5,000		3,600
Audit & Legal		5,300		220
Communications - Courier & Postage		1,000		425
Memberships		1,428		1,428
Gen/Admin Materials, goods & supplies		2,000		1,382
Miscellaneous & Other Expenses		322		66
Registrations		100		0
WCB		300		305
WebSite Maintenance		1,000		210
<b>Total General &amp; Administrative Expenses</b>		<b>34,000</b>		<b>17,834</b>

Summer Village of Horseshoe Bay Actual Year to Date to Budget For the 7 months ended July 31, 2018		
	Approved 2018 Budget	YTD Jul 31, 2018
<b>EXPENSES continued</b>		
<b>Roads, Streets, Walks, Lighting</b>		
Roads services Crack filling, bridge Insp.	8,320	8,758
Road M & repairs materials	880	125
Roads Maintenance County of St Paul	4,000	2,108
Signage	400	
Street Lighting Retrofit study		29,746
Amortization - Roads & Bridges	41,400	24,156
<b>Total Roads, Streets, Walks, Lights</b>	<b>55,000</b>	<b>64,893</b>
<b>Fire &amp; Preventive Servcies</b>		
Crime prevention & detection Cameras	100	202
Emergency Management (E911)	300	168
Preventive Services purchased		25
Fire Expense County of St Paul	2,900	2,920
Reg. Emergency Management Exp	1,200	
Reg. Occupational Health & Safety	800	
REM Agency Radios upgrades	1,800	
MuniSite (WebMap) GIS (AAG)	900	
<b>Total Fire &amp; Preventive Servcies</b>	<b>8,000</b>	<b>3,315</b>
<b>Waste Management</b>		
Waste Management goods & supplies	300	110
Waste Management Expenses County	12,000	12,142
Amortization	700	419
<b>Total Waste Management</b>	<b>13,000</b>	<b>12,671</b>
<b>Planning, Development &amp; IM Collaboration</b>		
IM Collaboration IDP,MDP,LUB,ICF,CARES	1,000	210
<b>Planning, Develop't &amp; IM Collaboration</b>	<b>1,000</b>	<b>210</b>
<b>Parks &amp; Recreation</b>		
Contracted Services - Hall	300	
Contracted Services - Park grass & equip	2,200	713
Contracted Services -non-gov't	5,500	
<b>Total Contracted Services - Labour</b>	<b>8,000</b>	<b>713</b>
Insurance Rec. Centre & Recreation	2,300	2,346
Materials, Goods & Supplies	2,600	743
Material & Supplies Reg. Rec. needs project	500	
Utilities	4,000	1,926
Small capital purchases	1,700	72
Amortization Parks & Recreation	3,900	2,434
<b>Total Parks &amp; Recreation</b>	<b>23,000</b>	<b>8,234</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>142,000</b>	<b>110,921</b>
<b>NET INCOME (Deficit)</b>	<b>-61,000</b>	<b>-11,328</b>
<b>Other</b>		
Government transfers for Capital	191,000	199,677
<b>Excess (Shortfall) Rev. over Exp.</b>	<b>130,000</b>	<b>188,349</b>
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	-	-191,357
	<b>-50,000</b>	<b>-3,008</b>
Adjustment for non-cash items		
Amortization of TCA	46,000	27,009
Transfer from Unrestricted Surplus	4,000	
<b>FINANCIAL PLAN Balance</b>	<b>-\$ 0</b>	<b>\$ 24,001</b>



# Summer Village of Horseshoe Bay

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

Cheque

No.	Date	Payee	Purpose	Amount
2103	7/06/18	Blue Sky Coatings Ltd.	Paving Russel Dr & Homestead Tr	\$ 94,834.78
2104	7/08/18	Dave Amyotte	Volley Ball net	75.59
2105	7/08/18	Bonnyville Regional Fire Authority	E911 Dispatch July - Sept., 2018	67.29
2106	7/08/18	Great West News - St Paul Journal	Ads for Advertising Bylaw Public Hearing	189.00
2107	7/08/18	Municipal Assessment Services	Assessment services Jul - Sep, 2018	1,260.00
2108	7/08/18	Brandt Machura	Refund tax overpayment	2.65
2109	7/09/18	Cornerstone Co-operative	Gas/door locks/park supplies	261.79
2110	7/11/18	Art Renauld	Grass cutting & weed removal	255.00
2111	7/11/18	County of St. Paul No. 19	2018 Waste removal fee	12,141.80
2112	7/20/18	Urban Systems Ltd.	Consultant Street Lighting Retrofit Study	11,629.80
2113	7/25/18	AltaGas Utilities	Hall heating to Jul 7/18	58.93
2114	7/25/18	Direct Energy Regulated Services	Elec. Power to July 13, 2018	237.54
2115	7/31/18	Norman R Briscoe	July Contract & WebSite maintenance	<u>1,455.00</u>
Total amount paid July 1, 2018 to July 31, 2018				<u>\$ 122,469.17</u>

