

**Summer Village of Horseshoe Bay
REGULAR COUNCIL MEETING**

Saturday June 30, 2018
11:00 a.m.
Martin Recreation Center

AGENDA

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. ADOPTION OF PREVIOUS MINUTES:
 - a) Minutes of May 16, 2018 Regular Council Meeting
4. PUBLIC HEARING
 - a) Proposed Advertising Bylaw to establish Alternate Methods of Advertising
5. BYLAWS
 - a) Advertising Bylaw – 2nd and 3rd readings
6. BUSINESS
 - a) Approve Road Work
 - b) Municipal Internship Program
 - c) Canada Infrastructure Program
7. NEXT MEETING
8. ADJOURNMENT

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Summer Village of Horseshoe Bay
Minutes of Regular Meeting
May 16, 2018

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting
Saturday, May 16, 2018
Martin Recreation Center
11:00 a.m.

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

Administrator Norman Briscoe
Recording Secretary Diane Briscoe

1. CALL TO ORDER

Mayor Gary Burns called the meeting to order at 11:00 a.m..

2. ACCEPTANCE OF THE AGENDA

MOVED BY Dave Amyotte that the agenda be adopted with the following additions.

- a) Additions to Agenda
- 8.a) Mini Golf Course

CARRIED

3. ADOPTION OF PREVIOUS MEETINGS

MOVED BY Mayor Gary Burns that the minutes of the April 21, 2018 Regular Council Meeting be approved with the deletion of item 5.a), which is also in 5.d)

CARRIED

4. PUBLIC HEARINGS

none

5. DELEGATIONS

David Schoor from ISL Engineering entered the meeting via telephone and Skype at 11:00 am. and exited at 12:00 noon. He presented the Summer Village "Municipal Development Plan" (MDP) and "Land Use Bylaw" (LUB) background report, via teleconference/Skype. This wraps up phase 1 of the project.

6. **BYLAWS**

a) **Bylaw 114/2018 to establish a Code of Conduct for Members of Council**

MOVED BY Eli Gushaty that Bylaw No. 114/2018, to establish a Code of Conduct for Members of Council be given second reading.

CARRIED

MOVED BY Mayor Burns that Bylaw 114/2018 be given third and final reading.

CARRIED

b) **Bylaw 115/2018 Property Tax Bylaw (Moved to 7.c), after Budget approval)**

c) **Policy #9 – Public Participation Policy**

MOVED BY Dave Amyotte that in accordance with Section 216.1 of the *Municipal Government Act*, Policy #9, Public Participation Policy, be adopted effective May 16, 2018.

CARRIED

d) **Bylaw 116/2018 – Draft Advertising Bylaw**

MOVED BY Mayor Gary Burns that Bylaw 116/2018, to Establish Alternate Methods for Advertising Statutory Notices, be given first reading.

CARRIED

7. **OLD BUSINESS**

a) **Meeting to Review Recreation Survey Results**

MOVED BY Mayor Gary Burns that Dave Councillor Amyotte and CAO Norman Briscoe attend the meeting on June 13, 2018 with RC Strategies to review the research and engagement findings of the “Parks and Recreation Needs Analysis & Action Plan” and to discuss strategic direction.

CARRIED

b) 2018 Municipal Operating and Capital Budget and Tax Rate

MOVED BY Mayor Gary Burns to approve the 2018 Municipal Operating and Capital Budget as per Sections 242(1) & 245 of the M.G.A., as follows:

Revenue

| | |
|-----------------------------------|----------------|
| Total Property Tax Revenue | \$ 109,499 |
| Less: School and DIP Requisitions | <u>41,441</u> |
| Net Municipal Property Taxes | 68,058 |
| Other Revenue | 4,485 |
| Government Transfers for Grants | <u>199,457</u> |
| Total Revenue | 272,000 |

Expenses

| | |
|---|-----------------------------|
| Operating Expenses | <u>142,000</u> |
| Excess of Revenue over Expenses, before Capital Expenditures | 130,000 |
| Capital Expenditures | <u>180,000</u> |
| Deficiency of Revenue over Expenses, before non-cash items | -50,000 |
| Adjustment for Non-Cash Items | 46,000 |
| Transfer from Unrestricted Surplus | <u>4,000</u> |
| Financial Plan Balance | \$ <u><u>-0-</u></u> |

CARRIED

c) Bylaw 115/2018 – Property Tax Bylaw

MOVED BY Councillor Dave Amyotte that Bylaw 115/2018 authorizing Rates of Taxation to be levied against assessable property for 2018, be given first reading.

