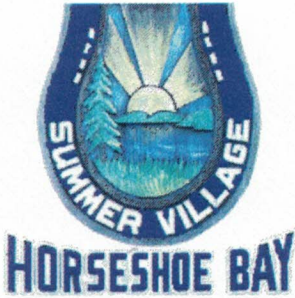


# Summer Village of Horseshoe Bay

Agenda - Regular Meeting  
Saturday October 15, 2018  
Martin Recreation Center  
2:00 pm.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
  - a) Additions to Agenda - 8.f) Quad Council Meetings
3. ADOPTION OF PREVIOUS MINUTES
  - ✓ a) August 10, 2018 Regular Council Meeting
  - ✓ b) August 14, 2018 Special Council Meeting
4. PUBLIC HEARINGS

None
5. DELEGATIONS
  - a) None
6. BYLAWS
  - a) None
7. OLD BUSINESS
  - ✓ a) MAP Review
  - ✓ b) ACP Grant Projects
  - c) Streetlight Feasibility Study Update
8. NEW BUSINESS
  - ✓ a) Approval of 2019 Interim Budget-January 1, 2019 to June 30, 2019
  - ✓ b) ICF – Establish Intermunicipal Negotiating Committee (INC) & appointments
  - ✓ c) Regional Director of Emergency Management - Resignation
  - ✓ d) Municipal Assessment Services Contract
  - ✓ e) Legalization of Cannabis
  - ✓ f)
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 9 months ended September 30, 2018
  - ✓ b) Grants Update
12. CORRESPONDENCE
  - a)
  - b)
  - c)
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 August 10/18 Regular Council Mtg. and  
August 14, 2018 Special Council Mtg.

**Meeting Date:** October 15, 2018

### Background

Minutes from the following meetings are attached for adoption at this meeting:

Minutes of August 10/18 Regular Council Meeting

Minutes of August 14/18 Special Council Meeting, to approve purchase of new tractor mower.

### Recommendation/RFD/Comments

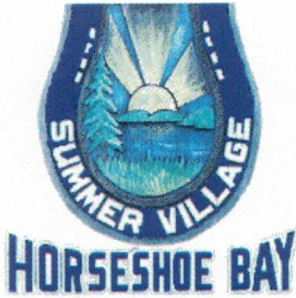
MOVED BY \_\_\_\_\_ that the minutes of the regular council meeting held on August 10, 2018 be approved with the following change: to coordinate times with another meeting being held on October 15/18, to change the date of the next regular council meeting to Monday, October 15, 2018 at 2:00 pm.

CARRIED

MOVED BY \_\_\_\_\_ that the minutes of the special council meeting held on August 14, 2018 be approved as presented.

CARRIED

3.a) + b)



# Summer Village of Horseshoe Bay

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St. Paul, AB T0A 3A0  
Phone: (780)645-4677  
Email: svhorseshoebay@gmail.com  
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## Agenda Item Summary Report

### Agenda Item 7.a) MAP Review Results

**Meeting Date:** October 15, 2018

#### Background

---

On August 10, 2018 Municipal Affairs conducted a Municipal Accountability, MAP review of the Summer Village. 2 representatives from Alberta Municipal Affairs attended the regular council meeting followed by an on-site review at the CAO's office/residence.

The ministry staff who conducted the MAP Review examined 67 *Municipal Government Act* "LEGISLATIVE REQUIREMENTS". The overall findings were very positive. Legislative Gaps were identified in only 10 of the Legislative Requirements. The 10 items that did not meet Legislative Requirements are attached for information discussion.

The comprehensive report on their findings was emailed to council separately. The Summer Village has 8 weeks -November 30/18 - to develop a response plan detailing the actions to be taken to rectify any legislative gaps that are noted in the MAP review. The response must include a timeline for completion, which is not to exceed one year.

#### Recommendation/RFD/Comments

---

MOVED BY \_\_\_\_\_ that council accept the MAP report as presented and proceed with developing and implementing a response plan.

CARRIED

7.a)



### 3.3 Meeting Procedures

#### 1. Authority to Act

LEGISLATIVE REQUIREMENTS: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

**COMMENTS/OBSERVATIONS:** At the August 10, 2018 council meeting there were decisions of council not formalized through a council resolution (i.e., setting the date for the next council meeting). While the meeting minutes document that a resolution was made and a vote was taken, this was not observed.

**MEETS LEGISLATIVE REQUIREMENTS:** No

**RECOMMENDATIONS/ACTION ITEMS:** All decisions of council must be formalized through a council resolution or by bylaw in an open public meeting with a quorum present.

**RESOURCES:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



**3. Borrowing Bylaw(s)**

**LEGISLATIVE REQUIREMENTS:** MGA 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
  - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
  - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
  - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

? **COMMENTS/OBSERVATIONS:** While this bylaw is no longer in effect, the short term operating borrowing bylaw 443/14 was reviewed as an example. The bylaw set out the purpose, amount, term, and sources of money to be used to pay the principal and interest owing. The specific maximum rate of interest was not included in the bylaw; only a rate in general terms was included (i.e., prime plus one percent). The intent of the legislation is to assign an actual maximum percentage the borrowing will not exceed. As this bylaw was for short term operating, advertising was not required.

**MEETS LEGISLATIVE REQUIREMENTS:** No

**RECOMMENDATIONS/ACTION ITEMS:** Moving forward the municipality should ensure that the maximum rate of interest the borrowing will not exceed will be included in future borrowing bylaws.

**RESOURCES:** Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225.

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

*Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.*



## 6. Bylaw Enforcement Officers

### LEGISLATIVE REQUIREMENTS: MGA 555-556

1. Is there a municipal bylaw enforcement officer appointed?
2. Is there a bylaw to support this?
3. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
4. Does the bylaw include:
  - disciplinary procedures;
  - penalties; and
  - an appeal process?
5. Has the bylaw enforcement officer taken the official oath?

**COMMENTS/OBSERVATIONS:** The CAO is responsible for bylaw enforcement matters for the summer village. There is no bylaw enforcement bylaw and the CAO has not taken the official oath.

**MEETS LEGISLATIVE REQUIREMENTS:** No

**RECOMMENDATIONS/ACTION ITEMS:** In the event the CAO is the bylaw officer, or the responsibilities for enforcing municipal bylaws default to the CAO, the CAO must take the official oath. Council must by bylaw specify the powers and duties, establish disciplinary procedures for misuse of power including penalties, and establish an appeal process.

**RESOURCES:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



### 3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the MGA. The following section includes a random selection of optional bylaws to review that their contents are in compliance with the MGA.

#### 1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: MGA 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: The summer village passed bylaw 95/2010 to regulate meeting procedures. Section 3 of the bylaw provides that council may waive any provision of this bylaw through a council resolution. This is in contravention of section 191(2) of the MGA which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the MGA or any other enactment provides otherwise. A bylaw may not be modified by a council resolution.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Bylaw 95/2010 must be amended or replaced to ensure compliance with section 191(2) of the MGA.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

Meeting Procedures Bylaw is currently being amended.



## 2. Rates and Fees Bylaw

### LEGISLATIVE REQUIREMENTS: MGA 7

1. Does the municipality have a rates and fees bylaw?

**COMMENTS/OBSERVATIONS:** The 2008 fee bylaw 85/2008 sets a schedule of fees and rates for the Summer Village of Horseshoe Bay. The bylaw states: "the rates specified attached to this bylaw may be amended from time to time, as council desires." This is in contravention of section 191(2) of the MGA which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the MGA or any other enactment provides otherwise. Schedules to Bylaw 85/2008 form part of the bylaw and can only be changed through the passing of another bylaw that amends or replaces the original bylaw and its schedules.

**MEETS LEGISLATIVE REQUIREMENTS:** No

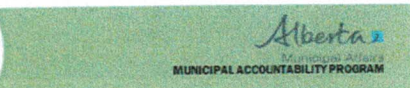
**RECOMMENDATIONS/ACTION ITEMS:** Bylaw 85/2008 needs to be amended or replaced to ensure compliance with section 191(2) of the MGA, and any amendment(s) to the bylaw schedules must be enacted by passing a bylaw that amends or repeals and replaces Bylaw 85/2008 or the relevant schedule.

**RESOURCES:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

Rates + Fees Bylaw needs to be amended.





### 3.6 Bylaw Procedures

#### 1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

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

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Council must pass bylaws in accordance with the procedures set out in section 187 of the MGA, which states that every proposed bylaw must have three distinct and separate readings. This means that each reading (motion for first reading and motion for second reading) must each be voted on by council.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



### 3.7 Mandatory Policies

#### 1. Public Participation Policy

**LEGISLATIVE REQUIREMENTS:** MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Was the public participation policy passed by July 2018?
3. Does the policy identify:
  - types or categories of approaches the municipality will use to engage the public; and
  - types and categories of circumstances in which the municipality will engage with the public?
4. Is the public participation policy available for public inspection?
5. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

**COMMENTS/OBSERVATIONS:** The public participation policy for the summer village was recently adopted and is available for public inspection. The policy does not identify the types or categories of approaches the municipality will use to engage the public, nor the types and categories of circumstances in which the municipality will engage with the public.

**MEETS LEGISLATIVE REQUIREMENTS:** No

**RECOMMENDATIONS/ ACTION ITEMS:** The public participation policy must be amended to include the types or categories of approaches the municipality will use to engage the public, and the types and categories of circumstances in which the municipality will engage with the public.

**RESOURCES:** The Alberta Urban Municipalities Association and Rural Municipalities of Alberta, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: [Public Participation Policies and Public Notification: A Guide for Municipalities](#)

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

See Schedules A + B attached,

August 10, 2018

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### 3.8 Finance

#### 1. Operating Budget

LEGISLATIVE REQUIREMENTS: MGA 242, 243, 244, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
  - the amount needed to provide for the council's policies and programs;
  - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
  - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
  - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
  - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
  - the amount to be transferred to reserves;
  - the amount to be transferred to the capital budget; and
  - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?

**COMMENTS/OBSERVATIONS:** The 2018 operating budget met the legislative requirements; however, the budget was not adopted until January 13, 2018. While no expenditures were made prior to January 13, 2018, it is important to note that a municipality may only expend funds if they are included in an adopted budget, or are for an emergency or are legally required to be paid. It is noted that the 2018 operating budget was brought to council at the October 14, 2017 meeting, but only for information purposes.

