

Summer Village of Horseshoe Bay

Agenda: Regular Meeting
Monday, April 8, 2019
Martin Recreation Center
10:00 a.m.

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
 - 9.g) Development Permit
3. ADOPTION OF PREVIOUS MINUTES
 - a) January 12, 2019 Regular Council Meeting
4. PUBLIC HEARINGS - none
5. DELEGATIONS
 - a) JMD Group: Re: December 31, 2018 Audited Financial Statements
6. CLOSED SESSION
 - a) Intergovernmental Relations – FOIP Section 23
7. BYLAWS
8. OLD BUSINESS
 - a) Intermunicipal Collaboration Framework (ICF)
 - b) Street Lighting Policy
9. NEW BUSINESS
 - a) Set Notice of Assessment Date
 - b) Roles & Responsibility Workshop
 - c) ACP Grant – Intermunicipal Stormwater Management Plan
 - d) ACP Grant – Regional Economic Development Strategic Plan
 - e) ACP Grant – Regional Human Resource Management Framework
 - f) Dock & Boat Launch – Homestead Trail
 - g) Development Permit
10. COUNCILLOR REPORTS
 - a)
11. CAO REPORT AND ACTION LIST
 - a) CAO Report
 - b) Action List
12. FINANCIAL REPORTS
 - a) For the 3 months ended March 31, 2019 and cheque log January 1, to March 31, 2019
 - b) 2019 Operating & Capital Budgets
 - c) MSI Funding through 2021-22
13. CORRESPONDENCE
 - a) ASVA Provincial Election Strategy
 - b) Historical Resources Act
14. NEXT MEETING
15. ADJOURNMENT



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Meeting Date: April 8, 2019

Agenda Item 3.a) Minutes of January 12, 2019 Regular Council Mtg.

Background/Discussion/Options

Minutes of January 12, 2019 Regular Council Meeting are attached

Recommendation/RFD/Comments

MOVED BY _____ that the minutes of the regular council meeting held on January 12, 2019 be approved as presented.

CARRIED

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting
Saturday, January 12, 2019
Martin Recreation Center
11:00 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 11:01 a.m.

2. **ACCEPTANCE OF AGENDA**
Res. No. 19-01-12-001 MOVED BY Councilor Dave Amyotte that the agenda be adopted with the following additions:
8.f) Rec Center Municipal Address
13) Closed Session

-Carried-

3. **APPROVAL OF MINUTES**
Res. No. 19-01-12-002 MOVED BY Mayor Gary Burns that the minutes of the October 15, 2018 Regular Council Meeting be approved as presented.

-Carried-

4. **PUBLIC HEARINGS** There were no public hearings for this meeting.

5. **DELEGATIONS** There were no delegations making presentations at this meeting.

6. **BYLAWS**
 - a) **Regional Emergency Management Bylaw 117/2019**
Res. No. 19-01-12-003 MOVED BY Mayor Gary Burns that Bylaw 117/2019, establishing an Emergency Advisory Committee and Regional Emergency Management Agency, be given first reading.

-Carried-

Res. No. 19-01-12-004 MOVED BY Councilor Dave Amyotte that Bylaw 117/2019 be given second reading.
-Carried-

Res. No. 19-01-12-005 MOVED BY Deputy Mayor Eli Gushaty that Bylaw 117/2019 be presented for third and final reading.
-Carried Unanimously-

Res. No. 19-01-12-006 MOVED BY Mayor Gary Burns that Bylaw 117/2019, be given third and final reading.
-Carried-

b) Intermunicipal Subdivision & Development Appeal Board Bylaw 118/2019
Res. No. 19-01-12-007 MOVED BY Deputy Mayor Eli Gushaty that Bylaw 118/2019, to establish an Intermunicipal Subdivision and Development Appeal Board, be given first reading.
-Carried-

Res. No. 19-01-12-008 MOVED BY Councilor Dave Amyotte that Bylaw 118/2019 be given second reading.
-Carried-

Res. No. 19-01-12-009 MOVED BY Mayor Gary Burns that Bylaw 118/2019 be presented for third and final reading.
-Carried Unanimously-

Res. No. 19-01-12-010 MOVED BY Deputy Mayor Eli Gushaty that Bylaw 118/2019, be given third and final reading.
-Carried-

c) Temporary Borrowing Bylaw 119/2019
Res. No. 19-01-12-011 MOVED BY Mayor Gary Burns that Bylaw 119/2019, to Authorize the Temporary Borrowing of Funds, be given first reading.
-Carried-

Res. No. 19-01-12-012 MOVED BY Councilor Dave Amyotte that Bylaw 119/2019 be given second reading.

-Carried-

Res. No. 19-01-12-013 MOVED BY Deputy Mayor Eli Gushaty that Bylaw 119/2019 be presented for third and final reading.

-Carried Unanimously-

Res. No. 19-01-12-014 MOVED BY Mayor Gary Burns that Bylaw 119/2019, be given third and final reading.

-Carried-

7. OLD BUSINESS

a) *Res. No. 19-01-12-015* MAP Review
MOVED BY Mayor Gary Burns that council accept the letter from Alberta Municipal Affairs regarding the Summer Village response to the MAP Review Report, as presented.

-Carried-

b) *Res. No. 19-01-12-016* CAO Oath of Office – Bylaw Enforcement Officer
MOVED BY Mayor Gary Burns that Norman Briscoe, CAO, take the Official Oath of Office for Bylaw Enforcement Officer for the Summer Village of Horseshoe Bay.

-Carried-

c) *Res. No. 19-01-12-017* ISDAB Agreement and Meeting Rate
MOVED BY Mayor Gary Burns that council approve the Intermunicipal Subdivision & Development Appeal Board (ISDAB) Agreement as presented, effective January 15, 2019.

-Carried-

d) *Res. No. 19-01-12-018* MOVED BY Deputy Mayor Eli Gushaty that council establish a uniform rate of \$165 per panel meeting for ISDAB members and clerk.

-Carried-

- e) *Res. No. 19-01-12-019* ISDAB Member-at-Large Appointment & Training
MOVED BY Mayor Gary Burns that council appoint Wayne Overbo as Member-at-Large to represent the Summer Village on the ISDAB.

-Carried-

- Res. No. 19-01-12-020* MOVED BY Councilor Dave Amyotte that council approve Wayne Overbo attending a one day mandatory Subdivision and Development Appeal Board training webinar and payment of a \$125 per diem.

-Carried-

8. NEW BUSINESS

- a) *Res. No. 19-01-12-021* Local Authorities Election Act (LAEA) Review
MOVED BY Councilor Dave Amyotte to accept the report from Alberta Municipal Affairs regarding Bill 23, An Act to Renew Local Democracy in Alberta, as information.

-Carried-

- b) *Res. No. 19-01-12-022* MGB Assessment Review Board Training
MOVED BY Councilor Dave Amyotte that Council approve the Member Assessment Review Board refresher training for Gary Burns.

-Carried-

- Res. No. 19-01-12-023* MOVED BY Mayor Gary Burns that council approve the Assistant Clerk Assessment Review Board Training for Norman Briscoe.

-Carried-

- c) *Res. No. 19-01-12-024* Local Authority Emergency Management Regulation
MOVED BY Councilor Dave Amyotte that council accept the report for information.

-Carried-

- d) *Res. No. 19-01-12-025* FCM Membership
MOVED BY Mayor Gary Burns that council renew the Summer Village membership in the Federal of Canadian Municipalities. (FCM)

-Carried-

- e) *Res. No. 19-01-12-026* Subdivision Authority Appointment
MOVED BY Councilor Dave Amyotte that council appoint Jane Dauphinee of Municipal Planning Services (2009) Ltd. to the Subdivision Authority of the Summer Village of Horseshoe Bay.

-Carried-

- f) *Res. No. 19-01-12-027* Rec. Center Municipal Address
MOVED BY Mayor Gary Burns that council authorize administration to draft a bylaw assigning a municipal address to the Martin Recreation Center.

-Carried-

9. COUNCIL REPORTS

- Res. No. 19-01-12-028* MOVED BY Deputy Mayor Eli Gushaty to accept the Councilor reports for information.

