

Summer Village of Horseshoe Bay

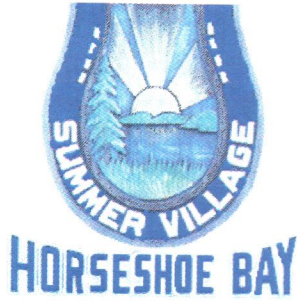
Agenda - Regular Meeting

Saturday, May 25, 2019

Martin Recreation Center

10:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
 - a) April 8, 2019 Regular Council Meeting
 - b) May 2, 2019 Special Council Meeting
4. PUBLIC HEARINGS - none
5. DELEGATIONS - none
6. BYLAWS AND APPROVAL OF BUDGET
 - a) Approve 2019 Annual Budget & Tax Rates
 - b) 3-year Operating & 5-year Capital Financial Plan
 - c) Bylaw 120/2019 – Property Tax Bylaw
7. OLD BUSINESS
 - a) Roles and Responsibilities Workshop
 - b) ISL Open House June 10, 2019-IDP, MDP, LUB
8. NEW BUSINESS
 - a) Summer Village Road Maintenance Agreement
 - b) Regional Emergency Management Joint Services Agreement
 - c) Regional Occupation, Health & Safety Joint Agreement
 - d) Intermunicipal Assessment Review Board Agreement
 - e) Intermunicipal Subdivision and Development Appeal Board Joint Agreement
9. COUNCILLOR REPORTS
 - a)
10. CAO REPORT AND ACTION LIST
 - a) CAO Report
 - b) Action List
11. FINANCIAL REPORTS
 - a) For 4 months ended April 30, 2019 and cheque log for Apr. 1 to Apr. 30, 2019
 - b) Grants Update
 - c) 2018 Capital projects & Grants
12. CORRESPONDENCE
13. NEXT MEETING
14. ADJOURNMENT



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Meeting Date: May 25, 2019

- Agenda Item 3.a)** Minutes of April 8, 2019 Regular Council Mtg.
3.b) Minutes of May 2, 2019 Special Mtg

Background/Discussion/Options

Minutes of April 8, 2019 Regular Council Meeting are attached, for approval.

Minutes of the May 2, 2019 Special Council Meeting to approve the 2019 Capital Budget, authorize payment for road maintenance and approve subdivision of 2 new lots from reserve land.

Recommendation/RFD/Comments

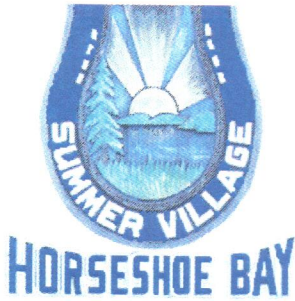
MOVED BY _____ that the minutes of the regular council meeting held on April 8, 2019 be approved as presented.

CARRIED

MOVED BY _____ that the minutes of the special council meeting held on May 2, 2019 be approved as presented.

CARRIED

3.a+b



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Agenda Item Summary Report

Agenda Item 6.a) 2019 Budgets and Tax Rates

Meeting Date: May 25, 2019

Background

Attached are the following:

Page 1 & 2: Operating Budget Summary

Page 3 & 4: Operating Budget Detail

Page 5: Capital Budget

Recommendation/RFD/Comments

The Budget Summary must be included in the motion to approve the Budget, as follows:

MOVED BY Gary Burns that council approve the 2019 Municipal Operating & Capital Budgets as per Sections 242(1) & 245 of the MGA, as follows:

Revenue

Total Property Revenue	\$ 114,273
Less: Requisitions	<u>41,448</u>
Net Municipal Property Taxes	72,825
Other Revenue	6,175
Government Transfers for Grants, Op & Capital	<u>361,000</u>
Total Revenue	440,000

Expenses

Operating Expenses	<u>374,000</u>
Revenue over Expenses before Capital Expenditures	66,001
Tangible Capital Additions	<u>-150,000</u>
Deficiency of Revenues over Expenses, before non-cash items	-84,000
Adjustment for non-cash items:	
Amortization	54,000
Transfer from Unrestricted Surplus for Capital	<u>30,000</u>

Financial Plan Balance \$ 0

-Carried

6.a)

SUMMER VILLAGE OF HORSESHOE BAY
2019 BUDGET

	2019 Budget
Revenues	
Total Property Tax Revenue	\$ 114,273
Less Requisitions	41,448
Net Municipal Property Taxes	<u>72,825</u>
Other revenue	6,175
Government transfers for grants Op & Capital	361,000
Total Revenue	<u>440,000</u>
Expenses	
Operating Expenses	374,000
Revenue over Expenses before Capital expenditures	66,001
Tangible Capital Assets additions	-150,000
Deficiency of revenues over expenses before adjustment for non-cash item	-84,000
Adjustment for non-cash items	
Amortization	54,000
Transfer from Unrestricted Surplus for capital	30,000
Financial Plan Balance	<u><u>\$ 0</u></u>

2019 Budget approved by Council May 25, 2019

SUMMER VILLAGE OF HORSESHOE BAY
2019 BUDGET

Assessment:				2018	2019
Residential	0.0047%	increase in residential assessment		\$ 16,022,940	\$ 16,098,630
Non Residential	0.1000	increase in Municipal Mill rate for 2019		166,120	167,600
	\$35	Increase in min. tax for 2019 to \$395		\$ 16,189,060	\$ 16,266,230
		ASFF			
		Municipal	Education	DIP Tax	Total Mill Rate
Mill Rate:	Residential	3.4500	2.5354		5.8974
	Non Residential	3.4500	3.6862	0.0786	7.1032
				2018	2019
Total Taxes:	Residential			\$ 94,494	\$ 96,358
	Non Residential (includes DIP levy)		\$5.68	\$13.17	1,180
	Over/Under Levy			-	-
	Minimum Tax for Residential & Non-Residential			13,825	16,706
	Total Municipal Prop. Tax			109,499	114,273
Requisitions:	ASFF Residential			40,817	40,817
	ASFF Non Residential			618	618
	Total Education Prop. Tax			41,435	41,435
	DI Property tax requisition			6	13
Net Municipal Property Taxes				\$ 68,058	\$ 72,825
	0.1000	2019 Municipal mill rate increase			
	\$35	2019 Min. Tax increase to \$395			

**SUMMER VILLAGE OF HORSESHOE BAY
2019 BUDGET**

REVENUE	2018 Budget	2018 Actual	2019 Budget
Taxation Revenue			
Residential Property Tax	\$ 94,494	\$ 94,494	\$ 96,358
Minimum Tax	13,825	13,825	16,706
Total Residential Property Tax	108,319	108,319	113,064
Non-Residential Linear Prop. Elec. & Pipeline	1,180	1,180	1,209
Total Property Taxes	109,499	109,499	114,273
Less Education Requisition transfers	41,435	41,435	41,435
DI Property tax requisition payment	6	6	13
Net Municipal Property Taxes	68,058	68,058	72,825
Other Revenue			
User Fees (Certificates, Hall use, etc.)	500	275	500
Penalties & Costs on Taxes	600	529	400
Permits (Development) & Licenses	500	200	500
Investment Revenue	1,100	1,910	2,400
Other Miscellaneous Revenue	-	304	375
Recreation Revenue	1,785	265	2,000
Total Other Revenue	4,485	3,483	6,175
Funding from Grants			
Government Transfer for MSI Operating	8,457	8,457	8,586
Government Transfer for ACP grant	-	120,512	219,414
Transfer from other Local gov't for ACP		69,710	
Total Grant Funding	8,457	198,679	228,000
TOTAL REVENUE	81,000	270,220	307,000
EXPENSE			
Council			
Council Honorarium	4,000	5,125	5,700
Council Mileage & Subsistence	2,700	1,186	2,000
Council Communications - Wi-Fi	300	269	300
Council Memberships & Registrations	1,000	480	1,000
Election & Census expenses			
Total Council	8,000	7,060	9,000
General & Administrative Expenses			
Administration - Contract	17,100	17,600	17,100
Travel & Subsistence	250		250
Advertising & Promotions	200	223	200
Assessment Services	5,000	4,800	5,000
Audit & Legal	5,300	5,300	5,500
Communications - Courier & Postage	1,000	620	600
Memberships	1,428	1,428	1,500
Gen/Admin Materials, goods & supplies	2,000	1,711	2,000
Miscellaneous & Other Expense	322	275	250
Registrations	100		300
WCB	300	252	300
Website Maintenance	1,000	426	1,000
Total General & Administrative Expenses	34,000	32,635	34,000