This statement submitted to Council the 10th day of August, 2018

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

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

Balance of Chequing a/c per bank statement as at July 31, 2018	\$ 79,304.81
Add Outstanding deposits	Amount
July 31/18 R3047 McAllister LLP	\$ <u>25.00</u>
Total outstanding deposits	<u>25.00</u>
Sub-total	79,329.81
Less Outstanding cheques	
<u>Date</u> <u>Number</u> <u>Payee</u>	
Jun 30/18    2097    Margaret Burns - 2 Costco cakes	\$ 39.98
Jul 18/18    2108    Brandt Machura - refund tax over payment	2.65
Jul 26/18    2113    AltaGas Utilities - Hall heat	58.93
Jul 31/18    2115    Norman Briscoe - Contract/Website	1,455.00
July 31/18    Transfer to savings	<u>76,033.00</u>
Total outstanding cheques	<u>77,589.56</u>
Balance of Chequing account as at July 31, 2018	1,740.25
Balance of Chequing account per General Ledger a/c 1060	<u>1,740.25</u>
Difference July 31, 2018	\$ <u>NIL</u>
Balance of Savings a/c per bank statement as at July 31, 2018	\$ 355,735.09
Add Outstanding deposits	Amount
Transfer from Chequing	\$ <u>76,033.00</u>
Total outstanding deposits	<u>76,033.00</u>
Sub-total	431,768.09
Less Outstanding transfers to/from chequing a/c	<u>0.00</u>
Balance of Savings account as at July 31, 2018	431,768.09
Balance of Savings account per General Ledger a/c 1065	<u>431,768.09</u>
Difference July 31, 2018	\$ <u>NIL</u>

---

Total Cash on hand as at July 31, 2018	
a/c# 1060 Chequing account	\$ 1,740.25
1065 Savings account	<u>431,768.09</u>
Total Cash on hand as at July 31, 2018	<u>433,508.34</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	\$ 17,798.00
- ACP Grant Radios & Tower upgrades	70,332.29
- ACP Grant Street Light retro fit study	<u>39,667.92</u>
Deferred revenue held for grant funding received	127,798.21
County of St. Paul share of radio grant exp.	30,883.06
Recreation Fund	<u>2,473.00</u>
Total Deferred Revenue held in savings	<u>161,154.27</u>

Cash held for restricted purposes (Deferred Revenue) 161,154.27

Cash available for S.V. General Operations & Capital projects \$ 272,354.07

This Statement Submitted to Council the 10th day of August, 2018

  
 Norman Briscoe, CAO

**Summer Village of Horseshoe Bay  
Deferred Revenue & Grant Revenue  
as at July 31, 2018**

**GG.1**

Prepared: NB Aug 5 2018

	Jan 1, 2018 Opening	Received	Jul 31, 2018 Deferred	2018 Revenue
Municipal Affairs - MSI Capital received Jul31/18	\$ -	\$ 17,798.00	\$ 17,798.00	\$ -
Total MSI Capital Note 1	-	17,798.00	17,798.00	-
ACP Grant REMA Tower & Radio upgrades	70,096.69	-	70,096.69	-
Interest earned 2018 YTD	-	235.60	235.60	-
Total ACP FR towers & radios upgrades Note 2a	70,096.69	235.60	70,332.29	-
ACP Grant Street Light Retrofit project	69,140.32	-	39,474.32	29,666.00
Interest earned 2018 YTD	-	193.60	193.60	-
Total ACP Street Light Retrofit project Note 2b	69,140.32	193.60	39,667.92	29,666.00
Total ACP grants	139,237.01	429.20	110,000.21	29,666.00
Total grants in deferred revenue	139,237.01	139,237.01	127,798.21	29,666.00
County of St. Paul ACP commitments to ACP project	30,779.62	-	30,779.62	-
Interest earned 2018 YTD	-	103.44	103.44	-
Note 3	30,779.62	103.44	30,883.06	-
Total Grants & related funding	170,016.63	18,330.64	158,681.27	29,666.00
Recreation Fund	2,559.76	170.00	2,464.29	265.47
Interest earned 2018 YTD	0.00	8.71	8.71	-
Recreation Fund Note 4	2,559.76	178.71	2,473.00	265.47
TOTAL	\$ 172,576.39	\$ 18,509.35	\$ 161,154.27	\$ 29,931.47
Bal of GL #2340			161,154.27	
Difference			\$ NIL	

