

Summer Village of Horseshoe Bay

Agenda - Regular Meeting

Friday, October 11, 2019

Martin Recreation Center

11:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
 - a) August 17, 2019 Regular Council Meeting
 - b) August 17, 2019 Organizational Meeting
4. PUBLIC HEARINGS - none
5. DELEGATIONS - none
6. BYLAWS
 - a)
7. OLD BUSINESS
 - a) 2018 MAP Review Final Report
 - b) GST Status of Intermunicipal Cost Sharing Agreements
 - c) Multi-Lateral Recreation Agreement
8. NEW BUSINESS
 - a) Approval of 2020 Interim Budget – Jan.1, 2020 to June 30, 2020
 - b) Proposed Police Costing Model
 - c) Open Fires/Brush Burning – Change in Policy (Permits)
 - d) AB Environment & Parks New Seasonal Dock applications (TFA)
 - e) NSWA request for contribution
 - f) Public Works Position
 - g) Fire Service Training Grant
 - h) Municipal Indicators for SVHB
 - i) Farm Safety Donation Request
9. COUNCILLOR REPORTS
 - a)
10. CAO REPORT AND ACTION LIST
 - a) CAO Report
 - b) Action List
11. FINANCIAL REPORTS
 - a) For 9 months ended September 30, 2019
 - b) Cheque log for August & September 2019
12. CORRESPONDENCE
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

Meeting Date: October 11, 2019

Agenda Item 3.a) Minutes of August 17, 2019 Regular Meeting
Minutes of August 17, 2019 Organizational Mtg.

Background/Discussion/Options

Minutes of the August 17, 2019 Regular council Meeting are attached, for approval.
Minutes of August 17, 2019 Organizational Meeting are attached, for approval.

Recommendation/RFD/Comments

MOVED BY _____ that the minutes of the August 17, 2019 Regular council meeting be approved as presented.

-Carried-

MOVED BY _____ that the minutes of the August 17, 2019 Organizational meeting be approved as presented.

-Carried-

3.a) + b)

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting
Saturday, August 17, 2019
Martin Recreation Center
10:00 a.m.

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

CAO: Norman Briscoe
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 10:00 a.m.

2. **ACCEPTANCE OF AGENDA**
Res. No. 19-08-17-093 MOVED BY Councilor Dave Amyotte that the agenda be adopted as presented.

-Carried-

3. **APPROVAL OF MINUTES**
Res. No. 19-08-17-094 MOVED BY Councilor Dave Amyotte that the minutes of the June 29, 2019 Annual General Meeting be approved as presented.

-Carried-

Res. No. 19-08-17-095 MOVED BY Deputy Mayor Eli Gushaty that the minutes of the July 6, 2019 Regular Council Meeting be approved as presented.

-Carried-

4. **PUBLIC HEARINGS** Mayor Gary Burns declared the Public Hearing for Bylaw 121/2019 open at 10:02 a.m.

Norman Briscoe, Chief Administrative Officer, informed Council that the Public Hearing has been advertised in accordance with section 606 of the MGA and Advertising Bylaw 116/2018.

He then informed Council that the purpose of the Public Hearing is to hear anyone affected by Bylaw 121/2019 as it relates to the Intermunicipal Development Plan.

Two persons present spoke in favor of the proposed bylaw and there were no written submissions in favor of or in opposition to the proposed bylaw.

Mayor Gary Burns declared the Public Hearing for Bylaw 121/2019 closed at 10:23 a.m.

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Norman Briscoe, Chief Administrative Officer, informed Council that the Public Hearing has been advertised in accordance with section 606 of the MGA and Advertising Bylaw 116/2018.

He then informed Council that the purpose of the Public Hearing is to hear anyone affected by Bylaw 122/2019 as it relates to the Municipal Development Plan.

Three persons present to spoke in favor of the proposed bylaw and there were no written submissions in favor of or in opposition to the proposed bylaw.

Mayor Gary Burns declared the Public Hearing for Bylaw 122/2019 closed at 10:40 a.m.

5. DELEGATIONS

There were no delegations for this meeting.

6. BYLAWS

- a) *Res. No. 19-08-17-096* Bylaw 121/2019 Intermunicipal Development Plan (IDP)
MOVED BY Mayor Gary Burns that Bylaw 121/2019 adopting an Intermunicipal Development Plan with the County of St. Paul No. 19, be given second reading.

-Carried-

- Res. No. 19-08-17-097* MOVED BY Councilor Dave Amyotte that Bylaw 121/2019, be given third and final reading.

-Carried-

Two persons present to spoke in favor of the proposed bylaw and there were no written submissions in favor of or in opposition to the proposed bylaw.

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He then informed Council that the purpose of the Public Hearing is to hear anyone affected by Bylaw 122/2019 as it relates to the Municipal Development Plan.

Three persons present to spoke in favor of the proposed bylaw and there were no written submissions in favor of or in opposition to the proposed bylaw.

Mayor Gary Burns declared the Public Hearing for Bylaw 122/2019 closed at 10:40 a.m.

5. DELEGATIONS

There were no delegations for this meeting.

6. BYLAWS

a) *Res. No. 19-08-17-096*

Bylaw 121/2019 Intermunicipal Development Plan (IDP)
MOVED BY Mayor Gary Burns that Bylaw 121/2019 adopting an Intermunicipal Development Plan with the County of St. Paul No. 19, be given second reading.

-Carried-

Res. No. 19-08-17-097

MOVED BY Councilor Dave Amyotte that Bylaw 121/2019, be given third and final reading.

-Carried-

- b) *Res. No. 19-08-17-098* Bylaw 122/2019 Municipal Development Plan (MDP)
MOVED BY Deputy Mayor Eli Gushaty that Bylaw 122/2019 adopting a Municipal Development Plan for the Summer Village of Horseshoe Bay, be given second reading.
- Carried-**
- Res. No. 19-08-17-099* MOVED BY Councilor Dave Amyotte that Bylaw 122/2019, be given third and final reading.
- Carried-**
- c) Bylaw 123/2019
Res. No. 19-08-17-100 Establish Bylaw Enforcement Powers & Duties
MOVED BY Councilor Dave Amyotte that Bylaw 123/2019 for the purpose of establishing Bylaw Enforcement powers and duties, be given first reading.
- Carried-**
- Res. No. 19-08-17-101* MOVED BY Mayor Gary Burns that the Bylaw Enforcement Bylaw 123/2019 be given second reading.
- Carried-**
- Res. No. 19-08-17-102* MOVED BY Mayor Gary Burns that Bylaw 123/2019 be presented at this meeting for third and final reading.
- Carried Unanimously-**
- Res. No. 19-08-17-103* MOVED BY Deputy Mayor Eli Gushaty that Bylaw 123/2019 be given third and final reading.
- Carried-**
- d) Bylaw 124/2019
Res. No. 19-08-17-104 Meeting Procedures Bylaw
MOVED BY Mayor Gary Burns that Meeting Procedures Bylaw No. 124/2019, which replaces and expands Bylaw 95/2010, to comply with section 191(2) of the MGA, be given first reading.
- Carried-**

Res. No. 19-08-17-105 MOVED BY Councilor Dave Amyotte that the Meeting Procedures Bylaw 124/2019 be given second reading.

-Carried-

Res. No. 19-08-17-106 MOVED BY Deputy Mayor Eli Gushaty that Bylaw 124/2019 be presented at this meeting for third and final reading.

-Carried Unanimously-

Res. No. 19-08-17-107 MOVED BY Mayor Gary Burns that Bylaw 124/2019 be given third and final reading.

-Carried-

e) Bylaw 125/2019
Res. No. 19-08-17-108

Rates and Fees Bylaw

MOVED BY Mayor Gary Burns that Rates and Fees Bylaw 125/2019, which replaces Bylaw 85/2008, to comply with section 191(2) of the MGA, be given first reading.

-Carried-

Res. No. 19-08-17-109 MOVED BY Deputy Mayor Eli Gushaty that the Rates and Fees Bylaw 125/2019 be given second reading.

-Carried-

Res. No. 19-08-17-110 MOVED BY Councilor Dave Amyotte that Bylaw 125/2019 be presented at this meeting for third and final reading.

-Carried Unanimously-

Res. No. 19-08-17-111 MOVED BY Mayor Gary Burns that Bylaw 125/2019 be given third and final reading.

-Carried-

7. OLD BUSINESS

- a) *Res. No. 19-08-17-112* TWP 594 Access to Vincent Lake
MOVED BY Mayor Gary Burns that administration hire a contractor to do the work required to improve access to Vincent Lake from Township Road 594, to a maximum of \$4,000.

-Carried-

- b) *Res. No. 19-08-17-113* Land Use Bylaw Update
MOVED BY Mayor Gary Burns that council advise administration to streamline the Land Use Bylaw.

-Carried-

7. NEW BUSINESS

- a) *Res. No. 19-08-17-114* Temporary Seasonal Docks
MOVED BY Mayor Gary Burns that Council accept the report as information and authorize administration to do what is necessary to inform Summer Village Residents.

-Carried-

- b) *Res. No. 19-08-17-115* GST on Intermunicipal Cost Sharing Agreements
MOVED BY Councilor Dave Amyotte that council accept the report as information.

-Carried-

- c) *Res. No. 19-08-17-116* AUMA Convention – Meet with Minister of Municipal Affairs
MOVED BY Mayor Gary Burns that council decline to request a meeting with the minister at this time.

-Carried-

- d) *Res. No 19-08-17-117* ASVA Convention
MOVED BY Councilor Dave Amyotte that council approve Mayor Gary Burns and Deputy Mayor Eli Gushaty to attend the ASVA convention on October 17 & 18, 2019

-Carried-

- e) *Res. No. 19-08-17-118* Bottle Recycling
MOVED BY Mayor Gary Burns that Melanie Russell be paid \$100 for managing the bottle cycling for the Summer Village.

-Carried-

9. COUNCIL REPORTS

Res. No. 19-08-17-119

MOVED BY Mayor Gary Burns to accept the Councilor reports for information.

-Carried-

10. CAO REPORT AND ACTION LIST

Res. No. 19-08-17-120

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

-Carried-

11. FINANCIAL REPORTS

a) *Res. No. 19-08-17-121*

MOVED BY Councilor Dave Amyotte that the financial reports, including the cheque log and bank reconciliation to July 31 2019, be accepted for information.

-Carried-

12. CORRESPONDENCE

There was no correspondence.

13. NEXT MEETING

Res. No. 19-08-17-122

MOVED BY Councilor Dave Amyotte to set the next regular Council meeting on October 11, 2019 at 11:00 a.m.

-Carried-

14. ADJOURNMENT

Being that the agenda matters have been concluded the meeting adjourned at 12:21.

Mayor

Date

Administrator

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Organizational Meeting
August 17, 2019
Martin Recreation Centre
12:30 p.m.

IN ATTENDANCE

Councilor Gary Burns
Councilor Eli Gushaty
Councilor Dave Amyotte

CAO, Norman Briscoe
Recording Secretary: Diane Briscoe

1. CALL TO ORDER CAO, Norman Briscoe called the meeting to order at 12:25 a.m.

2. ACCEPTANCE OF AGENDA

Res. No. 19-08-17-124 MOVED BY Mayor Gary Burns that the agenda be adopted as presented

-Carried-

3. ELECTIONS

3.a) **Mayor:**

CAO, Norman Briscoe called for nominations for the position of Mayor.

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

2nd call for nomination of Mayor position.

3rd call for nomination of Mayor position.

Being that there were no further nominations,

Res. No. 19-08-17-125 MOVED BY Councilor Dave Amyotte that nominations for the position of Mayor be closed.

-Carried-

Gary Burns was declared Mayor.

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

Mayor Gary Burns nominated Dave Amyotte for position of Deputy Mayor, who accepted the nomination.

2nd call for nominations of Deputy Mayor.

3rd call for nominations of Deputy Mayor.

Being that there were no further nominations;

Res. No. 19-08-17-126 MOVED BY Eli Gushaty that nominations for the position of Deputy Mayor be closed.

-Carried-

Dave Amyotte was declared Deputy Mayor.

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

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

CAO, Norman Briscoe turned the meeting over to Mayor Gary Burns at 12:30 p.m..

**4. BANKING
OFFICIALS**

Res. No. 19-08-17-127 MOVED BY Mayor Gary Burns that the bank accounts remain at the St. Paul Servus Credit Union and that the Banking signing officers for the Summer Village of Horseshoe Bay are as follows:

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

-Carried-

5. APPOINTMENTS

- 5.a)** *Res. No. 19-08-17-128* **Auditor:** MOVED BY Mayor Gary Burns that council appoint J.M.D. Group LLP as the Summer Village auditors for 2019.

-Carried-

- 5.b)** *Res. No. 19-08-17-129* **Legal Representation** MOVED BY Deputy Mayor Dave Amyotte that council appoint the legal firm of Reynolds, Mirth, Richards & Farmer to be retained as needed.

-Carried-

- 5.c)** *Res. No. 19-08-17-130* **Development Authority & Development Officer** MOVED BY Mayor Gary Burns that council appoint Norman Briscoe as the Development Authority & Development Officer for the Summer Village of Horseshoe Bay.

-Carried-

- 5.d)** *Res. No. 19-08-17-131* **Sub-Division Authority** MOVED BY Councilor Eli Gushaty that council appoint Jane Dauphinee of Municipal Planning Services (2009) Ltd. as the Sub-Division Authority for the Summer Village of Horseshoe Bay.