-Carried-

10. CAO REPORT AND ACTION LIST

- Res. No. 19-01-12-029* MOVED BY Mayor Gary Burns that the CAO Report and Action list be approved as presented.

-Carried-

11. FINANCIAL REPORTS

- a) *Res. No. 19-01-12-030* MOVED BY Councilor Dave Amyotte that the unaudited financial report for the year ended December 31, 2018, be accepted for information.

-Carried-

- Res. No. 19-01-12-031* MOVED BY Mayor Gary Burns that the **cheque log** for the period from October 1 to December 31, 2018, be accepted for information.

-Carried-

- Res. No. 19-01-12-032* MOVED BY Deputy Mayor Eli Gushaty that December 31, 2018 **Bank Reconciliation** be accepted for information.

-Carried-

12. CORRESPONDENCE

Res. No. 19-01-12-033

MOVED BY Councilor Dave Amyotte that Council accept the correspondence items as information.

-Carried-

13. CONFIDENTIAL ITEM

Res. No. 19-01-12-034

MOVED BY Mayor Gary Burns that council move to a closed session as per Section 17, Division 2, Part 1 of the FOIP Act, at 1:17 p.m.

-Carried-

CAO, Norman Briscoe and recording secretary, Diane Briscoe left the meeting at 1:18 p.m.

Res. No. 19-01-12-035

MOVED BY Mayor Gary Burns to return to regular meeting at 1:26.

-Carried-

Res. No. 19-01-12-036

MOVED BY Councilor Dave Amyotte to approve a bonus of \$500 be paid to Diane Briscoe for the work done in 2018 on updating Village bylaws, agreements and procedures so that they comply with the amended Municipal Government Act, to be charged to 2018 fiscal year expenses.

-Carried-

14. NEXT MEETING

Res. No. 19-01-12-037

MOVED BY Mayor Gary Burns to set the next regular Council meeting for April 13, 2019 at 11:00 p.m.

-Carried-

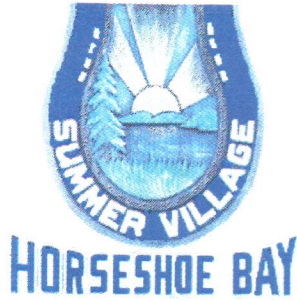
15. ADJOURNMENT

Being that the agenda matters have been concluded the meeting adjourned at 1:35 p.m.

Original Signed by Gary Burns
Mayor

April 8, 2019
Date

Original Signed by Norman Briscoe
Administrator



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Agenda Item Summary Report

Meeting Date: April 8, 2019

Agenda Item 3.a) DELEGATION: JMD Group – 2019 Audited Financial Statements

Background/Discussion/Options

As per the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 602, audited financial statements must be prepared and submitted to the Minister by May 1 of the year following the year for which the statements have been prepared. JMD Group was appointed as the Village auditors at the Organizational meeting in July, 2018.

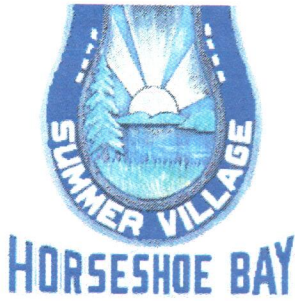
Once approved the audited financial statements will be made available to the public on the Village website.

Recommendation/RFD/Comments

MOVED BY _____ that Council approve the 2018 Audited Financial Statements as presented by JMD Group.

CARRIED

5.a)



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Agenda Item Summary Report

Agenda Item 6.a) Closed Session (Confidential Item)

Meeting Date: April 8, 2019

Background

Information to be presented at the closed session will be forwarded to council prior to the meeting, under separate cover.

Recommendation/RFD/Comments

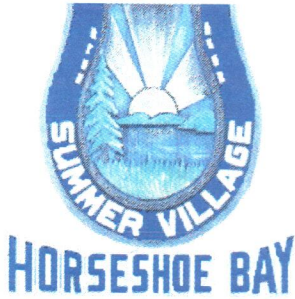
MOVED BY _____ that Council close the meeting to the public for Agenda Item 6.a) Intergovernmental Relations as per Section 23 of the FOIP Act at _____ a.m.

CARRIED

David Schoor of ISL joined the meeting at _____.

MOVED BY _____ that Council return to open meeting at _____ a.m.

CARRIED



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Agenda Item Summary Report

Agenda Item 8.a) Intermunicipal Collaboration Framework (ICF)

Meeting Date: April 8, 2019

Background

Administration will present an update of the County of St. Paul No. 19 and the Summer Village of Horseshoe Bay Intermunicipal Collaboration Framework (ICF)

Norman Briscoe, Dave Amyotte and Eli Gushaty attended the first meeting of the INC on February 20, 2019. The INC is the group responsible for negotiating the terms of the ICF. Next meeting for the Intermunicipal Negotiating Committee (INC) is scheduled for April 24, 2019.

Minutes and Action Log from the Feb.20/19 INC meeting are attached.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the ICF update report as information.

-Carried-



Norman Briscoe <svhorseshoebay@gmail.com>

ICF Website Update

Cynthia Goddard <cynthia.goddard@tsi-inc.ca>

Thu, Mar 14, 2019 at 1:23 PM

To: Sheila Kitz <skitz@county.stpaul.ab.ca>, Norman Briscoe <svhorseshoebay@gmail.com>

Cc: Larry Kirkpatrick <larry.kirkpatrick@tsi-inc.ca>, Edward LeBlanc <edward.leblanc@tsi-inc.ca>, Dave McReynolds <dave.mcreynolds@tsi-inc.ca>, Doug Henderson <doug.henderson@tsi-inc.ca>, Tim Mahdiuk <tmahdiuk@county.stpaul.ab.ca>

Hello,

I've drafted an update for the ICF website for your review and approval (below). If this looks good to you, we will update the site right away.

Discussions regarding the Intermunicipal Collaboration Frameworks (ICFs) are well underway. To start the process, the CAOs of the County of St. Paul and the Summer Village of Horseshoe Bay met on January 25, 2019, to ensure all current services offered by each municipality (directly, intermunicipally or through a third-party agreement) were captured for discussion and inclusion in the ICF.

On February 20, the first Intermunicipal Negotiation Committee (INC) meeting was held between the County and the Summer Village. The INC is comprised of two elected officials from each municipality as well as the CAO and Mayor/Reeve as ex-officio members. The INC is the group responsible for negotiating the terms of the ICF.

At the meeting on February 20, the Committee discussed all current intermunicipal agreements and ideas for future collaboration on services. Consensus has already been reached in many service areas, and the municipalities will meet again in late March to continue the discussion.

Thanks!

Cynthia Goddard | VP, Stakeholder & Client Relations | TSIMobile +1 403-620-8144 | Email cynthia.goddard@tsi-inc.ca

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County of St. Paul / Horseshoe Bay Intermunicipal Collaboration Framework INC Meeting

February 20, 2019
1:00 p.m. – 4:00 p.m.
County of St. Paul Office

Meeting Summary

Attendees:

- County of St. Paul: Tim Madhiuk, Dale Hendrick, Laurent Amyotte
- Summer Village of Horseshoe Bay: Norman Briscoe, Dave Amyotte, Eli Gushaty
- Transitional Solutions Inc: Dave McReynolds, Ed Leblanc, Cynthia Goddard

Discussion Highlights

- What We Heard Updates:
 - The Storm Water ACP grant has been approved. The Summer Village is the managing partner
 - May need to look at the funding model for the transfer station bins. The County no longer collects based on a mill rate – the Summer Village may need to restructure how they collect for use.
 - Recreation Master Plan is still in draft form. Councillors will be providing input on how to move forward. It is expected to be finalized in the next couple months.
 - The HR ACP grant has been approved. The Town of St. Paul is the managing partner.
- Consensus was reached on the Guiding Principles as presented. It was suggested that the Guiding Principles also be added to the ICF.
- Draft Intermunicipal Collaboration Framework Revision 4
 - Reviewed each section of the agreement as per the ICF Section Guide provided in the agenda package. There were no concerns with the ICF document, in general.
 - Discussion regarding what to include for each agreement listed in 6.3. Should the term of each agreement be included? Including agreement terms will require periodic updates to the ICF as agreements are renewed. Excluding them avoids this. It was decided that this would be discussed at all INCs to see where consensus lies. The Summer Village agreed to include the term of the agreement.
 - Review of Section 6.1
 - Add “Private Solid Waste Collection” to 6.1a.