CARRIED

MOVED BY Deputy Mayor Eli Gushaty that Bylaw 115/2018 be given second reading.

CARRIED

MOVED BY Mayor Gary Burns that Bylaw 115/2018 be presented at this meeting for third and final reading.

CARRIED UNANIMOUSLY

MOVED BY Councillor Dave Amyotte to give third and final reading to Bylaw 115/2018.

CARRIED

8. **NEW BUSINESS**

- a) Councillor Dave Amyotte presented an idea for discussion purposes as to the feasibility of building a miniature golf course in the Summer Village. He will investigate and report back to council.

9. **COUNCILLOR REPORTS**

Mayor Gary Burns reported on his discussions with other Summer Villages regarding the new Alberta Municipal Affairs, "Municipal Indicators Performance Measurement".

10. **CAO REPORT AND ACTION LIST**

The action list was presented for information and discussion.

11. **FINANCIAL REPORTS**

a) **For 4 months ended April 30, 2018, and cheque log for April, 2018**

MOVED BY Councillor Dave Amyotte that the YTD financial reports, for the 4 months ended April 30, 2018 be approved as presented.

CARRIED

MOVED BY Councillor Eli Gushaty that the cheque numbers 2065 to 2078 in the amount of \$16,299.97 for the month ended April 30, 2018 be approved as presented.

CARRIED

b) **Grants Update**

Covered in Action List.

c) **2018 Capital Projects and Grants**

Covered in Action List.

12. **CORRESPONDENCE**

Various correspondence items were presented for information.

13. NEXT MEETING

MOVED BY Mayor Gary Burns to set the next regular Council meeting as a joint Council Meeting and Annual General Meeting for the purpose of holding Public Hearings on IDP/MDP/LUB and Advertising Bylaw, on June 30 2018, at 10:00 a.m.

CARRIED

12. ADJOURNMENT

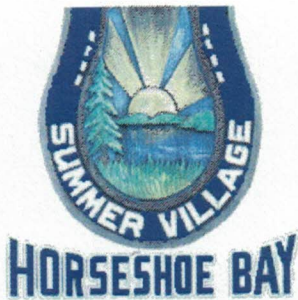
MOVED BY Mayor Gary Burns that the meeting be adjourned at 1:25 p.m..

CARRIED

Mayor

Date

Administrator



Summer Village of Horseshoe Bay

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Email: svhorseshoebay@gmail.com
Website: www.svhorseshoebay.com

Agenda Item Summary Report

Agenda Item: 4.a) Public Hearing – Re: Bylaw 116/2018, Advertising Bylaw

Meeting Date: June 30, 2018

Background

The Advertising Bylaw requires council to hold a PUBLIC HEARING during a regular council meeting, **before** second reading of the bylaw. As required by section 606(1) of the MGA, notice of the Public Hearing was published for 2 consecutive weeks in the St. Paul Journal, and was posted to the Summer Village website

First Reading of Bylaw 116/2018 to Establish Alternate Methods of Advertising Statutory Notices, was given at the May 16/18 Regular Council Meeting.

Recommendation/RFD/Comments

MOVED BY _____ to commence the Public Hearing for advertising Bylaw 116/2018, at _____ am.

Open meeting for Public input.

MOVED BY _____ to go back into Regular Meeting for passing of Bylaw 116/2018 at _____ am.

4.a)

NOTICE OF PUBLIC HEARING

Summer Village of Horseshoe Bay

A Public Hearing will be held to obtain public input on a proposed
Advertising Bylaw.