**MEETS LEGISLATIVE REQUIREMENTS:** No

August 10, 2018

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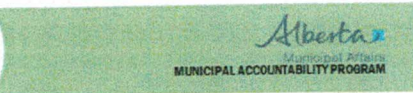
**RECOMMENDATIONS/ ACTION ITEMS:** An operating budget must be passed annually for each calendar year. An interim budget must be passed prior to January 1 for the next fiscal year if the annual budget has not been passed prior to January 1.

**RESOURCES:** Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

**MUNICIPAL RESPONSE:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

2019 operating Budget was adopted on Oct. 15/18

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## 7. Disposition of Election Material

LEGISLATIVE REQUIREMENTS: LAEA 101

1. Were the election materials disposed of in accordance with section 101?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

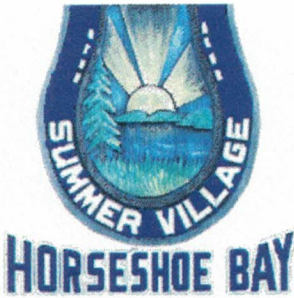
COMMENTS/OBSERVATIONS: The summer village destroyed election materials on October 20, 2017. The affidavit was sworn by both witnesses in accordance with the LAEA. The election was held on July 29, 2017. The election materials should have been destroyed on September 9, 2017.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ ACTION ITEMS: Moving forward, the summer village must ensure that election materials are destroyed in accordance with section 101 of the LAEA.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



# 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.b)** ACP Grant Projects Presentation

**Meeting Date:** October 15, 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 Management Plan Projects: Summer Village as managing partner.**

Regional Economic Development & Marketing Plan: County of St. Paul as managing partner.

Regional Human Resources Framework: Town of St. Paul as managing partner. The Summer Village will only be a part of the regional framework.

At the August 10, 2018 council meeting council passed a resolution, Res. No. 103-18-08-10, agreeing to act as managing partner for the Stormwater Master Plan Project.

At this meeting we need to pass a resolution agreeing to partner with the Town of St. Paul, Town of Elk Point and County of St. Paul for the Regional Economic Development & Marketing Plan & the Regional Human Resources Framework. *(if council want to partner in H.R. project)*

### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that council agree to partner with the Town of St. Paul, Town of Elk Point & County of St. Paul on an Alberta Community Partnership Grant application for the purpose of completing and implementing a Regional Economic Development Strategic Plan, with the County of St. Paul as the managing partner.

CARRIED

MOVED BY \_\_\_\_\_ that council agree to partner with the Town of St. Paul, Town of Elk Point & County of St. Paul on an Alberta Community Partnership Grant application for the purpose of completing and implementing a Regional Human Resource Services Needs Analysis and Framework Development, with the Town of St. Paul as the managing partner.

CARRIED



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

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## ACP Resolutions

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Kyle Attanasio &lt;kattanasio@county.stpaul.ab.ca&gt;

Tue, Oct 9, 2018 at 4:31 PM

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

This is what the County had in its agenda package today.

Administration is recommending that the County of St. Paul submit and participate in applications under the Alberta Community Partnership Grant Program for the following projects:

- Partner with the Summer Village of Horseshoe Bay and Town of Elk Point on an Alberta Community Partnership Grant application for the purpose of completing and implementing two Stormwater Management Plans with the Summer Village of Horseshoe Bay as the managing partner;
- Partner with the Town of Elk Point and Town of St. Paul on an Alberta Community Partnership Grant application for the purpose of completing and implementing a Regional Human Resource Services Needs Analysis and Framework Development with the Town of St. Paul as the managing partner; and
- Partner with the Town of Elk Point, Town of St. Paul, and Summer Village of Horseshoe Bay on an Alberta Community Partnership Grant application for the purpose of completing and implementing a Regional Economic Development Strategic Plan with the County of St. Paul as the managing partner;

I hope these are helpful to you all.

I'll note that the Summer Village was left off the HR motion because they have no employees, but Norman, if you'd like to be included, we can make that happen.

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



# ALBERTA COMMUNITY PARTNER GRANT APPLICATIONS

County of St. Paul No. 19

Prepared by Hailey Gish & Kaitlyn Kenney

October 3rd, 2018



## WHAT WE ARE APPLYING FOR?

1. Regional Economic Development & Marketing Plan
  - Managing Partner: County of St. Paul
2. Regional Human Resources Framework
  - Managing Partner: Town of St. Paul
3. Stormwater Management Plan
  - Managing Partner: Summer Village

County of St. Paul staff will write all applications.

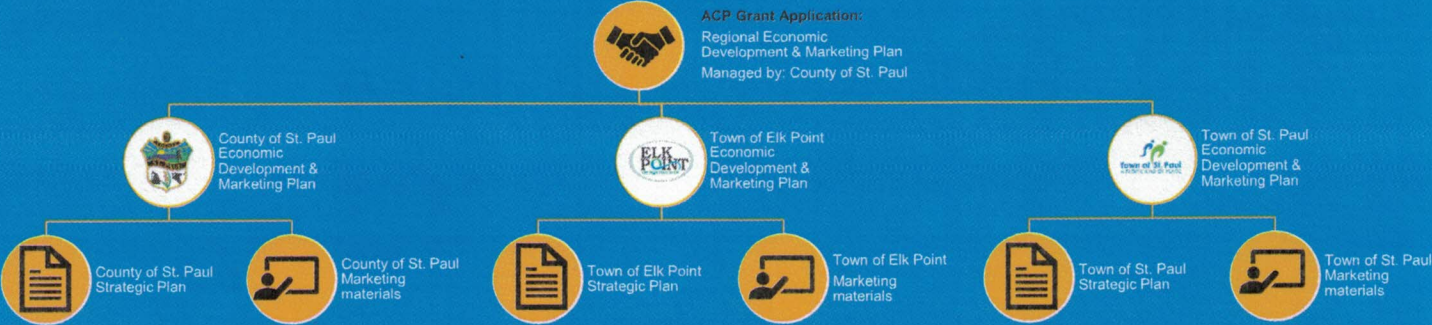
WHAT WE ARE APPLYING FOR?

## ELIGIBILITY?

All of these plans will fulfill the requirements of the grant application by falling into the component “Intermunicipal Collaboration,” under the Regional Collaboration category.

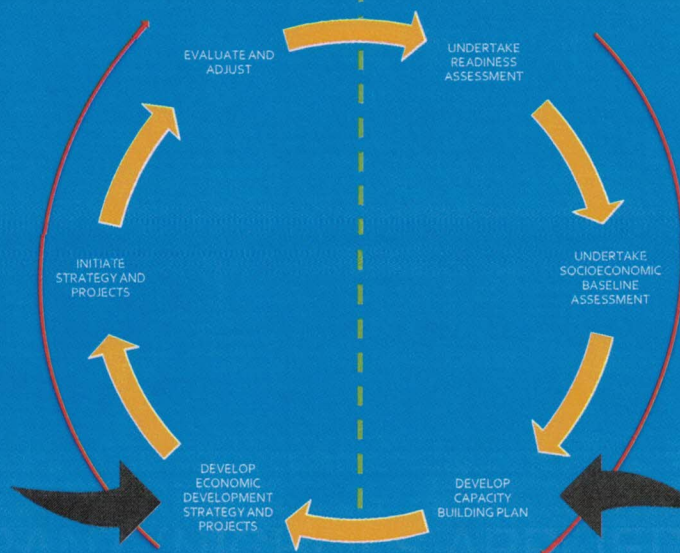
All projects will produce “a regional service agreement, plan, framework or model.”

# REGIONAL ECONOMIC DEVELOPMENT AND MARKETING PLAN



- Marketing materials could be paid by a joint CARES project/application
- The Summer Village of Horseshoe Bay will also be a partner for this application

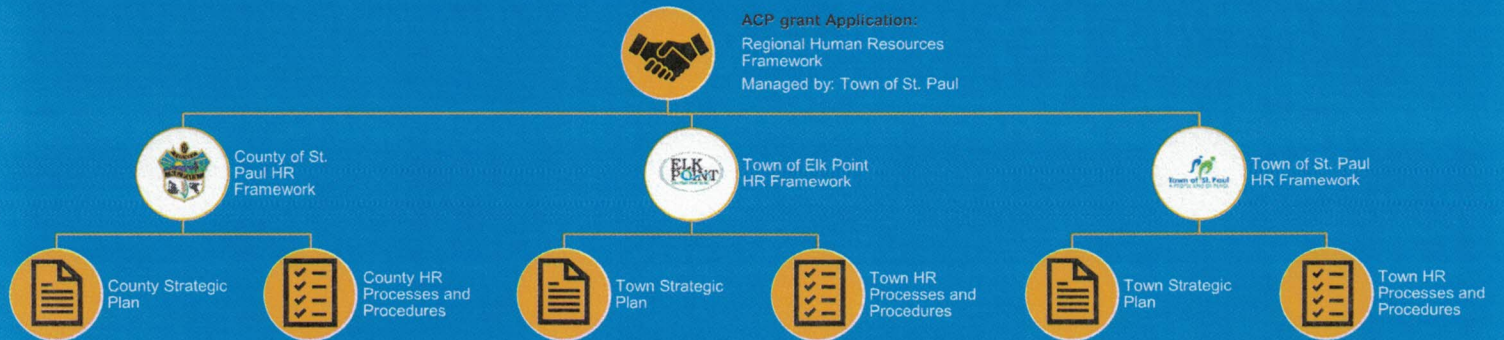
# CARE'S GRANT (NICHOLS APPLIED MANAGEMENT) AND ACP GRANT



Where the ACP Grant money will begin funding this half of the project

Where the Nichols Applied Management Project will end at this half of the project

# REGIONAL HUMAN RESOURCES FRAMEWORK



- Summer Village of Horseshoe Bay will only be a part of the regional framework
- Potential Regional Human Resources Staff Member (not funded by grant money)

# STORMWATER MANAGEMENT PLAN

- The Town of Elk Point, Summer Village and County of St. Paul Stormwater Management Plan will be similar to Town of St. Paul ACP Stormwater 2017 application.





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

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**ACP Grants - URGENT**

2 messages

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

Tue, Oct 2, 2018 at 11:56 AM

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;, Sheila Kitz &lt;skitz@county.stpaul.ab.ca&gt;

Cc: Tim Mahdiuk &lt;tmahdiuk@county.stpaul.ab.ca&gt;, Hailey Gish &lt;hgish@county.stpaul.ab.ca&gt;, Kaitlyn Kenney &lt;KKenney@county.stpaul.ab.ca&gt;

Hello all,

I just wanted to provide an update on ACP Grants as we are approaching the November 1<sup>st</sup>, 2018 deadline.