-Carried-

- 5.e)** *Res. No. 19-08-17-132* **Intermunicipal Subdivision & Development Appeal Board** MOVED BY Mayor Gary Burns that council re-appoint Deputy Mayor Dave Amyotte to the Intermunicipal Subdivision and Development Appeal Board.

-Carried-

- 5.f)** *Res. No. 19-08-17-133* **Municipal Planning Commission** MOVED BY Councilor Eli Gushaty that council appoint Mayor Gary Burns as Chairman, Deputy Mayor Dave Amyotte as Vice Chairman and Norman Briscoe as Clerk of the Municipal Planning Commission.

-Carried-

- 5.g) Res No. 19-08-17-134** **Intermunicipal Assessment Review Board**
MOVED BY Deputy Mayor Dave Amyotte that council confirm the July 21, 2018 appointment of Mayor Gary Burns as a Member of the Regional Assessment Review Board and Norman Briscoe as Assistant Clerk, for a three (3) year term expiring in 2021.

-Carried-

- 5.h) Res. No. 19-08-17-135** **Regional Emergency Advisory Committee**
MOVED BY Councilor Eli Gushaty to confirm reappoint Gary Burns and Dave Amyotte to the Emergency Advisory Committee.

-Carried-

- 5.i) Res. No. 19-08-17-136** **Weed Control Inspector**
MOVED BY Mayor Gary Burns that council appoint CAO, Norman Briscoe as Weed Control Inspector to enforce and monitor compliance with the Weed Control Act within the Summer Village.

-Carried-

6. ADJOURNMENT

Being that the agenda matters have been concluded the meeting adjourned at 12:38 p.m..

Mayor

Date

Administrator



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 7.a) MAP Review Summary Report

Meeting Date: October 11, 2019

Background

The final report for the August 10, 2018 MAP Review was completed and submitted to Municipal Affairs on September 17, 2019.

On Sept. 23, 2019 we received a call from Desiree Kuori, advising that our submission was thorough and complete, and no further action is required. A letter from the Deputy Minister dated October 4, 2019, is also attached.

Recommendation/RFD/Comments

MOVED BY Deputy Mayor Annette that council accept the MAP Review Summary report as presented.

-Carried-



Norman Briscoe <svhorseshoebay@gmail.com>

MAP Review Summary Report

2 messages

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

Tue, Sep 17, 2019 at 9:45 AM

Dear Desiree,

Attached is the final MAP summary report for the Summer Village of Horseshoe Bay. Column 5 identifies the Action Taken for each "Legislative Gap". Also, any relevant documents (i.e. Bylaws) are attached.

Please advise if you require any other information or clarification of any item. Also please advise when you receive this.

Norman R. Briscoe
Chief Administration Officer
Summer Village of Horseshoe Bay
PO Box 1778
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www.svhorseshoebay.com
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7 attachments

-  **2018 MAP Review Summary Report.pdf**
93K
-  **Bylaw 119-2019 Borrowing Bylaw.pdf**
845K
-  **Bylaw 123-2019 Bylaw Enforcement.pdf**
2247K
-  **Oath of Office - Bylaw enforcement.pdf**
288K
-  **Bylaw 124-2019 Meeting Procedures.pdf**
5703K
-  **Bylaw 125-2019 Rates & Fees Bylaw.pdf**
1360K
-  **Public Participation Policy #9.pdf**
2253K

Desiree Kuori <Desiree.Kuori@gov.ab.ca>
To: ! SVHORSESHOEBAY <SVHORSESHOEBAY@gmail.com>

Wed, Sep 18, 2019 at 12:22 PM

Hi Norman,

Thank you Norman! My apologies, I am on the road this week but will have a look at this on Friday.

Desiree Kuori

Municipal Accountability Advisor

Alberta Municipal Affairs
Government of Alberta

17th floor, Commerce Place

10155 – 102 Street

Edmonton, AB T5J 4L4

Tel 780-644-8528

desiree.kuori@gov.ab.ca



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

AR95097

October 4, 2019

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

Dear Mr. Briscoe:

Thank you for the email of September 17, 2019, regarding the completion of all non-compliant items identified in the 2018 Municipal Accountability Program (MAP) report for the Summer Village of Horseshoe Bay.

I commend the summer village for moving forward and addressing these items in a timely manner and for the municipality's initiative in reporting on the additional items on which you are currently working.

I am pleased to advise you the Summer Village of Horseshoe Bay 2018 MAP review has been completed to the satisfaction of the Minister.

On behalf of Municipal Affairs, I wish the summer village all the best for the future.

Sincerely,



Meryl Whittaker
Deputy Minister

cc: Honourable Kaycee Madu
Minister of Municipal Affairs

SUMMER VILLAGE OF HORSESHOE BAY
MUNICIPAL ACCOUNTABILITY SUMMARY REPORT
ACTION TAKEN TO REMEDY LEGISLATIVE GAPS
AUGUST 10, 2018 MAP REVIEW

| Legislative Requirements | Legislative Gap Reviewer Comments/Observations | Municipal Response | Action to be Taken | Action Taken & Date |
|---|---|---|--|---|
| <p>Authority to Act: (page 21) MGA 180-181</p> | <p>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.</p> | <p>All councillors present at the meeting discussed and verbally agreed to the next regular meeting date and time. If a formal vote was not done it was an oversight.</p> | <p>In the future all decisions of council will be formalized through a council resolution or bylaw in an open meeting with a quorum present.</p> | <p>Implemented August 14, 2018</p> |
| <p>Voting: (page 23) MGA 182-185</p> | <p>At the August 10, 2018 council meeting, numerous resolutions were made by council, however, some of these were not voted on or some councillors did not raise their hand to indicate their vote (i.e., tractor mower replacement - no vote occurred).</p> | <p>All councillors present at the meeting discussed and verbally agreed to the resolution that before purchasing a replacement tractor, it should be determined if the current tractor can be repaired. Our notes of the meeting indicate that all three councillors voted in favour of the resolution, however if they did not it was an oversight. We acknowledge that hands may not have been raised to indicate their vote.</p> | <p>In the future, all elected officials present at a council meeting must vote on a matter put to a vote unless the councillor is required or permitted to abstain from voting, and that councillors must raise their hand to indicate their vote.</p> | <p>Implemented August 14, 2018</p> |
| <p>Borrowing Bylaw: (page 30) MGA 251-259</p> | <p>The short term operating borrowing bylaw does not include the specific maximum rate of interest, 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.</p> | <p>The 2019 Bylaw Authorizing the Temporary Borrowing of Funds will include the following: <i>"Interest on the loan will be calculated at a rate not exceeding the interest rate fixed by the Servus Credit Union at one percent (1%) above prime in effect at the time of borrowing, not to exceed 10%."</i></p> | <p>The 2019 Bylaw for "Temporary Borrowing of Funds to Meet Operating Expenditures" will be on the agenda for the Summer Village January 12, 2019 Regular Council meeting for council approval. A draft copy of the 2019 Borrowing bylaw is attached.</p> | <p>At the Jan. 12/19 Regular Council meeting, Bylaw 119/2019 was given 3 readings and passed. A copy of the signed bylaw is attached. Item 3.4 addresses the Legislative Gap-Interest Rate.</p> |

SUMMER VILLAGE OF HORSESHOE BAY
MUNICIPAL ACCOUNTABILITY SUMMARY REPORT
ACTION TAKEN TO REMEDY LEGISLATIVE GAPS
AUGUST 10, 2018 MAP REVIEW

| Legislative Requirements | Legislative Gap Reviewer Comments/Observations | Municipal Response | Action to be Taken | Action Taken and Date |
|---|--|---|--|---|
| <p>Bylaw Enforcement Officer bylaw: (page 33) MGA 555-556</p> | <p>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.</p> | <p>A new bylaw to "Establish Bylaw Enforcement Officers positions and to specify the powers, duties and responsibilities of Bylaw Enforcement Officers" will be prepared and presented to council for 3 readings. This bylaw will include a statement assigning the responsibilities for enforcing bylaws to the CAO. (Item 3.1.e)).</p> | <p>The Bylaw to "Establish Bylaw Enforcement Officers Positions and to Specify the Powers, Duties & Responsibilities of Bylaw Enforcement Officers" will be presented to council for 3 readings and passing, early in 2019 at a regular council meeting. Date of approval, motions of council and bylaw number will be provided to Municipal Affairs after the Bylaw is signed.</p> | <p>At the August 17, 2019 regular council meeting Bylaw 123/2019, cited as the "Bylaw Enforcement Officer Bylaw" was given 3 readings and passed. This bylaw establishes Bylaw enforcement Officer positions and specifies the powers, duties and responsibilities of Bylaw Enforcement Officers. A copy is attached.</p> |
| <p>Procedural Bylaw: (page 34) MGA 145</p> | <p>In the event the CAO assumes the responsibilities for enforcing municipal bylaws the CAO must take the official oath of office. Council must by bylaw specify the powers and duties, establish disciplinary procedures for misuse or power including penalties & establish an appeal process.</p> | <p>The CAO will take the Oath of Office for the office of Bylaw Enforcement Officer.</p> | <p>A copy of the Oath of Office will be provided to Municipal Affairs.</p> | <p>At the August 17, 2019 Regular Council Meeting the CAO took the "Oath of Office for Bylaw Enforcement Officer". A signed copy of the Oath is attached.</p> |
| <p>Procedural Bylaw: (page 34) MGA 145</p> | <p>The Summer Village 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.</p> | <p>A new Meeting Procedures bylaw is currently being prepared. The new bylaw will eliminate Section 3.4 & 3.5</p> | <p>A new "Meeting Procedures" bylaw will be presented to council for 3 readings and passing at a council meeting to be held not later than August 31, 2019. Date of approval and motions of council and/or bylaw number will be provided to Municipal Affairs.</p> | <p>At the August 17, 2019 council meeting Bylaw 95/2010 was rescinded and replaced by Bylaw 124/2019 which was given 3 readings and passed. Sections 3.4 & 3.5 of the old bylaw have been eliminated. A copy of Bylaw 124/2019 is attached.</p> |

SUMMER VILLAGE OF HORSESHOE BAY
MUNICIPAL ACCOUNTABILITY SUMMARY REPORT
ACTION TAKEN TO REMEDY LEGISLATIVE GAPS
AUGUST 10, 2018 MAP REVIEW

| Legislative Requirements | Legislative Gap Reviewer Comments/Observations | Municipal Response | Action to be Taken | Action Taken and Date |
|--|---|---|---|--|
| <p>Rate & Fees Bylaw: (page 35) MGA 7</p> | <p>Summer Village Rates & Fees Bylaw 85/2008 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. Schedules to Bylaw 85/2008 form part of the bylaw and can be changed through the passing of another bylaw that amends or replaces the original bylaw and its schedules.</p> | <p>A new Summer Village Rates and Fees Bylaw will be passed. Item 2 will read "that the rates specified in the schedule attached to this bylaw may only be modified or changed through the passing of another bylaw that amends or replaces the rates specified in the schedule attached to this bylaw and it's schedules". Bylaw 85/2008 will be repealed.</p> | <p>A new "Rates & Fees" bylaw will be presented to council early in 2019 at a regular council meeting. Date of approval and motions of council and/or bylaw number will be provided to Municipal Affairs. A draft copy of the new Bylaw is attached.</p> | <p>At the August 17, 2019 council meeting, Bylaw 85/2008 was repealed and replaced with a new "Rates and Fees" Bylaw 125/2019, which was given 3 readings and passed. Item 2 states that "...rates and fees may only be modified or changed through the passing of another bylaw....". A copy of Bylaw 125/2019 is attached.</p> |
| <p>Passing Bylaws: (page 36) MGA 187-189</p> | <p>At the August 10, 2018 council meeting, consideration of the Regional Emergency Management Bylaw 117/2018 did not follow the legislative procedures 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.</p> | <p>According to notes taken by the CAO and discussion with the councillors, the bylaw was given 1st and 2nd readings, which were carried. The reading for unanimous consent was given and carried followed by the 3rd and final reading. If the voting of this bylaw was not in compliance with the MGA it was not intentional.</p> | <p>Since the voting procedures of Bylaw 117/2018 are in question, motions to pass bylaw 117/2018 will be re-introduced for voting at the January 12, 2019 regular council meeting. A copy of the resolution and signed bylaw will be provided to Municipal Affairs.</p> | <p>Bylaw 117/2018 was presented for passing on Jan. 12, 2019: First Reading-Res. No. 19-01-12-003, Second reading-Res. No. 19-01-12-004, Unanimous Agreement to have 3rd Reading-Res. No. 19-01-12-004, Third Reading-Res. No. 19-01-12-006.</p> |
| <p>Public Participation Policy (page 38) MGA 216.1</p> | <p>MAP reviewers commented that the Summer Village Public Participation 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.</p> | <p>Policy No. 9, Section III Public Participation Policies. States "The Chief Administrative Officer (CAO) shall, when believed to be appropriate, develop and implement a Public Participation Plan in the circumstances outlined in Schedules "A" and "B" attached. Schedule "A": identifies the types or categories of circumstances in which the Summer Village will engage municipal stakeholders, and Schedule "B": identifies the types or categories of approaches the Summer Village will use to engage municipal stakeholders."</p> | <p>A copy of "Public Participation Policy #9" with Schedules A & B, are attached to this response. Since it appears that Schedules A and B were not attached to the copy of Policy No. 9 we gave to Municipal Affairs, we do not plan to take any action at this time. However, if, after reviewing the bylaw and schedules, you still believe that our existing policy does not meet legislative requirements please advise why and how we can correct it.</p> | <p>No action planned at this time. A copy of "Public Participation Policy #9" is attached.</p> |