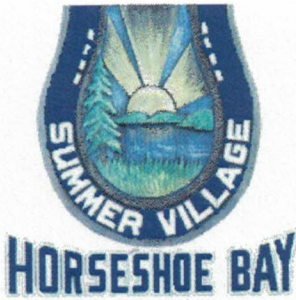
The hearing will be held on
June 30, 2018 at 10:00 a.m.
at the Martin Recreation Center

In accordance with Section 606 of the Municipal Government Act, notice is hereby given that Council is by bylaw Establishing Alternative Methods for Advertising Statutory Notices to the public other than advertising in a newspaper or mailing or delivering a notice to every residence in the summer village.

Whereas Section 606.1 of the Municipal Government Act, authorizes Council, to provide by bylaw for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606, the new bylaw will provide for electronic methods which include posting notices on the summer village official website and/or emailing to residents and property owners who have provided their email address to the summer village and/or by posting the notice on a bulletin board at the Martin Recreation Center. Advertising in a newspaper or mailing or delivering a notice to every residence in the summer village will no longer be required.

A copy of the proposed bylaw can be inspected on the summer village website www.svhorseshoebay.com.

Anyone wishing to examine a copy of the proposed bylaw or to file a petition with respect of it can phone the Administrator Norman Briscoe 780-645-4677 or email svhorseshoebay@gmail.com.



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Agenda Item Summary Report

Agenda Item: 5.a) Advertising Bylaw

Meeting Date: June 30, 2018

Background

Bylaw 116/2018 to Establish Alternate Methods of Advertising Statutory Notices, was given first reading at the May 16/18 Council Meeting.

The Advertising Bylaw requires council to hold a public hearing before second reading of the bylaw. Agenda Item 4.a) "Proposed Advertising Bylaw" commences the Public Hearing for discussion. Changes to the Advertising Bylaw may arise from the Public Hearing.

2nd and 3rd readings are to be given at this Council meeting. If any changes are required from the Public Hearing, the motion would include those changes. (ie. Be given second reading with the following amendment.....)

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw No. 116/2018, to establish Alternate Methods for Advertising Statutory Notices, be given second reading.

MOVED BY _____ that Bylaw 116/2018 be given third and final reading.

5.a)

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

BY-LAW NO. 116/2018

A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta, to Establish Alternate Methods for Advertising Statutory Notices

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS, Council is satisfied that the advertising method set out in the Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the **Summer Village of Horseshoe Bay**, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the "Advertising Bylaw".

Advertising Method

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606;
 - i. electronically, by posting the notice prominently on the Summer Village of Horseshoe Bay official website or social media sites, and/or emailing to Summer Village residents and property owners who have provided their email to the Summer Village, and/or

- ii. mailing notices directly to residents and property owners who do not have access to internet, social media or email and/or
- iii. by posting the notice prominently on a bulletin board provided for that purpose in the following municipal facilities: Martin Recreation Center, and/or
- iv. by announcing in the Summer Village newsletter, when timing of the notice to be advertised allows.

This By-Law shall come into effect upon the final passing thereof.

READ a First time in Council this 16 day of May, A.D. 2018.

PUBLIC HEARING held on this 30 day of June, 2018

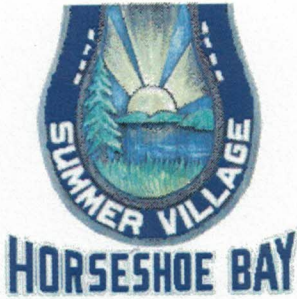
READ a Second time in Council this _____ day of _____, A.D. 2018.

READ a Third time in Council this _____ day of _____, A.D. 2018.

Gary Burns
Mayor

Norman Briscoe
Administrator

5.a)



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item: 6.a) Approve Additional Road Work

Meeting Date: June 30, 2018

Background

The 2018 annual budget approved by Council on May 16, 2018, included road non-routine maintenance and road rehabilitation by Blue Sky Coating Ltd., as follows:

| | |
|-------------------------------|----------------|
| Non-routine maintenance | \$ 8,320 |
| Road Rehab & pavement overlay | <u>109,447</u> |
| | 117,767 |

Subsequent to May 16, 2018, when the contractor was preparing Russel Drive for the overlay, a section of Russel Drive started breaking up and required immediate repair before they could proceed with the overlay. The cost of the excavation & rehabilitation of the failed section of road is:

| | |
|---------------------------------------|------------------|
| | \$75,186 |
| Plus and additional soft spot repair | <u>6,724</u> |
| Cost of additional work: | <u>81,910</u> |
| TOTAL Final Cost of 2018 road project | <u>\$199,677</u> |

This additional emergency repair work was required because the south end of Russel Drive and Homestead Trail was closed to traffic, including residents, school buses and emergency vehicles. If the contractor had to shut down and remove their equipment, the additional work would have cost significantly more if they had to return at a later date.