- Amend recreation to say “Campgrounds/Parks and Amenities.” Recreation Facilities should be removed.
- Review of Section 6.2
 - Add “911 Dispatch – Bonnyville Regional Fire Authority” under Emergency Services for both 6.2a and 6.2b.
 - Add “Subdivision Approving Authority – Municipal Planning Services (2009) Ltd.” under Other in 6.2b.
- Review of Section 6.3 – existing intermunicipal agreements
 - Consensus reached on Item A.
 - Consensus reached on Item B.
 - Item E – Waste Bin Removal & Access to Landfill Sites
 - Need to review funding structure of this agreement as part of the ICF process – mill rate may no longer be the best mechanism. The agreement also speaks to tracking tonnage which is not currently done.
 - SVHB is interested in having a cardboard recycling bin in replace of the third waste bin.
 - **ACTION:** Tim and Norman will discuss these terms prior to the next meeting on March 21.
 - Consensus reached on Item F.
 - Consensus reached on Item G.
 - There was discussion regarding the need for fire breaks around the lake to facilitate access in the case of a fire. Consensus was reached that this could be considered as part of Recreation Trail development (i.e. make the trails wide enough to support fire access).
 - Consensus reached on Item H.
 - Consensus reached on Item I.
 - **ACTION:** Item I requires an update to include the term of the agreement of Assessment Appeals.
 - Consensus reached on Item M.
 - Item N – SDAB
 - Parties agreed to discuss amending agreement address clerk shortage by sharing clerks or promoting clerk training.
 - **ACTION:** Take this action item for discussion to the other INC committees to see if there is agreement to move forward.
- Review of Section 6.3 – New Services
 - Item C – Road Maintenance (Gravel & Grading)
 - SVHB would like to have County provide Gravel and Grading services for the roads in the Summer Village. This is seen as too small of a job for most contractors.
 - Fee structure will be determined by the parties (i.e. use of County fee schedule or Road Builders Association debate).
 - **ACTION:** Tim to follow up with Public Works to determine if this is a possibility.
 - Culvert management, including beaver dam management will be discussed as part of the Storm Water Management Project.
 - Item D – Water Line / Truck Fill
 - **ACTION:** TSI to remove from Draft ICF.

- This is an item for future consideration subject to grant availability.
- Item J – Regional Recreation
 - Move to Parking Lot - Item will be reviewed once RC Strategies process is complete and agreement is reached re: regional recreation items.
- Item K – Trail Development
 - Summer Village to develop map, estimated associated costs and potential volunteer services for the proposed trail for the County’s review. The map should show land designation (Environmental Reserve, Municipal Reserve, etc.)
 - **ACTION:** Summer Village to develop map and associated costs of proposed trail for the County’s review.
- FCSS
 - Summer Village would like to add potential to be involved in FCSS to the list of discussion items due to increased number of seniors and children in the community.
 - County noted that current FCSS services provided jointly with Elk Point is limited in capacity. However, there is the potential to start with something small.
 - Both parties agree to further look into this service and options available.
 - This item is in the parking lot for discussion at future meetings.

Next Meeting Date: March 21, 2019, 1-4pm.

Action Log: County of St. Paul & Summer Village of Horseshoe Bay

Discussion Item	Action	Assigned To	Date Required	Consensus Reached?
Road Maintenance (Gravel & Grading)	SVHB would like to have County provide Gravel and Grading services for the roads in the Summer Village. Tim to follow up with Public Works to determine if this is a possibility.	Tim Mahdiuk	March 21, 2019	
Water Line/ Truck Fill	To be removed from draft ICF. It is an item for future consideration, subject to grant availability.	TSI	March 21, 2019	Yes
Waste Bin Removal and Access to Landfill Sites	Review current agreement in relation to funding, tonnage and services (i.e. switching third bin for cardboard recycling).	Tim Mahdiuk & Norman Briscoe	March 21, 2019	
Assessment Appeals	Tim to follow up with Kyle to confirm the term of the Assessment Review Board Agreement.	Tim Mahdiuk	March 21, 2019	
Subdivision & Development Appeal Board	Parties agreed to discuss amending agreement to address clerk shortage by sharing clerks or promoting clerk training. The County/TSI will take this action item for discussion to the other INC committees to see if there is agreement to move forward.	Tim Mahdiuk & TSI	March 21, 2019	
Regional Recreation Servicing Agreement	Item will be reviewed once RC Strategies process is complete and agreement is reached re: regional recreation items.	PARKING LOT		
Trail Development	Summer Village to develop map, estimated associated costs and potential volunteer services for Phase 1 of the proposed trail for the County's review. The map should show land designation (Environmental Reserve, Municipal Reserve, etc.).	Norman Briscoe	March 21, 2019	
Storm Water Management	Standing item for discussion. ACP grant has been approved. SVHB is the managing partner.			
HR Services	Standing item for discussion. ACP grant has been approved. The Town of St. Paul is the managing partner.			
Economic Development	Standing item for discussion. ACP grant has been approved.			
FCSS	To be added as a discussion item for the ICF. Will be reviewed again at March 21 meeting.			

Intermunicipal Collaboration Framework

Guiding Principles

1. The Summer Village of Horseshoe Bay and County of St. Paul subscribes to the doctrine of mutual respect and will be open to understanding different perspectives and positions, remaining agreeable even during disagreement.
2. The Summer Village of Horseshoe Bay and County of St. Paul believe in the principles of fairness and equity and will apply those principles in the pursuit of renewed or new intermunicipal agreements.
3. Decisions by the Summer Village of Horseshoe Bay and County of St. Paul will be consensus driven and following an open and honest dialogue where all members are actively engaged in the process.
4. The Summer Village of Horseshoe Bay and County of St. Paul agree that all meetings and discussions in the meetings shall remain confidential and that any external communication related to this initiative be released by Transitional Solutions Inc. only after having notified the Councils and CAOs of both the Summer Village of Horseshoe Bay and County of St. Paul by electronic communications at least 24 hours in advance.
5. The Summer Village of Horseshoe Bay and County of St. Paul agree that in the event that Transitional Solutions Inc. is unsuccessful after three attempts to mediate any issue related to the Intermunicipal Collaboration Frameworks, that issue shall be resolved using a single arbitrator. The decision of the arbitrator shall be final and binding. Costs associated with the arbitration shall be pro-rated on the basis of each municipality's population.



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Agenda Item Summary Report

Agenda Item 8.b) Street Lighting Policy

Meeting Date: April 8, 2019

Background

In December, 2016 the Town of St. Paul, the County of St. Paul, the Town of Elk Point and the Summer Village of Horseshoe Bay, received an ACP grant for a "Street Light Retrofit Feasibility Study and Strategy" (the Study), focusing on transitioning non-LED street lights to LED. The Summer Village is managing partner for this project. Urban Systems is the consultant hired to do the Study.

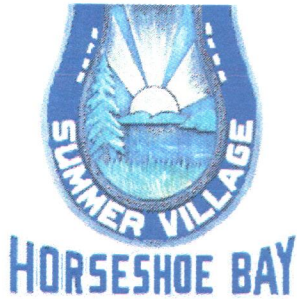
The Study has been completed and final reports issued to the Partners with recommendations for developing "Lighting Policies" for their community. Council accepted the Study as information at the Oct. 15/18 council meeting. Urban Systems assisted the Partners with developing street Lighting Policies.

Recommendation/RFD/Comments

Request for Decision:

Council should decide whether or not they want a street lighting policy for the Village.

MOVED BY _____ that the Summer Village ~~develop or not develop~~ a Street Lighting Policy.



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Agenda Item Summary Report

Agenda Item 9.a) Notice of Assessment Date

Meeting Date: April 8, 2019

Background

Pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, the Notice of Assessment date for Property Tax Notices and Assessments, must be set 7 days after the Notice Sent Date and 60 days before the Complaint Date.

