

# Summer Village of Horseshoe Bay

Agenda: Regular Meeting

Sunday, July 4, 2021

To be held by ZOOM electronic meeting at

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

10:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
  - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
  - a) May 15, 2021 Regular Council Meeting
4. PUBLIC HEARINGS – none
5. DELEGATIONS
6. BYLAWS
  - a)
7. OLD BUSINESS
  - a) Bridge Assessment - Update
  - b) Boat Launch Update
  - c) Road/Street Repairs approval
8. NEW BUSINESS
  - a) Munis 101-Elected Officials Education Program
  - b) Flooding at Lots 20, 21 & 22 HBD
  - c) ASVA Forest Management Project
  - d) Variance for Lot 122 Homestead Trail
9. COUNCILLOR REPORTS
10. CAO REPORT AND ACTION LIST
11. FINANCIAL REPORTS.
  - a) For the 6 months ended June 30, 2021 and cheque log May & June, 2021
  - b) Grants update
  - c)
12. CORRESPONDENCE
  - a)
13. NEXT MEETING
14. ADJOURNMENT



# Summer Village of Horseshoe Bay

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

## Agenda Item Summary Report

Agenda Item 3.a) Minutes of May 15, 2021

Meeting Date: July <sup>4</sup>/<sub>3</sub>, 2021

### Background/Discussion/Options

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Minutes of the May 15, 2021 Regular council Meeting are attached, for approval.

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the minutes of the May 15, 2021 regular council meeting be approved as presented.

-Carried-

B.a)

# SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting  
Saturday, May 15, 2021  
Held by ZOOM electronic meeting at  
Email: svhorseshoebay@gmail.com  
10:00 a.m.

**IN ATTENDANCE:** Mayor: Gary Burns  
Deputy Mayor: Dave Amyotte  
Councilor: Eli Gushaty  
CAO: Norman Briscoe  
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 10:01 a.m.
2. **ACCEPTANCE OF AGENDA**  
*Res. No. 21-05-15-063* MOVED BY Deputy Mayor Dave Amyotte that the agenda be adopted as amended to include item 7.e), Capital Budget.  
**-Carried-**
3. **APPROVAL OF MINUTES**  
*Res. No. 21-05-15-064* MOVED BY Councilor Eli Gushaty that the minutes of the April 10, 2021 council meeting be approved as presented.  
**-Carried-**
4. **PUBLIC HEARING** There was no public hearing.
5. **DELEGATIONS** There were no delegations at this meeting.
6. **BYLAWS**
  - a) **Bylaw 133/2021 Tax Rate Bylaw**  
*Res. No. 21-05-15-065* MOVED BY Deputy Mayor Dave Amyotte that 2021 Tax Rate Bylaw 133/2021 be given first reading.  
**-Carried-**
  - Res. No. 21-05-15-066* MOVED BY Councilor Eli Gushaty that Bylaw 133/2021 be given second reading.  
**-Carried-**
  - Res. No. 21-05-15-067* MOVED BY Deputy Mayor Dave Amyotte that Bylaw 133/2021 be presented at this meeting for third and final reading.  
**-Unanimously Carried-**
  - Res. No. 21-05-15-068* MOVED BY Mayor Gary Burns the 2021 Tax Rate Bylaw 133/2021 be given third and final reading.  
**-Carried-**

7. **OLD BUSINESS**

a) **2021 General Election-Appoint Substitute Returning Officer**

*Res. No. 21-05-15-069*

MOVED BY Mayor Gary Burns that per LAEA s. 13(2.1) council appoint Diane Briscoe as Substitute Returning Officer for the 2021 general election and October 18, 2021 Senate election and referendum.

**-Carried-**

b) **Bridge Assessment**

*Res. No. 21-05-15-070*

MOVED BY Mayor Gary Burns that council authorize administration to investigate alternative solutions and means of paying for bridge rehabilitation.

**-Carried-**

c) **Mooring Disturbance Standard**

*Res. No. 21-05-15-071*

MOVED BY Deputy Mayor Dave Amyotte that council accept the Mooring Disturbance Standard as information to be made available to village residents.

**-Carried-**

d) **RCMP Support vs APF**

*Res. No. 21-05-15-072*

MOVED BY Councilor Eli Gushaty that council send letter to Minister of Justice and Solicitor General opposing the Provincial Governments recent proposal of an Alberta Police Force and supporting the RCMP.

**-Carried-**

e) **Capital Budget**

*Res. No. 21-05-15-073*

MOVED BY Deputy Mayor Dave Amyotte to accept preliminary Capital Budget for discussion and information, prior to receipt of more information related to the Bridge rehabilitation.