Recommendation/RFD/Comments

MOVED BY Dave. that additional road work done by Blue Sky Coatings Ltd. Costing \$81,910, increasing the total payments to Blue Sky Coatings Ltd. to \$199,677, is hereby approved and is to be fully funded from MSI Capital, BMTG and GTF grants.

6.a)

Summer Village of Horseshoe Bay

2018 Capital Projects and Budget

2018 Road Rehabilitation Pavement Overlay and Crack Filling

Contract with Blue Sky Coatings Ltd.

Road Rehabilitation Pavement Overlay

50mm ACP Pavement Overlay and Crack Filling

| | | | | | |
|--|-------|------------|----------|----|------------|
| 50mm ACP overlay Russel Dr. & Homestead Tr. | 50 mm | 3,809 m2 @ | \$ 25.85 | \$ | 98,462.65 |
| Gravel fill to match elevation of road & driveways | | 30 m2 @ | 46.00 | | 1,380.00 |
| Total Crack filling patch & overlay | 50 mm | 3,839 m2 | | | 99,842.65 |
| Russel Drive soft spot repair | 75 mm | 80 m2 @ | 120.06 | | 9,604.80 |
| TCA addition Russel Dr. & Homestead Tr. 50mm | | | | | 109,447.45 |

Non-Routine Maintenance Repairs Crack & Holes

| | | | | | |
|--|--|------------|----------|--|----------------------|
| Item # Sweeping Roads | | | | | |
| 1 to 2 Power sweep & dispose of material with truck | | 12 Hr @ | \$235.00 | | 2,820.00 |
| Item# Crack Filling | | | | | |
| 1 to 5 Crack filling | | 2,000 Lm @ | 2.75 | | 5,500.00 |
| Total Sweeping & Crack Filling | | | | | 8,320.00 |
| Total Cost 50 mm Pavement Overlay and Crack Filling | | | | | <u>\$ 117,767.45</u> |

Summary of Addition work and Total project cost

Apr 21/18 Council approved project with 50mm overlay, gravel ramps
and crack filling with sweeping & soft spot repairs
Approved in 2018 budget May 16, 2018

\$ 117,767.45

May 29/18 additional patching work at various locations

| | | | | | |
|--|-------|---------|----------|--|----------|
| Excavate 300mm - SPC 225mm of GBC & SPC 75mm of HMA | 75 mm | 56 m2 @ | \$120.06 | | 6,723.36 |
|--|-------|---------|----------|--|----------|

Jun 15/18 Excavate & Rebuild 105.5m of road base in front of 136 Russel Dr.

| | | | | | |
|--|-------|----------|-------|--|-----------|
| Item# Excavation 225mm - SPC 175mm of 20mm GBC - SPC 50mm of HMA | | | | | |
| Excavation, gravel & SPC 50mm of Hot Mix Asphalt | 50 mm | 590 m2 @ | 80.46 | | 47,471.40 |

Jun 17/18 Excavate & Rebuild additional 65m of road base east of 136 Russel Dr.

| | | | | | |
|--|-------|----------|-------|--|-----------|
| Item# Excavation 225mm - SPC 175mm of 20mm GBC - SPC 50mm of HMA | | | | | |
| Excavation, gravel & SPC 50mm of Hot Mix Asphalt | 50 mm | 364 m2 @ | 76.14 | | 27,714.96 |

Jun 18/18 increase over April 21/18 approval

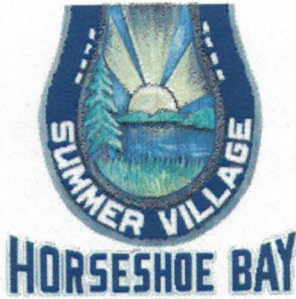
\$ 81,909.72

Jun 18/18 Revised Total project cost

\$ 199,677.17

To be formally approved by Council June 30, 2018

(b.a)



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item: 6.b) Municipal Internship Program

Meeting Date: June 30, 2018

Background

The CAO of Elk Point has expressed interest in sharing a Municipal Intern with the Summer Village. ACP Grants are available from Alberta Municipal Affairs, in the amount of \$43,000 to offset some of the costs associated with hosting a first-year intern. Interns are expected to learn about all aspects of municipal administration.