So far, we have committed to the following three projects:

1. Stormwater Master Plans Project: Elk Point, Summer Village, and County partnering (SV managing)
2. Regional Human Resources Needs Analysis and Feasibility Study: Elk Point, County, and Town of St. Paul partnering (County managing)
3. Regional Economic Development Strategic Plan Project: Town, Elk Point, County, and Summer Village partnering (St. Paul or Elk Point managing?)

The grant application for the Stormwater Project will be circulated by the end of this week.

Work is ongoing on the other two applications; the County will provide updated drafts likely in mid-October.

Please note that we will need Council motions to proceed with the applications prior to November 1<sup>st</sup>. *Aug. 10/18*  
*Agenda 8.a) Res. No*  
*103-18-08-10*

Hailey Gish will be providing a short powerpoint presentation to you for presenting to your respective Councils by the end of this week.

Now, it is my understanding that there was some discussion yesterday regarding the Regional Recreation Master Plan about potential future options including the addition of a fieldhouse.

I am looking to gauge the CAOs' interest in applying for a fourth project where we would complete a feasibility study for the construction of a fieldhouse. Either the Town or Elk Point could project manage.

Is this something that all four municipalities are interested in?

If so, I believe the best course of action would be to contact RC Strategies promptly and seek their assistance on drafting an ACP application to carry out a feasibility study for a fieldhouse.

Time is of the essence, so I would welcome your responses as soon as possible. The applications are due in short order and I know October is a very busy month for all of us.

Best,

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

Director of Corporate Services

County of St. Paul No. 19

5015 49 Avenue

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



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

Tue, Oct 2, 2018 at 12:20 PM



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

Hi Kyle,

I think we missed a project - the Professional Center - feasibility study in Elk Point. For County, TEP, Frog Lake, Fishing Lake and Onion Lake. This project would look at all types medical professions for the region. Sheila, Kim and I discussed it in chambers s briefly during our CAO mtg. EP physicians cover large area including patients from St Paul. AHS has 2 Tamil physician positions open for EP. New doctor looking seriously at EP

I think it is a great idea to ask RC Strategies to develop ACP grant for a feildhouse in region. TEP would be interested in participating and offer to manage the project.

As for economic development my suggestion would be to ask Nichols Applied Management what they see coming out of our Strategy? Perhaps a County and TEP imitative for EDO on contract? Focusing on Ag Industry?

Those are my initial thoughts....

Look forward to receiving Hailey's PP presentation- we will place on Oct 22 Council Agenda.

Ken

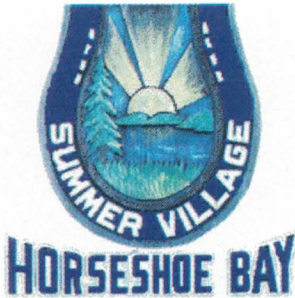
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# Summer Village of Horseshoe Bay

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.c) Streetlight Feasibility Study Workshop

**Meeting Date:** October 15, 2018

#### **Background**

---

Re: ACP Grant – Streetlight Retrofit Feasibility Study and Strategy  
Contractor – Urban Systems

On September 17, 2018, Norman attended a Street Lighting Study Workshop. Urban Systems gave a presentation detailing the project scope and objectives. The meeting notes and power point presentation are attached.

This project will be discussed further at a meeting on December 12/18.

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

---

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

CARRIED

7.c)

# MEETING NOTES

Subject: Street Lighting Study Workshop 1  
 Meeting Date: September 17, 2018  
 Time: 2:00 pm – 4:00pm  
 Location: County of St Paul Office  
 File: 4269.0001.01  
 Distribution: Attendees, Ken Gwozdz

Attendees	Company	Email
Norman R. Briscoe	Summer Village of Horseshoe Bay	<a href="mailto:svhorseshoebay@gmail.com">svhorseshoebay@gmail.com</a>
Kim Heyman	Town of St. Paul	<a href="mailto:kheyman@town.stpaul.ab.ca">kheyman@town.stpaul.ab.ca</a>
Steven Jeffery	Town of St. Paul	<a href="mailto:sjeffery@town.stpaul.ab.ca">sjeffery@town.stpaul.ab.ca</a>
Mir Ali	Town of Elk Point	<a href="mailto:mf@elkpoint.ca">mf@elkpoint.ca</a>
Sheila Kitz	County of St Paul	<a href="mailto:skitz@county.stpaul.ab.ca">skitz@county.stpaul.ab.ca</a>
Kaitlyn Kenney	County of St Paul	<a href="mailto:kkenney@county.stpaul.ab.ca">kkenney@county.stpaul.ab.ca</a>
Kyle Attanasio	County of St. Paul	<a href="mailto:kattanasio@county.stpaul.ab.ca">kattanasio@county.stpaul.ab.ca</a>
Todd Carson	Wave Engineering	<a href="mailto:Todd.Carson@WaveEngineering.ca">Todd.Carson@WaveEngineering.ca</a>
Jared Halter	Urban Systems	<a href="mailto:jhalter@urbansystems.ca">jhalter@urbansystems.ca</a>
Mike Hopkins	Urban Systems	<a href="mailto:mhopkins@urbansystems.ca">mhopkins@urbansystems.ca</a>

## Topics/Items

### 1.0 Workshop Presentation

The presentation reviewed during this meeting is attached to these meeting notes.

### 2.0 Urban/Wave Action Items

- Circulate revised presentation slides
- Review greenhouse gas reduction for change from HPS to LED
- Calculate average cost per light for each municipality to give a rough comparison between municipalities and check if its possible to tell if distribution costs (fixed charges) are different between municipalities.
- Provide Word Document for review of draft report
- Confirm GIS street light data was sent out to each municipality

### 3.0 Municipality Action Items

- Review draft report (dated July 19, 2018) and provide comments back to Urban by October 15, 2018

AGENDA

Subject: Street Lighting Study Workshop 1  
Meeting Date: September 17, 2018  
Time: 2:00 pm – 4:00pm  
Location: County of St Paul Office  
File: 4269.0001.01  
Page: 2 of 2



- Schedule joint meeting with ATCO Electric to discuss costs of upgrading existing street lighting and understanding of existing service contracts
- Provide guidance on street lighting policies desired for each municipality to Urban as part of Oct 15 comments.
- Provide direction on any public communication desired on this study to Urban as part of Oct 15 comments.
- The municipalities are anticipating a joint council meeting on or around December 12 where an update could be provided on this project. County to confirm date.
- County to review MCCAC grant programs to see if it would support costs of upgrading to LED.

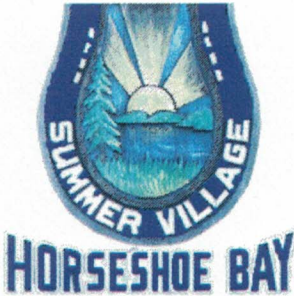
The preceding is the writer's interpretation of the proceedings and any discrepancies and/or omissions should be reported to the writer.

**URBAN SYSTEMS LTD.**

Jared Halter, P.Eng.

/jh

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## Agenda Item Summary Report

**Agenda Item 8.a)** Approval of 2019 Interim Budget: Jan. 1, 2019 to June 30, 2019

**Meeting Date:** October 15, 2018

### Background

The 2019 Interim Operating Budget for the period January 1, 2019 to June 30, 2019 is attached for council to review and approve.

### Recommendation/RFD/Comments

MOVED BY Ali to approve the 2019 interim budget for the 6 months ended June 30, 2019:

#### Revenue

Total Property Tax Revenue	\$ 109,499
Less: School & DIP Requisitions	<u>41,441</u>
Net Municipal Property Taxes	68,058
Other Revenue	2,442
Government Transfers for Grants	<u>184,900</u>

Total Revenue 255,400

#### Expenses

Operating Expenses	<u>101,000</u>
Excess of Revenue over Expenses, before Capital Expenditures	154,400
Capital Expenditures	<u>165,000</u>

Deficiency of Revenue over Expenses, Before non-cash items	-10,600
Adjustment for non-cash items	<u>26,808</u>

**Excess of Revenues over Expenditures** \$ 16,208

CARRIED

8.a)

SUMMER VILLAGE OF HORSESHOE BAY  
2019 INTERIM BUDGET

OCT 15 2018

	2018 Budget	Preliminary Draft		INTERIM Budget	
		2018 Actual	2019 Annual Budget	6 months ended June 30, 2019	
<b>REVENUE</b>					
Taxation Revenue					
Residential Property Tax	\$ 94,494	\$ 94,494	\$ 94,494	\$ 94,494	
Minimum Tax	13,825	13,825	13,825	13,825	
Total Residential property tax	108,319	108,319	108,319	108,319	
Non-Residential - Linear Prop. Tax	1,180	1,180	1,180	1,180	
Total Property Taxes & GIP	109,499	109,499	109,499	109,499	
Less Education Requisition transfers	41,435	41,435	41,435	41,435	
DI Property tax requisition	6	6	6	6	
<b>Total Municipal Property Taxes</b>	<b>68,058</b>	<b>68,058</b>	<b>68,058</b>	<b>68,058</b>	2018 taxes
Other Revenue					
User Fees (Certificate fees, Hall use, etc.)	500	275	500	300	
Interest Revenue	1,100	1,533	1,800	897	
Penalties & Costs on Taxes	600	529	500	145	
Permits (Development) & Licenses	500	200	300	200	
Other Miscellaneous. Rev.	0	251	100	100	
Recreation Revenue	1,785	265	1,785	800	
<b>Total Other Revenue</b>	<b>4,485</b>	<b>3,053</b>	<b>4,985</b>	<b>2,442</b>	
Gov't Transfers for Operating					
Government Transfers for MSI Operating	8,457	8,457	8,457	0	2018 grant
Government Transfers for ACP grants		136,066	8,500	8,500	
Transfers from other Local gov'ts		69,366			
<b>Total Grant Funding</b>	<b>8,457</b>	<b>213,889</b>	<b>16,957</b>	<b>8,500</b>	
<b>TOTAL REVENUE</b>	<b>81,000</b>	<b>285,000</b>	<b>90,000</b>	<b>79,000</b>	
<b>EXPENSE</b>					
Council					
Council Honorarium	4,000	4,875	4,800	2,400	
Council Mileage & Subsistence	2,700	1,408	2,400	1,200	
Council Communications - Wi-Fi	300	270	300	300	
Council Memberships & Registrations	1,000	447	500	100	
<b>Total Council</b>	<b>8,000</b>	<b>7,000</b>	<b>8,000</b>	<b>4,000</b>	
General & Administrative Expenses					
Administration - Contract	17,100	17,100	17,100	8,550	
Travel & Subsistence	250		250	250	
Advertising & Promotions	200	223	200	100	
Assessment Services	5,000	4,800	5,000	2,500	
Audit & Legal	5,300	5,500	5,300	5,300	
Communications - Courier & Postage	1,000	620	500	250	
Memberships	1,428	1,428	1,400	1,400	
Materials, goods, supplies & Services	2,000	1,776	1,850	980	
Miscellaneous, Other & contingency	322	70	0	0	
Registrations	100		100	50	
WCB	300	246	300	300	
Website Maintenance	1,000	737	1,000	820	
<b>Total General &amp; Administrative Exp.</b>	<b>34,000</b>	<b>32,500</b>	<b>33,000</b>	<b>20,500</b>	
<b>2019 INTERIM BUDGET</b>					