**-Carried-**

8. **NEW BUSINESS**

a) **Martin Property for Sale**

*Res. No. 21-05-15-074*

MOVED BY Mayor Gary Burns that Council thank the Martin family for giving the Village first opportunity, but decline to make an offer on the property bordering the west village border.

**-Carried-**

b) **Lot 145 Development**

*Res. No. 21-05-15-075*

MOVED BY Councilor Eli Gushaty that Council approve a variance for the total floor area of all accessory buildings on Lot 145 Russel Drive, (Plan 8220596, Blk 3, Lot 10) not to exceed 300 sq.m. (3,229 sq.ft.) because of its large size and isolation from remainder of Summer Village lots.

**-Carried-**

**9. COUNCIL REPORTS**

*Res. No. 21-05-15-076*

MOVED BY Mayor Gary Burns that the council reports be accepted for discussion and information, including Mayor Gary Burns report from the AUMA Municipal Leaders Caucus.

**-Carried-**

**10. CAO REPORT AND ACTION LIST**

*Res. No. 21-05-15-077*

MOVED BY Deputy Mayor Dave Amyotte that the CAO Report and Action list be approved as presented.

**-Carried-**

**11. FINANCIAL REPORTS**

*Res. No. 21-05-15-078*

MOVED BY Mayor Gary Burns that the financial reports for the 4 months ended April 30, 2021, including cheque numbers 2472 to 2484 in the amount of \$14,941.91 be accepted as presented.

**-Carried-**

**12. CORRESPONDENCE**

*Res. No. 21-05-15-079*

MOVED BY Mayor Gary Burns to accept the correspondence as presented.

**-Carried-**

**13. NEXT MEETING**

*Res. No. 21-05-15-080*

MOVED BY Mayor Gary Burns to set the next regular Council meeting on July 3, 2021 at 10:00 a.m., to be a ZOOM electronic meeting.

**-Carried-**

**14. ADJOURNMENT**

Being that the agenda matters have been concluded the meeting adjourned at 12:01 p.m.

Original signed by  
Gary Burns, Mayor

July 4, 2021  
Date

Original signed by  
Norman Briscoe, CAO



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## Agenda Item Summary Report

**Agenda Item 7.a)** Bridge Assessment - Update

**Meeting Date:** July 4, 2021

### Background

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#### Bridge Assessment - Low Rating Advisory

We have reduced the weight restriction on the bridge to 10 T. This will allow us time to research the availability of grants and cost of permanent repairs or replacement. 10 Ton signs have already been put up.

*Moved by  
Dave -*

*21-07-04-084*

### Recommendation/RFD/Comments

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MOVED BY Gary that council accept the bridge update for discussion and information. - *with the subvent option.*

-Carried-

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**Agenda Item 7.a) Bridge Assessment**

1 message

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

Sat, Jul 3, 2021 at 10:36 AM

To: Gary Burns &lt;gmburns45@gmail.com&gt;, Dave Amyotte &lt;dave@amyotteweld.ca&gt;, Eli Gushaty &lt;egushaty@telusplanet.net&gt;

Attached are some photos of a culvert at the junction of Hwy 45 and 29. This culvert was recently built. It used to be a bridge. It is an example that replacing a bridge with a culvert can be very attractive.

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

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**4 attachments**

**1-Culvert Hwy 45 & 29.jpeg**  
412K



**2 -Culvert Hwy 45 & 29.jpeg**  
485K



**3-Culvert Hwy 45 & 29.jpeg**  
485K

7.a)



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### Agenda Item Summary Report

#### Agenda Item 7.b) Boat launch extension & rehabilitation

**Meeting Date:** July 4, 2021

#### Background

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There has not been much done on the boat launch since the May 15, 2021, council meeting.

I was waiting for Robinson Group to let me know when they opened up their plant for 2021. They never got back to me. I phoned them in May and was told that I had to talk to the owner. I phoned and left a message but he has not phoned me back.

In the meantime, the County construction manager finally came out and looked at what I planned to do. He felt our doing the work on dry land was a good idea. However, the existing (shallow low angle) style boat launch is not acceptable with AEP. Current rules do not allow any part of the towing vehicle to touch the water, and the boat must be able to float away from the trailer as soon as the trailer enters the water. This means that the slope of the launch must be steeper, and at a larger angle, than the existing launch.

This means that we have to build up a 2 to 3 feet high gravel driveway out to where the ramps will start to go down into the water. This should be done before we start laying down the boat launch ramp planks.