The municipality is required to supervise, instruct, mentor, and coach the intern in ten functional areas of the organization.

Recommendation/RFD/Comments

Things to Consider:

- Time involved in training and supervising an intern
- Time involved in providing progress reports to AB Gov't.
- Lack of office space and equipment (ie. Computer)

6.b)



Norman Briscoe <svhorseshoebay@gmail.com>

Fwd: Info on Municipal Internship Program

3 messages

cao@elkpoint.ca <cao@elkpoint.ca>
To: svhorseshoebay@gmail.com

Mon, Jun 4, 2018 at 11:20 AM

Good morning Norm,

I took the liberty of meeting with AMA Internship at GFOA conference this week. Thought you may be interested in knowing - see below. Perhaps we can meet this month sometime to discuss. Have a great week.
Ken

Sent from my iPhone

Begin forwarded message:

From: Kai So <kai.so@gov.ab.ca>
Date: June 4, 2018 at 11:10:50 AM MDT
To: ! CAO <CAO@ELKPOINT.CA>
Cc: AMA Internship <amainternship@gov.ab.ca>
Subject: Info on Municipal Internship Program

Hi Ken,

Thanks for dropping by our booth this morning at the GFOA Conference. As requested, information on the Municipal Internship Program can be found at:
<http://www.municipalaffairs.alberta.ca/ms/internship/for-hosts>.

Some basic info that you were looking for:

- Applications for municipalities to host an intern in 2019/2020 will be accepted until September 1, 2018.
- Each municipality that is selected to host an intern will receive an ACP grant of \$43,000 to offset some of the costs associated with hosting a first-year intern.
 - The \$43,000 is broken down into: \$35,000 is for salary, \$2,000 is for non-payroll benefits, and \$6,000 is for professional development and other internship expenses.
- Interns in the program are expected to attend at least one conference and complete one course during the internship program.
- Interns are also expected to learn about all aspects of municipal administration. A draft workplan with suggested learning components and activities can be found at:
<http://www.municipalaffairs.alberta.ca/ms/internship/reference-documents>.

If you have any questions, please contact us (Wendy Peters, Teresa Johnson or I) at 780-427-2225 or amainternship@gov.ab.ca.

**Municipal Affairs
Municipal Internship Program for Administrators
Workplan 2017/18**

Program Overview

The Municipal Internship Program for Administrators is sponsored by Municipal Affairs in partnership with Alberta's municipalities. It is designed to attract recent post-secondary graduates to the field of municipal administration. Its objective is to assist in the training and development of competent, well-rounded senior municipal administrators. It is expected that upon completion of the program, interns will be prepared to continue their career in municipal government.

Internship Workplan

Objective:

This Workplan is provided to interns and host municipalities as a tool to support the implementation and monitoring of the internship. It is used to plan and schedule activities throughout the year so the intern gains experience in as many functional areas of the municipality as possible. Modifications to the Workplan to meet specific needs of the intern and the municipality are anticipated and encouraged. The Workplan is designed to meet the following objectives:

- Provide each host municipality with a structure to guide the training and learning of the intern;
- Ensure that interns are exposed to the key aspects of municipal administration to gain an understanding of municipal structure, management, and operations;
- Set guidelines in terms of the expectations of completing the internship program and to help the intern develop competencies essential to municipal administration; and,
- To support the intern's training through contact with a number of experienced and knowledgeable individuals and information from various resources.