SUMMER VILLAGE OF HORSESHOE BAY
MUNICIPAL ACCOUNTABILITY SUMMARY REPORT
ACTION TAKEN TO REMEDY LEGISLATIVE GAPS
AUGUST 10, 2018 MAP REVIEW

| Legislative Requirements | Legislative Gap Reviewer Comments/Observations | Municipal Response | Action to be Taken | Action Taken and Date |
|---|--|---|---|---|
| <p>Operating Budget: (page 39) MG A 242, 243, 244, 248.1</p> | <p>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.</p> | <p>Summer Village operations were shut down for the period from Jan. 1 to 12, 2018; except for the preparation for the January 13, 2018 council meeting and work on the interim budget, most of which was done in December 2017. Since no expenditures were anticipated or expected for the period Jan. 1 to 13, 2018, we decided to have the 2018 interim budget approved at the January 13, 2018 meeting.</p> | <p>An interim operating budget will be passed annually for each calendar year prior to January 1 for the next fiscal year. The 2019 interim budget was passed by council on October 15, 2018.</p> | <p>The 2019 Interim Budget for the 6 months ended June 30, 2019 was passed on Oct. 15, 2018 - Res. No. 127-18-10-15</p> |
| <p>Disposition of Election Material: (page 75) LAEA 101</p> | <p>The summer village destroyed election materials on October 20, 2017. The affidavit was sworn by both witness in accordance with the LAEA. The election was held on July 29, 2017. The election materials should have been destroyed on September 9, 2017.</p> | <p>The CAO acting as secretary for the election was on vacation during September 2017 and was not available on September 9, 2017. The election materials were destroyed as soon as practical after he returned from vacation.</p> | <p>This requirement will be noted for the next municipal election in 2021.</p> | <p>No other action is planned.</p> |



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 7.b) GST on Intermunicipal Cost Sharing Agreements

Meeting Date: October 11, 2019

Background

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that "intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST)".

The Town of Peace River is extremely concerned by the implications of this ruling and the effect it will have on all Alberta municipalities.

The Town is working with AUMA on an Emergency Resolution which was to be presented at the AUMA convention in September. (We don't have any information about the Resolution being presented).

They are requesting that our/all councils join in their advocacy effort, by contacting our MLA's and MP's who can press for a reconsideration of this ruling.

An email from the County of St. Paul regarding the cost sharing services they provide is also attached.

Recommendation/RFD/Comments

This report is being presented for information and discussion at this time.

7.b)



Norman Briscoe <svhorseshoebay@gmail.com>

GST Status of Intermunicipal Cost Sharing Agreements

Darlene Smereka <dsmereka@county.stpaul.ab.ca>

Mon, Aug 19, 2019 at 2:23 PM

To: Tim Mahdiuk <tmahdiuk@county.stpaul.ab.ca>, Gina Laramée <GLaramée@county.stpaul.ab.ca>, "town@elkpoint.ca" <town@elkpoint.ca>, Kim Heyman <kheyman@town.stpaul.ab.ca>, "Norm Briscoe (svhorseshoebay@gmail.com)" <svhorseshoebay@gmail.com>

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

In reading over GST publication RC4049 (e) Rev 18, it is my understanding that the following cost sharing items are GST exempt:

Airport Deficit Cost Share (Towns act as administrative "Agent" handling the day to day operating duties, initially paying all costs and receiving reimbursement of their share of the costs from the County. The administrator does not charge the GST on the amounts reimbursed by the other members of the group.

Fire Deficit Cost Share – same as above, in addition to Fire Services being an "exempt" supply

REM/OHS Services - invoices for training reimbursement and actual year end costs (County acts as administrative "Agent" ...)

Library Services is an exempt supply

Waste Collection is an exempt supply

Snow Removal is an exempt supply

Agreements and/or cost sharing which are taxable and need to show a GST amount:

Recreation Agreements

Doctor Recruitment Agreements

Handivan expenses and/or capital contribution

Canada Day Contributions – Peace River Audit deemed it taxable if paid to a neighboring municipality. In Elk Point's case, the contribution was made to a committee, not the Town. Town invoice for 2019 included GST so we are OK.

Blading, Sand, Gravel, Cold mix, custom work, etc. are all taxable supplies and will be invoiced **with GST** moving forward.

Invoices the County has received and paid, which require an adjusting invoice:

Town of Elk Point Invoice 20190046 – should be GST taxable

Town of St. Paul Invoice 134974 – should be GST taxable

Call me if you have any questions/concerns on this, and please send revised invoices.

Thank you.



Darlene Smereka

Finance Officer

County of St. Paul No. 19

5015 49 Avenue, St. Paul, AB T0A 3A4

P: 780-645-3301 ext. 211

E: dsmereka@county.stpaul.ab.ca

Our Mission – To create desirable rural experiences

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Taxable transit services include:

- charter services provided by a municipal transit authority;
- city tour services provided by a transit authority if, in addition to the transportation services, passengers get a commentary by a tour guide; and
- any transit services supplied by a private company and charged to a municipality.

Leases and rentals of motor vehicles follow the general place-of-supply rules that apply to most property, but with special adjustments related to lease intervals, international fuel tax agreements, and interprovincial arrangements.

Other exempt municipal services

The following services made by a municipality, or by a board, commission, or other body established by a municipality, are also exempt:

- installing, replacing, repairing, and removing street or road signs, barriers, street or traffic lights, or any similar property;
- removing snow, ice, or water;
- removing, cutting, pruning, treating, or planting vegetation;
- repairing or maintaining roads, streets, sidewalks, or similar or adjacent property; or
- installing accesses or egresses.

Inter-municipal and intra-municipal supplies

A regional or county municipality may provide property, services, or real property for municipalities within the region or county. In addition, municipalities and their autonomous para-municipal organizations may make supplies between each other.

Since a municipality and a para-municipal organization (defined on page 9) are separate entities, the GST/HST would usually apply to supplies made between them. However, there are special exemptions for certain supplies made between the following:

- a municipality and any of its para-municipal organizations. For example, accounting services that a municipality provides for its library board, which has been determined to be a municipality, are exempt supplies. A lease of a building by the municipality to the library board would also be an exempt supply;
- para-municipal organizations of the same municipality. For example, supplies of literature from a municipal library board to a police commission are exempt if both are para-municipal organizations of the municipality;
- a regional municipality and any of its local municipalities or any para-municipal organizations of any of those local municipalities. For example, the supply of legal services from the regional municipality to the local municipality is exempt;

- a para-municipal organization of a regional municipality and any local municipality of the regional municipality, or any para-municipal organization of the local municipality. For example, the supply of a regional library board's administrative services to a local municipality's library board is exempt; and
- a regional municipality or any of its para-municipal organizations and any other organization designated for the provision of municipal services within an area over which the regional municipality has jurisdiction. For example, the supply of engineering services from the regional municipality to an organization operating a water distribution system for which it has been designated is exempt.

The following supplies are subject to the GST/HST:

- a supply of electricity, gas, steam, or telecommunication services made by a municipality or any of its para-municipal organizations acting as a public utility;
- supplies between neighbouring municipalities, even if they are under the jurisdiction of the same regional municipality;
- supplies between para-municipal organizations of neighbouring municipalities, even if they are under the jurisdiction of the same regional municipality; and
- supplies between a para-municipal organization of one municipality and a neighbouring municipality.

Ferry, road, and bridge tolls

Domestic ferry services that transport passengers or property are GST/HST exempt if the principal purpose of the ferrying is to transport motor vehicles and passengers between parts of a road or highway system separated by water. If there is a toll charge for the right to use a road or bridge, the right is also exempt and the toll is not subject to the GST/HST.

Admission to a place of amusement

Admissions to places of amusement, such as museums, recreational complexes, theatres, and wild life parks are exempt if the **maximum amount** charged is \$1 or less. For example, if you charge adults a \$5 admission and children a \$0.50 admission, both supplies of admissions (for adults and for children) are taxable.

Amateur performances and events

Ticket sales for any athletic or competitive event or performance are GST/HST exempt as long as all or substantially all (90% or more) of the athletes, competitors, or performers are not remunerated, either directly or indirectly, for their participation.

We do not consider government and municipal grants, reasonable gifts, prizes, and compensation for travel or other incidental expenses to be remuneration in this situation. In addition, the performance or event cannot be advertised as featuring paid, professional participants.



August 5, 2019

File: 12/120

Municipalities of Alberta

Re: Town of Peace River GST Audit Concern

Colleague,

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that our intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST). The Town's third-party auditing firm, MNP, appealed the ruling, but CRA maintained that the agreements are taxable and subsequently issued a demand letter for over \$600,000.

The Town is extremely concerned by the implications of this ruling and the effect it will have on *all* Alberta municipalities, particularly on Intermunicipal Collaboration Frameworks. Municipal Affairs has contacted Town administration and shares our concerns on this issue.

On direction from Council, the Town has contacted FCM, AUMA, RMA, and NADC. FCM concurs that this finding has serious implications for all municipalities nationwide and has submitted our case to an independent tax lawyer for legal review. In addition, the Town is working with AUMA on an Emergency Resolution to be presented in September. Finally, we are engaging in a concerted advocacy campaign with Provincial and Federal elected officials, along with prospective Federal candidates. We believe it is critical that this re-interpretation be reviewed, and the tax status of cost-sharing agreements be clarified.

The Town requests that your Council join us in our advocacy effort. We invite you to contact AUMA, FCM or any other advocacy body who may be able to assist in having this ruling reconsidered. We further ask you to consider contacting your respective MLAs and MPs, along with any other official or candidate who can press for a reconsideration of this ruling.

Thank you for your attention to this very serious matter.

Sincerely,

A handwritten signature in black ink that reads "Christopher J. Parker". The signature is written in a cursive style and is positioned above a horizontal line.

Christopher J. Parker, CLGM, CAO
THE TOWN OF PEACE RIVER



WHEREAS Section 55(1) of the *Municipal Government Act* (MGA) permits a municipality to enter into an agreement with another municipality to share grants paid under section 366 or taxes; and

WHEREAS the Canada Revenue Agency's (CRA) GST/HST Technical Bulletin B-067 provides that a transfer payment made for a public purpose does not constitute a taxable supply; and

WHEREAS the CRA has recently determined that a cost share agreement may constitute a taxable supply; and

WHEREAS Part 17.2 of the *MGA* requires the establishment of intermunicipal collaboration frameworks that include cost sharing agreements for infrastructure and services that provide mutual benefit; and

WHEREAS there now exists a situation whereby municipalities are required to enter into agreements with no clear provision for ascertaining the taxation status of matters within the agreements.

IT IS THEREFORE RESOLVED THAT the AUMA engage with the Federation of Canadian Municipalities, other municipalities and municipal organizations to advocate for the CRA to officially confirm intermunicipal cost sharing arrangements and resulting fund transfers as being made for a public purpose and therefore not constituting a taxable supply; and

IT IS FURTHER RESOLVED that the AUMA provide material assistance in the preparation of the Appeal to the Minister.

BACKGROUND:

The CRA Technical Bulletin B-067 exempts payment of GST for grants, subsidies and transfer payments on several grounds, including when:

- a. The transfer is made for a public purpose;

- b. No direct benefit is provided to the grantor or a specified third party;
- c. The payment is not for a purchase purpose;
- d. The transfer payments are part of a regular, on-going program of financial support
- e. The grantor is not a commercial organization; and
- f. No supply was made solely for the purposes of accountability by any party.

In July 2019, the CRA upheld an auditor's report which found that items on intermunicipal cost share agreements constituted "supply". Specifically cited was language within the agreement which, while establishing the agreement as being for regional benefit, specified that the signatories would "provide access to regional assets, programs and services to each other's residents in a manner that does not discriminate between them."

The CRA holds that the clause constituted a "supply of access" under the *Excise Tax Act*, S. 146(e) even though no direct benefit was provided such as preferential rates, right of access, purchase of service, nor other form of supply. This ruling contradicted a previous CRA assessment in 2011 when the same clauses were in effect and the auditor at that time did *not* assess the agreements as 'supply'.

CRA further applies this interpretation to transfers outside the specified agreements. For example, where the cost share agreement covered Recreation Programs and arena operating costs, CRA assessed GST on \$8,000,000 in capital contributions to a new multiplex. Additional examples of areas assessed, but outside the specified agreements, include:

- a. Contributions to the Healthcare Attraction and Retention Committee;
- b. Costs for an RCMP Liaison Officer;
- c. Fire Hall Lease cost share;
- d. Canada Day Fireworks contribution; and

This finding potentially affects all Alberta municipalities given that:

1. There is no longer surety with respect to how CRA is determining 'public purpose'. With the requirement to develop Intermunicipal Collaboration Frameworks, it is now unclear as to which items should or will be assessed as taxable supply.