- Notice Sent Date: May 31, 2019
- Notice of Assessment Date: June 8, 2019
- Complaint Date: August 7, 2019

Recommendation/RFD/Comments

MOVED BY _____ that pursuant to the *Municipal Government Act*, the Notice of Assessment Date for property tax notices and assessments be set on June 8, 2019, which is 7 days after the notice sent date, and 60 days prior to the complaint date of August 7, 2019.

CARRIED

9.a)

**Assessment Notice/Amended Notice
Complaint Date Schedule for 2019**

Below is the schedule of mailing date, notice of assessment date and the final complaint deadline.

Sending assessment notices

310(1) Subject to subsections (1.1) and (3), assessment notices must be sent no later than July 1 of each year,

310(3) An assessment notice must be sent at least 7 days prior to the notice of assessment date.

The *Interpretation Act* section 22(3) provides that where an enactment refers to clear days or to "at least" or "not less than" a certain number of days between two events (such as section 310(3) of the MGA) in calculating the number of days, the days on which both the events occur are to be excluded. For example, if the Notice is sent on Jan 2, the Notice of Assessment is Jan 10. This is due to requirement for 7 clear days (Jan 3, 4, 5, 6, 7, 8, and 9) between Notice Sent Date and Notice of Assessment Date.

Notice of assessment date

308.1(1) An assessor must annually set a notice of assessment date, which must be no earlier than Jan 1 and no later than July 1. (2) An assessor must set additional notice of assessment dates for amended and supplementary assessment notices, but none of those notice of assessment dates may be later than the date that tax notices are required to be sent under Part 10.

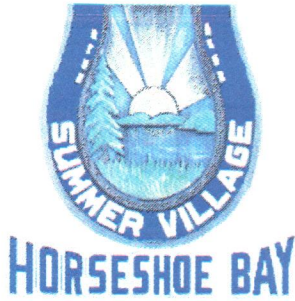
Complaint deadline

284(4) In this Part and Parts 11 and 12, "complaint deadline" means 60 days after the notice of assessment date set under section 308.1 or 324(2)(a.1).

**Assessment Notice/Amended Notice
Complaint Date Schedule for 2019**

Notice Sent Date MGA s.310(3)	Notice of Assessment Date MGA s.308(1)	Complaint Date MGA s. 284(4)
Friday, May 31	*Saturday, June 8	Wednesday, Aug 7
*Saturday, June 1	*Sunday, June 9	Thursday, Aug 8
*Sunday, June 2	Monday, June 10	Friday, Aug 9
Monday, June 3	Tuesday, June 11	*Saturday, Aug 10
Tuesday, June 4	Wednesday, June 12	*Sunday, Aug 11
Wednesday, June 5	Thursday, June 13	Monday, Aug 12
Thursday, June 6	Friday, June 14	Tuesday, Aug 13
Friday, June 7	*Saturday, June 15	Wednesday, Aug 14
*Saturday, June 8	*Sunday, June 16	Thursday, Aug 15
*Sunday, June 9	Monday, June 17	Friday, Aug 16
Monday, June 10	Tuesday, June 18	*Saturday, Aug 17
Tuesday, June 11	Wednesday, June 19	*Sunday, Aug 18
Wednesday, June 12	Thursday, June 20	Monday, Aug 19

9.a)



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Agenda Item Summary Report

Agenda Item 9.b) Roles and Responsibilities Workshop

Meeting Date: April 8, 2019

Background

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

Elk Point would like to know how many will be attending.

Recommendation/RFD/Comments

MOVED BY _____ that (list of those attending) will attend the Roles and Responsibilities Workshop hosted by the Town of Elk Point.

CARRIED



TOWN OF ELK POINT

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

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

File No. 19-19

January 28, 2019

RECEIVED FEB 25 2019

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

ATTENTION: CAO, Norman Briscoe

Dear Norman,

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

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


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

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

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

We look forward to seeing you in Elk Point.

Yours Truly,

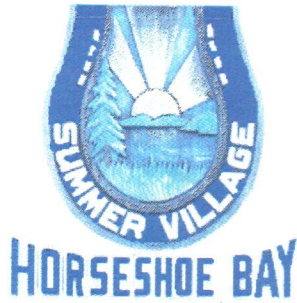

Lorne Young
Mayor
Town of Elk Point

LY/cd

www.elkpoint.ca

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

Handwritten notes in a box:
June 25, 2019
9-4
location - Alton Arts Centre
maybe small fee for lunch.



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 9.c) ACP Grant – Intermunicipal Stormwater Management Plan

Meeting Date: April 8, 2019

Background

The Summer Village of Horseshoe Bay has been approved for a \$200,000 Alberta Community Partnership (ACP) grant in support of an Intermunicipal Stormwater Management Plans project.

The municipal partners for this project are the Summer Village of Horseshoe Bay, the Town of Elk Point and the County of St. Paul, with the Summer Village as managing partner.

The "Request for Proposal" was posted March 4/19, with a closing date of March 27, 2019. It is the intention to have a contractor hired before spring melting and run-off.

9 proposals were received. A decision to hire a consultant will be made by the end of April.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the Stormwater Management Plan update as information.

CARRIED

2018/19 ALBERTA COMMUNITY PARTNERSHIP

Intermunicipal Collaboration Component

CONDITIONAL GRANT AGREEMENT

BETWEEN:

HER MAJESTY THE QUEEN in Right of the Province of Alberta as
represented by the Minister of Municipal Affairs
(hereinafter called "**the Minister**")

AND

SUMMER VILLAGE OF HORSESHOE BAY in the Province of Alberta
(hereinafter called "**the Grant Recipient**")

WHEREAS the Minister has approved the Grant Recipient's grant application and has agreed to make a one-time conditional grant in the amount of **TWO HUNDRED THOUSAND DOLLARS (\$200,000)**, (hereinafter called "the Grant") to the Grant Recipient pursuant to the Municipal Affairs Grants Regulation;

AND WHEREAS the Grant Recipient and the Minister are entering into a Conditional Grant Agreement (hereinafter called "the Agreement") governing the use and purpose of the Grant.

Preamble:

The purpose of the grant is to support the collaboration of the Grant Recipient and the Town of Elk Point and the County of St. Paul to develop stormwater management plans that include supporting hydrology models.

As project manager, the Grant Recipient will manage the administration of funds on behalf of the Project participants.

The parties agree as follows:

1. The Minister shall:
 - (a) subject to the provisions of the Agreement, pay the Grant Recipient a one-time conditional grant in the amount of **TWO HUNDRED THOUSAND DOLLARS (\$200,000)**, to carry out the activities set out in Schedule "A" (hereinafter called "the Project") as attached hereto and forming an integral part of this Agreement;
 - (b) provide the Grant to the Grant Recipient by a lump sum payment within one month of the Minister signing the Agreement;
 - (c) have the right to conduct an evaluation or audit of the Project at any time; and
 - (d) have the right to publish and distribute any report submitted by the Grant Recipient, to the Minister, on the Project.

2. The Grant Recipient shall:

- (a) carry out the Project as set out in Schedule "A", without material alteration;
- (b) use the entire amount of the Grant for the purpose of carrying out the Project;
- (c) if grant funds are invested, apply any income earned on the Grant to the Project;
 - (i) the Grant Recipient may invest the funds provided, or unutilized portions thereof, in accordance with the terms of Section 250 of the *Municipal Government Act*;
 - (ii) the Grant Recipient shall determine and report the "actual income earned" on the unexpended funds invested and all such income including other credit adjustments as outlined in the Program Guidelines;
- (d) not use any part of the Grant, including any income earned thereon, to pay for work done or materials obtained before April 1, 2018;
- (e) complete the Project and use the Grant, including any income earned thereon, by December 31, 2021;
- (f) notify and seek approval from Municipal Affairs in writing of any significant changes in circumstances that may affect the project timelines specified in sub-clause 2(e) above, or the implementation of the Project as described in Schedule "A";
- (g) be responsible for any cost over-runs incurred in carrying out the Project;
- (h) submit a Final Statement of Funding and Expenditures to the satisfaction of the Minister within 60 days after the Project completion date outlined in 2(e) above, or sooner if the project is completed prior to the Project completion date – includes project information on the grant amount received, income earned and financial information, including expenditures;
- (i) carry out the Project in accordance with all applicable laws, regulations and generally accepted standards;
- (j) ensure that all resource personnel involved in the Project are suitably qualified; and
- (k) refund any unexpended portion of the Grant and any amounts expended for purposes other than for those specified in this Agreement to the Government of Alberta.