Implementing the Workplan

The supervisor, with assistance and support from senior managers and other resources in the municipality, is required to supervise, instruct, mentor, and coach the intern in ten key functional areas of the organization. Other areas of interest, as agreed to by the municipality and the intern, may be pursued. Where additional learning needs are identified, the municipality, the ministry, other institutions and agencies may provide educational and training opportunities. It is the responsibility of the supervisor to assist the intern in understanding and blending into the corporate culture of the organization; because awareness and consideration of the organization's corporate culture will be key to the completion of the Workplan and a successful internship experience.

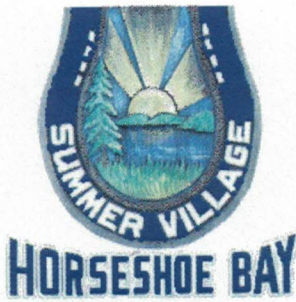
Municipal Affairs
Municipal Internship Program for Administrators
Workplan 2017/18

The key areas of training can be completed within approximately the first ten months of the program. For the remaining two months, the interns can focus on particular areas of interest. Although timelines are provided, activities will likely not occur consecutively, and may need to be split up into days here and there. The intent is to provide the necessary training and experience for the intern to be successfully established on a career path. Some municipalities have found it beneficial to compress the Workplan into the first eight months of the program to allow for a longer period of time for the intern to focus on areas of interest.

The following pages outline the key functional areas and list the activities recommended for each topic. Details about the activities are included in the intern Guidebook, which is a resource for your intern that will be provided by the ministry. The suggested timelines are flexible and can be modified to best suit each municipality and intern. However, the timelines should be used to determine a tentative schedule for the year so that the intern has the opportunity to spend time in each functional area.

The ten functional areas are:

1. Governance
2. Administration/Management
3. Human Resource Management
4. Financial Services
5. Protective Services
6. Public Works
7. Utilities
8. Land Use Planning
9. Family and Community Support Services
10. Recreation and Culture Services



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Agenda Item Summary Report

Agenda Item 6.c) Canada Infrastructure Program

Meeting Date: June 30, 2018

Background

Under the federal government's "Investing in Canada Infrastructure Plan", Alberta will receive \$140.6 million for community, culture and recreation projects over the next 10 years.

Communities can apply for funding to support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

The St. Paul Region (St. Paul, Elk Point, County of St. Paul and Summer Village) would like to file an "Expression of Interest" for a community, cultural or recreation project, which is due on August 1/18. At this point they would like to get Councils aligned behind a project, such as an arena, fieldhouse, pool, etc.

The federal government will cost share eligible projects up to 40% for municipal and not-for-profit partners.

If Councils indicate support for the program, they can proceed with hiring a consultant to help complete the expression of interest before August 1.

Recommendation/RFD/Comments

Recommend the Council indicate support and align behind the project.

(6.c)



Norman Briscoe <svhorseshoebay@gmail.com>

Canada Infrastructure Program - Expression of Interest Due August 1st, 2018

1 message

Kyle Attanasio <kattanasio@county.stpaul.ab.ca> Thu, Jun 21, 2018 at 11:14 AM
To: "cao@elkpoint.ca" <cao@elkpoint.ca>, Kim Heyman <kheyman@town.stpaul.ab.ca>, Norman Briscoe <svhorseshoebay@gmail.com>
Cc: Sheila Kitz <skitz@county.stpaul.ab.ca>

CAOs,

As discussed in the meeting today, I have attached the link to the Canada Infrastructure Program.

<https://www.alberta.ca/ICIP-community-culture-recreation.aspx>

If you scroll down to Expression of Interest and click on the link, it will take you to the expression of interest application form.

Please note that you will need to open this link in the Internet Explorer browser otherwise it won't work.

The Expression of Interest is 6 pages in length and while there is nothing overly prohibitive to stop us from completing the application, there are certainly some project details that would need to be fleshed out in very short order.

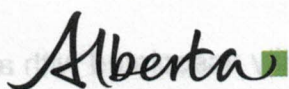
If we can get our Councils aligned behind a project, whether it be an arena, fieldhouse, pool, etc., we will likely need to engage a consultant to help us complete the expression of interest.

I do think that this will be our best opportunity to gain significant funding for recreational infrastructure for the foreseeable future.

Of course, changes in government can always occur, but I still think we need to do our due diligence.