SUMMER VILLAGE OF HORSESHOE BAY

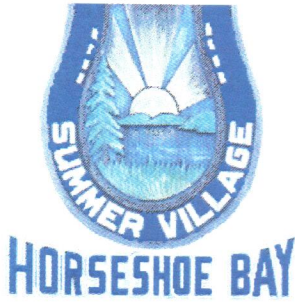
2019 BUDGET

EXPENSES continued	2018 Budget	2018 Actual	2019 Budget
Roads, Streets, Walks, Lighting			
Road Services purchased - Crack Filling	8,320	8,758	13,000
Road Maintenance materials	880	125	136
Road Maintenance County of St Paul	4,000	5,334	4,000
Signage	400	-	400
Street Light Retrofit Study		50,066	19,464
Stormwater Management Plan			200,000
Amortization	41,400	45,135	49,000
Total Roads, Streets, Walks, Lights	55,000	109,418	286,000
Preventive Services & Fire			
Emergency 911	300	269	300
Prevention services purchased		40	100
Preventive Services materials & Supplies	100	248	200
Fire Expense County	2,900	2,920	2,900
Reg. Emergency Management Exp.	1,200	1,183	1,600
Reg. Occupational Health and Safety	800	668	1,000
REM Agency contribution to Radios	1,800	140,860	-
MuniSite (WebMap) GIS (AAG)	900		900
Total Fire & Preventive Services	8,000	146,188	7,000
Waste Management			
Waste Management Non-County	300	125	800
Waste Management County	12,000	12,142	12,200
Amortization	700	719	1,000
Total Waste Management	13,000	12,986	14,000
Planning, Development & IM Collaboration			
ISDAB hearing & training exp.	1,000	-	125
IM Collaboration IDP,MDP,LUB,ICF,CARES			875
Planning, Development & IMC	1,000	-	1,000
Parks & Recreation			
Contracted Services - Hall	300	135	300
Contracted Services - Park grass & equip	2,200	1,630	2,200
Contracted Services - other	1,500	2,742	2,500
Total Contracted Services - Labour Non-Gov't	4,000	4,507	5,000
Contracted services County St Paul	4,000	1,915	2,000
Insurance Rec Centre, parks & recreation	2,300	2,346	2,300
Materials, Goods & Supplies	3,100	1,021	3,200
Utilities	4,000	3,736	4,500
Small capital purchases	1,700	4,379	2,000
Amortization	3,900	4,173	4,000
Total Parks & Recreation	23,000	22,077	23,000
TOTAL OPERATING EXPENSE	142,000	330,364	374,000
Excess (Deficiency) of Revenue over Expenses before Capital	-61,000	-60,144	-67,000
Government transfers for Capital	191,000	206,698	133,000
Excess of Revenue over Expenses	130,000	146,554	66,000
Adj. for cash items, not PSAB Rev. or Exp			
Tangible Capital Assets expenditures	-180,000	-191,357	-150,000
Excess Expenditures over revenue before Adjustment for non-cash items	-50,000	-44,803	-84,000
Amortization of TCA	46,000	50,026	54,000
Transfer from Unrestricted Surplus for Operating	4,000	-	-
Transfer from Unrestricted Surplus for Capital			30,000
FINANCIAL PLAN Balance	\$ -	\$ 5,223	-\$ 0

SUMMER VILLAGE OF HORSESHOE BAY

2019 BUDGET

CAPITAL Projects & Budget 2019		Capital Projects	Expenditures Budget	Transfers for Capital	Capital Grants
MSI Capital	2017 MSI & BMTG in Def Rev Dec 31,2018				\$ 10,835
	1/2 of 2017 allocation not yet received				38,009
	2018 MSI & BMTG Allocation				84,127
	Funding available from prior years				132,971
	2019 MSI & BMTG Allocation Est				69,680
MSI CAP funding	available for 2019				202,651
GTF	Gas Tax Fund grant 2018	\$ 9,026			
	Gas Tax Fund grant 2019 Est	9,026			
	funding available	18,052			18,052
Capital Grant funds available					220,703
2019 Capital projects		2019			
Roads	Coney Dr Soft spot repair and Pave over culvert	\$ 34,785			
	Horseshoe Bay Dr repair in front of DW#73 Est	30,000			
	Culverts replacement HBD/park area Est	8,000			
	Twp594 lake access gravel	2,000			
	Total Road projects	74,785			
	Contingency	4,215			
	Road projects	79,000	79,000	79,000	- 79,000
Recreation Centre Rehabilitation & Upgrades					
	Rec Centre Hall rehabilitation/upgrade	\$ 25,000			
	Gazebo betterments	10,000			
	Park Area Drainage & Culvert	3,000			
	Sports fields equipment	3,000			
Recreation Centre Rehabilitation & Upgrade project total cost			41,000	41,000	-41,000
2019 Capital expenditures (TCA) funded from grants			120,000	120,000	-120,000
Capital funding available for future projects & over expenditures					100,703
Plus	Operating expense funded from Capital				
	Non-routine maintenance for				
	Road crack & hole filling in Op. expense		13,000		
Total Op Expenses funded from Capital grants			13,000	13,000	-13,000
2019	Total Project expenditures funded from Capital		\$ 133,000		
Total 2019 Gov't transfers for Capital				133,000	
	Uncommitted Capital grant allocations for 2019				\$ 87,703
Capital Projects funded from reserves					
Change in Natural Boundary and Subdivision of reserve lots					
	- Survey and create new boundaries for reserve land along the waters of Vincent Lake and				
	- Sub-divide 2 new lots from reserve land		\$ 24,250		
	- Planning fees for subdivision of 2 lots		900		
	- Preparation of Bylaw for Subdivision & boundary change		1,000		
	Contingency		3,850		
TCA	Land additions		\$ 30,000		
Transfer from Unrestricted Surplus for Capital (TCA)				30,000	
Total 2019 Capital expenditures budgeted			\$ 163,000		
				\$ 133,000	
Tangible Capital Assets (TCA) additions					
	Roads	\$ 79,000			
	Martin Recreation Centre	41,000			
		120,000			
	Land additions	30,000			
Total 2019 Tangible Capital Assets (TCA) additions		\$ 150,000			



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Agenda Item Summary Report

Agenda Item 6.b) 3-year Operating and 5-year Capital Plan

Meeting Date: May 25, 2019

Background

Section 283.1, Financial Plans and Capital Plans, was added to the MGA to provide that, at a minimum, every municipality prepare a written three-year financial plan and 5-year capital plan.

- Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least 3 financial years.
- Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.
- **The 2020 to 2022 financial plan and the 2020 to 2024 capital plan should be in place when the 2019 annual budget planning process is complete.**

Recommendation/RFD/Comments

MOVED BY *Loree Amyotte* that council approve the 3-year operating and 5-year capital financial plans as presented.