I would like to hire Darcy Paulichuk P. Engineer to help with the design and work.

#### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the Summer Village of Horseshoe Bay proceed with the boat launch extension and rehabilitation project and approve the hiring of Darcy Paulichuk P. Engineer to help with the design and work.

-Carried-

7. b)





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## Agenda Item Summary Report

**Agenda Item 7.c)** Road and Street Repairs – Approve Quote

**Meeting Date:** July 4, 2021

### Background

We received a quote from Gynn Contracting Ltd. for Road Repair at Horseshoe Bay, for \$50,130.15, including GST. A copy of the quote is attached.

There is \$75,000 in the budget for road maintenance and repairs

### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that council accept the quote from Gynn Contracting Ltd for Road Repair at Horseshoe Bay for \$50,130.15 including GST of \$2,387.15.

**-Carried-**

7.c)



# QUOTE

**Grynn Contracting Ltd**  
 PO Box 6220  
 Bonnyville, AB T9N 2G8  
 Phone: (780)-826-4774  
 Email: admin@grynncontracting.ca

**CUSTOMER**

**DATE**

June 8, 2021

TO: Norm Briscoe

Email: svhorsehoebay@gmail.com

SCOPE OF WORK	AMOUNT
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<b>Road Repair at Horse Shoe Bay ( areas disscussed)</b> 1.To supply men, equipment and materials to perform scope of work. Mobilize in and out. 2. Saw cut 1738 sqft areas A1, A2, C, D, F, H, I, J, K 3. Excavate Asphalt to a total depth of 300mm ( 12 inches) 4. Compact Sub base 5. Supply place and compact 200mm ( 8 inches) of 3/4" Gravel 6. Supply place and compact 2 lifts of 50mm ( 2 inches) of Hot Mix Asphalt 7.Overlay Road Repair 1458 sqft in areas E and L 8. Supply and place tack oil over areas E and L 9. Supply and place 25mm ( 1 inch) level course 10. Supply and Place compact 50mm ( 2 inches) of Hot Mix Asphalt 11. Tack oil edges of all patches 12. Repair 4 pot holes in area M and N 13. Supply and place 1400 litres of cold pour crack filler 14. Dig out 100mm ( 4 inches) patch area C and K 15. Compact existing gravel 16. Tack Oil edges of Asphalt 17. Supply Place and compact 100 mm (4 inches) of Hot Mix Asphalt in 2 lifts of 50mm 18. Clean work area of debris	\$47,743.00
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**TERMS AND CONDITIONS**

1. Payment will be due upon completion of the work  
 Customer Acceptance (sign below):

x   
 \_\_\_\_\_  
 Signature

<b>Sub Total</b>	\$47,743.00
<b>GST 5%</b>	\$2,387.15
<b>Total</b>	\$50,130.15

**Thank You for Your Business!**

If you have any questions or concerns about this quote please call George at 780-207-0063

7.c)



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## Agenda Item Summary Report

**Agenda Item 8.a)** Munis 101 – Elected Officials Education Program (EOEP)

**Meeting Date:** July <sup>4</sup>~~3~~, 2021

### Background

As part of the amended MGA, municipalities are now required to offer both new and returning councillors training within 90 days of them taking their oath of office.

**Munis 101: Essentials of Municipal Governance**, is developed and delivered with the support of Municipal Affairs to help municipalities fulfill the Municipal Government Act requirement to provide orientation following the election.

The EOEP is hosting virtual (ZOOM) offerings of Munis 101 exclusively for summer villages. Summer Village councillors and CAO's have two options to participate.

**Option 1:** September 14: 2:30 – 4:30 pm  
September 21: 2:30 – 4:30 pm  
September 29: 2:30 to 4:30 pm  
October 5, 2:30 – 4:30 pm

**Option 2:** September 22, 7:00 – 9:00 pm  
September 29, 7:00 – 9:00 pm  
October 6, 7:00 – 9:00 pm  
October 13, 7:00 – 9:00 pm

The cost of the ZOOM courses is \$275 per person.

A 2 day, in person course for Summer Villages only, is also being offered on September 16 & 17, 8:00 am to 5:00 pm. At the Edmonton South Sawridge Inn. The cost of the in person course is \$375 per person.

### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that council authorize new and returning councillors to attend the virtual Munis 101 course, option of their choice.