2. Related clauses in any existing agreements expose municipalities and other public bodies to risk of reassessment.
3. Adjustment, collection and remittance of GST assessed under this interpretation imposes a substantial burden on municipalities in terms of manpower and short-term expenditure.
4. The inconsistency within the interpretation of agreements and the Technical Bulletin results in accounting firms being unable to appropriately advise their clients as to their financial obligations. As a result, municipalities are severely hampered in their ability to provide accurate annual financial statements to the Province

While this finding currently rests on a single case, it establishes a precedent which affects any municipality or public body which has entered into a cost sharing agreement. Given that any GST collected in the course of a cost sharing agreement is reflected by an input tax credit, this finding does not affect the balance of GST revenue received by CRA. It does, however, impair the ability of municipalities to enter effective agreements, appropriately collect/remit GST, and maintain accurate financial statements.



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 7.c) Multi-Lateral Recreation Agreement

Meeting Date: October 11, 2019

Background

Attached is the Multi-Lateral Recreation Agreement between the County of St. Paul, the Town of St. Paul, the Town of Elk Point and the Summer Village of Horseshoe Bay.

- The agreement is for a 5 year term commencing on January 1, 2020
- The municipalities shall cost share the net operating costs for all Class "A" facilities.
- Class A Facilities have been identified as: Elk Point Regional Arts Centre, Sy. Paul Aquatic Centre and St. Paul Visual Arts Centre
- The formula for determining funding shall be 75% Population and 25% Assessment
- The Summer Village shall contribute an annual payment of \$2,556.92 as per Appendix A

Recommendation/RFD/Comments

Recommendation: That council approve the agreement as presented, including Appendix A.

MOVED BY Dore amyette that council approve the Multi-lateral Recreation Agreement with a funding formula of 75% Population and 25% Equalized Assessment.

-Carried-

Appendix A

The County of St. Paul, the Town of St. Paul, the Town of Elk Point & the Summer Village of Horseshoe Bay
Multi-Lateral Recreation Agreement Based on 75% Population and 25% Equalized Assessment

| Facility Class | 2018 Net Operating Cost | Municipal % | Net Cost Equalized Assmnt (2018) | St. Paul | Elk Point | SVHB | County | Totals |
|----------------|-------------------------|-------------|----------------------------------|-------------|-------------|------------|---------------|---------------|
| | | | | 5,963 | 1,452 | 73 | 6,468 | 13,956 |
| | | | | 712,870,185 | 180,465,812 | 16,108,372 | 1,902,017,961 | 2,811,462,330 |
| Class A Pool | 442,286.68 | 100% | 442,286.68 | 169,768.73 | 41,609.57 | 2,368.63 | 228,539.74 | 442,286.68 |
| Allied Arts | 32,269.30 | 100% | 32,269.30 | 12,386.35 | 3,035.84 | 172.82 | 16,674.29 | 32,269.30 |
| Visual Arts | 2,888.72 | 100% | 2,888.72 | 1,108.82 | 271.77 | 15.47 | 1,492.67 | 2,888.72 |
| Totals | 477,444.70 | | 477,444.70 | 183,263.90 | 44,917.18 | 2,556.92 | 246,706.70 | 477,444.70 |

7.c)

AN AGREEMENT DATED THIS DAY of , 20

BETWEEN

THE COUNTY OF ST. PAUL NO. 19

(the "County")

OF THE FIRST PART

And

THE TOWN OF ST. PAUL

(the "St. Paul")

OF THE SECOND PART

And

THE TOWN OF ELK POINT

("Elk Point")

OF THE THIRD PART

And

THE SUMMER VILLAGE OF HORSESHOE BAY

(the "Summer Village")

OF THE FOURTH PART

(hereinafter collectively referred to as the "Municipalities")

WHEREAS the Municipalities recognize that their residents are desirous of accessing recreation services beyond their own corporate boundaries; and

WHEREAS each municipality assumes costs to provide recreation services to residents outside their own corporate boundaries; and

WHEREAS the Municipalities have agreed to jointly contribute towards the operating deficit of a select number of recreational facilities defined hereafter.

NOW THEREFORE, the Municipalities hereto agree as follows:

1.0 DEFINITIONS

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

- a) "Class A Facilities" means facilities that are unique within the region, used by residents in all four Municipalities, municipally owned, as referenced in the Regional Recreation Master Plan. The following three (3) facilities have been identified as such:

- i. Elk Point Regional Allied Arts Centre;
 - ii. St. Paul Aquatic Centre; and
 - iii. St. Paul Visual Arts Centre.
- b) "Recreation Services" means those services delivered by the Town of St. Paul Parks and Recreation Department, County of St. Paul Community Services Department or Town of Elk Point through their respective facilities and programming and excludes any other culture-related services, which are addressed through other cost-sharing mechanisms and agreements.

2.0 TERM

- 2.1 This Agreement shall be for a term of five (5) years commencing on January 1st, 2020 and shall terminate effective December 31st, 2024.
- 2.2 The Municipalities shall meet to discuss this Agreement as per the process outlined in their respective Inter-municipal Collaboration Frameworks.
- 2.3 The Agreement may be amended with thirty (30) days' notice or cancelled with one year's notice and only by mutual agreement of all the Municipalities. If cancelled, the departing Municipality shall be responsible for continuing their contributions until the end of the term set out in this Agreement.

3.0 FUNDING

- 3.1 The Municipalities shall cost share the net operating costs for all Class A Facilities. No capital expenditures shall be funded through this Agreement.
- 3.2 The Population and Assessment calculations shall be based on the 2018 Municipal Profiles as per Alberta Municipal Affairs website. In the future, the most recent Municipal Profiles made available shall be used to determine population and equalized assessment for the purposes of this agreement.
- 3.3 The formula for determining funding shall be as follows:

75% Population

25% Equalized Assessment
- 3.4 The County shall contribute an annual payment as per Appendix A
- 3.5 Elk Point shall contribute an annual payment as per Appendix A
- 3.6 The Summer Village shall contribute an annual payment as per Appendix A
- 3.7 St. Paul shall contribute an annual payment as per Appendix A

4.0 ADMINISTRATION

4.1 St. Paul shall invoice each respective Municipality for their share of the St. Paul Aquatic Centre and the Visual Arts Centre. Elk Point shall invoice each respective Municipality for their share of the Elk Point Allied Arts Centre. Invoicing shall be done semi-annually.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

COUNTY OF ST. PAUL NO. 19

TOWN OF ST. PAUL

Per: _____
Reeve

Per: _____
Mayor

Per: _____
CAO

Per: _____
CAO

TOWN OF ELK POINT

SUMMER VILLAGE OF HORSESHOE BAY

Per: _____
Mayor

Per: _____
Mayor

Per: _____
CAO

Per: _____
CAO



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Agenda Item Summary Report

Agenda Item 8.a) Approval of 2020 Interim Budget

Meeting Date: October 11, 2019

Background

As per section 242, 243, 244 & 248.1 of the MGA, an interim operating budget must be passed prior to January 1 for the next fiscal year.

The Interim 2020 Budget for January 1, 2020 to June 30, 2020 is attached for councils approval.

Recommendation/RFD/Comments

MOVED BY Maryse Burns that council approve the 2020 Interim Budget for the 6 months ended June 30, 2020, as follows:

| | |
|---|-------------------------|
| Revenue | |
| Total Property Tax Revenue | \$114,273 |
| Less: School & DIP Requisitions | <u>41,435</u> |
| Net Municipal Property Taxes | 72,838 |
| Other Revenue | 3,162 |
| Government Transfers for Grants | <u>153,000</u> |
| Total Revenue | <u>229,000</u> |
| Expenses | |
| Operating Expenses | <u>124,000</u> |
| Excess of Revenue over Expenses, Before Capital Expenditures | 105,000 |
| Capital Expenditures | <u>150,000</u> |
| Deficiency of Revenue over Expenses, Before non-cash items | -45,000 |
| Adjustment for non-cash items | 26,900 |
| Transfer from Unrestricted Surplus | <u>30,000</u> |
| Financial Plan Balance | \$ <u>11,900</u> |

-Carried-

SUMMER VILLAGE OF HORSESHOE BAY
2020 INTERIM BUDGET

| | INTERIM Budget | Preliminary Draft | | | INTERIM Budget Jan. 1 to June 30,2020 |
|--|------------------------|-------------------|-----------------------|--------------------|---------------------------------------|
| | Jan. 1 to June 30,2019 | 2019 Budget | Projected Actual 2019 | 2020 Annual Budget | |
| REVENUE | | | | | |
| Taxation Revenue | | | | | |
| Residential Property Tax | \$ 94,494 | \$ 96,358 | \$ 96,358 | \$ 96,358 | \$ 96,358 |
| Minimum Tax | 13,825 | 16,706 | 16,706 | 16,706 | 16,706 |
| Total Residential property tax | 108,319 | 113,064 | 113,064 | 113,064 | 113,064 |
| Non-Residential - Linear Prop. Tax | 1,180 | 1,209 | 1,209 | 1,209 | 1,209 |
| Total Property Taxes & GIP | 109,499 | 114,273 | 114,273 | 114,273 | 114,273 |
| Less Education Requisition transfers | 41,435 | 41,435 | 41,435 | 41,435 | 41,435 |
| DI Property tax requisition | 6 | 13 | - | - | - |
| Total Municipal Property Taxes | 68,058 | 72,825 | 72,838 | 72,838 | 72,838 |
| Other Revenue | | | | | |
| User Fees (Certificate fees, Hall use, etc.) | 300 | 500 | 725 | 700 | 300 |
| Investment Income | 897 | 2,400 | 2,400 | 2,400 | 1,200 |
| Penalties & Costs on Taxes | 145 | 400 | 1,035 | 1,000 | 100 |
| Permits (Development) & Licenses | 200 | 500 | 200 | 500 | 200 |
| Other Miscellaneous. Rev. | 100 | 375 | 279 | 803 | 562 |
| Recreation Revenue | 800 | 2,000 | 1,000 | 2,000 | 800 |
| Total Other Revenue | 2,442 | 6,175 | 5,639 | 7,403 | 3,162 |
| Revenue before Op. Grants | 70,500 | 79,000 | 78,477 | 80,241 | 76,000 |
| Gov't Transfers for Operating | | | | | |
| Government Transfers for MSI Operating | | 8,536 | 8,759 | 8,759 | 0 |
| Government Transfers for ACP grants | 8,500 | 219,464 | 200,764 | 20,000 | 20,000 |
| Total Grant Funding | 8,500 | 228,000 | 209,523 | 28,759 | 20,000 |
| TOTAL REVENUE | 79,000 | 307,000 | 288,000 | 109,000 | 96,000 |
| EXPENSE | | | | | |
| Council | | | | | |
| Council Honorarium | 2,400 | 5,700 | 5,875 | 5,700 | 2,000 |
| Council Mileage & Subsistence | 1,200 | 2,000 | 2,185 | 2,000 | 1,200 |
| Council Communications - Wi-Fi | 300 | 300 | 270 | 300 | 300 |
| Council Memberships & Registrations | 100 | 1,000 | 670 | 1,000 | 500 |
| Total Council | 4,000 | 9,000 | 9,000 | 9,000 | 4,000 |
| General & Administrative Expenses | | | | | |
| Administration - Contract | 8,550 | 17,100 | 17,100 | 17,100 | 8,600 |
| Travel & Subsistence | 250 | 250 | | 500 | 250 |
| Advertising & Promotions | 100 | 200 | 44 | 200 | 100 |
| Assessment Services | 2,500 | 5,000 | 5,000 | 5,150 | 2,575 |
| Audit & Legal | 5,300 | 5,500 | 5,500 | 5,600 | 5,600 |
| Communications - Courier & Postage | 250 | 600 | 450 | 500 | 400 |
| Memberships | 1,400 | 1,500 | 1,502 | 1,600 | 1,600 |
| Materials, goods, supplies & Services | 980 | 2,000 | 2,000 | 2,000 | 1,000 |
| Miscellaneous, Other & contingency | - | 250 | 332 | 203 | |
| Registrations | 50 | 300 | | 100 | 50 |
| WCB | 300 | 300 | 275 | 250 | 250 |
| Website Maintenance | 820 | 1,000 | 797 | 797 | 575 |
| Total General & Administrative Exp. | 20,500 | 34,000 | 33,000 | 34,000 | 21,000 |
| INTERIM BUDGET 2020 | | | | | |