SUMMER VILLAGE OF HORSESHOE BAY  
2019 INTERIM BUDGET

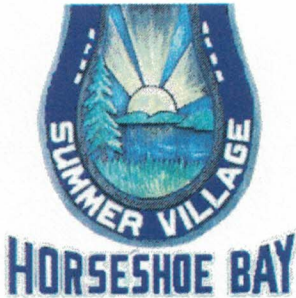
OCT 15 2018

	2018 Budget	Preliminary Draft		INTERIM Budget	
		Projected 2018 Actual	2019 Annual Budget	6 months ended June 30,2019	
<b>EXPENSES Continued</b>					
Roads, Streets, Walks, Lighting					
Road Projects Crack Filling	8,320	8,758	8,400	8,400	MSI Cap grant
Road Maintenance & repairs	880	207		0	
Road Maintenance County of St Paul	4,000	5,000	4,000	2,500	
Signage	400	100	200	150	
Street Light Retrofit study		66,000	8,500	8,500	
Amortization	41,400	45,135	48,900	24,450	
<b>Total Roads, Streets, Walks, Lights</b>	<b>55,000</b>	<b>125,200</b>	<b>70,000</b>	<b>44,000</b>	
Fire & Protective Services					
Emergency - E911	300	269	300	150	
Preventive Services purchased		40	100	50	
Preventive Services - materials & supplies	100	339	300	150	
Fire Expenses - County of St Paul	2,900	2,920	2,900	2,920	
Reg. Emergency Management Exp.	1,200	1,200	1,500	750	
Occupational Health & Safety	800	800	1,000	500	
REM Agency contributions to Radios	1,800	140,132	0	0	
MuniSite (WebMap) GIS (AAG)	900	900	900	480	
<b>Total Fire &amp; Protective Services</b>	<b>8,000</b>	<b>146,600</b>	<b>7,000</b>	<b>5,000</b>	
Waste Management					
Waste Management Exp Non-County	300	139	300	142	
Waste Management Exp County	12,000	12,142	12,000	12,000	
Amortization	700	719	700	358	
<b>Total Waste Management</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>12,500</b>	
<b>Planning, Develop't &amp; IM Collaboration</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>	
Parks & Recreation					
Contracted Services - Hall	300	180	300	150	
Contracted Services - Park grass & equip.	2,200	1,630	2,200	1,100	
Contracted Services - Other	5,500	5,500	5,500	4,000	
Total Contracted Services - Labour	8,000	7,310	8,000	5,250	
Insurance Rec Centre, Parks, Recreation	2,300	2,346	2,400	2,400	
Materials, Goods, Supplies & Services	3,100	1,014	2,600	1,350	
Utilities	4,000	3,620	4,000	2,000	
Small capital purchases	1,700	4,379	2,000	1,000	
Amortization	3,900	4,173	4,000	2,000	
<b>Total Parks &amp; Recreation</b>	<b>23,000</b>	<b>22,842</b>	<b>23,000</b>	<b>14,000</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>142,000</b>	<b>347,642</b>	<b>155,000</b>	<b>101,000</b>	
Excess (Deficiency) of Revenue over Expenses before Capital	-61,000	-62,642	-65,000	-22,000	
Other					
Government transfers for capital	191,000	203,983	176,400	176,400	
<b>Excess (Deficiency) of Rev. over Exp.</b>	<b>130,000</b>	<b>141,341</b>	<b>111,400</b>	<b>154,400</b>	
Adj. for cash items, not PSAB Rev. or Exp.					
Tangible Capital Assets expenditures	-180,000	-191,367	-165,000	-165,000	
<b>Deficiency of rev. over exp. after amort.</b>	<b>-50,000</b>	<b>-50,026</b>	<b>-53,600</b>	<b>-10,600</b>	
Adjustment for non-cash items					
Amortization	46,000	50,026	53,600	26,808	
Transfer from Unrestricted Surplus	4,000	0			
<b>FINANCIAL PLAN Balance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>-0</b>	<b>\$ 16,208</b>	
Tax revenue based on 2018 tax rates & grant allocations					

2019 INTERIM BUDGET

		2019 BUDGET				
				Preliminary Draft		
<b>CAPITAL Projects &amp; Budget 2019</b>				Capital	Capital Grants	Capital
<b>MSI Capital</b>	2017 MSI & BMTG Allocation					\$ 18,166
	2018 MSI & BMTG Allocation					84,127
	2019 MSI & BMTG Allocation Est					69,680
MSI CAP funding available for 2019						171,973
<b>GTF</b>	Gas Tax Fund grant 2018	9,026				
	Gas Tax Fund grant 2019est	9,026				
	funding available	18,052				18,052
Capital Grant funds available						190,025
<b>Potential Capital projects</b>			Roads Plan	Preliminary		
<b>Roads</b>		2013 Prices	Estimates			
			2019			
Coney Dr 1-Way	Improve gravelled subgrade		50,000			
	Pave Coney Dr west end					
	Coney Dr W improvements	165,000	50,000			
	Softspot repair eastend 1way	-	15,000			
	Coney Dr improvements	165,000	65,000	65,000		
	Culverts Est \$2,500 pc	10,000	25,000	25,000		
	Twp594 lake access gravel	10,000	-	-		
	Total Road projects	350,000	154,999	90,000		
	Contingency	35,000	15,500	9,000		
	Road projects	385,000	170,499	99,000	99,000	- 99,000
<b>Other</b>						
	Pave vehicle parking & RV camping area & Driveway to hall					
	access road to hall & sports field		17,000			
	vehicle parking & RV camping area		70,000			
	Fire access lane estimate		25,000			
			87,000			
	Contingency & Engineering		8,700			
	Cost of non-road paving upgrades		95,700			
	Total paving projects		\$ 266,199			
<b>Recreation Centre Rehabilitation &amp; Upgrades</b>						
	Rec Centre Hall rehabilitation/upgrade		\$ 51,000			
	Gazebo betterments		10,000			
	Drainage ditch west of park		5,000			
	Sports fields equipment & bicycle stand					
	Sports & Play ground safety & Equip					
<b>Recreation Centre Rehabilitation &amp; Upgrade project total cost</b>				66,000	66,000	-66,000
<b>Total 2019 Capital expenditures</b>				165,000	165,000	
Capital funding available for future projects & over expenditures						25,025
Plus	Operating expense funded from Capital					
	Road crack & hole filling in Op. expense			8,400		
	Soft spot repair various locations in SV			-		
	Repair leaking cistern riser			1,000		
	Small capital purchases expensed not in above			2,000		
	Total Op Expenses funded from Capital grants			11,400	11,400	-11,400
2019	Total Project expenditures funded from Capital			\$ 176,400		
						13,625
Total 2019	Gov't transfers for Capital				\$ 176,400	
	Uncommitted Capital grant allocations for 2019					\$ 13,625
For INTERIM BUDGET						
<b>Preliminary Draft CAPITAL Projects &amp; Budget 2019</b>						





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## Agenda Item Summary Report

### Agenda Item 8.b) ICF – Inter-municipal Negotiating Committee (INC)

**Meeting Date:** October 15, 2018

#### Background

As municipal leaders and administrators, it is recommended that each municipality create an Inter-municipal Negotiating Committee (INC). The INC should be comprised of the people with authority to negotiate (if necessary) and to make decisions.

Our municipal neighbors have agreed to appoint 3 individuals, 2 elected officials and the CAO, to their committees.

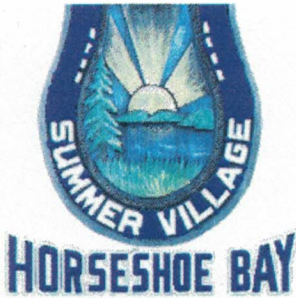
#### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_, that Council create an Inter-municipal Negotiating Committee (INC) and give the committee the authority to negotiate with the County of St. Paul No. 19 and make decisions on behalf of the Summer Village of Horseshoe Bay as they relate to the ICF.

CARRIED

MOVED BY \_\_\_\_\_, that council appoint \_\_\_\_\_ and \_\_\_\_\_ along with Chief Administrative Officer Norman Briscoe, to the Inter-municipal Negotiating Committee of the Summer Village of Horseshoe Bay and the County of St. Paul.

CARRIED



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## Agenda Item Summary Report

**Agenda Item 8.c)** Regional Director of Emergency Management and OHS

**Meeting Date:** October 15, 2018

### Background

---

Rob Duffy, the Regional Director of Emergency Management, resigned, effective September 28, 2018. His letter of resignation is attached.

As a result the Region will be hiring a new Director of Emergency Management and OHS. The ad was placed in the St. Paul Journal as well as other relevant publications. It is also on the Summer Village website. The competition closes on Oct.19/18.

Norman will be attending a meeting on October 24 to review the applications received. Interviews will be held all day on November 5/18.

### Recommendation/RFD/Comments

---

MOVED BY \_\_\_\_\_ that council accept this report and letter as information and wish Rob Duffy well in new position.

CARRIED

8.c)

Rob Duffy  
4302-45 Ave  
St. Paul, AB  
T0A 3A3

Sept 13, 2018

Chief Administration Officers  
Sheila Kitz – County of St. Paul No. 19  
Kim Heyman – Town of St. Paul  
Ken Gwozdz – Town of Elk Point  
Norman Briscoe – Summer Village of Horseshoe Bay

Dear CAO's,

Please accept this letter as formal notification that I am resigning from my fulltime position as Regional Director of Emergency Management and Safety for the Municipalities. My last day will be Sept 28, 2018.