-Carried-

8. a)

## **Save the date! Munis 101 for Summer Villages coming September**

As summer villages hold their elections in the summer, the [Elected Officials Education Program \(EOEP\)](#) is hosting virtual offerings of [Munis 101](#) exclusively for summer villages in September. **Registration will open in the coming month at a rate of \$275 per person.**

The course covers the essential information councillors need to know to be effective municipal leaders and is a necessary step towards receiving a [Municipal Elected Leaders Certificate \(MELC\)](#).

Munis 101 is developed and delivered with the support of Municipal Affairs to help municipalities fulfill the Municipal Government Act Requirement to provide orientation following the election.

While the course is oriented for elected officials, CAOs are welcome to take the course so that they are aware what is being covered and can provide supplemental orientation on any municipal specific information.

**Summer village councillors and CAOs have two options to participate:**

**The first offering will take place from 2:30 to 4:30pm on**

- Tuesday, September 14
- Tuesday, September 21
- Tuesday, September 28
- Tuesday, October 5

**The second offering will take place from 7:00 to 9:00 pm on**

- Wednesday, September 22
- Wednesday, September 29
- Wednesday, October 6
- Wednesday, October 13

EOEP appreciates our ongoing collaboration with the Association of Summer Villages of Alberta (ASVA) to make learning opportunities available for summer village councillors.

# Munis 101 – Edmonton

## Date/Time

Date(s) - Sep 16 - Sep 17

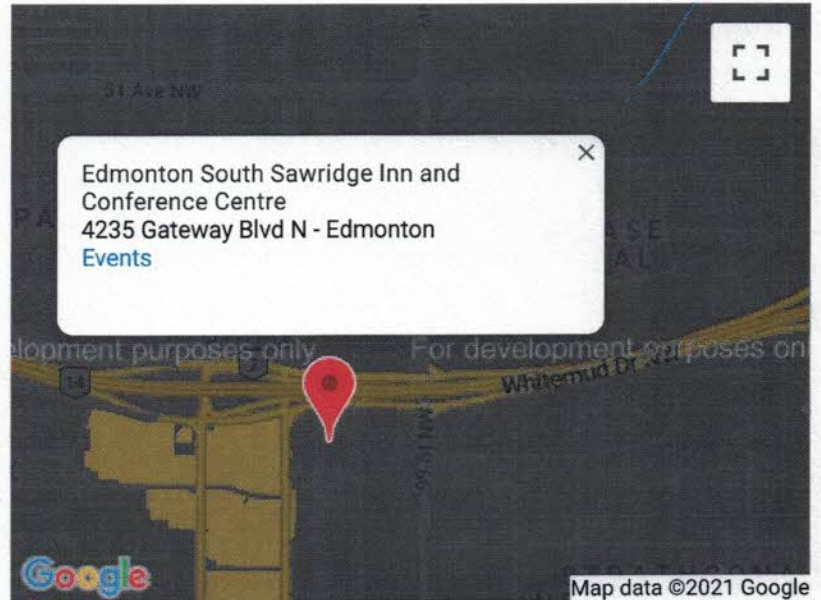
8:00 am - 5:00 pm

## Location

[Edmonton South Sawridge Inn and Conference Centre](#)

## Categories

- [Summer Village Only](#)



[Login to Register](#)

## Munis 101 – The Essentials of Municipal Governance

***\*Please Note: Registration for this session is limited to Summer Villages only.***

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

*Munis 101: The Essentials of Municipal Governance* delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the *Municipal Government Act*, and includes best practices in everything from public participation to considering how to set tax rates.

*Munis 101* will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

*Munis 101* is a two-day, in-person course with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into five modules as follows:

### *Module 1 – Apply the Basics of Municipal Governance and Legislation in Alberta*

- Distinguish the role of municipalities in Alberta
- Govern within the municipal organization and function

### *Module 2 – The Elected Official's Role in Municipal Leadership*

- Recognize the roles and responsibilities of municipal elected officials
- Recognize and respect the roles and responsibilities of municipal staff
- Apply common council decision-making processes
- Work effectively within your individual leadership style

### *Module 3 – Navigate the World of Municipal Finance*

- Recognise important budgeting and financial administration processes
- Distinguish how municipalities are funded

### *Module 4 – Explore the Role of Municipal Planning and Development*

- Recognize how municipalities plan and grow
- Understand common planning and development processes

### *Module 5 – Ensure Effective Collaboration*

- Recognize the importance of collaboration and the available tools
- Build relationships with local businesses and non-profits
- Recognize the opportunities and challenges of collaborating



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## Agenda Item Summary Report

**Agenda Item 8.b)** Storm Water/Flooding Resolution – Lots 20, 21 & 22

**Meeting Date:** July 4, 2021

### Background

The resident of Lot 21 HSBD has brought to our attention that, after a rain storm there is a considerable amount of flooding in the yards and driveways of Lots 20, 21 & 22.