SUMMER VILLAGE OF HORSESHOE BAY
2020 INTERIM BUDGET

| | INTERIM | Preliminary Draft | | | INTERIM |
|--|--------------------------------------|-------------------|--------------------------|-----------------------|--------------------------------------|
| | Budget Jan. 1 to June 30, 2019 | 2019 Budget | Projected Actual 2019 | 2020 Annual Budget | Budget Jan. 1 to June 30, 2020 |
| EXPENSES Continued | | | | | |
| Roads, Streets, Walks, Lighting | | | | | |
| Road Projects Crack Filling | 8,400 | 13,000 | 12,720 | 13,000 | 13,000 |
| Road Maintenance & repairs | | 136 | 4,045 | 800 | 800 |
| Road Maintenance County of St Paul | 2,500 | 4,000 | 3,569 | 4,000 | 2,500 |
| Signage | 150 | 400 | 43 | 200 | 200 |
| Street Light Retrofit study | 8,500 | 19,464 | 19,464 | | |
| Stormwater Management Plan | | 200,000 | 181,300 | 20,000 | 20,000 |
| Amortization | 24,450 | 49,000 | 48,859 | 49,000 | 24,500 |
| Total Roads, Streets, Walks, Lights | 44,000 | 286,000 | 270,000 | 87,000 | 61,000 |
| Fire & Protective Services | | | | | |
| Police requisition at 15% Cost Recovery | | | | 2,300 | 2,300 |
| Emergency - E911 | 150 | 300 | 288 | 300 | 150 |
| Preventive Services purchased | 50 | 100 | 100 | 100 | 100 |
| Preventive Services - materials & supplies | 150 | 200 | 192 | 200 | 130 |
| Fire Expenses - County of St Paul | 2,920 | 2,900 | 2,920 | 2,900 | 2,920 |
| Reg. Emergency Management Exp. | 750 | 1,600 | 2,500 | 1,600 | 800 |
| Occupational Health & Safety | 500 | 1,000 | 1,000 | 1,600 | 600 |
| Contingency, MuniSite GIS (AAG), etc. | 480 | 900 | | | 0 |
| Total Fire & Protective Services | 5,000 | 7,000 | 7,000 | 9,000 | 7,000 |
| Waste Management | | | | | |
| Waste Management Exp Non-County | 142 | 800 | 1,081 | 800 | 400 |
| Waste Management Exp County | 12,000 | 12,200 | 12,200 | 12,200 | 12,200 |
| Amortization | 358 | 1,000 | 719 | 1,000 | 400 |
| Total Waste Management | 12,500 | 14,000 | 14,000 | 14,000 | 13,000 |
| Planning, Develop't & IM Collaboration | 1,000 | 1,000 | 125 | 1,000 | 1,000 |
| Parks & Recreation | | | | | |
| Contracted Services - Hall | 150 | 300 | 250 | 300 | 200 |
| Contracted Services - Park grass & equip. | 1,100 | 2,200 | 1,288 | 2,200 | 1,100 |
| Contracted Services - Other | 4,000 | 2,500 | 1,000 | 2,500 | 2,500 |
| Total Contracted Services - Labour | 5,250 | 5,000 | 2,538 | 5,000 | 3,800 |
| Contracted services County of St Paul | | 2,000 | 2,200 | 2,000 | 2,000 |
| SV share of exp. Reg. Rec. Class A assets | | | | 2,600 | 1,300 |
| Insurance Rec Centre, Parks, Recreation | 2,400 | 2,300 | 2,272 | 2,300 | 2,300 |
| Materials, Goods, Supplies & Services | 1,350 | 3,200 | 1,800 | 3,100 | 1,600 |
| Utilities | 2,000 | 4,500 | 4,166 | 4,000 | 2,000 |
| Small capital purchases | 1,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Amortization | 2,000 | 4,000 | 4,024 | 4,000 | 2,000 |
| Total Parks & Recreation | 14,000 | 23,000 | 19,000 | 25,000 | 17,000 |
| TOTAL OPERATING EXPENSE | 101,000 | 374,000 | 352,125 | 179,000 | 124,000 |
| Excess (Deficiency) of Revenue over Expenses before Capital | - 22,000 | -67,000 | -64,125 | -70,000 | -28,000 |
| Other | | | | | |
| Government transfers for capital | 176,400 | 133,000 | 16,720 | 133,000 | 133,000 |
| Excess (Deficiency) of Rev. over Exp. | 154,400 | 66,000 | -47,405 | 63,000 | 105,000 |
| Adj. for cash items, not PSAB Rev. or Exp. | | | | | |
| Tangible Capital Assets expenditures | - 165,000 | -150,000 | -4,000 | -150,000 | -150,000 |
| Deficiency of rev. over exp. after amort. | - 10,600 | -84,000 | -51,405 | -87,000 | -45,000 |
| Adjustment for non-cash items | | | | | |
| Amortization | 26,808 | 54,000 | 53,602 | 54,000 | 26,900 |
| Transfer from Unrestricted Surplus | | 30,000 | 0 | 33,000 | 30,000 |
| FINANCIAL PLAN Balance | \$ 16,208 | \$ - | \$ 2,197 | -0 | \$ 11,900 |
| Tax revenue based on 2019 tax rates & grant allocations | | | | | INTERIM BUDGET 2020 |



Summer Village of Horseshoe Bay

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St. Paul, AB T0A 3A0
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Website: www.svhorseshoebay.com

Agenda Item Summary Report

Agenda Item 8.b) Proposed Police Funding Model

Meeting Date: October 11, 2019

Background

The following provides a brief overview of the proposed model. It is important to note that the model has not been finalized and we are only at the beginning of the consultation process.

Communities with Populations under 5,000 and MD's & County's

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. In 2018-2019, the cost of frontline policing was \$232.5 million.

Cost Distribution

The proposed model distributes costs based on equalized assessment and population. The assessment value would be weighted at 70% to determine the relative resources to pay. Population would account for 30% of the base cost distribution.

Cost Modifiers

Shadow Population: A shadow population cost modifier would enable a subsidy for frontline policing.

Crime Severity Index: A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.

The proposed cost recovery rates vary from 15% to 70%. Administration has prepared a budget for discussion purposes showing the effect of each rate on the Village financial plan balance.

Norman attended a 2 hour webinar on September 6.

Recommendation/RFD/Comments

This is presented for information and discussion at this time. Link to the survey:
<https://extranet.gov.ca/opino6//s?s=46524>

MOVED BY Mayor Burns that council accept the report as presented.

-Carried-

8.b)

Summer Village of Horseshoe Bay
Police Cost Recovery Options (PCRO)

Effect on Tax increases using 2019 Budget for comparison - for Discussion Purposes Only

Budget For the year ended December 31, 2019

| | 2019 | Tax Rates at AB Govt Police Cost Recovery options 15% to 70% | | | | | | |
|---|------------|--|------------------|------------------|------------------|------------------|------------------|-------------------|
| | Budget | 2019 Projected | 15% | 30% | 40% | 50% | 60% | 70% |
| Police cost recovery amount | | | \$2,271 | \$4,542 | \$6,052 | \$7,568 | \$9,078 | \$10,594 |
| Mill Rate Increase | 0.1000 | 0.1000 | 0.0844 | 0.1600 | 0.2100 | 0.2700 | 0.3100 | 0.3700 |
| Mill rate | 3.4500 | 3.4500 | 3.5344 | 3.6100 | 3.6600 | 3.7200 | 3.7600 | 3.8200 |
| Min Tax Increase | 35 | \$35 | \$15 | \$31 | \$41 | \$51 | \$62 | \$72 |
| Minimum Tax amount per lot | \$395 | \$395 | \$410 | \$426 | \$436 | \$446 | \$457 | \$467 |
| Total Property Taxes before PCRC | \$ 114,273 | \$ 114,273 | \$ 114,273 | \$ 114,273 | \$ 114,273 | \$ 114,273 | \$ 114,273 | \$ 114,273 |
| Total Property Taxes with PCRO | | | 116,544 | 118,822 | 120,282 | 121,851 | 123,317 | 124,886 |
| Increase in tax revenue required to service PCRO | | | -\$ 2,272 | -\$ 4,549 | -\$ 6,010 | -\$ 7,578 | -\$ 9,044 | -\$ 10,613 |
| % increase in total taxes | | | 1.99% | 3.98% | 5.26% | 6.63% | 7.91% | 9.29% |
| Tax increase per lot (PCR divided by 147) | | | \$15 | \$31 | \$41 | \$52 | \$62 | \$72 |

Note: 1. The only source of revenue the Summer Village of Horseshoe Bay has to cover the PCRO is Property Taxes.

Note: 2. Minimum tax and mill rates have been set at rates that best evenly distribute the tax burden among all property owners.



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Agenda Item Summary Report

Agenda Item 8.c) Fire Permits

Meeting Date: October 11, 2019

Background

Open Fires & Brush Burning – Change in Policy

In the past the Summer Village did not issue fire permits. Residents were requested to phone the village Administrator to advise that they planned to light an open fire. The Administrator would then phone the Fire Dispatch Centre Non-Emergency Line 1-780-826-7446 or give the number to the resident who would phone, 1-780-826-7446 prior to igniting the fire.

The Bonnyville Fire Authority, in agreement with the Regional Fire Chiefs, has implemented the MD of Bonnyville policy for all municipalities serviced by them. All municipalities are now asked to issue fire permits.

When the permit holder phones the Fire Dispatch Centre Non-Emergency Line they will be asked to provide the Fire Permit number.

The purpose of the change is intended to help reduce the number of non-essential emergency responses (False Alarms) made by the fire departments to investigate smoke.

Except for SV of Bonnyville Beach, who do not allow open fires, we are the only municipality which does not issue permits. This can cause confusion with the fire dispatch center and fire department staff. I have therefore agreed to start issuing fire permits.

We have two choices: Have a bylaw and issue our own Fire Permits, or we use the County of St. Paul Fire Permits, which we will issue at the Summer Village.

The County has agreed to let us issue permits on their behalf to Village residents. This requires that I become a Fire Guardian for the County.

One alternative is that the County pre-sign some permits in advance, which I complete as required. I do not know if this would work over time. I therefore recommend that Council request the County to appoint me, Norman Briscoe, as a Fire Guardian for the County.

Recommendation/RFD/Comments

MOVED BY Mayor Benne that council request the County of St. Paul No.19 to appoint Norman Briscoe, as a Fire Guardian for the County and have him issue and sign their Fire Permits.

-Carried-

8.c)



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 8.d) AB Environment & Parks – New Seasonal Dock Applications

Meeting Date: October 11, 2019

Background

Effective immediately Temporary Field Authorizations (TFA) are required for “**Temporary Seasonal Docks for Personal Recreational Use**”.

Seasonal Mooring Structures: An authorization is required to place a mooring structure into a waterbody when the structure will be there longer than 14 days.

Mooring structures include:

- Docks and Piers
- Mooring Anchors for Buoys
- Boat Lifts and Shelters
- Swimming Rafts and Wharves

Administration will have application forms available for Village residents prior to next summer. The information is on the Village website and a reminder will be in the Winter newsletter. Also, because the applicants are not the waterfront landowner, they must attach consent from the Summer Village who is the waterfront landowner.

More information will be available to council in the spring of 2020.

Recommendation/RFD/Comments

MOVED BY Maryn Burns that council accept the report as presented.

-Carried-

8.d)

Temporary Field Authorizations (TFA) Temporary Seasonal Docks for Personal Recreational Use

Seasonal mooring structures

An authorization is required to place a mooring structure into a waterbody when the structure will be there longer than 14 days. Seasonal docks used by waterfront landowners for personal recreational use.

Mooring structures include:

- Docks/Piers
- Mooring Anchors for Buoys
- Boat Lifts and Shelters
- Swimming Rafts and Wharves

Docks and some mooring structures that are for personal recreational use are now applied for as a Temporary Field Authorization (TFA).

Obtaining authorizations

For a temporary, seasonal dock for personal recreational use

A waterfront or semi-waterfront landowner can make application for a dock authorization using the following form:

- Application for Temporary Field Authorization: Personal Use Recreational Docks

If you are not the waterfront landowner, you will need to provide written consent from the waterfront landowner prior to an authorization being issued. In many instances this will be the local Municipality if the waterfront property is a municipal reserve.

The *User Guide for Dock Permits* is available to assist you in completing and submitting an application to the department.

Find both the guide and the application form on the Alberta.ca website at: <https://www.alberta.ca/lakeshores.aspx>.

Exceptions to seasonal mooring structures

There may be exceptions to the placement of mooring structures, these exceptions may apply when:

- Other plans limit or restrict uses:
 - Local municipality development plans

Information about Alberta's Lakeshores <https://www.alberta.ca/lakeshores.aspx>

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The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small green leaf-like element at the end.

- Lake management plans
- Water management plans
- The Provincial or Federal government has set restrictions around an environmentally sensitive area or management concern
- The structure blocks public access along the lakebed or shore of the waterbody
- The structure's design interferes with the normal flow of water
- The structure increases the probability of bank or shoreline erosion

It is the responsibility of the landowner to determine if a waterbody is subject to restriction. Contact your local municipality planning office, provincial regional operational district office, or federal government regulatory office for more information.

Structures that have already been placed without prior approval may have to be removed.

Permanent Structures

On Crown Owned Bed and Shore

There are occasions where a permanent structure may be required on Crown owned bed and shore. Any permanent structure occupying the beds and shores of a waterbody requires a formal disposition.

Most permanent structures are not approved for private use, but may be for commercial or public use. These permanent structures include:

- Breakwaters
- Groynes (trap sand and hold it on the beach)
- Piers

Permanent structures placed on a lakebed can:

- Significantly alter the movement of water
- Affect the erosion, transport and deposit of sediment along a shore
- Interfere with the public's right of navigation and access to and around the shores of a lake.

Related Information

Further information can be found:

- Lakeshores: <https://www.alberta.ca/lakeshores.aspx>
- Respect our Lakes: <https://www.alberta.ca/respect-our-lakes.aspx>
- Canadian Coast Guard: <http://www.ccg-gcc.gc.ca/eng/CCG/Home>
- Fisheries and Oceans Canada: <http://www.dfo-mpo.gc.ca/index-eng.htm>
- Fisheries and Oceans – Alberta Office: <http://www.dfo-mpo.gc.ca/contact/regions/index-eng.html>

Information about Alberta's Lakeshores: <https://www.alberta.ca/lakeshores.aspx>

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Public Lands Act

Application for Temporary Field Authorization

Personal Use Recreational Docks

1.0 Applicant Information

- 1.1 Name of Individual: Click here to enter text.
Client ID: Click here to enter text.
If you do not have a client ID fill out the on-line [application](#) and e-mail to crownlanddata@gov.ab.ca
Address: Click here to enter text.
City: Click here to enter text. Province/Territory: Choose an item.
Postal Code: Click here to enter text. Phone number: Click here to enter text.
Fax number: Click here to enter text. Email: Click here to enter text.