It is due August 1st, 2018.

6.c)



[Home](#) > [Community, housing and property](#) > [Alberta municipalities](#) >

[Investing in Canada Infrastructure Program](#) >

Community, culture and recreation infrastructure

Eligible organizations can apply for funding to support projects that build stronger communities and improve social inclusion.

Application status: Open until August 1, 2018

Ministry responsible: Alberta Infrastructure

Overview

Under the federal government's [Investing in Canada Infrastructure Plan](#), Alberta will receive \$140.6 million for community, culture and recreation projects over the next 10 years.

Communities can apply for funding to support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

Eligible projects

Eligible projects include:

- new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.
- community, culture and recreation projects must be community-oriented, non-commercial in nature and open for use to the public and not limited to a private-membership.

Ineligible projects include:

- private sector, for-profit Ultimate Recipient
- stand-alone daycare facility, for-profit daycare facility, daycare facility associated with a school board, or a daycare facility funded under Canada's Early Learning and Child Care initiative
- religious site that serves as a place of assembly for religious purposes, which includes among others, a site, church, mosque, synagogue, temple, chapel (e.g., within a convent or seminary), shrine or meeting house
- professional or semi-professional sport facility that is primarily a commercial operation, such as those that serve major junior hockey leagues

Projects must meet the following outcomes:

- improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.

Cost sharing

The federal government will cost share eligible projects up to the following:

- 40% for municipal and not-for-profit partners;
- 50% for provincial projects; and
- 75% for projects with Indigenous partners.

Eligible applicants

- Municipal government
- Public sector body that is established by or under provincial statute or by regulation or is wholly-owned by Alberta, or a municipal government
- Not-for-profit organizations
- When working in collaboration with a municipality, a public or not-for-profit institution that is directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials
- For-profit organizations, when working in collaboration with one or more of the entities referred to above or an Indigenous government listed below
- The following Indigenous Ultimate Recipients:
 - A band council within the meaning of section 2 of the Indian Act
 - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between

Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation

- A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure
- A not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Alberta

How to apply

1. [Download the Expression of Interest form](#) (PDF, 240 KB) **Works best in Internet Explorer*
2. Complete and save the form
3. Email it to alberta.icip@gov.ab.ca by August 1, 2018

Important to know

The province will use information provided in the Expression of Interest to prioritize projects for submission to the federal government. Submissions will be reviewed to determine eligibility and assess the project for:

- alignment with Investing in Canada Infrastructure Program outcomes
- anticipated social, economic and environmental benefits
- impact on community and stakeholder identified needs
- project readiness, including the amount of funding secured and the level of planning that has occurred
- the applicant's capacity to manage the project
- alignment with Government of Alberta priorities

Climate assessments

All projects with total eligible costs over \$10 million and select Green Infrastructure projects will require climate assessments as part of the project submission process. This includes a Greenhouse Gas Mitigation Assessment and the Climate Change Resilience Assessment.

All funding applications will be judged, in part, on criteria required by the [Government of Canada's Climate Lens](#).

More details will be shared with eligible applicants.

After you apply

At the end of each intake period:

- The province will review projects for program eligibility, provincial priority and to ensure that cost-share requirements are met.
- The province will identify projects to be submitted to the federal government for final approval.
- Project applicants will be invited to complete a federal application form.

Reporting requirements

All projects with total eligible costs over \$25 million will be required to report on Community Employment Benefits generated by the project.

This requirement is intended to increase employment opportunities for the following targeted groups in the construction industry and related sectors: apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small-sized, medium sized and social enterprises.

More details will be shared with eligible applicants.

Related grant programs

These grants may be used as potential sources of funding to fulfil provincial cost share requirements. Please note that municipalities are not eligible for funding through CFEP.

[Community Facility Enhancement Program \(CFEP\)](#)

Provides financial assistance to acquire, build, purchase, repair, renovate, upgrade or expand sports, recreational, cultural or other related public-use community facilities.

[Alberta Historical Resources Foundation](#)

Provides grants to encourage initiatives that preserve and interpret Alberta's heritage.

Contact

Email: alberta.icip@gov.ab.ca