Thank you so much for the opportunity to work in this position for the past 4 years. I've greatly appreciated the opportunities for the training and advancement while working for the Region. I hope that my contributions to the Municipalities has been positive. I believe that as a team we have made some great strides with our Emergency Management and Safety programs.

This new position is not something I was sourcing out. While I do regret any inconveniences that my resignation will cause for you and my coworkers, this is something that I must do for myself. I have accepted a new position that will expose me to new challenges and opportunities which I believe are in my best interest.

I would like to leave you with an option to consider. The shift I will be working at the new position provides me with 10 days off. During my 10 off I would be willing to continue working for the Municipalities in a part-time position and completing some of the larger projects we have started such as the Wildfire Assessment, and to see the Town of Elk Point through in achieving their COR certification.

If the above option is of no interest to you, I'll do everything possible to wrap up my duties and train other team members prior to my departure. Please let me know if there's anything else I can do to aid during the transition. Feel free to contact me after I have left for clarification or assistance on anything should the need arise.

I wish the Municipalities continued success, and I hope to stay in touch in the future.

Sincerely,

Rob Duffy

8.0)

**The County of St. Paul, Town of St. Paul, Town of Elk Point and the Summer Village of Horseshoe Bay are currently recruiting a**

**Director of Emergency Management  
And  
Occupational Health and Safety**

**OVERVIEW:**

The Director of Emergency Management and Occupational Health and Safety manages the Region's Safety Management System (RSMS) and the Regional Emergency Management Plan (REMP), by developing, implementing, coordinating, monitoring and evaluating plans, policies and strategies that will improve the municipalities capacity to respond effectively to incidents and major emergencies, and occupational health and safety requirements of all employees.

This position reports to the Chief Administrative Officer (CAO) of the County of St. Paul, however there is required coordination with all the CAO's included in this regional partnership. This position also takes direction from the Regional Emergency Advisory Committee and coordinates the activities of the Regional Emergency Management Agency.

**OTHER DUTIES:**

- Establish, maintain, and act as Director of the Regional Emergency Coordination Centre (ECC), upon activation of the Regional Emergency Management Plan.
- Coordinate maintenance and annual review of the Regional Emergency Management Plan.
- Coordinate public information programs to keep all local residents informed about emergency management activities.
- Assess the need for and coordinate necessary training to support the Regional Emergency Management Plan.
- Coordinate exercises to test the Regional Emergency Management Plan, and ensure a process of continuous improvement.
- Liaise with provincial emergency management authorities (AEMA District Officer).
- Conduct safety incident and near miss investigations. Lead workplace hazard analyses and develop mitigation action plans. Assure proper PPE, safety plans and training are available.
- Monitor contractor, visitor and partner activities and ensure their compliance with theirs or our site safety management system.
- Perform workplace orientations and ensure training for employees, contractors, suppliers and visitors.
- Support as required with WCB in the return to work program for injured employees.
- Conduct safety audits, observations, formal and non-formal workplace inspections, and assist in the development of corrective action plans in consultation with department managers and supervisors.

QUALIFICATIONS:

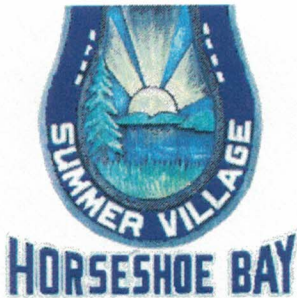
- An emergency management and/or emergency response background would be desirable.
- Certification or experience in managing and coordinating Occupational Health and Safety programs
- Knowledgeable of the structure, functions, objectives and interrelationships of federal, provincial, and local governments, as it pertains to emergency management and occupational health and safety
- Knowledgeable or certified in the Incident Command System (ICS)
- Good team building, coaching, and communication skills.
- Ability to evaluate situations and exercise good judgment in making decisions.

Remuneration will be negotiated based on knowledge and experience of applicant.

Interested applicants are invited to submit their resumes by October 19 to:

Sheila Kitz, CAO  
County of St. Paul  
5015 – 49 Ave.  
St. Paul, AB  
T0A 3A4

Or email [skitz@county.stpaul.ab.ca](mailto:skitz@county.stpaul.ab.ca)



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## Agenda Item Summary Report

### Agenda Item 8.d) Assessment Services Contract

**Meeting Date:** October 15, 2018

#### Background

The Summer Village assessment services contract with Municipal Assessment Services Group Inc., expired on September 30, 2018. At the July 21, 2018 Organizational Meeting council passed Resolution No. 75-18-07-21 authorizing renewal of the contract with Municipal Assessment Services Group.

In order to have the contract term from January to December (rather than October to September) of each year, the contract is being renewed for 39 months as follows:

For the period October 1 to December 31, 2018	\$1,200
For the period January 1 to December 31, 2019	5,000
For the period January 1 to December 31, 2020	5,150
For the period January 1 to December 31, 2021	5,300

#### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that council approve the Agreement with Municipal Assessment Services Group Inc. for assessment services in the Summer Village of Horseshoe Bay, for the 39 month period from October 1, 2018 to December 31, 2021.

CARRIED

8.d)

# Municipal Assessment Services Group Inc.

PO Box 3369, 10404 – 100 Avenue Morinville, AB T8R 1S2

Ph. 780.939.3310 Fax 780.939.3350

September 24, 2018

Mr. Norman Briscoe  
CAO - Summer Village of Horseshoe Bay  
PO Box 1778  
St. Paul, AB T0A 3A0

Dear Norman:

## **RE: PROPOSAL TO RENEW PROPERTY ASSESSMENT SERVICES**

Municipal Assessment Services Group Inc. is proud to have been the assessment service provider to the Summer Village of Horseshoe Bay for the past 21 years. Our current assessment services contract expires on September 30, 2018. I appreciate the opportunity to offer you this renewal for your review with the same terms of service.

As requested, I'm using a renewal contract term period of 39 months. (October 1, 2018 to December 31, 2021). As the next council meeting isn't scheduled until October 25<sup>th</sup>, the existing quarterly pricing will be used until December 31, 2018 whereupon the new contract pricing will come into effect as noted below.

***Existing Quarter Term Price @ \$1,200***  
***(For the period October 1, 2018 to December 31, 2018)***

***First Year of Term Price @ \$5,000***  
***(For the period January 1, 2019 to December 31, 2019)***

***Second Year of Term Price @ \$5,150***  
***(For the period January 1, 2020 to December 31, 2020)***

***Third Year of Term Price @ \$5,300***  
***(For the period January 1, 2021 to December 31, 2021)***

***\*(Please note that above prices do not include GST)***

In Summary, Municipal Assessment Services Group will continue to provide Horseshoe Bay with the highest quality alternative for you assessment service needs. Municipal Assessment Services Group is proud of the track record it has developed in meeting all of its contracts and obligations.

Included with this renewal proposal are Schedules "A" and "B" of the agreement outlining the services and costs for your review and approval.

Kindly review this at your leisure and upon agreement, we will provide a contract for both parties to sign.

Respectfully,

Dan Kanuka, AMAA  
Assessor Summer Village of Horseshoe Bay  
For Municipal Assessment Services Group Inc.



THIS AGREEMENT made this      day of                      , 2018

**BETWEEN:**

MUNICIPAL ASSESSMENT SERVICES GROUP INC.

---

(hereinafter called "Municipal Assessment Services Group")

- and -

SUMMER VILLAGE OF HORSESHOE BAY

---

(hereinafter called the "municipality")

## **1.0 Background**

- 1.1 Assessment services are required by the municipality in order to carry out the assessment of property within the municipality, primarily for taxation purposes.
- 1.2 Municipal Assessment Services Group has been asked by the municipality to provide certain assessment services as set out in this agreement and Municipal Assessment Services Group has agreed to provide such services.

## **2.0 Description and Scope of Services**

- 2.1 Municipal Assessment Services Group will, on behalf of the municipality, prepare the assessments and undertake the assessment related activities, all of which are set out in **Schedule "A"**, which is attached to and forms a part of this agreement.

## **3.0 Appointed Assessor**

- 3.1 For the purposes of the applicable provincial legislation and municipal bylaws relating to assessment, Municipal Assessment Services Group shall designate an assessor acceptable to the municipality from within M.A.S.G. to do the assessments and shall duly be the "appointed assessor" respecting such assessments.

#### **4.0 Level and Standards**

- 4.1 The appointed assessor will be an Accredited Municipal Assessor of Alberta (A.M.A.A.).
- 4.2 The appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and in determining final assessment value of property.
- 4.3 The appointed assessor will endeavor to maintain property equity in assessments within the municipality.

#### **5.0 Term**

- 5.1 This agreement will come into effect once it has been signed by both parties.
- 5.2 This agreement involves services with a commencement date of **October 1, 2018** and expires on **December 31, 2021** with an option of renewal upon written agreement of both parties.
- 5.3 During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

#### **6.0 Fees, Expenses and Payments**

- 6.1 The cost of the assessment services is set out in **Schedule "A"** which the municipality will pay to Municipal Assessment Services Group in the manner provided for in article **6.2**.
- 6.2 The municipality will be invoiced on a quarterly basis for work in progress and payments must be paid within thirty (30) days of invoice. Interest at the rate of twelve percent (12%) per annum, calculated monthly shall be due on any late payments.
- 6.3 G.S.T. (Goods and Services Tax) or any substitute for the G.S.T. shall be added (when applicable) to the cost of assessment services.
- 6.4 Should the municipality request Municipal Assessment Services Group to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged at an hourly rate of **\$85.00** per hour plus expenses.

## **7.0 Confidentiality and Non-disclosure**

- 7.1** Unless required by law, any data or other information concerning Municipal Assessment Services Group which is obtained by the municipality in its dealings with Municipal Assessment Services Group under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by Municipal Assessment Services Group.
- 7.2** Unless required by law, any data or other information concerning the municipality, which is obtained by Municipal Assessment Services Group in its dealings with the municipality under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by the municipality.

## **8.0 Indemnification**

- 8.1** Municipal Assessment Services Group will ensure that its employees, when on assignments, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed.
- 8.2** Municipal Assessment Services Group will indemnify and save harmless the municipality against all claims, damages and expenses that relate to Municipal Assessment Services Group employees who may be injured while performing assessment functions pursuant to this agreement unless such injury results from a willful or negligent act on the part of the municipality, its officers, employees or agents.
- 8.3** Municipal Assessment Services Group will not be liable for any claims or other legal action that may result from or in any way relate to the assessment services performed on behalf of the municipality.