6.b)

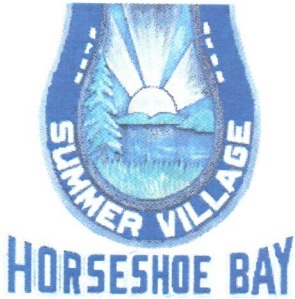
Summer Village of Horseshoe Bay
Municipal Corporate Planning
2019 Operating Budget & 3-Year Financial Plan 2020 - 2022

	Actual	Budget	Projected Operating Plan		
	2018	2019	2020	2021	2022
Increase in mill rate	0.00	0.100	0.00	0.15	0
Mill rate	3.35	3.45	3.45	3.60	3.60
Increase in Min. Tax	\$0	\$35	\$0	\$5	\$0
Minimum Tax payable	\$360	\$395	\$395	\$400	\$400
REVENUE					
Residential Property Tax	\$53,053	\$54,909	\$55,472	58,497	\$59,088
Minimum Tax Payable adj. Res	13,825	16,099	16,546	16,877	16,877
Total Municipal Res Prop Tax	66,878	71,008	72,019	75,374	75,965
Educ Res Prop. Tax	41,435	41,435	41,435	41,435	41,435
Total Residential Property Tax	108,313	112,443	113,454	116,809	117,400
Non-Res Linear Property	1,180	1,816	1,816	1,816	1,816
DIP requisition	6	13	13	13	-13
Total Property Taxes & GIP	109,499	114,272	115,283	118,638	119,203
Educ Requisition transfers	41,435	41,435	41,435	41,435	41,435
DIP requisition	6	13	13	13	13
Total Net Tax Revenue	68,058	72,824	73,835	77,190	77,755
Total Other Revenue	3,483	6,176	5,665	5,310	5,745
Gov't Transfers for Op grants	198,679	228,000	8,500	8,500	8,500
TOTAL OPERATING REVENUE	270,220	307,000	88,000	91,000	92,000
EXPENSE					
Council	7,060	9,000	9,200	10,200	9,200
Gen & Admin Expense	32,635	34,000	34,680	34,800	35,200
Fire & Prev Services	146,188	7,000	7,200	7,400	7,400
Roads, Walks, Lights	109,418	286,000	66,520	67,800	69,200
Waste Management	12,986	14,000	14,000	14,000	14,000
Planning & Development	0	1,000	0	0	0
Parks & Recreation	22,077	23,000	23,400	23,800	24,000
TOTAL OPERATING EXP	330,364	374,000	155,000	158,000	159,000
Operating Surplus (Deficit)	- 60,144	- 67,000	- 67,000	- 67,000	- 67,000
Other					
Gov't transfers for capital	206,698	133,000	13,000	13,000	13,000
Excess (Shortfall)					
Revenue over Expenses	146,554	66,000	-54,000	-54,000	-54,000
Adj for cash items, not PSAB					
Tangible Capital Assets Exp	- 191,357	- 150,000	-		
Def. of Rev over Exp after Amort	- 44,803	- 84,000	- 54,000	-54,000	- 54,000
Adjustment for non-cash items					
Prepaid expenses					
Net Loss on disposal of TCA	-	-			
Amortization	50,026	54,000	54,000	54,000	54,000
	5,223	-30,000	-0	-0	-0
Increase tax rates or					
Transfer from Accum. Surplus	0	30,000	0	0	0
FINANCIAL PLAN Balance	\$ 5,223	\$ 0	-\$ 0	-\$ 0	0

Summer Village of Horseshoe Bay
5-Year Capital Plan Worksheet

Planned Capital Additions Council	2019	2020	2021	2022	2023	2024
Administration						
Public Works						
Wastewater						
Drainage, Culverts & Ditches		150,000				
Land Additions						
Sub-Divide reserve land & new Water Boundary	30,000					
Streets						
Coney Dr. repair	39,000					
HSBD repair & culvert	40,000					
Capital replacement & repair	79,000					
Recreation						
Rec Center Upgrade	25,000					
Gazebo Upgrade	10,000					
Park Area Drainage/Culverts	3,000					
Sports Equipment	3,000					
	41,000					
Total Planned Capital Additions	150,000	150,000	-	-	-	-
Funding Sources						
Gov't Transfers for Capital						
MSI Capital & BMTG Grant	115,000	98,000				
FGTF Grant	18,000	9,000				
Water For Life Grant		43,000				
Total Grant Funds Used	133,000	150,000				
Transfer-Unrestricted Surplus	30,000					
Total Planned Capital Additions	163,000	150,000	-	-	-	-

No major Capital projects are planned after 2020. On hold until the future of MSI Capital program is known.



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Agenda Item Summary Report

Agenda Item 6.c) 2019 Property Tax Bylaw 120/2019

Meeting Date: May 25, 2019

Background

Whereas the Summer Village of Horseshoe Bay has prepared and adopted detailed estimates of the 2019 municipal revenues and expenditures as required, at this meeting, Agenda Item 6.a).

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

That the Chief Administrative Officer is hereby authorized to levy the rates of taxation as per the attached "Property Tax Bylaw" for the 2019 taxation year.

Upon approval of this Bylaw the rates stated will be used to prepare and issue the 2019 Property Tax Notices to the Village residents.

Recommendation/RFD/Comments

MOVED BY Gary Burns that Bylaw 120/2019 authorizing Rates of Taxation to be levied against property for 2018, be given first reading.

-Carried

MOVED BY Dave Amyotte that Bylaw 120/2019, be given second reading.

-Carried

MOVED BY Gary Burns that Bylaw 120/2019, be presented at this meeting for third and final reading.

-Carried Unanimously-

MOVED BY Dave Amyotte that Bylaw 120/2019, be given third and final reading.

-Carried-

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

BY-LAW NO. 120/2019

A Bylaw to Authorize the Rates of Taxation to be Levied Against Assessable Property Within the Summer Village of Horseshoe Bay for the 2019 Taxation Year

Whereas, the Summer Village of Horseshoe Bay has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on May 25, 2019, and:

Whereas, the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$397,176 and:

Whereas, the estimated municipal expenditures and transfers (excluding non-cash items) set out in the annual budget for the Summer Village of Horseshoe Bay for 2019 total \$511,449; and the balance of \$114,273 is to be raised by general municipal property taxation;

Therefore the total amount to be raised by general municipal taxation is \$114,273 and;

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential	\$ 40,817
Non-Residential	<u>618</u>
Total School Requisitions	<u>\$ 41,435</u>

Designated Industrial Property \$ 13

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

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

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

	<u>Assessment</u>
Residential	\$ 16,098,630
Non-Residential	<u>167,600</u>
	<u>\$ 16,266,230</u>

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

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

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$ 55,541	\$ 16,098,630	3.4500
Non-Residential	<u>578</u>	<u>167,600</u>	<u>3.4500</u>
	56,119	\$ <u>16,266,230</u>	
Minimum Tax	<u>16,706</u>		
Total	<u>\$ 72,825</u>		
ASFF			
Residential	\$ 40,817	\$ 16,098,630	2.5354
Non-Residential	<u>618</u>	<u>167,600</u>	<u>3.6862</u>
Totals	<u>\$ 41,435</u>	<u>\$ 16,266,230</u>	
Designated Industrial Property	<u>13</u>	<u>\$ 167,600</u>	<u>0.0786</u>
Grand Totals	<u>\$114,273</u>		

2. That the minimum amount payable per parcel as property tax for general municipal purposes shall be \$ 395.
3. That this bylaw shall take effect on the date of the third and final reading.

Read a first time in Council this _____ day of May, 2019.