1. The owner of Lot 21 plans to install an underground drainage pipe along the property line between Lots 21 & 22, to divert the water flow toward the front (lakeside) of their lot. They have purchased some underground drainage pipe and they hired a contractor to do the work. The estimated cost is approx. \$800.
2. The owner of Lot 22 will be doing some work but does not yet know the cost. He will try to tie into the underground pipe.
3. The owner of Lot 20 did some drainage levelling and installed some underground pipe last year. He has not told us what it cost.

### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that council authorize administration to reimburse the residents of Lots 20, 21 & 22 for construction of a drainage ditch to a maximum of \$800. Per lot.

-Carried-

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**Water Drainage**

1 message

**Denis** <dhjmartin56@gmail.com>

Mon, Jun 14, 2021 at 3:10 PM

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

Hi norm I wondered what came out of the water runoff survey that was done last year or a couple of years ago ? We have a big water issue that should be brought up in the council meeting. The water comes from everywhere up coney drive and across the road and ends up in lots 22 -21- and settles in lot 20 .His septic tank keep filling up with rain water. I'm pumping water over the bank to prevent it from going into lot 20. I think a Culvert should be installed to run the water down the hill. I'll send a picture of what the water looks like after a big rain .I pumped it out twice in the last week. So if it could be discussed at a meeting that would be very helpful. Than you!

Denis







Norman Briscoe <svhorseshoebay@gmail.com>

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## Water drainage pipe

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Denis <dhjmartin56@gmail.com>

Fri, Jun 18, 2021 at 4:02 PM

To: Norman Briscoe <svhorseshoebay@gmail.com>

Hi Norm I had Peter Robitaille come look at my job last night. He will come next week. He said it will cost about \$700 plus the weeping tile pipe so it will likely be \$800. My neighbour's and I are hoping that the village picks up the cost because we are solving a problem with water drainage for 4 lots actually. So I'll let you know when he is coming. Thanks have a great weekend!

Denis

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## Standing water resolution

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Josephine Petherbridge <j\_petherbridge@yahoo.com>  
To: "svhorseshoebay@gmail.com" <svhorseshoebay@gmail.com>  
Cc: "dhjmartin56@gmail.com" <dhjmartin56@gmail.com>

Wed, Jun 23, 2021 at 7:10 AM

Good morning Norm,

I know Denis Martin has spoke to you regarding a resolution with standing water after significant rainfalls.

I believe there was a drainage consultation/study done a few years back but I'm not sure what the conclusions were on the study and all of the areas identified as problem areas.

The residences directly west of our place 22 Horseshoe Bay Drive seem to have all of their runoff accumulate at the top of our property, and as it pools on my property it begins to run south onto lots 21 and 20.

Before Denis approached you, he and I had a conversation that we would get a quote to see what it would cost to resolve the issue.

We are hoping that once the issue has been resolved that the Administration being yourself along with the Mayor and Councillors will reimburse some or all of the cost of the resolution.

I take pride in the way our property is kept maintained to the best of our ability, and we have been faithful taxpayers since we have had a residence there beginning in 2011.

I must also add that Denis and Cynthia Martin have gone above and beyond for the summer village in beautifying the area down near the lake close to our residences so everyone can benefit from the wonderful, beautiful view.

So again, hopefully the administration team will see that rectifying the problem is a win-win situation for the residences affected, along with aesthetics of the village when visitors or prospective buyers drive into our beautiful summer village.

Thanks for your time and consideration regarding this matter.

Wayne Petherbridge



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## Agenda Item Summary Report

### Agenda Item 8.c) ASVA Forest Management Pilot Project

Meeting Date: July <sup>4</sup>~~3~~, 2021

#### Background

The ASVA, with financial support received from the Alberta Real Estate Foundation (AREF), is undertaking a project initiative to provide the Membership with helpful knowledge in the areas of:

- Natural forest management principles
- Forest Health
- Increase awareness of potential fire hazard in your community
- Criteria for choosing tree selection and planting

This will be accomplished with the assistance of the Forestry Management Consultant selected as a knowledge expert.

They are requesting an "Expression of Interest" (EOI) from Summer Villages and will select up to 10 qualifying Summer Villages for the pilot project. The EOI needs to identify a Project Representative to work with the Forestry Management Consultant.

The pilot project will be facilitated over a 1-year period (2021 – 2022).