## **9.0 Termination of Contract**

- 9.1** Either party may terminate this agreement at anytime, without cause by giving notice in writing to the other party of not less than one hundred twenty (120) days.
- 9.2** If Municipal Assessment Services Group provides notice of termination to the municipality or receives a termination notice from the municipality, it shall outline what portions of the services under the agreement will not be completed by the date of the termination. It will then be the responsibility of the municipality to make appropriate arrangements to have required assessments completed.
- 9.3** Upon termination, Municipal Assessment Services Group shall submit to the municipality, an invoice for services rendered but not previously invoiced and the municipality shall pay such invoice within 30 days of its receipt by the municipality. Interest, at the rate of twelve percent (12%) per annum, calculated monthly not in advance, shall be due regarding any late payments.

## **10.0 Amendments**

- 10.1** This agreement may be amended solely by written consent of both parties.
- 10.2** This agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

## **11.0 Contract Renewal**

- 11.1** Contract renewals will be available subsequent to this agreement, as determined by both parties as outlined in article 5.3.

## **12.0 Arbitration**

- 12.1** Should the parties be unable to resolve any disputes which may arise regarding this agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Revised Statutes of Alberta 2000, Ch. A-43.

## **13.0 Binding**

- 13.1** This agreement ensures to the benefit of and is binding upon the parties to this agreement and their respective successors and any assignees of Municipal Assessment Services Group and the municipality.

## **14.0 Representatives**

- 14.1** The representatives of the parties and the address for notices for the purpose of this agreement are as follows:

- a) for the Municipal Assessment Services Group Inc.:

Representative:	Daniel Kanuka, AMAA
Address:	PO Box 3369 10404 -100 Avenue Morinville, AB T8R 1S2

- b) for the municipality:

Representative:	Norman Briscoe CAO
Address:	PO Box 1778 St. Paul, AB T0A 3A0

**15.0 Signatures**

**15.1** This agreement is executed by the parties as of the date shown on the first page of this agreement.

**Municipal Assessment Services Group Inc.**

Per: \_\_\_\_\_

\_\_\_\_\_

**The Municipality**

Per: \_\_\_\_\_

\_\_\_\_\_

## SCHEDULE "A"

The following assessment services are provided pursuant to the agreement between the Municipal Assessment Services Group and the municipality.

### ASSESSMENT SERVICES WILL INCLUDE:

The Municipal Assessments Services Group will be responsible for the following in providing this assessment service proposal:

- All computer hardware and software, relative to the **CAMALOT** Assessment System in the M.A.S.G. Morinville office.
- All travel costs such as mileage, meals and accommodation.
- Annual assessment of new properties, as well as reported changes to existing properties.
- An assessment valuation shall be conducted annually. The current value program will continue.
- The client municipality will receive the assessment values in report form or electronic data transfer.
- Administration and council support relating to property assessment matters.
- The assessor will be available to address assessment inquiries and estimates of taxation from property owners by telephone, or in person when required.
- Assessment and Growth shift studies shall be provided after each valuation.
- Required Annual recapitulation and assessment to market ratio studies shall be reported to the Assessment Audit Unit of Municipal Affairs via Milenet.
- The assessor's time and travel expense reviewing and preparing for the defense of assessments complained to the Local Assessment Review Board (**LARB**) percentage not to exceed one (1) percent of total parcels or any assessments greater than **\$3,000,000**.
- Required Standards and Reporting as per all legislation and regulation in the Province of Alberta. This includes, but not limited to, the Municipal Government Act, Matters Relating to Assessment and Taxation (MRAT) and Alberta Assessment Quality Minister's Guidelines.

**PAYMENTS TO THE MUNICIPAL ASSESSMENTS SERVICES GROUP FOR ASSESSMENT SERVICES:**

**Three Year Term**

**Quarter:** Based on 20% selective inspections of properties commencing October 1, 2018 to December 31, 2018: **\$1,200 quarterly**

**1st Year:** Based on 20% selective inspections of properties commencing January 1, 2019 to December 31, 2019: **\$1,250.00 quarterly (\$5,000 per annum).**

**2nd Year:** Based on 20% selective inspections of properties commencing January 1, 2020 to December 31, 2020: **\$1,287.50 quarterly (\$5,150 per annum).**

**3rd Year:** Based on 20% selective inspections of properties commencing January 1, 2021 to December 31, 2021: **\$1,325.00 quarterly (\$5,300 per annum).**

**NOTE:** All quarterly payments considered Beginning of Period and exclude GST.  
The above quarterly payments are based on a full year's contract.

**CLIENT MUNICIPALITIES WILL BE RESPONSIBLE FOR:**

- All required maps, subdivision plans, development/building permits including plans where available.
- All costs incurred at Land Titles Office and Corporate Registry.
- All costs resulting from ratepayer information brochures, newspaper advertisements and bulk mailing.

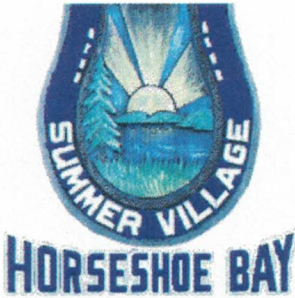
## SCHEDULE "B"

### SERVICES NOT INCLUDED: (ESTIMATED AS REQUIRED)

Should the municipality request the Municipal Assessment Services Group to undertake work that is not set out in Schedule "A", such additional work shall be charged in the manner as shown in **Section 6.4** of the contract.

- Any Local Assessment Review Board (LARB) hearings **exceeding 1%** of total parcels or any assessments greater than **\$3,000,000** or where a lawyer is required. Any Higher Court attendance is not included.
- New major commercial or non-typical development over \$3,000,000 will be negotiated and cost separately relative to annual assessments.
- Any annexations or municipal boundary changes.
- Equalization Appeals.
- Municipal Appraisals as required for insurance, sale of property from tax forfeiture proceedings as well as properties owned by the municipality held for re-sale.
- Business Tax assessments.
- Assessment changes arising out of legislative changes.
- Specialty Plant assessments serviced by the Alberta Municipal Affairs 'Specialty Plant' division.





# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

Agenda Item 8.e) Legalization of Cannabis

Meeting Date: October 15, 2018

### Background

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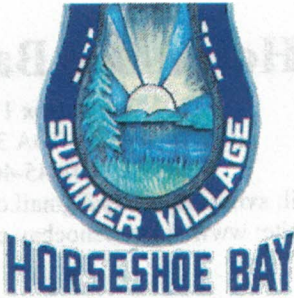
As you know, Cannabis becomes legal in Canada on October 17/18.

### Recommendation/RFD/Comments

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Council needs to make some decisions regarding the use of Cannabis in the Summer Village. The Land Use Bylaw will address some of the issues, but we may need a Bylaw addressing other issues.

Gary  
motion to direct admin to draft policies  
regarding use of cannabis in Village.



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## Agenda Item Summary Report

**Agenda Item 8.f)** Addition to Agenda: Quad Council Workshop – Oct.15/18  
Quad Council Meeting – Dec. 12/18

**Meeting Date:** October 15, 2018

### Background

#### October 15, 2018

County of St. Paul, Town of St. Paul, Town of Elk Point & Summer Village of Horseshoe Bay are holding an **Intermunicipal Collaboration Framework (ICF) Quad Council Workshop** on October 15, 2018, from 6:00 pm to 9:00 pm. All Summer Village councillors have indicated they will be attending the meeting & workshop. One-on-one interviews with Transitional Solution Inc. will take place prior to the meeting.

#### December 12, 2018

County of St. Paul, Town of St. Paul, Town of Elk Point & Summer Village of Horseshoe Bay are holding a **Quad Council Meeting** on December 12, 2018, to review & update the following projects:

1. CARES Project – Regional Economic Development Needs Analysis (Nichols Applied Management)
2. Street Lighting Data Collection & Feasibility Study (Urban Systems)
3. Urban IDP's (ISL)
4. Recreation (RC Strategies – if necessary)

### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that all councillors are authorized to attend the Intermunicipal Collaboration Framework Quad Council Workshop on October 15, 2018. Councillors in attendance will be paid an honorarium of \$125.00.

CARRIED

MOVED BY \_\_\_\_\_ that all councillors are authorized to attend the Quad Council Meeting on December 12, 2018. Councillors in attendance will be paid an honorarium of \$125.00.

*to be held from time to time.*



# County of St. Paul, Town of St. Paul, Town of Elk Point & Summer Village of Horseshoe Bay Intermunicipal Collaboration Framework Quad Council Workshop

October 15, 2018

6:00 p.m. – 9:00 p.m.

Multipurpose Room – St. Paul Rec Centre

## AGENDA

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**Meeting Purpose:** To provide all ICF Partners with information regarding the Intermunicipal Collaboration Framework (ICF) negotiation process and set the foundation and guiding principles for the Intermunicipal Negotiation Committee (INC) meetings going forward.

### Discussion Points:

1. Introductions & TSI's Role
2. ICF Process Overview
3. Service Inventory Assessment & Development Forms
4. Draft ICF Template
5. Decision: Open or Closed Workshops (FOIPP Section 219)
6. Decision: Bilateral vs. Multilateral ICFs
7. Appoint Intermunicipal Negotiation Committee (INC) Members
8. Guiding Principles
9. Communications Protocols
  - External Communications
  - ICF Website Overview

10. Dispute Resolution Process

11. Recreation Funding Models

12. Discussion: What does success look like?

13. INC Workshop Frequency / Schedule

14. Adjournment



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

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**Quad-Council Meeting - December 12th**

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

Tue, Oct 9, 2018 at 3:10 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;, Sheila Kitz &lt;skitz@county.stpaul.ab.ca&gt;

Cc: Tim Mahdiuk &lt;tmahdiuk@county.stpaul.ab.ca&gt;, Phyllis Corbiere &lt;pcorbiere@county.stpaul.ab.ca&gt;, Krystle Fedoretz &lt;kfedoretz@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 just wanted to touch base on the Quad-Council meeting that we have scheduled for December 12<sup>th</sup>.

First off, I'd like to touch on the agenda. Right now, Sheila and I are anticipating the following project updates in an effort to maximize our time together:

1. CARES Project – Regional Economic Development Needs Analysis and Capacity-Building Framework (Nichols Applied Management)
2. Street Lighting Data Collection and Feasibility Study (Urban Systems)
3. Urban IDPs (ISL)
4. Recreation (RC Strategies – if necessary)

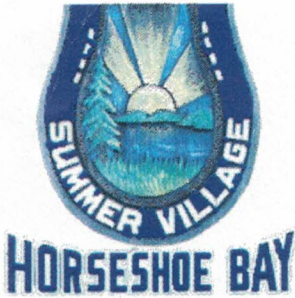
It's my understanding that RC Strategies is trying to schedule a meeting sooner, but I am leaving a placeholder spot here should they require it.