Read a second time in Council this _____ day of May, 2019.

Given UNANIMOUS consent to go to third reading on this _____ day of May, 2019

Read a third time in Council this _____ day of May, 2019.

 Gary Burns, Mayor

 Norman Briscoe
 Chief Administrative Officer



Local Education Tax Rate Calculator

SUMMER VILLAGE OF HORSESHOE BAY

Input your municipality's 2018 taxable assessment information (as used on your 2018 Property Tax Bylaw) and under/over levy in the following form.

How many annexation areas does your municipality have that have different education tax rates? 0

2018 Current Taxable Assessment

Assessment Classification	Alberta School Foundation Fund	Total
Residential & Farmland	\$ 16,098,630	\$ 16,098,630.00
Non-Residential (including linear assessment)	\$ 167,600	\$ 167,600.00
Machinery & Equipment	\$ 0.00	\$ 0.00
Taxable Totals	\$ 16,266,230.00	

Helpful Tips:

Residential assessment:

- include farmland
- exclude senior citizen housing that is only taxable for municipal purposes

Non-residential assessment:

- include all linear property and franchise agreements
- exclude all electric power generation and machinery and equipment (M&E)

Under or Over Levy

Assessment Classification	Under or Over Levy
Residential & Farmland	\$ 0.00
Non-Residential (including linear assessment)	\$ 0.00

Use the minus sign (-) in front of over levy values.

Local Education Tax Rates (Mill Rates)

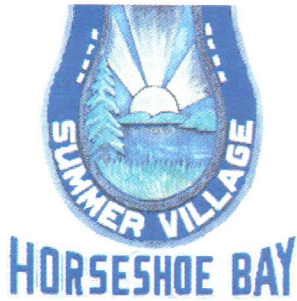
Residential & Farmland	\$ 2.5354
Non-Residential	\$ 3.6862



SUMMER VILLAGE OF HORSESHOE BAY

		2019 BUDGET				
Assessment					2018	2019
Residential	0.0047%	increase in residential assessment			\$16,022,940	\$16,098,630
Non Residential	0.1000	increase in Mun tax rate for 2019			166,120	167,600
	\$35	increase min tax for 2019 to \$395			\$16,189,060	\$16,266,230
			ASFF			
		Municipal	Education	DIP Tax	Total Mill Rate	
Mill Rate:	Residential	3.4500	2.5354		5.8974	5.9854
	Non Residential	3.4500	3.6862	0.0786	7.1032	7.2148
			2018	2019		
Total Taxes:	Residential				\$ 94,493.69	\$ 96,356.74
	Non Residential (includes DIP levy)		\$5.68	\$13.17	1,179.98	1,209.20
	Over/Under Levy					
	Minimum Tax adjustment for Residential & Non-Residential				13,825.00	16,706.26
	Total Municipal Prop. Tax				109,498.67	114,272.20
Requisitions:	ASFF Residential				40,817.00	40,816.80
	ASFF Non Residential				618.00	617.81
	Total Education Prop. Tax				41,435.00	41,434.61
	DI Property tax requisition				5.68	13.17
Net Municipal Property Taxes					\$ 68,057.99	\$ 72,824.41
	0.1000	2019 municipal mill rate increase				
	\$35	2019 Min. tax increase to \$395.00				

SUMMARY & Reconciliation to BYLAW	2019 BUDGET		
Expenditures and Transfers	2018	2019	
Education Requisition transfers	\$ 41,435	\$ 41,435	
DIP Linear property requisition	6	13	
Total Operating expenses	142,000	374,000	incl's ACP projects
Total Operating expenses & transfers	183,441	415,448	
Capital Projects expenditures	180,000	150,000	
Estimated municipal expenditures & transfers	363,441	565,448	
Less Amortization expense	- 46,000	- 54,000	
Expenditures from cash	317,441	511,448	
Budget Surplus before amortization	-	0	
Est. municipal exp/transfers per By-Law	\$ 317,441	\$ 511,449	
Revenues and Transfers			
All non-taxation Revenue			
Other Revenue	4,485	6,175	
Government Transfers from Operating Grants	8,457	228,000	incl'd ACP grants
Gov't Transfers from Capital Grants for Op exp	191,000	133,000	
Transfer from Unrestricted Surplus	4,000	30,000	
None tax Revenue & transfers	\$ 207,942	\$ 397,175	
Municipal Property Taxes & GIP			
Tax Recovery Transfer	-	-	
Residential Property Tax	53,059	54,923	
Minimum Tax @ \$395	13,825	16,099	
Total Residential Property Tax	66,884	71,022	
Non-Residential - Linear Property	1,174	1,196	
Minimum Tax @ \$395	1,174	607	
	1,174	1,803	
Total Property Taxes & GIP	68,058	72,824	
Education Property Tax	41,435	41,435	
DIP requisition	6	13	
Municipal Property Taxes per Bylaw	\$ 109,499	\$ 114,272	
Est. Total Revenue & transfers	\$ 317,441	\$ 511,447	
Requisitions:			
ASFF Residential	\$ 40,817	\$ 40,817	
ASFF Non Residential	618	618	
	41,435	41,435	
DIP requisition	6	13	
	\$ 41,441	\$ 41,448	
Assessed value of all property per assessment roll			
Residential	\$ 16,022,940	\$ 16,098,630	
Non-Residential	166,120	167,600	
	\$ 16,189,060	\$ 16,266,230	
General Municipal			
		Tax Levy	Assessment
Residential, before minimum tax adjustment		\$ 55,541	\$ 16,098,630
Non-Residential, before minimum tax adjustment		578	167,600
		56,119	16,266,230
Minimum Tax		16,706	
Totals		\$ 72,825	\$ 16,266,230
ASFF Residential	\$ 40,817	\$ 16,098,630	2.5354
Non-Residential	618	167,600	3.6862
Totals	\$ 41,435	\$ 16,266,230	
DI Property requisition	\$ 13	\$ 167,600	0.0786
Grand Totals	\$ 114,273		
Minimum tax per parcel of land	\$395		



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 7.a) Roles and Responsibilities Workshop

Meeting Date: May 25, 2019

Background

The Town of Elk Point is hosting a Roles and Responsibilities Workshop for Elected Officials and Chief Administrative Officers, facilitated by Municipal Affairs after the Provincial election. The date will be determined after the election but is tentatively set for June 25/19 from 9:00 am to 4:00 pm.

At our April 8 meeting council approved the CAO and 1 council member to attend. Since then all councillors have indicated they would like to attend.

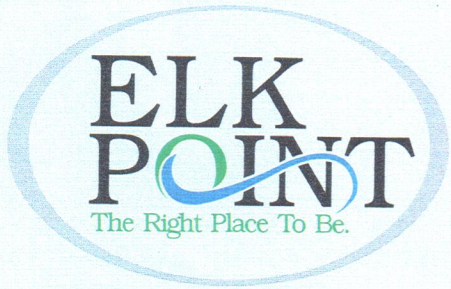
Recommendation/RFD/Comments

A resolution is required to approve all councillors attending the workshop on June 25/19.

MOVED BY _____ that council authorize all councillors and the CAO to attend the Roles and Responsibilities Workshop hosted by the Town of Elk Point on June 25/19

-Carried-

7.a)



TOWN OF ELK POINT

Phone: (780)724-3810 Fax: (780)724-2762
E-mail: town@elkpoint.ca

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

File No. 19-19

January 28, 2019

RECEIVED FEB 25 2019

Summer Village of Horseshoe Bay
Box 1778
St. Paul, AB
T0A 3A0

ATTENTION: CAO, Norman Briscoe

Dear Norman,

RE: Invitation Elected Officials/Chief Administrative Officer
Roles and Responsibilities Workshop

The Town of Elk Point is hosting a Roles and Responsibilities Workshop facilitated by Municipal Affairs after the Provincial Election.