Are you 18 years of age or older? Yes No

- 1.2 Are you an employee of the Government of Alberta (GOA) or member of the Legislative Assembly?
Choose an item.
If you are a GOA employee, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If you are an MLA, please determine what approval documentation must be submitted with this application and attach.

Approval attached

2.0 General Information

- 2.1 Proposed activity (check all that apply):
 Dock Swimming Platform Mooring Buoy Boat Lift(s)
- 2.2 Is this a new or existing mooring structure? Existing New
- 2.3 Activity footprint
Size (m²) of dock terminal platform: Click here to enter text.
Width (m) of dock walkway: Click here to enter text.
Number of boat lifts per dock: Click here to enter text.
Size (m²) of swimming platform: Click here to enter text.

3.0 Legal Land Location

3.1 Are you the waterfront lot owner or lease holder? Yes No

If you are not the waterfront landowner, attach consent of the waterfront landowner.

Legal Land Location of the waterfront parcel

| Lot | Block | Plan Number | or | Title Number |
|-----|-------|-------------|----|--------------|
| | | | | |

or

| LSD | QTR | Sec | TWP | RGE | M |
|-----|-----|-----|-----|-----|---|
| | | | | | |

4.0 Statutory Declaration

4.1 Statutory Declaration

Waterfront holders

I, [Click here to enter text.](#) of [Click here to enter text.](#), in the Province of Alberta, do solemnly declare that I am either: a) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of the applicable water body, or b) the holder of a lease according to the records of Alberta Environment and Parks for the land directly adjoining the bank of the applicable water body, AND I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

5.0 Consent

5.1 Non-Waterfront Holders

Non-waterfront landowners and semi-waterfront landowners or holders whose lands abut the boundary of a municipal reserve parcel that is waterfront, must provide written proof that the waterfront holder (e.g., the municipality that owns the environmental or municipal reserve parcel) has consented to the placement of a dock in front of the land parcel.

Consent attached

Privacy statement

The personal information contained on this form is collected under the authorization of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Alberta Environment and Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166-167 of the *Public Lands Administration Regulation*. For further information, please contact Provincial Programs Branch, Operations Division, Alberta Environment and Parks, 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8. Telephone 780-427-3570.

6.0 Sketch Plan

Alberta Environment and Parks has established that the acceptable footprint of a dock for personal recreational use should not extend beyond the Line of Navigation or not occupy more than 50% of the available defined mooring area. For the specific lot, sketch within the shaded area all associated structures and their dimensions, and note the number of watercraft to be moored.

Waterbody / Watercourse name:

Line of Navigation: 1.2m (4ft) Depth Contour

Projected Property line
3 meter setback

Projected Property line
3 meter setback

Waterline

Bank

Property line

Property line

Plan #:

Block:

Lot:

(ATS Ref: Section , Township , Range , W Meridian)

Dwn by :

New
Amendment

Client ID (if existing): _____

Crown Land Data

Alberta Energy
11th Floor, North Petroleum Plaza
9945-108 Street NW
Edmonton AB T5K 2G6
Fax: 780-422-0382, Email: crownlanddatasupport@gov.ab.ca

Re: Request for Client ID Application/Amendment of Surface Disposition on Public Lands

I am a:

- Individual
or
 Company (Provide complete name of the Company)

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Email address: _____

Applicant's Signature: _____ Date: _____

Print Name: _____

If requested by: Representative or Consultant

Representative's Name: (PRINT) _____

Phone No: _____

NOTE:

- Company name must be registered under *Business Corporation Act*
- Individuals name must be the legal name, as per Title
- No Trade Names

Information you provide to Alberta Environment and Parks (AEP) is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. The personal information you provide will be used by AEP for the purpose of administering the *Public Lands Act* and its associated regulations. Your personal information will not be used for any other purpose by AEP without your consent; however, it may be publicly disclosed to anyone requesting access of the record in accordance with Sections 166-167 of the *Public Lands Administration Regulation*.



SUMMER VILLAGE OF HORSESHOE BAY

P.O. Box 1778 St. Paul, AB T0A 3A0

Phone: (780) 645-4677

e-mail: svhorseshoebay@gmail.com

website: www.svhorseshoebay.com

Date

Alberta Environment and Parks
Region: Lower Athabasca – South
Email: neb.2adp@gov.ab.ca
Lac La Biche, AB

The Summer Village of Horseshoe Bay, as the waterfront landowner, hereby consents to the placement of a "Temporary Seasonal Dock for Personal Recreational Use" of the following waterfront parcel of land:

Lot Owner: _____

Civic Address: _____

| Lot | Block | Plan Number |
|-----|-------|-------------|
| | | |

Or

| LSD | QTR | Sec | TWP | RGE | M |
|-----|-----|-----|-----|-----|---|
| | | | | | |

Norman R. Briscoe
Chief Administrative Officer
Summer Village of Horseshoe Bay

8. d)



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 8.e) North Saskatchewan Watershed Alliance (ASWA) Request for Donation

Meeting Date: October 11, 2019

Background

The NSWA is requesting a Municipal Contribution to NSWA of \$0.50 per capita.

SVHB contribution would be: pop. Of 73 X .50 = \$36.50

Recommendation/RFD/Comments

MOVED BY D. Myrtle that council approve/decline to make a contribution to the NSWA.

-Carried-



NSWA

NORTH SASKATCHEWAN
WATERSHED ALLIANCE

202 - 9440 49 Street NW
Edmonton, Alberta
T6B 2M9

Invoice

| Date | Invoice # |
|------------|-----------|
| 01/10/2019 | 2020.053 |

| | |
|-----------------|------------------|
| Phone # | 587-525-6823 |
| E-mail | water@nswa.ab.ca |
| Web Site | www.nswa.ab.ca |

| Invoice To |
|---|
| Summer Village of Horseshoe Bay Mayor Gary Burns PO Box 1778 St Paul, Alberta T0A 3A0 |

| | | P.O. No. | |
|--|-----|--------------|----------|
| Description | Qty | Rate | Amount |
| Summer Village Contribution January 1 to December 31, 2020 - Funding Request | 1 | 200.00 | 200.00 |
| Thank you for your support | | Total | \$200.00 |

GST/HST No. 890443419



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Agenda Item Summary Report

Agenda Item 8.f) Public Works Position

Meeting Date: October 11, 2019

Background

Art Renauld, the Village Public Works employee, has resigned. He has informed me that Norma Miller is willing to take on the Public Works duties for the Summer Village.

Attached is a list of the duties the Public Works contractor is expected to perform.

Recommendation/RFD/Comments

MOVED BY _____ that council accept administrations report on the hiring of a new Public Works contractor for the Summer Village.

-Carried-

2.9)

SUMMER VILLAGE PUBLIC WORKS POSITION

| Item | DESCRIPTION | |
|------|--|--|
| 1 | Inspect lawn and weeds and ensure lawn and weeding is done | |
| 2 | Arrange for supplies – gas, lubricants etc. | |
| 3 | Inspect playground equipment and playground area for deficiencies | |
| 4 | Maintain the horseshoe and bones area | |
| 5 | Organize equipment shed and keep in order | |
| 6 | Ensure equipment shed is secured | |
| 7 | Maintain inventory of items in the equipment shed | |
| 8 | Maintain Lawn tractors – lubricate and change oil as required | |
| 9 | Order blades, belts filters and parts for all equipment | |
| 10 | Assume the role of Weed Inspector (take required training) | |
| 11 | Supervise all Capital and maintenance projects | |
| 12 | Cut dead tree on Municipal land | |
| 13 | Snow clearing contact person -- call contractor for snow clearing | |
| 14 | Remove dead fall on road allowance and road ways | |
| 15 | Drive around the community and inspect and report: a) road conditions - pot holes, major cracks b) garbage bins -- clean up around bins if necessary c) condition of street signs – repair if necessary d) Identify lots that have not cut their grass | |
| | | |
| | | |
| | General --- perform duties as directed by council | |

N.B. -- Notify Council immediately if any unsafe conditions are identified.



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Agenda Item Summary Report

Agenda Item 8.g) Fire Service Training Program (FSTP) Grant

Meeting Date: October 11, 2019

Background

Trevor Kotowich, Director of Protective Services, St. Paul Fire Department, has asked us to prepare a letter of support for our regional training program. The grant amount is not known until the release of the provincial budget on October 24.

Recommendation/RFD/Comments

MOVED BY Mayor Burns that council, in collaboration with the Town of St. Paul, County of St. Paul and Town of Elk Point, provide a letter of support to the Director of Protective Services, for a 2019/2020 FSTP training grant.

-Carried-



Norman Briscoe <svhorseshoebay@gmail.com>

2020 Training Budget

1 message

Trevor Kotowich <tkotowich@town.stpaul.ab.ca> Mon, Oct 7, 2019 at 10:53 AM
To: Kim Heyman <kheyman@town.stpaul.ab.ca>, "Tim Mahdiuk (tmahdiuk@county.stpaul.ab.ca)" <tmahdiuk@county.stpaul.ab.ca>, Ken Gwozdz <cao@elkpoint.ca>
Cc: "Dennis Bergheim (dbergheim@county.stpaul.ab.ca)" <dbergheim@county.stpaul.ab.ca>, Henry Thomson <hthomson@town.stpaul.ab.ca>, "Sheila Kitz - County of St. Paul (skitz@county.stpaul.ab.ca)" <skitz@county.stpaul.ab.ca>, "svhorseshoebay@gmail.com" <svhorseshoebay@gmail.com>

Good Morning All,

Just would like to update you all regarding next year's regional fire training. Like all of you, the fire service is anxiously awaiting the release of the Provincial Budget on October 24th. We have been very successful the last few years receiving training dollars through the Fire Service Training Program (FSTP) Grant. This year, the grant has been delayed due to the late budget release. In the past, I would have already contacted you all to write letters of support from your Municipality for the FSTP grant, and historically that grant deadline has been September 30th. We have not even seen a release yet for the 2020/21 training cycle year, and of course no one in the know is even commenting regarding the future of the grant. In anticipation of that, I would ask all of you to prepare another letter of support for our regional training program.

Another note, the County and the Town of Elk Point should adjust their budgets accordingly in the event this grant is no longer available, or, we are not successful. I have no indications that this would be the case, however I would prefer to be proactive rather than reactive. Myself and Deputy Thomson over the next couple weeks will be finalizing our 2020 draft training calendar, and I will be able to provide you an idea of what this will look like financially.

In the mean time, if any of you have any questions, please reach out.

Trevor J. Kotowich

Director of Protective Services

Fire Chief / IAAI-FIT®, MIAAI®

Safety Codes Officer Fire

St. Paul Fire Department

780-645-4100



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 8.h) Municipal Indicators for Summer Village

Meeting Date: October 11, 2019

Background

Attached is a letter from Assistant Deputy Minister, Gary Sandberg, with the results of the new performance measure for Municipalities. The ministry has now complied and verified the data collected from Alberta's municipalities for the 2018 financial year.

The Summer Village triggered 1 or 13 indicators, which is below the established benchmark.

Recommendation/RFD/Comments

MOVED BY D. Smythe that council accept the correspondence from AB Municipal Affairs, as information.

-Carried-

8.h)

September 30, 2019

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

Municipal Indicators for Summer Village of Horseshoe Bay

Dear Mr. Briscoe:

In March 2018, the Deputy Minister indicated that Municipal Affairs would be implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be "not at risk" based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be "not at risk" as long as it does not trigger on a defined number of indicators. As part of the same correspondence, then Deputy Minister Pickering indicated that the ministry was committed to supporting accountable, responsible, and transparent local governments.

The ministry has now compiled and verified the data collected from Alberta's municipalities for the 2018 financial year. According to our records, the following indicator(s) were triggered for your municipality:

I11-INVESTMENT IN INFRASTRUCTURE

We are pleased to inform you that while Summer Village of Horseshoe Bay triggered 1 of the 13 indicators, this is below the established benchmark, and as such your municipality will not appear in the 2018 Municipal Indicator Report (<https://open.alberta.ca/publications/municipal-indicator-results>) expected to be released in January 2020.

- 2 -

If you would like to discuss your results, or the possible future release of these results, please contact the Municipal Services and Legislation Division at toll-free 310-0000, then 780-427-2225, or via email at lgsmail@gov.ab.ca.

Yours truly,

A handwritten signature in blue ink, appearing to be 'Gary Sandberg', written in a cursive style.