For the CARES and Street Lighting projects, the reporting at this meeting would essentially complete these two projects.

Is everyone satisfied with this agenda? I know that it is a lot of consultants. We have included these reports to Councils as deliverables in the project scope, so let me know if you have any concerns.

I am thinking that we could have two presentations, eat, then conclude with two more presentations.

Secondly, since this meeting appears to be heavy on content, I am wondering if there is appetite to start the meeting any sooner. We currently have it scheduled for 5pm, but if we could start at 4pm it would allow us all to get home earlier. I know that this can be difficult for urban councillors, so let me know your thoughts on this as well.



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

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

Meeting Date: October 15, 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

*3 notes 7/15*

*10.a) + b)*

Summer Village of Horseshoe Bay

CAO Report to Council

October 15, 2018 Regular Council Meeting

Update on recent events and Activities


What	Activity &/or event	Status & Comments
1. 2018 Road rehab	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.	Deficiencies were corrected and hold back released Sep 2018 ✓
2. Storm Water Mgmt. ✓	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. But did not drain all the water. We will likely have to dig a ditch or install a culvert across the path behind the parking area
3. Himalayan Balsam ✓	Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed.	The county cut new growth and sprayed on both sides of the creek. The SV share of the costs will be about \$4,000. It is anticipated that the spraying program will take at least 5 yrs. The 2018 expenses included 2 newspaper ads costing \$1,900 Hopefully this is a one time cost. ✓
4. Regional Recreation Services Master Plan for the SPEPR ✓	Develop a Regional Partnership Recreation Services Master Plan	Draft 1 Recreation Services Master Plan was reviewed by the CAO's Oct 1, 2018. RC Strategies+PERC is hoping to have the final draft for presentation to councils by Dec 31, 2018. If so council can review it at our Jan 2019 meeting. ✓
5. ISDAB	Intermunicipal Subdivision & Development Appeal Board (ISDAB)	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. ✓
	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.	A bylaw for each municipality to authorize the establishment of an ISDAB is being developed by the county. It is hoped that the bylaw will be ready for councils at our Jan 2019 meetings.
	Cost of appeals will be paid by the municipality where the appeal is made. Fee structure for the Board members & clerks will be the same for all 4 member municipalities.	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. IDP County St Paul & SV MDP	Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP	ISL plan to have draft IDP & MDP documents for our Jan. 2019 meeting. I told ISL that a Camp District will likely not be acceptable, at least to some of the Coney Dr. residents. ISL have developed concept Maps for the IDP & MDP showing proposed districts & zones. The final Maps with districts & zones will be approved by Council as part of the IDP and MDP. ✓

Summer Village of Horseshoe Bay

CAO Report to Council

October 15, 2018 Regular Council Meeting

Update on recent events and Activities

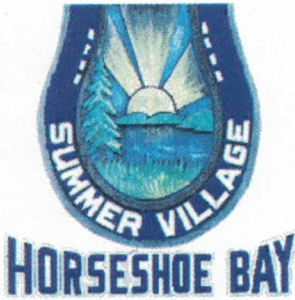
What	Activity &/or event	Status & Comments
7. Land Use Bylaw	Land Use Bylaw (LUB) update. 	I have drafted a number of possible changes to the LUB which require council input before I give it to ISL. Changes are mostly housekeeping items and changes asked for by land owners. They may not all be changes we want to make. There are also some new items such as Cannabis, restriction for growing, production, selling and use. I will be emailing a working draft to each of you with explanations for your comments & discussion.
8. ICF County St Paul	Intermunicipal Collaboration Framework (ICF) with the County of St. Paul	Transitional Solutions Inc. (TSI) the consultant hired to develop the ICFs with the County of St Paul held a start-up meeting with the CAO's on Sep. 4, 2018. The next step is the joint council workshop Oct 15, 2018.
9. Regional Recreation Master Plan	Draft 1 - was completed Sep, 2018 by RC Strategies + PERC Project completion date is March 31, 2019	RC Strategies reviewed the RRMP with the CAOs & staff Oct 1, 2018. They want to meet with elected officials within the next month so they can complete final draft before end of 2018 The date of this meeting has not been set.
10 ACP & CARES grant projects	Updates & meetings for ongoing projects	CAOs for the four regional municipalities & the consultants are trying to set some dates for review &/or approval of all the different projects we are doing. December 12, 2018 has been scheduled for a Quad-Council meeting to review a number of projects. It has not yet been decided which projects will be on the agenda.



Summer Village of Horseshoe Bay  
 October 15, 2018 Regular Council Meeting

**Action List**

Who	What	Status & Comments
Norman Briscoe	1. Coney Drive gravel section upgrades - for 2018 gravel & grade - for 2019 or future develop a plan to upgrade the sub-grade and widen, and either improve quality of gravel or pave.	County gravelled & graded in Sep 2018. Blue Sky Coatings agreed to provide an estimate for the cost
	2. Try to solve drainage problems around SV	We are applying for an ACP grant with the County & Elk Point for development of a Storm water Management Plan
	3. Other projects for consideration - consider clearing fire (RV) trails - boat launch area - clear path & develop beach/picnic area at south or north end of Homestead Trail.	FRIAA FireSmart grants are not available. try to get volunteers to move old floating docks to area.
	4. 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. Add electrical outlets in kitchen.
	5. 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. I will try to find a contractor this fall.
	6. Fix leak in Cistern tank riser. TLC Landscaping was hired to do work in 2017	TCL said they plan to do the work this year. Will re-test water after leak repaired.
	7. Construct drainage ditch along west side of sports field in park.	TLC said they would do drainage ditch
	8. Determine possibility of using Cloud Storage	Will do after all the MGA & Collaboration work is done



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## Agenda Item Summary Report

### Agenda Item 11.a) Financial Reports

**Meeting Date:** October 15, 2018

#### Background

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Financial Reports for 9 months ended September 30, 2018:

- Actual Year-to-Date to Budget
- Cheque log: August & September, 2018
- Sept. 30/18 Bank Reconciliation
- Schedule of Deferred Revenue

#### Recommendation/RFD/Comments

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

MOVED BY \_\_\_\_\_ that the **Bank Reconciliation** dated September 30, 2018 be accepted for information.

CARRIED

MOVED BY \_\_\_\_\_ that the **cheque log** for the months of August & September, 2018, be accepted for information.

CARRIED

MOVED BY \_\_\_\_\_ that September 30, 2018 **year-to-date financial report** be accepted for information.

CARRIED

**Summer Village of Horseshoe Bay**  
**Actual Year to Date to Budget**  
**For the 9 months ended September 30, 2018**

	Approved 2018 Budget	YTD Sep. 30 2018
<b>REVENUE</b>		
<b>Taxation Revenue</b>		
Residential Property Tax	\$ 94,494	\$ 94,494
Minimum Residential Property Tax	13,825	13,825
Total Municipal Res. Property Tax	108,319	108,319
Non-Res. Linear Property Tax	1,180	1,180
Total Residential Property Tax	109,499	109,499
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	275
Interest Revenue	1,100	1,153
Penalties & Costs on Taxes	600	529
Permits & licenses	500	200
Miscellaneous Revenue	-	251
Recreation Revenue	1,785	265
<b>Total Other Revenue</b>	<b>4,485</b>	<b>2,673</b>
<b>Gov't transfers for Operating</b>		
Transfer MSI Op grant	8,457	8,457
Transfer ACP grants	-	97,263
Transfer from other local gov'ts		64,545
<b>Total Grant Funding</b>	<b>8,457</b>	<b>170,265</b>
<b>TOTAL REVENUE</b>	<b>81,000</b>	<b>240,996</b>
<b>EXPENSE</b>		
<b>Council</b>		
Council Honorarium	4,000	3,375
Council Travel & Subsistence	2,700	869
Council Communications - Wi-Fi	300	270
Council Memberships & Registrations	1,000	480
<b>Total Council</b>	<b>8,000</b>	<b>4,994</b>
<b>General &amp; Administrative Expenses</b>		
Administration - Contract	17,100	12,825
Travel & Subsistence	250	0
Advertising & Promotions	200	223
Assessment Services	5,000	3,600
Audit & Legal	5,300	220
Communications - Courier & Postage	1,000	620
Memberships	1,428	1,428
Gen/Admin Materials, goods & supplies	2,000	1,442
Miscellaneous & Other Expenses	322	67
Registrations	100	0
WCB	300	305
WebSite Maintenance	1,000	647
<b>Total General &amp; Administrative Expenses</b>	<b>34,000</b>	<b>21,377</b>

**Summer Village of Horseshoe Bay**  
**Actual Year to Date to Budget**  
**For the 9 months ended September 30, 2018**

	Approved 2018 Budget	YTD Sep. 30 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 Main. County of St Paul & Town Elk Point	4,000	3,673
Signage	400	
Street Lighting Retrofit study		32,146
Amortization - Roads & Bridges	41,400	31,058
<b>Total Roads, Streets, Walks, Lights</b>	<b>55,000</b>	<b>75,760</b>
<b>Fire &amp; Preventive Servcies</b>		
Emergency Management (E911)	300	202
Preventive Services purchased		40
Crime prevention/detection goods & supplies	100	248
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	130,394
MuniSite (WebMap) GIS (AAG)	900	
<b>Total Fire &amp; Preventive Servcies</b>	<b>8,000</b>	<b>133,804</b>
<b>Waste Management</b>		
Waste Management goods & supplies	300	125
Waste Management Expenses County	12,000	12,142
Amortization	700	539
<b>Total Waste Management</b>	<b>13,000</b>	<b>12,806</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	1,630
Contracted Services -non-gov't	5,500	27
Total Contracted Services - Labour	8,000	1,657
Insurance Rec. Centre & Recreation	2,300	2,346
Materials, Goods & Supplies	2,600	1,014
Material & Supplies Reg. Rec. needs project	500	
Utilities	4,000	2,444
Small capital purchases	1,700	4,379
Amortization Parks & Recreation	3,900	3,129
<b>Total Parks &amp; Recreation</b>	<b>23,000</b>	<b>14,969</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>142,000</b>	<b>263,920</b>
<b>NET INCOME (Deficit)</b>	<b>-61,000</b>	<b>-22,925</b>
<b>Other</b>		
Government transfers for Capital	191,000	203,983
<b>Excess (Shortfall) Rev. over Exp.</b>	<b>130,000</b>	<b>181,058</b>
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	- 180,000	-191,357
	<b>-50,000</b>	<b>-10,299</b>
<b>Adjustment for non-cash items</b>		
Amortization of TCA	46,000	34,727
Transfer from Unrestricted Surplus	4,000	
<b>FINANCIAL PLAN Balance</b>	<b>-\$ 0</b>	<b>\$ 24,428</b>