1. MSI Capital Grant & BMTG Capital grant received & deposited to bank savings a/c.  
Received July 31, 2018 not yet allocated to a project  
July 31, 2018 \$ 17,798.00 MSI & BMTG Capital grant received & deposited to bank.  
Balance MSI Cap \$ 17,798.00 in Def. Rev. at Jul 31, 2018

2a. ACP Grant Radio upgrades  
Sep 27, 2016 \$ 130,000.00 ACP Radio grant received & deposited to bank.  
Int 2016 139.43  
- spent 2016 (55,956.99) 50% of \$ 111,913.98 spent applied to 2016 grant.  
Balance fwd. 74,182.44 Def. Rev. at Dec.31, 2016  
Int 2017 355.93 Total interest earned on radio grant to Jul 31, 2018 is \$375.03  
- spent 2017 (4,441.68)  
Balance fwd \$ 70,096.69 in Def. Rev. at Dec. 31, 2017  
Int 2018 YTD 235.60  
- spent 2018 -  
Balance Towers \$ 70,332.29 in Def. Rev. at Jul 31, 2018

2b. ACP Street Light retrofit grant  
May16,2017 74,500.00 ACP Street Light grant received & deposited to bank.  
Int 2017 230.32  
- spent 2017 (5,590.00)  
Balance fwd 69,140.32 Def. Rev. at Dec. 31, 2017  
Int 2018 YTD 193.60  
- spent 2018 (29,666.00)  
Balance Streets 39,667.92 Def. Rev. at Jul 31, 2018  
Total ACP grants \$ 110,000.21 in Def. Rev. at Jul 31, 2018

3 County of St. Paul share of future commitments for ACP Radio upgrades project  
Rec'd Jan4/17 \$ 32,578.92  
Interest 2017 155.04  
- spent 2017 (1,954.34)  
Balance fwd 30,779.62 Def. Rev. at Dec. 31, 2017  
Int 2018 YTD 103.44  
- spent 2018 -  
Balance \$ 30,883.06 in Def. Rev. at Jul 31, 2018

4. Recreation Fund money is to be used for Recreation activities, such as Victoria Day, Canada Day, Social events, etc, and will be transferred to revenue as spent.  
For the purpose of administering the Recreation fund the SV considers all of the fund to be held in the savings a/c.

  
Norman Briscoe, Administrator 11.0.4

Summer Village of Horseshoe Bay  
**Property Taxes Receivable as at Jul. 31, 2018**

Prepared by: NB Jul 31/18

Taxpayer	Tax Roll No.	Dec.31 2017 Arrears	Jan 1, 2018 Penalty/Fees	2018 Levy	Jul. 11, 2018 40 Day Penalty	Total Unpaid Taxes Receivable at Jul. 31, 2018	Comments
Doull/MacKenzie	85186			236.75	65.51	302.26	Pd \$200
Sedor, E	85224			592.63	88.89	681.52	
Kates, D & A	85226			577.01	86.55	663.56	
<b>Total Taxes Receivable</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,406.39</b>	<b>\$ 240.95</b>	<b>\$ 1,647.34</b>	

**Summary of Taxes Receivable**

Total 2018 taxes & penalties receivable	\$ 1,647.34
Total 2017 arrears	-
<b>Total taxes Receivable</b>	<b>\$ 1,647.34</b>

**Reconciliation to General Ledger Balances**


a/c# 1210 Current Taxes Receivable	\$ 1,647.34
a/c# 1211 Arrears Taxes Receivable	-
<b>Total Taxes Receivable</b>	<b>\$ 1,647.34</b>