Gary Sandberg
Assistant Deputy Minister



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 11, 2019

Background

The following documents are attached for information purposes:

- CAO Report to Council
- Action List

Recommendation/RFD/Comments

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

-Carried-

10. a) + b)

CAO Report to Council

October 11, 2019 Regular Council Meeting

Update on recent events and Activities

| What | Activity &/or event | Status & Comments |
|--|--|---|
| 1. Capital Projects a. | Culvert replacement Existing culvert under Horseshoe Bay Dr. is "rusted out" & collapsed. It needs to be replaced. A culvert could be added behind the waste bins under the trail that leads north thru the trees. | Culvert work postponed until after the stormwater management Plan is done. Which will likely be in late Dec 2019 or early 2020. Therefore will likely be done in spring or summer of 2020. Will be funded from MSI CAP. |
| b. | Work in hall & gazebo. If I can find a contractor to help do some of the basic work in the hall & Gazebo we should proceed with some of the work. | We will re-examine this project after we know status of MSI funding. We still have about \$12,000 left in the MSI grant, which was approved to do some of the hall work. |
| 2. Stormwater Mgmt. | The ACP grant for Stormwater Management Plan with the County of St Paul & Town of Elk Point has been approved and we received the \$200,000 in March. 2019 Contractor is MPE Engineering Ltd. | MPE is behind with study. They hope to have done by Dec31/19. |
| 3. Himalayan Balsam & Beaver dam. | Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed. | County re-sprayed part of the SV side of the creek in Aug/19 and have had a employee pulling Himalayan Balsam. In order to try get the plants under control in 2020 the county plan to visit the weed area on a regular basis. They will spray & pull over the summer. Also, they hope to blow-up the Beaver Dam again in the late fall after the water starts freezing. |
| 4. Land Use Bylaw | Changes required to the DRAFT LUB presented to & reviewed by Council Apr. 8, 2019 | I have not had time to complete & give ISL all the changes suggested. I am still working on them. David Schoor has said he is prepared to work with me this fall to wrap up the LUB. He was unavailable for most of September. He emailed me on Oct 4/19. Said he is back & can help. I told him I will try to work on the LUB next week & will get back to him later in Oct. |
| 5. ICF County St Paul | Intermunicipal Collaboration Framework (ICF) with the County of St. Paul Transitional Solutions Inc. (TSI) the consultant. | We have a bylaw prepared by TSI, but are waiting for the County to complete the Intermunicipal Recreation Servicing agreement & funding model, before we can pass the ICF bylaw. |
| 6. Reg. Recreation Services Master Plan | SPEPRP Regional Recreation Master Plan Draft Recreation Services Master Plan was | The Recreation Master Plan is complete , except for the Intermunicipal Recreation Servicing agreement, which is on the agenda for our approval. |
| 7. MSI funding | The Alberta Government have announced interim MSI grant allocations for 2019. | The official figures will be approved in the Oct 2019 Provincial. Budget The MSI OP grant of \$ 8,759 has been received. |

Summer Village of Horseshoe Bay
October 11, 2019 Regular Council Meeting

Action List

| Who | What | Status & Comments |
|----------------|---|--|
| Gary Burns | 1. Capital projects & budget ideas | Nothing new to report since last meeting. |
| Eli Gushaty | 1. Capital projects & budget ideas | |
| Dave Amyotte | 1. Capital projects & budget ideas | |
| Norman Briscoe | | Nothing new to report since last meeting, except items 8 & 9 |
| | 1. 2019 Capital projects & budget ideas | Alberta Government have announced the interim 2019 MSI allocations. The official figures will be approved in the Oct budget. We will continue to hold off most Capital projects for 2019, except for repairs and work which is necessary until we know amount of grant funding. |
| | 2. Flooding & ponding mitigation Replace culvert under Horseshoe Bay Drive at west end of sports field, which is "rusted out", and collapsed causing blockage from the north side of the road. | On hold, pending recommendations of stormwater study. I obtained cost estimate for a new culvert and replacement. I will also get an estimate for a culvert for the trail that goes from behind the parking area to the grassy area north of the parking/waste bin area. |
| | 3. Monitor drainage problems around SV | Stormwater Management study scheduled for completion this year. |
| | 4. MSI project Martin Rec. Center betterment & enhancement. | I have not had time to spend on this project. We still have about \$12,000 available under an existing grant approved for work to the Hall & Gazebo. I will not likely do any work in the Hall this year. |
| | 5. Review all existing Bylaws for updating resulting from MGA amendments and being out dated. | Administration is still reviewing Bylaws to determine if they should be replaced, or if Bylaws are required by the MGA, or other legislation, but do not now exist; such as, CAO Bylaw, Fire Bylaw, Cannabis, and others. |
| | 6. Determine possibility of using Cloud Storage | Will do after all the MGA & Collaboration work is done, and we have a better understanding of the cloud. |
| | 7. Sub-divide 2 new lots from reserve lots & determination of water boundaries Municipal Planning Services & Explore Surveys have agreed to do the work. | We are still waiting for Land Titles Office to advise if the change in natural water boundaries will result in the new Subdivision Plans registered at Land Title showing the existing Reserve along the shoreline from "Reserve" to "Environmental Reserve". Jane Dauphinee of MPS has not yet advised if she has received a reply. This project is on hold until LTO does. |
| | 8. Repairing TWP 594 below old boat launch | TWP 594 has been leveled to the lake shore. We will have it gravelled. I am waiting for an Ab Environment & Parks land officer to inspect the site. An appointment is set for Tuesday Oct 8, 2019. I will give a more detailed report at the council meeting. |
| | 9. Ridge at 109 Homestead Trail driveway & hole by RR 101 & Twp. 594. | We will use some of the gravel ordered from the County for Twp. 594 to help fix this problem. If it does not work at Lot 109 Blue Sky Coating said they will look at ridge when they do our culvert work. They may be able to cut the ridge back. |

Summer Village of Horseshoe Bay
CAO Report to Council
 October 11, 2019 Regular Council Meeting
Update on recent events and Activities

| What | Activity &/or event | Status & Comments |
|---|--|---|
| 8. Economic Dev. Strategic Plan in the EPSP region | Draft Regional Economic Development Assessment and Capacity Building Plan was presented at the Joint Council meeting Dec12/18 by the consultant Nichols Applied Management Inc | 1st phase of the development of an Economic Development Strategy in the greater St. Paul region is now complete. Nothing new to report. |
| ACP grant Ec Dev | ACP \$125,000 grant was approved Jan. 28, 2019 with County of St Paul as managing partner. | The CAOs are trying to determine on how best to proceed, and if we want to continue with the same consultant. |
| 9. APC grant Reg. Human Resource Management Frame-work | ACP \$150,000 grant was approved Jan. 28, 2019 with Town of St Paul as managing partner. | The CAOs have not yet met to discuss the status of this grant. Nothing new to report. |
| 10 ACP & CARES grant projects | Updates & meetings for ongoing projects. | Any future regional grant applications will be considered after the 2019 Provincial Budget is approved and grant programs are announced. |



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Agenda Item Summary Report

Agenda Item 11.a) Financial Reports

Meeting Date: October 11, 2019

Background

Financial Reports for 9 months ended September 30, 2019:

- Actual Year-to-Date to Budget,
- Cheque log: August & September, 2019
- September 30, 2019 Bank Reconciliation
- Property Taxes receivable
- Deferred Revenue
- 2019 Grant Reconciliation

Recommendation/RFD/Comments

MOVED BY Maryn Burns that the September, 2019 financial reports, be accepted as presented.

-Carried-

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 9 months ended September 30, 2019

| | 2019 Budget | YTD Sep. 30,2019 |
|--|----------------|---------------------|
| REVENUE | | |
| Taxation Revenue | | |
| Residential Property Tax | \$ 96,358 | \$ 96,358 |
| Minimum Residential Property Tax | 16,706 | 16,706 |
| Total Municipal Res. Property Tax | 113,064 | 113,064 |
| Non-Res. Linear Property Tax | 1,209 | 1,209 |
| Total Residential Property Tax | 114,273 | 114,273 |
| Education Requisition transfers | 41,435 | 41,435 |
| DI Property Tax Requisition | 13 | - |
| Total Net Tax Revenue | 72,825 | 72,838 |
| Other Revenue | | |
| User Fees & sales (Certificate fees, Hall, etc.) | 500 | 725 |
| Interest Revenue | 2,400 | 1,910 |
| Penalties & Costs on Taxes | 400 | 1,035 |
| Permits & licenses | 500 | 150 |
| Miscellaneous Revenue | 375 | - |
| Recreation Revenue Social events | 2,000 | 1,000 |
| Total Other Revenue | 6,175 | 4,820 |
| Funding from Grants | | |
| Transfer MSI Op grant | 8,536 | 8,759 |
| Transfer ACP grants | 219,464 | 73,790 |
| Total Grant Funding | 228,000 | 82,549 |
| TOTAL REVENUE | 307,000 | 160,207 |
| EXPENSE | | |
| Council | | |
| Council Honorarium | 5,700 | 5,000 |
| Council Travel & Subsistence | 2,000 | 1,682 |
| Council Communications - Wi-Fi | 300 | 270 |
| Council Memberships & Registrations | 1,000 | 670 |
| Total Council | 9,000 | 7,622 |
| General & Administrative Expenses | | |
| Administration - Contract | 17,100 | 12,825 |
| Travel & Subsistence | 250 | 0 |
| Advertising & Promotions | 200 | 44 |
| Assessment Services | 5,000 | 3,750 |
| Audit & Legal | 5,500 | 220 |
| Communications - Courier & Postage | 600 | 450 |
| Memberships | 1,500 | 1,502 |
| Gen/Admin Materials, goods & supplies | 2,000 | 976 |
| Gen Admin Services & Bank S/C | - | 44 |
| Miscellaneous & Other Expenses | 250 | 0 |
| Registrations | 300 | 0 |
| WCB | 300 | 275 |
| WebSite Maintenance | 1,000 | 707 |
| Total General & Administrative Expenses | 34,000 | 20,792 |

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 9 months ended September 30, 2019

| | 2019 Budget | YTD Sep. 30, 2019 | |
|---|----------------|----------------------|----------------|
| EXPENSES continued | | | |
| Roads, Streets, Walks, Lighting | | | |
| Roads services Crack filling | 13,000 | 12,720 | from MSI CAP |
| Road M & repairs materials & labour | 136 | 45 | |
| Roads Maintenance County of St Paul | 4,000 | 1,419 | |
| Signage | 400 | 43 | |
| Street Lighting Retrofit study | 19,464 | 19,464 | from ACP grant |
| Stormwater management plans | 200,000 | 54,326 | from ACP grant |
| Amortization - Roads & Bridges | 49,000 | 36,644 | |
| Total Roads, Streets, Walks, Lights | 286,000 | 124,662 | |
| Fire & Preventive Services | | | |
| Emergency Management (E911) | 300 | 216 | |
| Crime prevention & detection Cameras | 100 | 0 | |
| Preventive Services purchased | 200 | 0 | |
| Fire Expense County of St Paul | 2,900 | 2,920 | |
| Reg. Emergency Management Exp | 1,600 | | |
| Reg. Occupational Health & Safety | 1,000 | | |
| MuniSite (WebMap) GIS (AAG) | 900 | | |
| Total Fire & Preventive Services | 7,000 | 3,136 | |
| Waste Management | | | |
| Waste Management goods & supplies | 800 | | |
| Waste Management Expenses County | 12,200 | 12,200 | |
| Amortization | 1,000 | 539 | |
| Total Waste Management | 14,000 | 12,739 | |
| Planning, Development & IM Collaboration | | | |
| ISDAB per diem per meeting & training | 125 | 125 | |
| IM Collaboration IDP,MDP,LUB,ICF,CARES | 875 | | |
| Planning, Develop't & IM Collaboration | 1,000 | 125 | |
| Parks & Recreation | | | |
| Contracted Services - Hall | 300 | 127 | |
| Contracted Services - Park grass & equip | 2,200 | 1,288 | |
| Contracted Services -non-gov't | 2,500 | | |
| Contracted Services - Labour - non-gov't | 5,000 | 1,415 | |
| Contracted services - County St. Paul | 2,000 | | |
| Insurance Rec. Centre & Recreation | 2,300 | 2,272 | |
| Materials, Goods & Supplies | 3,200 | 1,624 | |
| Utilities | 4,500 | 3,124 | |
| Small capital purchases | 2,000 | | |
| Amortization Parks & Recreation | 4,000 | 3,018 | |
| Total Parks & Recreation | 23,000 | 11,453 | |
| TOTAL OPERATING EXPENSE | 374,000 | 180,529 | |
| NET INCOME (Deficit) | -67,000 | -20,322 | |
| Other | | | |
| Government transfers for Capital | 133,000 | 15,720 | MSI CAP |
| Excess (Shortfall) Rev. over Exp. | 66,000 | -4,602 | |
| Adj. for cash items not PSAB Rev. or Exp. | | | |
| Tangible Capital Assets expenditures | - | -3,000 | |
| | -84,000 | -7,602 | |
| Adjustment for non-cash items | | | |
| Amortization of TCA | 54,000 | 40,202 | |
| Transfer from Unrestricted Surplus for Operating | 0 | | |
| Transfer from Unrestricted Surplus for Capital | 30,000 | | |
| FINANCIAL PLAN Balance | \$ 0 | \$ 32,600 | |

Summer Village of Horseshoe Bay

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

Cheque

| No. | Date | Payee | Purpose | Amount |
|---|---------|-----------------------------|---|------------------|
| Cheque Log for A/C#1060 CU Chequing Account from August 1 to August 31, 2019 | | | | |
| 2256 | 8/02/19 | Art Renauld | Cut grass & trees & clear trail | \$ 322.50 |
| 2257 | 8/17/19 | Melanie Russell | Share of bottle/cans recycling proceeds | 100.00 |
| 2258 | 8/17/19 | Cornerstone Co-operative | Gas for tractor | 62.00 |
| 2259 | 8/17/19 | BMO Mastercard | Postage stamps | 189.00 |
| 2260 | 8/17/19 | AltaGas Utilities | Hall heat to Aug. 9, 2019 | 53.59 |
| 2261 | 8/17/19 | MPE Engineering Ltd. | Stormwater Mngt plan project services for July/19 | 14,488.81 |
| 2262 | 8/28/19 | Direct Energy Reg. Services | Atco power to Aug. 15/19 | 248.39 |
| 2263 | 8/31/19 | Norman R Briscoe | Aug. Contract & WebSite maintenance | 1,455.00 |
| Total amount paid Aug 1, 2019 to Aug 31, 2019 | | | | <u>16,919.29</u> |