We would like to invite you and your Council as well as your Chief Administrative Officer to join us in a Roles and Responsibility Workshop for Elected Officials/Chief Administrative Officer in Elk Point.

The date for this session will be determined after the Provincial Election and will be held in Elk Point.

If you are interested please contact via email to executiveassistant@elkpoint.ca or phone 1-780-724-3810 and ask for Courtney.

We look forward to seeing you in Elk Point.

Yours Truly,

Lorne Young
Mayor
Town of Elk Point

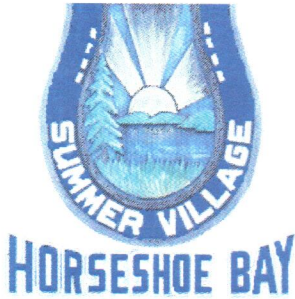
LY/cd

www.elkpoint.ca

C.c Town Council
C.c. Chief Administrative Officer, Ken Gwozdz

Handwritten notes in a box:
June 25, 2019
9-4
vac. time - Alder Matsushita
maybe small fee for lunch?

7.0



Summer Village of Horseshoe Bay

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

Agenda Item 7.b) Open House – ISL – IDP, MDP, & LUB

Meeting Date: May 25, 2019

Background

ISL is hosting a Community Open House to share the draft IDP and gather input from landowners, residents, residents and stakeholders. The Open House will take place on June 10/19 at Reunion Station from 4 to 7 pm.

The attached Open House Notice will be posted to the Village website and emailed to all residents we have emails for.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the correspondence from ISL as information.

-Carried-

7.b)



Multi-Urban Intermunicipal Development Plans

Community Open Houses

In the winter of 2017, 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 began preparing and updating Intermunicipal Development Plans (IDP) between the County and each of the partnering municipalities. In addition to the development of the IDPs, a new Municipal Development Plan is being prepared and the Land Use Bylaw is being updated for the Summer Village of Horseshoe Bay.

In April 2018, landowner interviews and community open houses were held to gather feedback from landowners, residents and stakeholders on the vision, issues and ideas for the IDP study area. The feedback shared and information gathered from a technical review, helped the project team to develop a land use concept and related policies for the study area.

The draft background report and land use concept was shared on the project website on August 7, 2018. The draft IDP is available for review the project website: <http://multi-urbanidps.ca/>

This June, the partnering municipalities and ISL Engineering and Land Services are hosting community open houses to share the draft IDP and gather input from landowners, residents and stakeholders.

You are invited...

County of St. Paul, Town of St. Paul and SV of Horseshoe Bay Community Open House

Who: interested landowners, residents and stakeholders for the Town of St. Paul, Summer Village of Horseshoe Bay and the County of St. Paul

When: June 10, 2019 from 4 to 7 pm (come-and-go format – no RSVP required)

Where: Reunion Station, 4112 53 Avenue, St. Paul

County of St. Paul and Town of Elk Point IDP Community Open House

Who: interested landowners, residents and stakeholders for the Town of Elk Point and the County of St. Paul

When: June 11, 2019 from 4 to 7 pm (come-and-go format – no RSVP required)

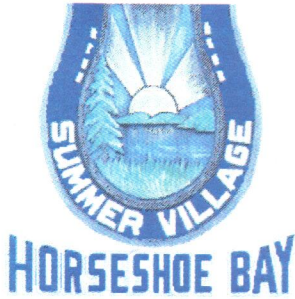
Where: Seniors Recreation Centre, 5338 50 Avenue, Elk Point

Visit <http://multi-urbanidps.ca/> to learn more about the project.

For more information, contact:

Ken Gwozdz, CAO
Town of Elk Point
Phone: 780.724.3810
Email: cao@elkpoint.ca

David Schoor, MCP, RPP, MCIP, Senior Planner
ISL Engineering and Land Services Ltd.
Phone: 780.438.9000
Email: dschoor@islengineering.com



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Agenda Item Summary Report

Agenda Item 8.a) Summer Village Road Maintenance Agreement

Meeting Date: May 25, 2019

Background

The Road Maintenance Agreement between the Summer Village of Horseshoe Bay and the County of St. Paul. 19 commences on June 15, 2019 and will remain in effect until September 30, 2022.

This agreement provides the following services: mowing, road maintenance, snow removal and weed control. The services provided by the County shall be provided at the rates established by the Albert Roadbuilders and Heavy Construction Association, less 20%. Mowing and weed control services shall be provided at a rate of \$125.00 per hour.

A copy of the agreement is attached.

Recommendation/RFD/Comments

The agreement needs to be executed to come into effect on June 15, 2019

MOVED BY _____ that council agree to execute the Road Maintenance Agreement between the County of St. Paul No. 19 and the Summer Village of Horseshoe Bay, commencing June 15, 2019 and remain in effect until September 30, 2022.

-Carried-

ROAD MAINTENANCE, AND MOWING AND WEED CONTROL SERVICING AGREEMENT

THIS AGREEMENT made this 15th day of June A.D. 2019.

BETWEEN:

THE COUNTY OF ST. PAUL NO. 19

A Municipal Corporation under the laws of the Province of Alberta
(hereinafter called the "County")

OF THE FIRST PART

THE SUMMER VILLAGE OF HORSESHOE BAY

A Municipal Corporation under the laws of the Province of Alberta
(hereinafter called the "Summer Village")

OF THE SECOND PART

WHEREAS the Summer Village requires the services of the County for the provision of mowing, road maintenance, snow removal, and weed control services; and

WHEREAS the County has agreed to provide mowing, road maintenance, snow removal, and weed control services to the Summer Village; and

WHEREAS the County is qualified, or has in its employment, personnel qualified to provide the services contemplated herein; and

WHEREAS the County and Summer Village are desirous of entering into a written agreement setting forth the terms and conditions under which the County will provide the services to the Summer Village.

NOW THEREFORE in consideration of the mutual covenants, terms, and conditions contained herein, the parties hereto agree as follows:

1.0 DEFINITIONS

1.1 In this Agreement, the following terms shall have the following meaning:

- (a) "Mowing Services" means the cutting of all grass immediately adjacent to Road Rights-of-Way in the Summer Village;
- (c) "Road Maintenance Services" includes but is not limited to road surface grading and reshaping, gravelling, surface repairs, and other related maintenance activities requested by the Summer Village from time to time;
- (d) "Road Right-of-Way" means a developed roadway shown as a road on a plan of survey that has been filed or registered with a Land Titles Office, or

that is used as a public road such as the access road to the Martin Recreation Centre, and includes a bridge forming a roadway, but does not include roadways that are not gravelled or paved;

- (e) "Snow Removal Services" includes, but is not limited to, the clearing and removal of ice and snow from Road Rights-of-Way, salting, sanding, and other related snow removal activities requested by the Summer Village from time to time; and
- (f) "Weed Control Services" means efforts to prevent the spread of noxious, prohibited noxious, or nuisance weeds and to reduce the negative effects of those weeds when they become established and an infestation occurs;

2.0 TERM OF AGREEMENT

- 2.1 This agreement shall take force commencing June 15th, 2019 and remain in effect until September 30th, 2022. Amendments shall be requested in writing and forwarded to the other municipality.
- 2.2 This Agreement will automatically renew at the end of term for a further term of ten (10) years unless either party gives the other written notice of termination at least thirty (30) days prior to the end of the relevant term.
- 2.3 If one party has breached an obligation under this Agreement, the other party shall give notice to the other party to correct the breach. If the breach is not corrected within fourteen (14) days of notice, the party not in breach may terminate this Agreement by further written notice to the party in breach.