Difference between listing & general ledger balance -\$ 0.00

**Reconciliation to Tax Billing & Paid worksheet o/s** \$ 1,647.34

Difference between listing & Tax Billing & Paid worksheet -\$ 0.00

Explanation, if required

  
 \_\_\_\_\_  
 Norman Briscoe, Administrator



## Summer Village of Horseshoe Bay

Box 1778 St. Paul, AB T0A 3A0

Phone: (780) 645-4677

Email: [svhorseshoebay@gmail.com](mailto:svhorseshoebay@gmail.com)

Website: [www.svhorseshoebay.com](http://www.svhorseshoebay.com)

### Agenda Item Summary Report

#### Agenda Item 11.b) Grants Update

Meeting Date: August 10, 2018

#### Background

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There have been no significant changes with grants since the July 21, 2018 meeting and as major grant projects have already been covered under new business and in the CAO report there is nothing new to report.

The Grant Reconciliation at July 31, 2018 is attached for your information.

#### Recommendation/RFD/Comments

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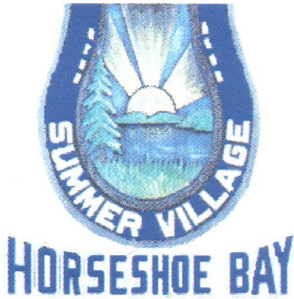
Moved by \_\_\_\_\_ to accept the Grant Reconciliation at July 31, 2018 report as presented.

**Summer Village of Horseshoe Bay  
2018 GRANT RECONCILIATION**

GRANT NAME	Deferred Revenue & Grant Allocations				Accounts Receivable & Cash from grants				
	Deferred Rev Balance Jan. 1/18	Allocations Received (Not yet Received)	YTD Interest Earned	Total Funding Available for 2018	2018 Expenditures applied to grants	Deferred Rev in Cash Balance Jul 31, 2018	July 31, 2018 Not yet Received	July 31, 2018 Cash on hand from grants	July 31, 2018 Unspent A/R & Cash from Grants
MSI Op 2018	0.00	8,457.00		8,457.00			8,457.00		8,457.00
<b>Total MSI Operating</b>	<b>0.00</b>	<b>8,457.00</b>	<b>0.00</b>	<b>8,457.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,457.00</b>
ACP Radio grant	70,096.69	0.00	235.60	70,332.29	0.00	70,332.29	0.00	70,332.29	70,332.29
ACP Street Light	69,140.32	0.00	193.60	69,333.92	29,666.00	39,667.92	0.00	39,667.92	39,667.92
<b>Total ACP</b>	<b>139,237.01</b>	<b>0.00</b>	<b>429.20</b>	<b>139,666.21</b>	<b>29,666.00</b>	<b>110,000.21</b>	<b>0.00</b>	<b>110,000.21</b>	<b>110,000.21</b>
<b>Capital Grants</b>									
MSI Cap 2015	0.00	66,237.00		66,237.00	66,237.00		0.00	0.00	0.00
MSI Cap 2016		66,815.00		66,815.00	66,815.00		0.00	0.00	0.00
MSI Cap 2017 - 50%		33,392.50		33,392.50	545.00	17,798.00	0.00	17,798.00	17,798.00
MSI Cap 2017 - 50%		33,392.50		33,392.50			33,392.50		33,392.50
MSI Cap 2018		73,694.00		73,694.00			73,694.00		73,694.00
<b>Total MSI Capital</b>	<b>0.00</b>	<b>273,531.00</b>	<b>0.00</b>	<b>273,531.00</b>	<b>133,597.00</b>	<b>17,798.00</b>	<b>107,086.50</b>	<b>17,798.00</b>	<b>124,884.50</b>
BMTG 2015		9,233.00		9,233.00	9,233.00	0.00	0.00	0.00	0.00
BMTG 2016		9,233.00		9,233.00	9,233.00		0.00	0.00	0.00
BMTG 2017 - 50%		4,616.50		4,616.50	4,616.50		0.00	0.00	0.00
BMTG 2017 - 50%		4,616.50		4,616.50	4,616.50		4,616.50		0.00
BMTG 2018		10,433.00		10,433.00	10,433.00		10,433.00		0.00
<b>Total BMTG</b>	<b>0.00</b>	<b>38,132.00</b>	<b>0.00</b>	<b>38,132.00</b>	<b>38,132.00</b>	<b>0.00</b>	<b>15,049.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Capital</b>	<b>0.00</b>	<b>311,663.00</b>	<b>0.00</b>	<b>311,663.00</b>	<b>171,729.00</b>	<b>17,798.00</b>	<b>122,136.00</b>	<b>17,798.00</b>	<b>124,884.50</b>
BC - GTF 2014		7,012.00		7,012.00	7,012.00		7,012.00		0.00
BC - GTF 2015		6,940.00		6,940.00	6,940.00		6,940.00		0.00
BC - GTF 2016		6,995.00		6,995.00	6,995.00		6,995.00		0.00
BC - GTF 2017		7,001.00		7,001.00	7,001.00		7,001.00		0.00
BC - GTF 2018		9,026.00		9,026.00			9,026.00		9,026.00
<b>Total BC - GTF</b>	<b>0.00</b>	<b>36,974.00</b>	<b>0.00</b>	<b>36,974.00</b>	<b>27,948.00</b>	<b>0.00</b>	<b>36,974.00</b>	<b>0.00</b>	<b>9,026.00</b>
<b>Total MSI Capital</b>	<b>0.00</b>	<b>348,637.00</b>	<b>0.00</b>	<b>348,637.00</b>	<b>199,677.00</b>	<b>17,798.00</b>	<b>159,110.00</b>	<b>17,798.00</b>	<b>133,910.50</b>
<b>Total grants</b>	<b>139,237.01</b>	<b>357,094.00</b>	<b>429.20</b>	<b>496,760.21</b>	<b>229,343.00</b>	<b>127,798.21</b>	<b>167,567.00</b>	<b>127,798.21</b>	<b>252,367.71</b>