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

| | | | | |
|---|---------|----------------------------------|--|------------------|
| 2264 | 9/09/19 | MPE Engineering Ltd. | Stormwater Mngt plan project services for Aug/19 | 7,848.38 |
| 2265 | 9/12/19 | Cornerstone Co-Operative | Gas for Tractor Sep. 29/19 | 20.33 |
| 2266 | 9/17/19 | Art Renauld | Cut grass | 292.50 |
| 2267 | 9/20/19 | AltaGas Utilities | Rec Centre Heating to Sep.10, 2019 | 63.17 |
| 2268 | 9/20/19 | Direct Energy Regulated Services | Electrical Power to Sep 12, 2019 | 225.24 |
| 2269 | 9/20/19 | BMO Bank of Montreal MasterCard | ASVA Conf Reg/Toner/Paper/GoDaddy/Adobe,et | 1,241.36 |
| 2270 | 9/20/19 | Sage Software Canada Ltd. | 250 sage cheques | 170.37 |
| 2271 | 9/27/19 | TLC The Landscape Company | Rebuild TP Rd594 to lake shore | 3,150.00 |
| 2272 | 9/30/19 | Gov't of Alberta - Education | ASFF School requisition 3rd Q Jul-Sep/19 | 10,358.65 |
| 2273 | 9/30/19 | Norman R Briscoe | Sep. Contract & WebSite maintenance | 1,455.00 |
| Total amount paid Sep 1, 2019 to Sep 30, 2019 | | | | <u>24,825.00</u> |

Total amount paid August 1 to September 30, 2019

\$ 41,744.29

This Statement submitted to Council the 11th day of October, 2019



Norman Briscoe, CAO

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

Balance of Chequing account per bank statement as at September 30, 2019 \$ 7,932.96
 Add Outstanding deposits

| Date | Ref No. | Payer/Source | Amount |
|----------------------------|---------|--------------------------|--------|
| Sep 30/19 | | Receipts | \$ - |
| | | Transfer from Saving a/c | - |
| Total Outstanding deposits | | | 0.00 |

Sub-total 7,932.96

Less Outstanding cheques & transfers to sav.

| Date | Cheque # | Payee | Amount |
|----------|----------|---|-------------|
| Sep30/19 | 2271 | LTC Landscaping - rebuild Twp Rd 594 | \$ 3,150.00 |
| Sep30/19 | 2263 | Norman Briscoe - Contract/Website maintenance | 1,455.00 |
| | | | 4,605.00 |

Balance of chequing account as at September 30, 2019 3,327.96

Balance of chequing a/c per general ledger a/c 1060 3,327.96

Difference September 30, 2019 \$ 0.00
 explanation if required. none

Balance of savings account per bank statement as at September 30, 2019 \$ 437,939.59

Balance of savings a/c per general ledger a/c 1065 437,939.59

Difference September 30, 2019 \$ 0.00
 explanation if required. none

Cash in Bank September 30, 2019

| | |
|---|-------------|
| General ledger a/c# 1060 Chequing account | \$ 3,327.96 |
| General ledger a/c# 1065 Savings account | 437,939.59 |

Cash in Bank September 30, 2019 441,267.55

Less: Portion of cash in savings a/c which is held for specific purposes

| | |
|--|---------------|
| Deferred Revenue | |
| ACP Stormwater Management Plan | \$ 146,616.47 |
| Deferred Revenue held for grants | 146,616.47 |
| Recreation Fund | 2,682.01 |
| Total Deferred Revenue held in savings a/c | 149,298.48 |
| Accounts payable & accrued liabilities | 12,983.65 |
| Cash Held for restricted purposes | 162,282.13 |

Unrestricted Cash available for S.V. General Operations & Capital projects 278,985.42

Plus near cash items

| | |
|--|-------------|
| Property taxes receivable for 2019 | \$ 3,265.92 |
| A/R from Federal Govt GST Rebate receivable | 1,385.15 |
| A/R from Alberta Gov't grants for exp. already paid for MSI plus LTO \$5 | 4,853.00 |
| | 9,504.07 |

Cash & near cash available for S.V. General Operations & Capital projects \$ 288,489.49

Presented to Council October 11, 2019


 Norman Briscoe, CAO

Summer Village of Horseshoe Bay
Property Taxes Receivable as at September 30, 2019

Prepared by NB Oct 1, 2019

| Taxpayer | Tax Roll No. | Dec.31 2018 Arrears | Jan 1, 2019 Penalty | 2019 Unpaid Levy | Jul. 11, 2019 40 Day Penalty | Sep. 30, 2019 Taxes Receivable | Comments |
|-------------------------------|--------------|---------------------|---------------------|--------------------|------------------------------|--------------------------------|------------------------|
| Doull/Mackenzie | 85186 | | | \$ - | \$ 61.55 | \$ 61.55 | Pd \$480 Aug28/19 |
| Robinson L | 85198 | | | 497.66 | 74.65 | 572.31 | |
| Sedor, E | 85224 | | | 626.48 | 93.97 | 720.45 | |
| Kates, D & A | 85226 | | | 610.64 | 91.60 | 702.24 | |
| Martin, R & S | 85246 | | | 440.00 | 66.00 | 506.00 | |
| Cullimore M | 85286 | | | 547.48 | 82.12 | 629.60 | |
| Dickie G & Tyler S | 85302 | | | - | 73.77 | 73.77 | Pd \$491.80 Jul 31/19. |
| Total Taxes Receivable | | \$ - | \$ - | \$ 2,722.26 | \$ 543.66 | \$ 3,265.92 | |

Summary of Taxes Receivable

| | |
|---|--------------------|
| Total 2019 taxes & penalties receivable | \$ 3,265.92 |
| Total 2018 arrears | - |
| Total taxes Receivable | <u>\$ 3,265.92</u> |

Reconciliation to General Ledger Balances

| | |
|------------------------------------|--------------------|
| a/c# 1210 Current Taxes Receivable | \$ 3,265.92 |
| a/c# 1211 Arrears Taxes Receivable | - |
| Total Taxes Receivable | <u>\$ 3,265.92</u> |

Difference between listing & general ledger balance -\$ 0.00

Reconciliation to Tax Billing & Paid worksheet o/s \$ 3,265.92

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

Explanation, if required

Norman Briscoe, Administrator

**Summer Village of Horseshoe Bay
Deferred Revenue
as at September 30, 2019**

| | Interest Earned to date | Opening Jan 1,2019 | Received 2019 | Deferred Revenue Sept.30/19 | 2019 Revenue |
|--|-------------------------------|-----------------------|---------------------|-----------------------------------|---------------------|
| <u>Provincial Grants to Deferred Revenue</u> | | | | | |
| ACP Grant Stormwater management project | | | 200,000.00 | 145,673.73 | \$ 54,326.27 |
| Total Interest earned on grant to Sept.30/19 | <u>\$942.74</u> | - | 942.74 | 942.74 | - |
| Total ACP Stormwater management project | | - | 200,942.74 | 146,616.47 | 54,326.27 |
| <u>ACP Grant Street Light project</u> | | | | | |
| ACP Grant Street Light project | | 18,844.00 | | - | 18,844.00 |
| Total Interest earned on grant to Sept.30/19 | <u>\$620.00</u> | 569.74 | 50.26 | - | 620.00 |
| Total ACP Street Light project Completed April 2019 | | 19,413.74 | 50.26 | - | 19,464.00 |
| Total ACP Grants | | 19,413.74 | 200,993.00 | 146,616.47 | 73,790.27 |
| <u>Municipal Affairs - MSI Capital received Jul31/18</u> | | | | | |
| Municipal Affairs - MSI Capital received Jul31/18 | \$ 10,776.27 | | \$ - | \$ - | \$ 10,776.27 |
| Total Interest earned on grant to Sept.30/19 | <u>\$ 95.98</u> | 58.73 | 37.25 | - | 95.98 |
| MSI Capital | | 10,835.00 | 37.25 | - | 10,872.25 |
| Total grants in Deferred Revenue | | 30,248.74 | 201,030.25 | 146,616.47 | 84,662.52 |
| <u>Recreation Fund</u> | | | | | |
| Recreation Fund | | 2,484.09 | 1,180.15 | 2,664.14 | 1,000.10 |
| Interest earned 2019 YTD | | | 17.87 | 17.87 | |
| Recreation Fund | | 2,484.09 | 1,198.02 | 2,682.01 | 1,000.10 |
| TOTAL Deferred Revenue Sept.30/19 | <u>\$ 32,732.83</u> | | <u>\$202,228.27</u> | <u>\$ 149,298.48</u> | <u>\$ 85,662.62</u> |
| Balance of GL a/c2340 Def Rev Sept.30/19 | | | | 149,298.48 | |
| Difference | | | | <u>\$ -</u> | |
| Explain difference, if any. none | | | | | |



Norman Briscoe, Administrator

Summer Village of Horseshoe Bay
2019 GRANT RECONCILIATION

| GRANT NAME | Deferred Revenue & Grant Allocations | | | | | | | Accounts Receivable & Cash from grants | | |
|------------------------------|--------------------------------------|---|---------------------|----------------------------------|-------------------------------------|--|---------------------------|--|---|--|
| | Deferred Rev | Allocations Received (Not yet Received) | YTD Interest Earned | Total Funding Available for 2019 | 2019 Expenditures applied to grants | Deferred Rev in Cash Balance Sep 30/19 | Sep30/19 Not yet Received | Sep30/19 Cash on hand from grants | Sep30/19 Unspent A/R & Cash from Grants | |
| MSI Op 2019 <i>Interim</i> | 0.00 | 8,759.00 | 0.00 | 8,759.00 | 8,759.00 | 0.00 | 0.00 | 0.00 | | |
| Total MSI Operating | 0.00 | 8,759.00 | 0.00 | 8,759.00 | 8,759.00 | 0.00 | 0.00 | 0.00 | | |
| ACP Stormwater (1) | 0.00 | 200,000.00 | 942.74 | 200,942.74 | 54,326.27 | 146,616.47 | 0.00 | 146,616.47 | | |
| ACP Street Light | 19,413.74 | 0.00 | 50.26 | 19,464.00 | 19,464.00 | 0.00 | 0.00 | 0.00 | | |
| Total ACP | 19,413.74 | 200,000.00 | 993.00 | 220,406.74 | 73,790.27 | 146,616.47 | 0.00 | 146,616.47 | | |
| Capital Grants | | | | | | | | | | |
| MSI Cap 2017 1/2 recd | 10,835.00 | 0.00 | 37.25 | 10,872.25 | 10,872.25 | 0.00 | 0.00 | 0.00 | | |
| MSI Cap 2017 - 50% | | 33,392.50 | | 33,392.50 | 4,848.00 | | 33,392.50 | 28,544.50 | | |
| MSI Cap 2018 | | 73,694.00 | | 73,694.00 | | | 73,694.00 | 73,694.00 | | |
| MSI Cap 2019 <i>Interim</i> | | 58,382.00 | | 58,382.00 | | | 58,382.00 | 58,382.00 | | |
| Total MSI Capital | 10,835.00 | 165,468.50 | 37.25 | 176,340.75 | 15,720.25 | 0.00 | 165,468.50 | 160,620.50 | | |
| BMTG 2017 - 50% | | 4,616.50 | 0.00 | 4,616.50 | 0.00 | 0.00 | 4,616.50 | 4,616.50 | | |
| BMTG 2018 | | 10,433.00 | | 10,433.00 | 0.00 | 0.00 | 10,433.00 | 10,433.00 | | |
| BMTG 2019 <i>Interim</i> | | 9,232.00 | | 9,232.00 | 0.00 | 0.00 | 9,232.00 | 9,232.00 | | |
| Total BMTG | 0.00 | 24,281.50 | 0.00 | 24,281.50 | 0.00 | 0.00 | 24,281.50 | 24,281.50 | | |
| Total MSI Capital | 10,835.00 | 189,750.00 | 37.25 | 200,622.25 | 15,720.25 | 0.00 | 189,750.00 | 184,902.00 | | |
| BC - GTF 2018 | | 9,026.00 | | 9,026.00 | 0.00 | 0.00 | 9,026.00 | 9,026.00 | | |
| BC - GTF 2019 <i>Interim</i> | | 18,249.00 | | 18,249.00 | | 0.00 | 18,249.00 | 18,249.00 | | |
| Total BC - GTF | 0.00 | 27,275.00 | 0.00 | 27,275.00 | 0.00 | 0.00 | 27,275.00 | 27,275.00 | | |
| Total Capital | 10,835.00 | 217,025.00 | 37.25 | 227,897.25 | 15,720.25 | 0.00 | 217,025.00 | 212,177.00 | | |
| Total grants | 30,248.74 | 425,784.00 | 1,030.25 | 457,062.99 | 98,269.52 | 146,616.47 | 217,025.00 | 358,793.47 | | |

Note 1. \$54,326.27 is before receipt of MPE invoice for Sep 2019