#### Recommendation/RFD/Comments

MOVED BY \_\_\_\_\_ that council decline to submit an Expression of Interest (EOI) for this project.

-Carried-

8.c)

**Notice to ASVA Members  
Request for Expression of Interest (EOI)**

ASVA, with financial support received from the Alberta Real Estate Foundation (AREF), is offering this EOI to members to provide a submission to be considered for selection of 1 of 10 qualifying Summer Villages based on selection criteria process.

**ASVA FOREST MANAGEMENT PILOT PROJECT (2021 – 2022)**

The ASVA is undertaking a project initiative to provide our Membership with helpful knowledge in the areas of:

- Natural forest management principles,
- Forest health,
- Increase awareness of potential fire hazard in your community,
- Criteria for choosing tree selection and planting.

This will be accomplished with the assistance of the Forestry Management Consultant selected to represent the project as a knowledge expert. One on one interviews will be provided to each of the 10 pre-qualified Summer Village candidates whom will be selected based on specific scored criteria and written submission requirements to create a fair process of evaluation as the funding will allow for a pilot project.

This pilot project will be facilitated over a 1-year period (2021 – 2022).

Based on the success of the project, ASVA's goal would be to continue to explore additional funding for a master project that would be more inclusive of our 51 Summer Villages.

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The EOI is intended to solicit responses from our Members.

In responding to the EOI, members are asked to submit a couple of compelling paragraphs that will inform the ASVA Selection Committee on:

- Brief description of Summer Village forested areas,
- the need and relevance of this project to your Summer Village,
- how you will use the information and the anticipated benefit to your Summer Village,

Also, identify who the Project Representative / Contact Information will be for your Summer Village based on a successful submission. (name, position / role, email, phone, preferred method of communication) note: this information will be shared with the hired Consultant representing the project deliverables for ASVA.



**ASSOCIATION OF SUMMER VILLAGES OF ALBERTA  
(ASVA)**

**Notice to ASVA Members  
Request for Expression of Interest (EOI)**

**Closing date for Receipt of EOI –**

The closing date for this expression of Interest is 4pm MST on **July 23, 2021**

**Address EOI responses by email to the Attention of:** Sherry Poole, Project Manager / Executive Director ASVA at email address: [summervillages@gmail.com](mailto:summervillages@gmail.com)

Please state in the subject title: **EXPRESSION OF INTEREST for the ASVA Forest Management Pilot Project (2021 – 2022)**

*To be completed by the Summer Village (All fields marked with an "\*" are mandatory)*

Summer Village\*: \_\_\_\_\_

Phone Number\* \_\_\_\_\_

Email Address\* \_\_\_\_\_

Contact Person\* \_\_\_\_\_

Title / Position\*: \_\_\_\_\_

Website: \_\_\_\_\_

Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_

Nothing in this EOI shall be taken to form a binding legal contract.

We thank you for your interest.

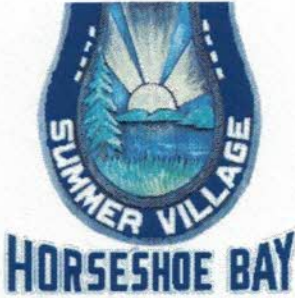
**Sherry Poole  
Project Manager / Executive Director  
Association of Summer Villages of Alberta (ASVA)**