3.0 COUNTY OBLIGATIONS

Mowing and Weed Control Services

- 3.1 The County shall supply staff and equipment to carry out Mowing and Weed Control Services on the Summer Village's behalf.
- 3.2 The County shall mow and control weeds within the land immediately adjacent to the Road Rights-of-Way with the Summer Village to the same standard that the County performs such work on similar Road Rights-of-Way within the County.
- 3.3 The Summer Village may, from time to time, request additional Weed Control Services for infestations located outside the Summer Village's Road Rights-of-Way.

Road Maintenance Services

- 3.3 The County shall supply staff and equipment to carry out Road Maintenance Services on the Summer Village's behalf.
- 3.4 The County shall carry out Road Maintenance Services in the Summer Village to a standard that the County performs such work on similar Road Rights-of-Way within the County.

Snow Removal Services

- 3.5 The County shall supply staff and equipment to carry out Snow Removal Services on the Summer Village's behalf.
- 3.6 The County shall carry out Snow Removal Services in the Summer Village to a standard that the County performs such work on similar Road Rights-of-Way within the County.

Administrative Matters

- 3.7 The County shall keep and maintain proper records with respect to the provision of Mowing and Weed Control Services, Road Maintenance Services, and Snow Removal Services.
- 3.8 The County shall provide the Summer Village with an invoice showing the total amount charged for services rendered and the calendar month in which the services are provided. The County may amend its rates from time to time and will notify Horseshoe Bay of these rate increases.

4.0 SUMMER VILLAGE OBLIGATIONS

- 4.1 The Summer Village shall pay the County the amount set out in each invoice within thirty (30) days of receipt.
- 4.2 The Summer Village shall inform the County as to the location of possible obstacles and obstructions, including but not limited to curbing, that must be avoided when delivering the services contemplated herein.

SECTION 5 – FORCE MAJEURE

- 5.1 The County shall not be liable to Horseshoe Bay for any failure or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement if such failure or delay has arisen by Force Majeure. For the purposes of this Agreement, force majeure means any cause not within the control of the County including, without limitation, acts of God, strikes, lockouts or other industrial disturbances, act of public enemies, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, severely inclement weather, orders or acts of military authorities, civil disturbances, and explosions.
- 5.2 Where the County is prevented from carrying out its obligations hereunder due to force majeure, the County shall, as soon as possible, give notice of the occurrence of force majeure to Horseshoe Bay and the County shall thereupon be excused from the performance of such obligations for the period of time directly attributable to the effects of the force majeure.

SECTION 6 – INSURANCE

- 6.1 The County shall ensure that all insurance coverage maintained by the County in accordance with this Agreement shall name the Summer Village as an additional insured. The County shall, upon the request of the Summer Village, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage.

SECTION 7 – INDEMNIFICATION

- 7.1 The Summer Village shall indemnify and hold the County harmless from and against all claims, demands, losses, costs, damages, action, suits or proceedings by third parties including all legal fees, costs and expenses incurred by the County in defending such claims, that arise out of or are attributable to the performance of the services by the County, or the negligence of the County, except any proportion thereof which is attributable to acts or omissions of the County, its agents or employees, which constitute a breach of this Agreement, or for third party claims that arise out of or the negligence of the County, its agents or employees.

SECTION 8 – RATES

- 8.1 All Road Maintenance and Snow Removal Services provided by the County to the Summer Village shall be provided at the annual rates established by the Alberta Roadbuilders and Heavy Construction Association less 20% up until September 30th, 2022. Thereafter, the service shall be provided at the full annual rates established by the Association.
- 8.2 All Mowing and Weed Control Services provided by the County to the Summer Village shall be provided at a rate of \$125.00 per hour.

SECTION 9 - GENERAL MATTERS

- 9.1 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and each remaining term, covenant, and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 9.2 Nothing contained herein shall be construed to create a relationship where one party of this Agreement becomes the agent, partner, joint venture or other legal representative of the other party and each party acknowledges and agrees that it has no authority to assume or create any obligations whatsoever, express or implied, in the name of the other party.
- 9.3 This Agreement constitutes the entire Agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understanding, negotiations and discussion, whether oral or written of the parties and there are no general or specific warranties, representations, or other agreements by or among the parties in

connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

- 9.4 This Agreement may be altered or amended in any of its provisions when any such changes are produced in writing and signed by the parties hereto but not otherwise.
- 9.5 Written notice shall be deemed to have been received by the addressee on the date received when served by hand or courier or five (5) days after the same has been mailed in a prepaid envelope by registered mail to:

County of St. Paul No. 19
5015-49 Avenue
St. Paul, AB T0A 3A4

Summer Village of Horseshoe Bay
Box 1778
St. Paul, AB T0A 3A0

Or to such other addresses as each party may from time to time direct in writing.

IN WITNESS WHEREOF, the County and Summer Village have executed this Agreement as evidenced by the duly authorized signatures below.

COUNTY OF ST. PAUL NO. 19

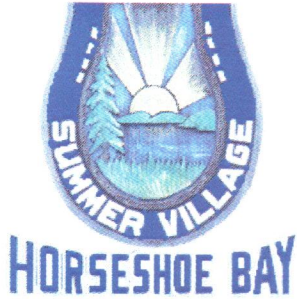
Reeve

County CAO

SUMMER VILLAGE OF HORSESHOE BAY

Mayor

Summer Village CAO



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) Regional Emergency Management Joint Servicing Agreement

Meeting Date: May 25, 2019

Background

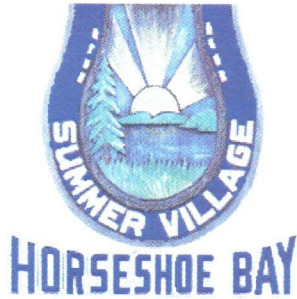
A Regional Emergency Management Joint Servicing Agreement was executed on January 1, 2017, between the County of St. Paul, The Town of Elk Point the Town of St. Paul and the Summer Village of Horseshoe Bay. Item 9 has been amended to change the expiry date from December 31, 2021 to December, 31, 2024. The change has been made to ensure job security for the Director of Emergency Management.

Recommendation/RFD/Comments

The agreement needs to be re-executed.

MOVED BY _____ that council agree to execute the Regional Emergency Management Joint Servicing Agreement, with the change in the expiry date from 2021 to 2024

-Carried-



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) Regional Occupational Health and Safety Joint Servicing Agreement

Meeting Date: May 25, 2019

Background

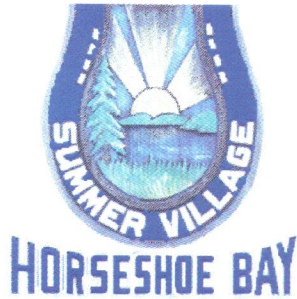
A Regional Occupational Health and Safety Joint Servicing Agreement was executed on January 1, 2017, between the County of St. Paul, The Town of Elk Point the Town of St. Paul and the Summer Village of Horseshoe Bay. Item 7 has been amended to change the expiry date from December 31, 2021 to December, 31, 2024. The reason for the change was job security for the Director of Emergency management. He did not want to accept a position that may expire in 2 years.

Recommendation/RFD/Comments

The agreement needs to be re-executed.

MOVED BY _____ that council agree to execute the Regional Occupational Health and Safety Joint Servicing Agreement, with the change in the expiry date from 2021 to 2024.