3. The Grant Recipient represents and warrants to the Minister that:

- (a) the execution of the Agreement has been duly and validly authorized by the Grant Recipient in accordance with all applicable laws;
- (b) the Grant Recipient as the managing partner has or will obtain motions or council resolutions from the Project participants; and
- (c) in accordance with this Agreement, it will provide all the required Project administration, compliance reporting, and documentation, as required.

4. If the Grant Recipient does not meet all of its obligations under this Agreement, or uses the Grant for any unauthorized purpose, the Minister will notify the Grant Recipient of such breach in writing and the Grant Recipient will have 30 days to remedy such breach. If, in the opinion of the Minister, the Grant Recipient does not remedy the breach, the Minister may terminate the Agreement without further notice to the Grant Recipient and demand the immediate refund of the Grant, or such lesser amount as the Minister may determine, to the Government of Alberta.
5. The Minister may terminate this Agreement for any reason by notifying the Grant Recipient in writing upon 60 days' notice. Upon receipt of the notice of termination, the Grant Recipient shall only use the Grant to pay reasonable wind-down costs and committed expenses related to the Project. Immediately upon termination of the Agreement, the Grant Recipient shall refund to the Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement.
6. This Agreement shall come into effect on the date that the Minister or his representative signs the Agreement.

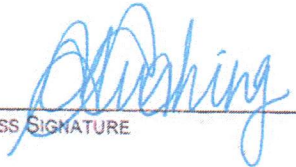
7. This Agreement shall expire on the date that the Grant Recipient has met all provisions of this Agreement, unless terminated earlier by the Minister in accordance with this Agreement.
8. Amendments to this Agreement, including changes to Schedule "A", may be necessary from time to time and may be initiated by either the Minister or the Grant Recipient in writing and shall be agreed upon by both parties.
9. The Minister and the Grant Recipient acknowledge that the *Freedom of Information and Protection of Privacy Act* (FOIP) applies to all information generated, collected or provided under this Agreement, and will comply with its provisions.
10. The Grant Recipient agrees to indemnify and hold harmless the Minister, his employees, and agents from any and all actions, claims, demands and costs whatsoever, arising directly or indirectly, out of any act or omission of the Grant Recipient or its employees or agents, with respect to carrying out the purposes of this Agreement.
11. The Agreement, including the attached Schedule "A", is the entire agreement between the Minister and the Grant Recipient with respect to the Grant from the Minister for the Project. There are no other agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.
12. The following clauses shall survive conclusion or termination of this Agreement:
 - (a) FOIP – Clause 9,
 - (b) Indemnity – Clause 10, and
 - (c) Entire Agreement – Clause 11.
13. Any notice under this Agreement shall be deemed to be given to the other party if in writing and personally delivered, sent by prepaid registered mail, or emailed to the addresses as follows:

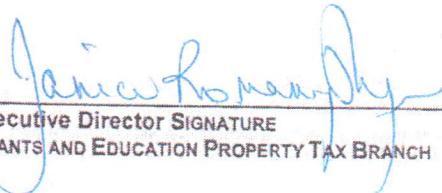
The Minister
c/o Director, Grant Program Delivery
Municipal Affairs
15th Floor Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: acp.grants@gov.ab.ca

The Grant Recipient
c/o Chief Administrative Officer
Summer Village of Horseshoe Bay
Box 1778
St. Paul AB T0A 3A0
Email: svhorseshoebay@gmail.com
14. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
15. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
16. This Agreement is binding upon the parties and their successors.
17. The parties agree that this Agreement will be governed by the laws of the Province of Alberta.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs


WITNESS SIGNATURE

Per: 
Executive Director SIGNATURE
GRANTS AND EDUCATION PROPERTY TAX BRANCH

Date: March 4, 2019

SUMMER VILLAGE OF HORSESHOE BAY



WITNESS SIGNATURE

Per: 
CHIEF ELECTED OFFICIAL SIGNATURE

Dave Amyotte, Councillor
PRINT NAME AND TITLE

Eli Gushaty, Deputy Mayor
PRINT NAME AND TITLE

Date: February 20, 2019


WITNESS SIGNATURE

Per: 
DULY AUTHORIZED SIGNING OFFICER SIGNATURE

Dave Amyotte, Councillor
PRINT NAME AND TITLE

Norman Briscoe, CAO
PRINT NAME AND TITLE

Date: February, 20, 2019

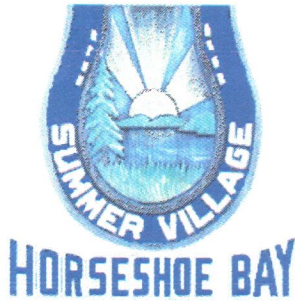
2018/19 Alberta Community Partnership – Intermunicipal Collaboration Component

**CONDITIONAL GRANT AGREEMENT
SCHEDULE "A"**

The Grant Recipient, as the designated managing partner, will carry out the following work on behalf of the Project participants:

- Hire a consultant to coordinate and develop stormwater management plans which may include:
 - historic data analysis; and
 - hydrology and hydraulic assessment models.

- Hire a consultant to undertake any related activities which may include:
 - stakeholder consultations;
 - supporting plans and studies;
 - development of agreements;
 - development or amendment of bylaws; or
 - project specific research and administration.



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 9.d) ACP Grant – Regional Economic Development Plan

Meeting Date: April 8, 2019

Background

The County of St. Paul has been approved for a \$125,000 Alberta Community Partnership (ACP) grant in support of a Regional Economic Development Strategic Plan project.

The municipal partners for this project are the Town of St. Paul, the Town of Elk Point, the County of St. Paul and the Summer Village of Horseshoe Bay with the County of St. Paul as managing partner.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the Regional Economic Development Strategic Plan update as information.

CARRIED

9.d)



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96073

January 28, 2019

Reeve Stephen Upham
County of St. Paul
5015 - 49 Avenue
St. Paul AB T0A 3A4

Dear Reeve Upham,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the County of St. Paul has been approved for a grant of \$125,000 under the Intermunicipal Collaboration component in support of your Regional Economic Development Strategic Plan project.

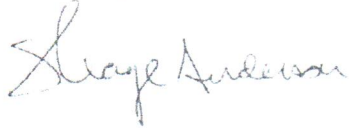
The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

.../2

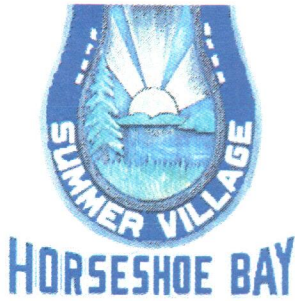
I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Mayor Lorne Young, Town of Elk Point
Mayor Maureen Miller, Town of St. Paul
Mayor Gary Burns, Summer Village of Horseshoe Bay
Sheila Kitz, Chief Administrative Officer, County of St. Paul
Ken Gwozdz, Chief Administrative Officer, Town of Elk Point
Kim Heyman, Chief Administrative Officer, Town of St. Paul
Norman Briscoe, Chief Administrative Officer, Summer Village of Horseshoe Bay



Summer Village of Horseshoe Bay

P.O. Box 1778
St. Paul, AB T0A 3A0
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Email: svhorseshoebay@gmail.com
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Agenda Item Summary Report

Agenda Item 9.e) ACP Grant – Regional Human Resource Management Framework

Meeting Date: April 8, 2019

Background

The Town of St. Paul has been approved for a \$150,000 Alberta Community Partnership (ACP) grant in support of a Regional Human Resource Management Framework project.

The municipal partners for this project are the Town of St. Paul, the Town of Elk Point, the County of St. Paul and the Summer Village of Horseshoe Bay with the Town of St. Paul as managing partner.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the Regional Human Resource Management Framework update as information.

CARRIED

9.e)



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96073

January 28, 2019

Her Worship Maureen Miller
Mayor
Town of St. Paul
PO Box 1480
St. Paul AB T0A 3A0

Dear Mayor Miller,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of St. Paul has been approved for a grant of \$150,000 under the Intermunicipal Collaboration component in support of your Regional Human Resource Management Framework project.