Summer Village of Horseshoe Bay

July 4, 2021

**CAO Report and Action List**

What	Status & Comments
<p><b>1</b> Bridge Assessment, Repair &amp; Rehabilitation</p> <p>AB Transportation (TA) have advised that we will not likely be approved for a grant from them. We will have to use MSI &amp; the BMTG which is administered by MA thru MSI Capital grants.</p>	<p>10 ton bridge weight limit signs have been order &amp; posted. I am hoping that this is all we have to do for now, and it will give us time to decide on whether to repair, or replace the bridge with a culvert or new bridge.</p> <p>I am still working on repair or replacement alternatives. A new culvert appears to be the cheapest alternative.</p>
<p><b>2</b> Road maintenance &amp; repairs</p> <p>Crack sealing, pot hole &amp; soft spot repair</p> <p>Patching pavement over 2 culverts replaced in 2020 &amp; other road work for 2021.</p>	<p>Blue sky Coatings have shutdown due to an injury/illness so the owner. Kevin can no longer do physical work, so he transferred his existing work to Grynn Contracting Ltd in Bonnyville. He is now their estimator.</p> <p>The quote he gave me for our 2021 road work is \$47,743. It is less than our budget of \$75,000, which was based on quotes we got in 2019 but did not do the work. I accepted the quote. They have started the cracking work.</p> <p>The repair &amp; patching was postponed due to the hot weather.</p>
<p><b>3</b> Boat Launch extension 100ft.</p> <p>Source of funding \$13,677 MPs grant with balance of cost from MSI capital.</p> <p>This MSP grant must be spent in 2021.</p>	<p>The County construction manager looked at our boat launch. He gave me some advice and suggestions. Before we can install the new ramp pads we have to build a causeway &amp; have a better understanding of what we need to do</p> <p>MPE have said they can do any additional engineering work, if required, within the current contract &amp; ACP grant.</p>
<p><b>4</b> \$6,000 contribution to Mallaig Fire Dept.</p> <p>Res No. 21-01-09-010a</p> <p>Included in 2021 budget</p>	<p>The ATV has been received and is at the Mallaig Fire hall. The County said it cost approximately \$30,000. I paid the \$6,000 to the county, and have applied for a \$6,000 MSI Capital grant.</p>
<p><b>5</b> Stormwater Management for 2020 &amp; 2021</p> <p>MPE are working on the Preliminary Design &amp; Implementation of stormwater &amp; drainage</p> <p>FIERA Environmental Consulting say they discovered 2 additional wetlands in the SV</p>	<p>I have not heard back from MPE or APE on the effect of Public Lands claim to the ownership of the bed and shore of the body of water located in Lot 24ER between Russel Dr. &amp; Homestead Trail. AEP advised that they are not making a claim for ownership for the 2 new wetlands.</p> <p>MPE is waiting until the additional work by FIERA is done, before they issue their final report and what the claim means to our stormwater drainage plans.</p> <p>FIERA did the assessment of the 2 new wetland in May. I do not know if they have issued their report to MPE.</p>
<p><b>6</b> Lake access on Twp. Rd 594 road allowance</p> <p>Public use &amp; lake access</p>	<p>Work on Twp. Rd 594 below the Boat Launch area will be incorporated into the boat launch work.</p> <p>After TR 594 is leveled, we plan to move the floating platforms from the old board walk to this area to make it available as a day use area.</p>
<p><b>7</b> Weed &amp; pest control</p> <p>Himalayan Balsam &amp; beaver control</p>	<p>The County have started their work for this year. They will continue to inspect each Friday &amp; have pulled some new Himalayan Balsam growth. They sprayed in June. Lloyd will keep the path on our side free of debris.</p>
<p><b>8</b> Purchase of Crown Land</p>	<p>We are waiting for Public Lands reply to the application filled by Explore Surveys for the SV to purchase the portion of crown land below the east side of Martin Point Drive. It can take a couple of years.</p>
<p><b>9</b> Martin Rec. Center betterment &amp; enhancement project.</p>	<p>This project is still on hold until we identify the cost of other capital projects.</p>



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

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

**Meeting Date:** July 4, 2021

### Background

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Financial Reports for 6 months ended June 30, 2021:

- Actual Year-to-Date to Budget,
- Cheque log: for the months of May and June, 2021
- June 30, 2021 Bank Reconciliation

### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the financial reports for the month ended June 30, 2021, be accepted as presented.

-Carried-

11.a)