-Carried-



Summer Village of Horseshoe Bay

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Website: www.svhorseshoebay.com

Agenda Item Summary Report

Agenda Item 8.d) Inter-municipal Assessment Review Board Agreement

Meeting Date: May 25, 2019

Background

The Intermunicipal Assessment Review Board Agreement is being updated at this time because of new legislation.

Board membership consists of representatives appointed by the Municipalities. The County, Elk Point and Town of St. Paul shall appoint one elected official and two members at-large. The Summer Village shall appoint one Member which may be elected or at-large.

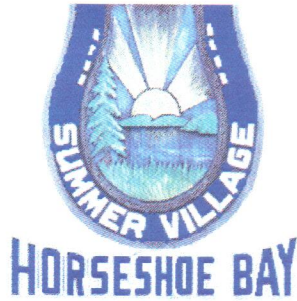
This agreement shall remain in effect in perpetuity until updates or amendments are required.

Recommendation/RFD/Comments

The agreement needs to be re-executed.

MOVED BY _____ that council agree to execute the St. Paul-Elk Point Inter-Municipal Assessment Review Board Agreement, dated June 15, 2019

-Carried-



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) Inter-municipal Subdivision and Development Appeal Board Joint Agreement (ISDAB)

Meeting Date: May 25, 2019

Background

The ISDAB consists of four (4) Municipalities. The County of St. Paul, The Town of St. Paul, The Town of Elk Point and the Summer Village of Horseshoe Bay.

The Agreement was previously approved by Council at the January 12/19 council meeting, but due to a number of changes in the agreement it needs to be approved again with the changes.

Board membership consists of representatives appointed by each of the 4 Municipalities. The County, and Town of St. Paul shall each appoint two (2) elected official and five (5) members at-large. The Town of Elk Point shall appoint one (1) elected official and three (3) at-large members. The Summer Village shall appoint one (1) at-large member.

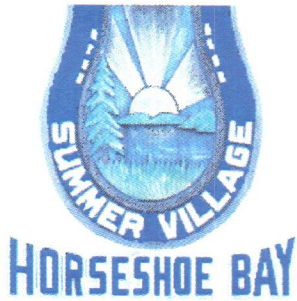
This agreement shall remain in effect in perpetuity until updates are required.

Recommendation/RFD/Comments

The agreement needs to be re-executed.

MOVED BY _____ that council agree accept the changes and execute the St. Paul-Elk Point Regional Inter-Municipal Subdivision and Development Appeal Board Agreement, dated June 15, 2019.

-Carried-



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: May 25, 2019

Background

The following documents are attached for information purposes:

- CAO Report to Council
- Action List

Recommendation/RFD/Comments

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

-Carried-

10.a)+b)

Summer Village of Horseshoe Bay
CAO Report to Council
 May 25, 2019 Regular Council Meeting
Update on recent events and Activities

What	Activity &/or event	Status & Comments
1. Capital Projects a.	<p>Culvert replacement Existing culvert under Horseshoe Bay Dr. is "rusted out" & collapsed. It needs to be replaced., A culvert could be added behind the waste bins under the trail that leads north thru the trees.</p> <p>b. Work in hall & gazebo. If I can find a contractor to help do some of the basic work in the hall & Gazebo we should proceed with some of the work.</p>	<p>This culvert work will be postponed until after the stormwater management study has been done.</p> <p>Will be funded from MSI CAP.</p> <p>I have not had time to address this issue since the Apr 8 meeting Lloyd Millers son now lives in the SV. He previously agreed to do the drywall work , so I plan to talk to him to determine if he is interested in helping me with some of the hall and Gazebo work. We still have about \$12,000 left in the MSI grant, which was approved to do some of the hall work. So we can do some work without worrying about the election results effecting this grant project.</p>
2. StormWater Mgmt.	<p>The ACP grant for a Stormwater Management Plan with the County of St Paul & Town of Elk Point has been approved and we received the \$200,000 in March. 2019</p> <p style="text-align: center;"><i>Present at A.G.M.</i></p>	<p>Contract was awarded to MPE Engineering Ltd. On May 22/10 the project manager, Mike Dowhun, toured the village & reviewed the project with me. They would like to have the first open house on Sunday June 30. ?</p>
3. Himalayan Balsam	<p>Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed.</p>	<p>The County plan to spray both sides of the creek before the end of May, before the new growth flowers goes to seed. It is anticipated that the spraying program will take at least 5 yrs. ✓ Estimated cost for 2019 is \$2,000. SV 1/2 share is \$1,000.</p>
4. IDP County St Paul & SV MDP	<p>Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP</p>	<p>ISL have scheduled an Open House for the IDP on June 10/19. in St Paul with the County & Town of St Paul & the SV. They would also like to present the MDP & LUB, if I have time to provide them with our input for changes. I have not had time to give them all the changes suggested by Council from our review of the MDP on Apr. 8th.</p>
5. Land Use Bylaw	<p>Changes required to the DRAFT LUB presented to Council Apr8, 2019</p>	<p>I have not had time to give ISL all the changes suggested by Council from our review of the LUB on Apr. 8th. In late April I advised ISL, that at this time, I do not have the time to put together a list of all the changes to the draft LUB. I suggested that we postpone the LUB update until I had the time to properly review and advise all the changes & deletions we want. ISL would like to have this done before the June open house.</p>
6. ICF County St Paul	<p>Intermunicipal Collaboration Framework (ICF) with the County of St. Paul Transitional Solutions Inc. (TSI) the consultant.</p>	<p>An INC meeting was held on April 24/19. Eli, Dave & I attended. The consultants hope to have bylaws drafted by late summer. I have nothing else to report.</p>
7. Reg. Recreation Services Master Plan	<p>SPEPRP Regional Recreation Master Plan Draft Recreation Services Master Plan was reviewed at a Joint Council meeting Dec. 12/18.</p>	<p>The final RRMP was reviewed at the Joint meeting of Council May 2, 2019. Nothing new to report at this time.</p>

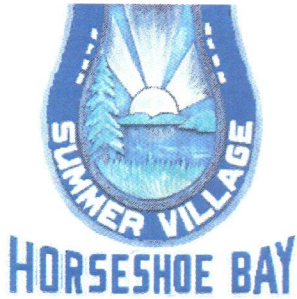
Summer Village of Horseshoe Bay
CAO Report to Council
 May 25, 2019 Regular Council Meeting
Update on recent events and Activities

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

Summer Village of Horseshoe Bay
May 25, 2019 Regular Council Meeting

Action List

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



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 11.a) Financial Reports

Meeting Date: May 25, 2019

Background

Financial Reports for 4 months ended April 30, 2019:

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

Recommendation/RFD/Comments

MOVED BY _____ that April 30, 2019 **year-to-date financial report**, be accepted for information.

-Carried-

MOVED BY _____ that the **cheque log** for the month of April, 2019, be accepted for information.

-Carried-

MOVED BY _____ that the **Bank Reconciliation** dated April 30, 2019 be accepted for information.