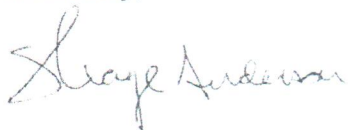
The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

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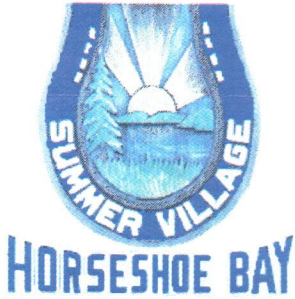
I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Mayor Lorne Young, Town of Elk Point
Mayor Gary Burns, Summer Village of Horseshoe Bay
Reeve Stephen Upham, County of St. Paul
Kim Heyman, Chief Administrative Officer, Town of St. Paul
Ken Gwozdz, Chief Administrative Officer, Town of Elk Point
Norman Briscoe, Chief Administrative Officer, Summer Village of Horseshoe Bay
Sheila Kitz, Chief Administrative Officer, County of St. Paul



Summer Village of Horseshoe Bay

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Website: www.svhorseshoebay.com

Agenda Item Summary Report

Agenda Item 9.f) Dock and Boat Launch – Homestead Trail

Meeting Date: April 8, 2019

Background

At the south end of Homestead Trail someone has cleared a path through the willows, creating access to the lake, and a dock and boat lift have been moved in. It is not known who is doing it.

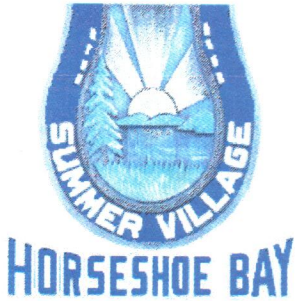
Administration has had inquiries about developing that area, where residents who do not have lake front, can have lake access for swimming, picnicking, boating/canoeing/fishing, etc.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the report for information purposes and instruct administration to follow-up on any developments.

CARRIED

9.f)



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 11.a & b) CAO Report & Action List

Meeting Date: April 8, 2019

Background

The following documents are attached for information purposes:

- CAO Report to Council
- Action List

Recommendation/RFD/Comments

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

-Carried-

11.a) + b)

CAO Report to Council

April 8, 2019 Regular Council Meeting

Update on recent events and Activities

What	Activity &/or event	Status & Comments
1. Capital Projects	<p>a. One project to be considered for 2019 is the replacement of the culvert between the west side of parking area and the west end of the sports field. A culvert could be added behind the waste bins under the trail that leads north thru the trees.</p> <p>b. If I can find a contractor to help do some of the basic work in the hall & Gazebo we should proceed with some of the work.</p>	<p>The existing culvert is "rusted out" & collapsed. This is what is blocking the water flow from the north side of the road. We should consider replacing the culvert in 2019. Funded from MSI CAP.</p> <p>Lloyd Millers son now lives in the SV. He previously agreed to do the drywall work , so I plan to talk to him to determine if he is interested in helping me with some of the hall and Gazebo work. We still have about \$12,000 left in the MSI grant, which was approved to do some of the hall work. So we can do some work without worrying about the election results effecting this grant project.</p>
2. Storm Water Mgmt.	<p>The ACP grant for a Stormwater Management Plan with the County of St Paul & Town of Elk Point has been approved and we received the \$200,000 in March. 2019</p>	<p>Request for Proposals closed on March 27, 2019. 9 proposals were received. The three CAOs will be deciding April 16th on candidates who will be interviewed. Hopefully we can do this before the end of April.</p>
3. Himalayan Balsam	<p>Along both sides of the creek behind Coney Drive. These are Prohibited Noxious Weeds which under the Weed Control Act must be destroyed.</p>	<p>The County will spray both sides of the creek this year, before the new growth flowers or goes to seed. It is anticipated that the spraying program will take at least 5 yrs. Estimated cost for 2019 is \$2,000. SV 1/2 share is \$1,000.</p>
4. ISDAB	<p>Intermunicipal Subdivision & Development Appeal Board (ISDAB) Wayne Overbo, our member at large has completed the mandatory training</p>	<p>ISDAB Bylaw & Joint Agreement may need an amendment so that each municipality appoints a Clerk. The Clerk will be available to handle appeal hearings for another municipality. Currently, Kyle Attanasio is the only Clerk who is available. If we proceed I will be our Clerk.</p>
5. IDP County St Paul & SV MDP	<p>Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP</p>	<p>ISL will present the draft IDP, MDP & LUB at the April 8 meeting.</p>
6. Land Use Bylaw	<p>ISL have completed a DRAFT LUB, which has a number of changes. The major change is the establishment of a number of Land Use Districts. This a requirement of the MGA. Other changes are mostly housekeeping items and answer questions frequently asked for by land owners. The section on developments which do not require a permit has been expanded. Most are from questions which are frequently asked.</p>	<p>Council may not want to approve all the changes to the LUB. I have emailed each of you a copy for you to review. After your review Council may want to schedule a committee meeting to review the new LUB in some detail. I can go over the changes with you.</p> <p>There may be some new items that are not in the Draft LUB, such as Cannabis, restriction for growing, production, selling and use. We may want or need a separate Bylaw for Cannabis.</p>
7. ICF County St Paul	<p>Intermunicipal Collaboration Framework (ICF) with the County of St. Paul Transitional Solutions Inc. (TSI) the consultant.</p>	<p>An INC meeting is scheduled for April 24/19 at 1-4pm at the County office.</p>

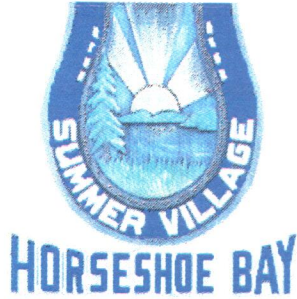
Summer Village of Horseshoe Bay
CAO Report to Council
 April 8, 2019 Regular Council Meeting
Update on recent events and Activities

What	Activity &/or event	Status & Comments
8. Street Lighting	Street Lighting Retrofit Feasibility Study & Strategy was completed and presented at the Joint Council meeting on Dec. 12/18.	The other three partners are all developing a Street Lighting Policy. Council should decide whether or not it wants a Street Lighting Policy.
9. Regional Recreation Services Master Plan for the SPEPR	SPEPRP Regional Recreation Master Plan Draft Recreation Services Master Plan was reviewed at a Joint Council meeting Dec. 12/18.	The final revision is being prepared and the consultants sent Municipal Councillors a survey for their input on how they wish to proceed with regional recreation facilities. The results will be used on how to proceed with regional recreation. A Joint Council meeting is scheduled for May 2/19
10. Economic Development Strategic Plan in the EPSP region	Draft Regional Economic Development Readiness Assessment and Capacity Building Plan was presented at the Joint Council meeting Dec12/18 by the consultant Nichols Applied Management Inc	1st phase of the development of an Economic Development Strategy in the greater St. Paul region is now complete.
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. We will likely decide by the end of April.
11 APC grant Regional Human Resource Management Framework	ACP \$150,000 grant was approved Jan. 28, 2019 with Town of St Paul as managing partner.	The CAOs have not yet had a chance on how to proceed with request for proposals. We will likely decide by the of April.
12 ACP & CARES grant projects	Updates & meetings for ongoing projects.	CAOs for the region & consultants are trying to set dates for meetings to finalize the projects nearing completion and those still under progress. Future funding could be effected by the 2019 Provincial election. So everything is on hold.
13 Regional Emergency Management & OHS	The Emergency Management Act has been amended and there are major changes to how Alberta Emergencies are organized and managed. This includes switching from the EOC/ECC to an the Incident Command System (ICS) organization structure. This will require new training.	Paul Perrier, our Regional Director of EM and OHS has been told by the province that he cannot hold both positions. We may have to hire a separate person for the position of Regional Director of Emergency Management. The CAOs will be attending a meeting on April 15, 2019 to update us on the changes and new requirements.
14 MSI funding	The Government of Alberta has extended the MSI grant program to March 31, 2022.	Notwithstanding that the Province extended the MSI program, they did not announce the amount of 2019 allocations before the election. We therefore do not know what amount, if any, we will be receiving for 2019 & future years. Hopefully we will know before our May meeting when Council approve the 2019 budget.