# Summer Village of Horseshoe Bay

## Cheque Log for A/C#1060 CU Chequing Account from August 1 to October 15, 2018

Cheque

No.	Date	Payee	Purpose	Amount
<b>Cheque Log for A/C#1060 CU Chequing Account from August 1 to August 31, 2018</b>				
2116	8/02/18	Art Renauld	Cut grass & trees & clear trail	\$ 375.00
2117	8/12/18	Cornerstone Co-operative	Gas for tractor	77.33
2118	8/15/18	Bumper to Bumper	Purchase Tractor mower & supplies	4,680.07
2119	8/26/18	AltaGas Utilities	Hall heat to Aug. 10, 2018	50.00
2120	8/26/18	Direct Energy Reg. Services	Elec Power bills to Aug 14/18	222.36
2121	8/26/18	Town of Elk Point	Clean out culvert	700.00
2122	8/26/18	Urban Systems Ltd.	Street Light project services for July/18	2,520.00
2123	8/27/18	Art Renauld	Cut grass & deliver old tractor mower	332.50
2124	8/31/18	Norman R Briscoe	Aug. Contract & WebSite maintenance	1,455.00
Total amount paid Aug 1, 2018 to Aug 31, 2018				<u>10,412.26</u>

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

2125	9/06/18	Blue Sky Coatings Ltd.	Release holdback for 2018 road work	10,000.00
2126	9/21/18	BMO Bank of Montreal MasterCard	ASVA Reg. Website renewal, supplies	1,202.72
2127	9/21/18	Art Renauld	Cut grass	225.00
2128	9/25/18	Vercomm	Radio Towers upgrades	136,914.16
2129	9/25/18	AltaGas Utilities	Rec Centre Heating to Sep. 7, 2018	47.37
2130	9/25/18	Cornerstone Co-Operative	Gas for Tractor Aug 21, 2018	48.76
2131	9/25/18	Direct Energy Regulated Services	Electrical Power to Sep 13, 2018	223.73
2132	9/27/18	County of St. Paul	Grade Coney Dr. & Fire Protection Oct-Dec	982.02
2133	9/27/18	Lakeland Fire & Safety	Fire Extinguishers Certification	28.35
2134	9/28/18	Gov't of Alberta - Education	ASFF requisition 3rd Q Jul-Sep/18	10,903.35
2135	9/30/18	Norman R Briscoe	Sep. Contract & WebSite maintenance	1,455.00
Total amount paid Sep 1, 2018 to Sep 30, 2018				<u>162,030.46</u>

## Cheque Log for A/C#1060 CU Chequing Account from Oct. 1 to Oct. 15, 2018

2136	10/15/18	Eli Gushaty	Council meeting 8 travel claim	\$ 200.00
2137	10/15/18	Gary Burns	Council honorarium 2018	1,250.00
2138	10/15/18	Eli Gushaty	Council honorarium 2018	1,250.00
2139	10/15/18	Dave Amyotte	Council honorarium 2018	1,270.25
2140	10/15/18	Bonnyville Regional Fire Authority	E911 dispatch Oct 1 - Dec 31, 2018	67.29
2141	10/15/18	Municipal Assessment Services	Assessment services Oct 1 - Dec.31, 2018	1,260.00
Total amount paid Oct 1, 2018 to Oct. 15, 2018				<u>5,297.54</u>

Total amount paid August 1 to October 15, 2018

\$177,740.26

This Statement submitted to Council the 15th day of October, 2018

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

Summer Village of Horseshoe Bay  
 Servus Credit Union  
**Bank Reconciliation**  
 as at September 30, 2018

Balance of Chequing a/c per bank statement as at September 30, 2018	\$ 5,154.79
Add Outstanding deposits	Amount
Total outstanding deposits	<u>0.00</u>
Sub-total	5,154.79
Less Outstanding cheques	
Date      Number      Payee	
Jun 8/18    2108    Brandt Machura - refund tax over payment	\$      2.65
Sep 30/18   2135    Norman Briscoe - Contract/Website	<u>1,455.00</u>
Total outstanding cheques	<u>1,457.65</u>
Balance of Chequing account as at September 30, 2018	3,697.14
Balance of Chequing account per General Ledger a/c 1060	<u>3,697.14</u>
Difference September 30, 2018	\$ <u>NIL</u>
Balance of Savings a/c per bank statement as at September 30, 2018	\$ 294,848.51
Add Outstanding deposits	Amount
Total outstanding deposits	<u>0.00</u>
Sub-total	294,848.51
Less Outstanding transfers to/from chequing a/c	<u>0.00</u>
Balance of Savings account as at September 30, 2018	294,848.51
Balance of Savings account per General Ledger a/c 1065	<u>294,848.51</u>
Difference September 30, 2018	\$ <u>NIL</u>

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Total Cash on hand as at September 30, 2018	
a/c# 1060 Chequing account	\$ 3,697.14
1065 Savings account	<u>294,848.51</u>
Total Cash on hand as at September 30, 2018	298,545.65

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	\$ 13,515.48
- ACP Grant Radios & Tower upgrades	5,243.73
- ACP Grant Street Light retro fit study	<u>37,331.94</u>
Deferred revenue held for grant funding received	56,091.15
County of St. Paul share of radio grant exp.	2,243.99
Recreation Fund	<u>2,477.18</u>
Total Deferred Revenue held in savings	60,812.32
ASFF requisition payable Sep 30 & Dec.31, 2018	10,358.65
Other accounts payable	<u>3,670.77</u>
Cash held for restricted purposes	<u>74,841.74</u>
Unrestricted Cash available for S.V. General Operations & Capital projects	223,703.91
Plus near cash items	
Accounts receivable for	
Property taxes for current year	1,647.34
A/R from Federal Govt GST Rebate receivable due Jan 2019	12,576.63
A/R other Govt- Town of St. Paul & Elk Point;share of ACP exp	<u>37,768.39</u>
	<u>51,992.36</u>
Cash & near cash available for S.V. General Operations & Capital projects	\$ <u>275,696.27</u>

Submitted to Council the 15th day of October, 2018

  
 Norman Briscoe, CAO

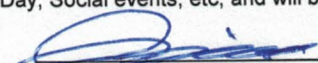
**Summer Village of Horseshoe Bay  
Deferred Revenue & Grant Revenue  
as at September 30, 2018**

Prepared: NB Oct 2 2018

	Jan 1, 2018 Opening	Received	Sep. 30, 2018 Deferred	Oct 2 2018 Revenue
Total MSI Capital Funding received				
MSI CAP unallocated Received July 31, 2018	\$ -	\$ 17,798.00	\$ 13,491.27	\$ 4,306.73
Interest earned 2018 YTD	-	24.21	24.21	-
Total MSI Capital	Note 1	<u>17,822.21</u>	<u>13,515.48</u>	<u>4,306.73</u>
ACP Grant REMA Tower & Radio upgrades	70,096.69	-	4,899.47	65,197.22
Interest earned to Sep. 17, 2018	-	344.26	344.26	-
Total ACP FR towers & radios upgrades	Note 2a	<u>70,096.69</u>	<u>5,243.73</u>	<u>65,197.22</u>
ACP Grant Street Light Retrofit project	69,140.32	-	37,074.32	32,066.00
Interest earned 2018 YTD	-	257.62	257.62	-
Total ACP Street Light Retrofit project	Note 2b	<u>69,140.32</u>	<u>37,331.94</u>	<u>32,066.00</u>
Total ACP grants		<u>139,237.01</u>	<u>42,575.67</u>	<u>97,263.22</u>
Total grants in deferred revenues		<u>139,237.01</u>	<u>56,091.15</u>	<u>101,569.95</u>
County of St. Paul ACP contribution to ACP project	30,779.62	-	2,092.84	28,686.78
Interest earned to Sep 17, 2018	-	151.15	151.15	-
County of St Paul contribution to radio proj.	Note 3	<u>30,779.62</u>	<u>2,243.99</u>	<u>28,686.78</u>
Total Grants & related funding		<u>170,016.63</u>	<u>58,335.14</u>	<u>130,256.73</u>
Recreation Fund	2,559.76	170.00	2,464.29	265.47
Interest earned 2018 YTD	0.00	12.89	12.89	-
Recreation Fund	Note 4	<u>2,559.76</u>	<u>2,477.18</u>	<u>265.47</u>
<b>TOTAL at Sep 17, 2018</b>		<b><u>\$ 172,576.39</u></b>	<b><u>\$ 60,812.32</u></b>	<b><u>\$ 130,522.20</u></b>

- 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.  
- spent 2018 (4,306.73) applied to 2018 grant.  
Int 2018 YTD 24.21  
Balance MSI Cap \$ 13,515.48 in Def. Rev. at Sep. 30, 2018
- ACP Grant Radio Tower upgrades  
Sep 27, 2016 \$ 130,000.00 ACP Radio Tower 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  
- spent 2017 (4,441.68)  
Balance fwd \$ 70,096.69 in Def. Rev. at Dec. 31, 2017  
Int 2018 YTD 344.26 Total interest earned on radio grant to Sep. 30, 2018 is \$839.62  
- spent 2018 (65,197.22) transferred to grant revenue 2018  
Balance Towers \$ 5,243.73 in Def. Rev. at Sep. 30, 2018
- ACP Street Light retrofit grant  
May 16, 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 257.62  
- spent 2018 (32,066.00)  
Balance Streets 37,331.94 Def. Rev. at Sep. 30, 2018  
Total ACP grants \$ 42,575.67 in Def. Rev. at Sep. 30, 2018
- County of St. Paul share of future commitments for ACP Radio upgrades project  
Rec'd Jan 4/17 \$ 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 151.15 Total interest earned on radio grant to Sep. 30, 2018 is \$306.19  
- spent 2018 (28,686.78) transferred to CSP share of radio project  
Balance \$ 2,243.99 in Def. Rev. at Sep. 30, 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.

  
Norman Briscoe, Administrator