- \$189,527 MSI Cap grant received July 2018.
- ACP Grant for Radio & Tower upgrades project \$260,000.  
  - \$130,730.96 ACP grant for 2015/16 received Sept. 27, 2016 + interest earned to date
  - 60,398.67 50% of \$120,797.34 paid to date has been applied to grant
  - \$70,332.29 unspent portion of ACP radio grant
  - \$39,667.92 unspent portion of ACP Street Light grant
  - \$110,000.21 Total unspent ACP grant

11.6)



# 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 12. Correspondence

Meeting Date: August 10, 2018

### Background

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The following items are presented as correspondence:

- Letter from Alberta Municipal Affairs regarding approval of our Gas Tax Fund grant for 2018 Road Rehab and Maintenance of Russel Drive and Homestead Trail - \$27,948
- Letter from Alberta Municipal Affairs regarding extension of timelines for completion of ICF's and IDP's by one year (to April 1, 2021)
- Letter from Alberta Community Resilience Program regarding grant funding for communities in building resilience to flood and drought.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the following correspondence be received for information:

1. Gas Tax Fund grant approval
2. Ministerial Order No. MSL:047/18 extending timelines for completion of IDP's and ICF's
3. Alberta Community Resilience Program grant application deadline.

CARRIED



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED AUG 03 2018

AR93889

July 27, 2018

His Worship Gary Burns  
Mayor  
Summer Village of Horseshoe Bay  
Box 1778  
St. Paul AB T0A 3A0

Dear Mayor Burns,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
GTF-106	2018 Road Rehab and Maintenance Russel Dr. and Homestead Trail South	\$27,948

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.gtfgrants@gov.ab.ca](mailto:ma.gtfgrants@gov.ab.ca).

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Norman Briscoe, Chief Administrative Officer, Summer Village of Horseshoe Bay





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED AUG 01 2018

AR93928

July 25, 2018

His Worship Gary Burns  
Mayor  
Summer Village of Horseshoe Bay  
Box 1778  
St. Paul AB T0A 3A0

Dear Mayor Burns,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

.../2

- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

cc: Norman Briscoe, Chief Administrative Officer, Summer Village of Horseshoe Bay



ALBERTA  
MUNICIPAL AFFAIRS

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Office of the Minister  
MLA, Leduc-Beaumont

MINISTERIAL ORDER NO. MSL:047/18

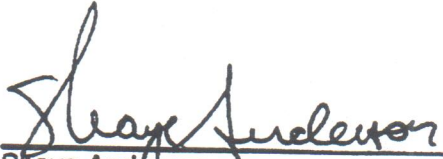
I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19<sup>th</sup> day of July, 2018.

  
\_\_\_\_\_  
Shaye Anderson  
Minister of Municipal Affairs