Summer Village of Horseshoe Bay
April 8, 2019 Regular Council Meeting

Action List

Who	What	Status & Comments
Gary Burns	1. Capital projects & budget ideas	
Eli Gushaty	1. Capital projects & budget ideas	
Dave Amyotte	1. Capital projects & budget ideas	
Norman Briscoe	<p>1. 2019 Capital projects & budget ideas</p> <p>2. Flooding & ponding mitigation Replace culvert under Horseshoe Bay Drive at west end of sports field, which is "rusted out", and collapsed causing blockage from the north side of the road.</p> <p>3. Monitor drainage problems around SV Lot 31 Point Drive annual flooding</p> <p>4. MSI project Martin Rec. Center betterment & enhancement.</p> <p>5. Review all existing Bylaws for updating resulting from MGA amendments and being out dated.</p> <p>6. Determine possibility of using Cloud Storage</p>	<p>Alberta Government has extended the MSI grant program to March 31, 2022. However they have not yet announce the amount of the 2019 allocations. I recommend we hold off most Capital projects for 2019, except for repairs and work which is necessary until we know amount of grant funding.</p> <hr/> <p>I am getting 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.</p> <hr/> <p>The Stormwater Management study will likely take a least 1 year before development of a Storm water Management Plan. Depending on 2019 run off we may have to do some 2019 work.</p> <hr/> <p>Steve Dowhun said he is doing the drainage work in front of & across his lot himself before the 2019 spring thaw. He will let us know the cost & we can decide if we will share the cost.</p> <hr/> <p>We still have about \$12,000 available under an existing grant approved for work to the Hall & Gazebo. I therefore plan to do some work in the Hall this year. If I can find a contractor.</p> <hr/> <p>Administration is reviewing or has reviewed all Bylaws to determine if they should be replaced, or if Bylaws are required by the MGA, or other legislation, but do not now exist; such as , Bylaw Enforcement Officer, Cannabis, CAO Bylaw, Subdivision Authority Bylaw, Rates & fees, and others.</p> <hr/> <p>Will do after all the MGA & Collaboration work is done</p>



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 12.a) Financial Reports

Meeting Date: April 8, 2019

Background

Financial Reports for 3 months ended March 31, 2019:

- Actual Year-to-Date to Budget, Deferred Revenue, Grant Reconciliation
- Cheque log: January 1 to March 31, 2019
- March 31, 2019 Bank Reconciliation

Recommendation/RFD/Comments

MOVED BY _____ that March 31, 2019 **year-to-date financial report, including Deferred Revenue Schedule and Grant Reconciliation**, be accepted for information.

CARRIED

MOVED BY _____ that the **cheque log** for the months of January, February & March, 2019, be accepted for information.

CARRIED

MOVED BY _____ that the **Bank Reconciliation** dated March 31, 2019 be accepted for information.

CARRIED

12.a)

**Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 3 months ended March 31, 2019**

	2019 Interim Budget 6 months ended June 30, 2019	YTD Mar. 31 2019	
REVENUE			
Taxation Revenue			
Residential Property Tax	\$ 94,494	\$ -	
Minimum Residential Property Tax	13,825	-	
Total Municipal Res. Property Tax	108,319	-	
Non-Res. Linear Property Tax	1,180		
Total Residential Property Tax	109,499	-	
Education Requisition transfers	41,435	-	
DI Property Tax Requisition	6	-	
Total Net Tax Revenue	68,058	-	
Other Revenue			
User Fees & sales (Certificate fees, Sales, etc)	300	50.00	
Interest Revenue	897	608.05	
Penalties & Costs on Taxes	145	99.53	
Permits & licenses	200	50.00	
Miscellaneous Revenue	100	-	
Recreation Revenue	800	-	
Total Other Revenue	2,442	808	
Funding from Grants			
Transfer MSI Op grant	-		
Transfer ACP grant	8,500	13,400	Streetlight Project
Total Grant Funding	8,500	13,400	
TOTAL REVENUE	79,000	14,208	
EXPENSE			
Council			
Council Honorarium	2,400	250	
Council Travel & Subsistence	1,200	419	
Council Communications - Wi-Fi	300	270	
Council Memberships & Registrations	100	0	
Total Council	4,000	939	
General & Administrative Expenses			
Administration - Contract	8,550	4,275	
Travel & Subsistence	250	0	
Advertising & Promotions	100	0	
Assessment Services	2,500	1,250	
Audit & Legal	5,300	0	
Communications - Courier & Postage	250	0	
Memberships	1,400	1,502	
Gen/Admin Materials, goods & supplies	980	583	
Gen Admin Services & Bank S/C	-	23	
Miscellaneous & Other Expenses	-	0	
Registrations	50	0	
WCB	300	275	
WebSite Maintenance	820	416	
Total General & Administrative Expenses	20,500	8,324	

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 3 months ended March 31, 2019

	2019 Interim Budget 6 months ended June 30, 2019	YTD Mar. 31 2019
EXPENSES continued		
Roads, Streets, Walks, Lighting		
Roads services Crack filling, bridge Insp.	8,400	0 from MSI CAP
Road M & repairs materials	0	0
Roads Maintenance County of St Paul	2,500	943
Signage	150	
Street Lighting Retrofit study	8,500	13,400
Amortization - Roads & Bridges	24,450	12,215
Total Roads, Streets, Walks, Lights	44,000	26,558
Fire & Preventive Services		
Emergency Management (E911)	150	72
Crime prevention & detection Cameras	50	0
Preventive Services purchased	150	0
Fire Expense County of St Paul	2,920	2,920
Reg. Emergency Management Exp	750	
Reg. Occupational Health & Safety	500	
REM Agency Radios upgrades	0	
MuniSite (WebMap) GIS (AAG)	480	
Total Fire & Preventive Services	5,000	2,992
Waste Management		
Waste Management goods & supplies	142	
Waste Management Expenses County	12,000	0
Amortization	358	180
Total Waste Management	12,500	180
Planning, Development & IM Collaboration		
ISDAB per diem per meeting & training	125	125
IM Collaboration IDP,MDP,LUB,ICF,CARES	875	
Planning, Develop't & IM Collaboration	1,000	125
Parks & Recreation		
Contracted Services - Hall	150	
Contracted Services - Park grass & equip	1,100	
Contracted Services -non-gov't	4,000	
Total Contracted Services - Labour	5,250	0
Insurance Rec. Centre & Recreation	2,400	2,272
Materials, Goods & Supplies	1,350	
Material & Supplies Reg. Rec. needs project	0	
Utilities	2,000	876
Small capital purchases	1,000	
Amortization Parks & Recreation	2,000	1,006
Total Parks & Recreation	14,000	4,154
TOTAL OPERATING EXPENSE	101,000	43,272
NET INCOME (Deficit)	-22,000	-29,064
Other		
Government transfers for Capital	176,400	0
Excess (Shortfall) Rev. over Exp.	154,400	-29,064
Adj. for cash items not PSAB Rev. or Exp.		
Tangible Capital Assets expenditures	- 165,000	0
	-10,600	-29,064
Adjustment for non-cash items		
Amortization of TCA	26,808	13,401
Transfer from Unrestricted Surplus	0	
FINANCIAL PLAN Balance	\$ 16,208	-\$ 15,664