**Summer Village of Horseshoe Bay**  
**Actual Year to Date to Budget**  
**For the 6 months ended June 30, 2021**

	Budget 2021	YTD Jun 30/21	
<b>REVENUE</b>			
<b>Taxation Revenue</b>			
Residential Property Tax	\$ 103,778	\$ 103,778	
Minimum Residential Property Tax	18,720	18,720	
<b>Total Municipal Res. Property Tax</b>	<b>122,498</b>	<b>122,498</b>	
Non-Residential property tax	1,288	1,288	
Non-Residential minimum tax	717	717	
Non-Res. Linear Property Tax	2,005	2,005	
<b>Total Municipal Property Tax</b>	<b>124,503</b>	<b>124,503</b>	
less Education Requisition transfers out	43,866	43,866	
DI Property Tax Requisition Not remitted	-	-	
<b>Total Net Tax Revenue</b>	<b>80,637</b>	<b>80,637</b>	
<b>Other Revenue</b>			
User Fees & sales (Certificate fees, Sales, etc.)	400	325	
Interest Revenue	1,200	395	
Penalties & Costs on Taxes	500	187	
Permits & licenses	200	150	
Miscellaneous Revenue	330		
Recreation Revenue	2,000	-	
<b>Total Other Revenue</b>	<b>4,630</b>	<b>1,057</b>	
<b>Funding from Grants</b>			
Transfer MSI Op grant	10,733	10,733	
Transfer ACP grant Stormwater Mngt & Drainage	172,000	13,194	ACP grants
<b>Total Grant Funding</b>	<b>182,733</b>	<b>23,927</b>	
<b>TOTAL REVENUE</b>	<b>268,000</b>	<b>105,621</b>	
<b>EXPENSE</b>			
<b>Council</b>			
Council Honorarium	10,800	4,500	
Council Travel & Subsistence	1,200	30	
Council Communications - Wi-Fi	500	470	
Census & elections	1,000		
Council Memberships & Registrations	1,500	50	
<b>Total Council</b>	<b>15,000</b>	<b>5,050</b>	
<b>General &amp; Administrative Expenses</b>			
Administration - Contract	20,100	11,307	
Travel & Subsistence	100	0	
Advertising & Promotions	200	55	
Assessment Services	5,300	2,650	
Audit & Legal	5,800	-100	
Communications - Courier & Postage	900	368	
Memberships	1,500	1,386	
Gen/Admin Materials, goods & supplies	2,500	2,282	
Gen Admin Services & Bank S/C	100	141	
Registrations	100	0	
WCB	500	486	
WebSite Maintenance	900	559	
<b>Total General &amp; Administrative Expenses</b>	<b>38,000</b>	<b>19,134</b>	



**Summer Village of Horseshoe Bay**  
**Actual Year to Date to Budget**  
**For the 6 months ended June 30, 2021**

	Budget 2021	YTD Jun 30/21	
<b>EXPENSES continued</b>			
Roads, Streets, Walks, Lighting			
Roads services Crack filling, bridge Insp.	29,000	0	from MSI CAP
Road M & repairs materials	343	90	
Roads Maintenance County of St Paul	4,000	971	
Signage	200	948	
Sub-total before ACP projects & Amort.	33,543	2,009	
Stormwater & Drainage	172,000	13,194	ACP grant
Amortization - Roads & Bridges	49,457	24,729	
<b>Total Roads, Streets, Walks, Lights</b>	<b>255,000</b>	<b>39,932</b>	
Fire & Other Preventive Services			
Police Recovery costs	2,438	-53	
Emergency Management (E911)	300	148	
Preventive Services materials, & supplies	256	0	
Fire Expense County of St Paul	2,920	2,920	
Fire Equipment County of St Paul Mallaig FD	6,000	6,000	MSI Capital
Reg. Emergency Management Exp	309		
Reg. Occupational Health & Safety	1,027	0	
MuniSite (WebMap) GIS (AAG)	750	750	
<b>Total Fire &amp; Preventive Services</b>	<b>14,000</b>	<b>9,765</b>	
Waste Management			
Waste Management goods & supplies	878		
Waste Management Expenses County	12,403	12,403	
Amortization	719	360	
<b>Total Waste Management</b>	<b>14,000</b>	<b>12,763</b>	
<b>Planning, Develop't &amp; IM Collaboration</b>	<b>1,000</b>	<b>0</b>	
Parks & Recreation			
Contracted Services - Hall	500	0	
Contracted Services - Park grass & equip	4,000	1,310	
Contracted Services -non-gov't	7,315	5,219	
Total Contracted Services - Labour	11,815	6,529	
Contracted Services County of St. Paul	2,000		
SV share of exp. Rec Class A assets	2,600	1,278	
Insurance Rec. Centre & Recreation	2,600	2,619	
Materials, Goods & Supplies	2,400	510	
Utilities	4,500	2,074	
Small capital purchases	2,000		MSI Cap
Amortization Parks & Recreation	4,085	2,042	
<b>Total Parks &amp; Recreation</b>	<b>32,000</b>	<b>15,052</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>369,000</b>	<b>101,696</b>	
<b>NET INCOME (Deficit)</b>	<b>-101,000</b>	<b>3,925</b>	
Other			
Government transfers for Capital	355,000	14,928	Capital Budget
<b>Excess (Shortfall) Rev. over Exp.</b>	<b>254,000</b>	<b>18,853</b>	
Adj. for cash items not PSAB Rev. or Exp.			
Tangible Capital Assets expenditures	- 318,000	-7,980	Capital Budget
	<b>-64,000</b>	<b>10,873</b>	
Adjustment for non-cash items			
Amortization of TCA	54,261	27,131	
Transfer from Unrestricted Surplus for Operating	4,520		
Transfer from Unrestricted Surplus	5,219	5,219	
<b>FINANCIAL PLAN Balance</b>	<b>\$ -</b>	<b>\$ 43,223</b>	