-Carried-

11.a)

**Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 4 months ended April 30, 2019**

	2019 Interim Budget 6 months ended June 30, 2019	YTD April 30, 2019	
REVENUE			
Taxation Revenue			
Residential Property Tax	\$ 95,299	\$ -	
Minimum Residential Property Tax	14,568	-	
Total Municipal Res. Property Tax	109,867	-	
Non-Res. Linear Property Tax	1,222		
Total Residential Property Tax	111,089	-	
Education Requisition transfers	41,435	-	
DI Property Tax Requisition	-	7	
Total Net Tax Revenue	69,660	-	
Other Revenue			
User Fees & sales (Certificate fees, Sales, etc)	300	50.00	
Interest Revenue	897	795.73	
Penalties & Costs on Taxes	145	99.53	
Permits & licenses	200	100.00	
Miscellaneous Revenue	613	-	
Recreation Revenue	800	-	
Total Other Revenue	2,955	1,045	
Funding from Grants			
Transfer MSI Op grant	-		
Transfer ACP grant	8,500	19,464	Streetlight Project
Total Grant Funding	8,500	19,464	
TOTAL REVENUE	81,115	20,509	
EXPENSE			
Council			
Council Honorarium	2,400	1,625	
Council Travel & Subsistence	1,200	842	
Council Communications - Wi-Fi	300	270	
Council Memberships & Registrations	100	0	
Total Council	4,000	2,737	
General & Administrative Expenses			
Administration - Contract	8,550	5,700	
Travel & Subsistence	250	0	
Advertising & Promotions	100	0	
Assessment Services	2,500	2,500	
Audit & Legal	5,300	220	
Communications - Courier & Postage	250	0	
Memberships	1,400	1,502	
Gen/Admin Materials, goods & supplies	980	583	
Gen Admin Services & Bank S/C	-	23	
Miscellaneous & Other Expenses	-	0	
Registrations	50	0	
WCB	300	275	
WebSite Maintenance	820	446	
Total General & Administrative Expenses	20,500	11,249	

**Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 4 months ended April 30, 2019**

	2019 Interim Budget 6 months ended June 30, 2019	0 April 30, 2019
EXPENSES continued		
Roads, Streets, Walks, Lighting		
Roads services Crack filling, bridge Insp.	12,900	12,720 from MSI CAP
Road M & repairs materials	0	0
Roads Maintenance County of St Paul	2,500	943
Signage	350	
Street Lighting Retrofit study	8,500	19,464
Amortization - Roads & Bridges	24,450	16,286
Total Roads, Streets, Walks, Lights	48,700	49,414
Fire & Preventive Servcies		
Emergency Management (E911)	150	144
Crime prevention & detection Cameras	50	0
Preventive Services purchased	150	0
Fire Expense County of St Paul	2,920	2,920
Reg. Emergency Management Exp	750	
Reg. Occupational Health & Safety	500	
REM Agency Radios upgrades	0	
MuniSite (WebMap) GIS (AAG)	480	
Total Fire & Preventive Servcies	5,000	3,064
Waste Management		
Waste Management goods & supplies	142	
Waste Management Expenses County	12,000	0
Amortization	358	240
Total Waste Management	12,500	240
Planning, Development & IM Collaboration		
ISDAB per diem per meeting & training	125	125
IM Collaboration IDP,MDP,LUB,ICF,CARES	875	
Planning, Develop't & IM Collaboration	1,000	125
Parks & Recreation		
Contracted Services - Hall	150	
Contracted Services - Park grass & equip	1,100	
Contracted Services -non-gov't	4,000	
Total Contracted Services - Labour	5,250	0
Insurance Rec. Centre & Recreation	2,400	2,272
Materials, Goods & Supplies	1,350	36
Material & Supplies Reg. Rec. needs project	0	
Utilities	2,000	1,199
Small capital purchases	1,000	
Amortization Parks & Recreation	2,000	1,341
Total Parks & Recreation	14,000	4,848
TOTAL OPERATING EXPENSE	105,700	71,676
NET INCOME (Deficit)	-24,585	-51,167
Other		
Government transfers for Capital	176,400	12,720
Excess (Shortfall) Rev. over Exp.	151,815	-38,447
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	- 165,000	0
	-13,185	-38,447
Adjustment for non-cash items		
Amortization of TCA	26,808	17,867
Transfer from Unrestricted Surplus	0	
FINANCIAL PLAN Balance	\$ 13,623	-\$ 20,580

Summer Village of Horseshoe Bay

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

Cheque

No.	Date	Payee	Purpose	Amount
2200	4/08/19	Gary Burns	Council meeting 2 travel claim	\$ 200.00
2201	4/08/19	Bonnyville Regional Fire Authority	E911 Dispatch Apr - June 2019	72.00
2202	4/08/19	Municipal Assessment Services	Assessment Services Apr-June 2019	1,312.50
2203	4/08/19	JMD Group LLP	Audit 2018 Financial Statements, FIR, etc	5,565.00
2204	4/24/19	AltaGas Utilities	Hall heating Mar to Apr 9/19	109.20
2205	4/24/19	Direct Energy Reg. Services	Elec Power bills Mar to Apr 10/19	229.31
2206	4/24/19	Gary Burns	Meeting Per Diem review LUB Apr8/19	125.00
2207	4/24/19	Eli Gushaty	Per Diem Apr8&24/19 LUB & ICF/INC mtg/travel	450.00
2208	4/24/19	Dave Amyotte	Per Diem Apr8&24/19 LUB & ICF/INC mtg/travel	273.40
2209	4/25/19	Urban Systems	Street Light policy development final invoice	6,367.20
2210	4/30/19	Norman R Briscoe	Apr Contract & WebSite maintenance	1,455.00
Total amount paid Apr. 1, 2019 to Apr.30, 2019				<u>\$ 16,158.61</u>




Norman Briscoe, CAO

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

Balance of Chequing account per bank statement as at	April 30, 2019		\$	1,199.81
Add Outstanding deposits				
Date	Ref No.	Payer/Source		Amount
30-Apr-19		Receipts	\$	-
30-Apr-19		Transfer from Savings a/c for ACP grant		6,064.00
30-Apr-19		Transfer from Saving a/c for Gen Operations		3,000.00
		Other sources		-
Total Outstanding deposits				9,064.00
Sub-total				10,263.81
Less Outstanding cheques & transfers to sav.				
Date	Cheque #	Payee		Amount
25-Apr-19	2208	Urban Systems Ltd. - Street Light project	\$	6,367.20
30-Apr-19	2210	Norman Briscoe - Contract/Website maintenance		1,455.00
				7,822.20
Balance of chequing account as at				April 30, 2019
				2,441.61
Balance of chequing a/c per general ledger a/c 1060				2,441.61
Difference April 30, 2019				\$ 0.00
explanation if required. none				
Balance of savings account per bank statement as at				
		April 30, 2019	\$	444,859.87
Add: outstanding transfers from chequing a/c				
				-
Less: outstanding transfers to chequing a/c				
				\$ 6,064.00
outstanding transfers to chequing a/c				3,000.00
				9,064.00
				435,795.87
Balance of savings a/c per general ledger a/c 1065				435,795.87
Difference April 30, 2019				\$ 0.00
explanation if required. none				
Cash in Bank April 30, 2019				
General ledger a/c# 1060 Chequing account				\$ 2,441.61
General ledger a/c# 1065 Savings account				435,795.87
Cash in Bank April 30, 2019				438,237.48
Less: Portion of cash in savings a/c which is held for specific purposes				
Deferred Revenue				
Unspent MSI Capital grant				\$ 10,871.44
ACP Stormwater Management Plan				200,197.29
Deferred Revenue held for grants				211,068.73
Recreation Fund				2,492.45
Total Deferred Revenue held in savings a/c				213,561.18
Accounts payable & accrued liabilities				14,144.06
Cash Held for restricted purposes				227,705.24
Unrestricted Cash available for S.V. General Operations & Capital projects				210,532.24
Plus near cash items				
Accounts Receivable				
Accrued tax receivable for ASFF Educ. Tax paid to Prov. Mar31/19				\$ 10,385.65
A/R from Federal Govt GST Rebate receivable July 2019				2,208.38
A/R from Alberta Gov't grants for exp. already paid for MSI				1,848.00
				14,442.03
Cash & near cash available for S.V. General Operations & Capital projects				\$ 224,974.27

Presented to Council May 25, 2019



 Norman Briscoe, CAO