Summer Village of Horseshoe Bay

Cheque Log for A/C#1060 CU Chequing Account from Jan. 1, 2019 to Mar. 31, 2019

Cheque

No.	Date	Payee	Purpose	Amount
Cheques issued for A/C#1060 CU Chequing Account from Jan. 1 to Jan.31, 2019				
2167	1/01/19	LEMALU Holdings o/a MCSNet	9019 Wi-Fi in hall	\$ 283.12
2168	1/12/19	Gary Burns	Council meeting 1 travel claim	200.00
2169	1/12/19	Municipal Assessment Services	Assessment Services Jan-Mar, 2019	1,312.50
2170	1/12/19	Urban Systems Ltd.	Street Light project Dec 2018	4,725.00
2171	1/12/19	Diane Briscoe	Bonus for work done on bylaws, etc in 2018	500.00
2172	1/12/19	Assoc. of Summer Villages of Ab.	2019 Membership dues	438.00
2173	1/12/19	Alberta Urban Municipalities Assoc.	2019 Membership fees	941.09
2174	1/12/19	Fed. of Canadian Municipalities	Membership Apr 1/19 to Mar.31/20	175.84
2175	1/12/19	BMO Bank of Montreal MasterCard	Colour toner HP & Brother printers	144.58
2176	1/24/19	County of St. Paul No. 19	2019 Fire protection & snow removal Jan11	3,270.00
2177	1/24/19	AltaGas Utilities	Hall heat to Jan 11/19	125.58
2178	1/24/19	Direct Energy Reg. Services	Electrical power to Jan.14/19	273.89
2179	1/24/19	Wayne Overbo	Per Diem SDAB member training Jan24/19	125.00
2180	1/24/19	County of St. Paul No. 19	REM & OHS Exp 2018	1,851.11
2181	1/31/19	Bonnyville Regional Fire Authority	E911 Dispatch Jan - Mar, 2019	72.00
2182	1/31/19	Norman R Briscoe	Jan Contract & WebSite maintenance	1,455.00
Total amount paid Jan 1, 2019 to Jan 31, 2019				<u>15,892.71</u>
Cheques issued for A/C#1060 CU Chequing Account from Feb. 1 to Feb.28, 2019				
2183	2/20/19	AMSC Insurance Services	2019 Insurance premiums	2,271.84
2184	2/20/19	AltaGas Utilities	Hall heat to Feb. 9/19	127.39
2185	2/20/19	BMO Bank of Montreal Mastercard	GoDaddy Security Certificate	89.99
2186	2/20/19	Urban Systems Ltd.	Street Light Retrofit study ACP grant	2,310.00
2187	2/20/19	Eli Gushaty	ICF - INC meeting with County of St Paul	325.00
2188	2/20/19	Dave Amyotte	ICF - INC meeting with County of St Paul	143.90
2189	2/20/19	Direct Energy Reg. Services	Electrical power to Feb.12/19	250.19
2190	2/27/19	County of St Paul No. 19	Snowplowing & sand Jan.22-Feb3/19	440.28
2191	2/28/19	Norman R Briscoe	Feb Contract & WebSite maintenance	1,455.00
Total amount paid Feb. 1, 2019 to Feb. 28,2019				<u>7,413.59</u>
Cheques issued for A/C#1060 CU Chequing Account from Mar. 1 to Mar. 31, 2019				
2192	3/04/19	Workers Compensation Board	2019 WCB premiums	222.49
2193	3/21/19	AltaGas Utilities	Hall heat to Mar. 9/19	138.72
2194	3/21/19	BMO Bank of Montreal Mastercard	Paper/Toner/Supplies	460.76
2195	3/21/19	Urban Systems Ltd.	Street Light Retrofit study ACP grant	11,760.00
2196	3/26/19	Direct Energy Reg. Services	Elec Power bills to Mar13/19	248.93
2197	3/26/19	County of St Paul No. 19	Snowplowing & sand	200.00
2198	3/29/19	Gov't of Alberta - Education	ASFF requisition 1stQ Jan-Mar/19	10,358.65
2199	3/31/19	Norman R Briscoe	Mar Contract & WebSite maintenance	1,455.00
Total amount paid Mar. 1, 2019 to Mar. 31, 2019				<u>24,844.55</u>
Total amount paid Jan 1, 2019 to Mar.31, 202019				<u>\$ 48,150.85</u>


This Statement submitted to Council the 8th day of April, 2019

Norman Briscoe, CAO

Summer Village of Horseshoe Bay
 Servus Credit Union
Bank Reconciliation
 as at March 31, 2019

Balance of Chequing a/c per bank statement as at March 31, 2018		\$ 890.15
Add Outstanding deposits	Amount	
Transfer from savings to C/A	\$ 5,000.00	
Total outstanding deposits		<u>5,000.00</u>
Sub-total		5,890.15
Less Outstanding cheques		
Date Number Payee		
Mar 26/19 2196 Direct Energy Elec Power to Mar 13/19	\$ 248.93	
Mar 31/19 2210 Norman Briscoe - Contract/Website	<u>1,455.00</u>	
Total outstanding cheques		<u>1,703.93</u>
Balance of Chequing account as at March 31, 2018		4,186.22
Balance of Chequing account per General Ledger a/c 1060		<u>4,186.22</u>
Difference March 31, 2018		<u>\$ NIL</u>
Balance of Savings a/c per bank statement as at March 31, 2018		\$ 454,793.52
Add Outstanding deposits	Amount	
Total outstanding deposits		<u>0.00</u>
Sub-total		454,793.52
Less Outstanding transfer to chequing a/c		
Transfer to chequing	<u>5,000.00</u>	
Less Outstanding transfers to/from chequing a/c		<u>5,000.00</u>
Balance of Savings account as at March 31, 2018		449,793.52
Balance of Savings account per General Ledger a/c 1065		<u>449,793.52</u>
Difference March 31, 2018		<u>\$ NIL</u>
<hr/>		
Total Cash on hand as at March 31, 2018		
a/c# 1060 Chequing account	\$ 4,186.22	
1065 Savings account	<u>449,793.52</u>	
Total Cash on hand as at March 31, 2018		453,979.74
Less Portion of money held in savings a/c which is held for specific purposes		
Deferred Revenue		
- Unspent MSI Capital grant	\$ 10,862.51	
- ACP Grant Stormwater Management Plan	200,032.88	
- ACP Grant Street Light retrofit study	<u>6,060.72</u>	
Deferred revenue held for grant funding received	216,956.11	
Recreation Fund	<u>2,490.40</u>	
Total Deferred Revenue held in savings	219,446.51	
Accounts payable & accrued liabilities	<u>5,080.00</u>	
Cash held for restricted purposes		<u>224,526.51</u>
Unrestricted Cash available for S.V. General Operations & Capital projects		229,453.23
Plus near cash items		
Accounts receivable for		
Accrued tax rec'ble for ASFF Educ. tax paid to Prov. Mar31/19	\$ 10,385.65	
A/R from Federal Govt GST Rebate receivable July 2019	<u>923.74</u>	
		<u>11,309.39</u>
Cash & near cash available for S.V. General Operations & Capital projects		<u>\$ 240,762.62</u>

Submitted to Council the 8th day of April, 2019



 Norman Briscoe, CAO

Summer Village of Horseshoe Bay

Deferred Revenue

as at Mar 31, 2019

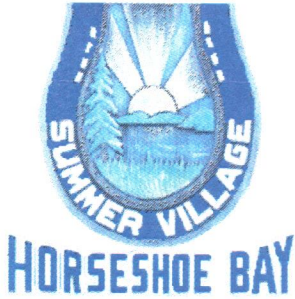
	Interest Earned to date	Opening Jan 1, 2019	Received 2019	Deferred Revenue Mar 31, 2019	2019 Revenue
<u>Provincial Grants to Deferred Revenue</u>					
ACP Grant Stormwater management project			200,000.00	200,000.00	
Total Interest earned on grant to Mar 31, 2019	\$ 32.88	-	32.88	32.88	-
Total ACP Stormwater management project		-	200,032.88	200,032.88	-
<u>ACP Grant Street Light project</u>					
ACP Grant Street Light project		18,844.00		5,444.00	13,400.00
Total Interest earned on grant to Mar 31, 2019	\$616.72	569.74	46.98	616.72	
Total ACP Street Light project		19,413.74	46.98	6,060.72	13,400.00
<u>Total ACP Grants</u>					
		19,413.74	200,079.86	206,093.60	13,400.00
<u>Municipal Affairs - MSI Capital received Jul31/18</u>					
Total Interest earned on grant to Mar 31, 2019	\$ 86.24	58.73	27.51	86.24	
MSI Capital		10,835.00	27.51	10,862.51	-
<u>Total grants in Deferred Revenue</u>					
		30,248.74	200,107.37	216,956.11	13,400.00
<u>Recreation Fund</u>					
Recreation Fund		2,484.09	-	2,484.09	-
Interest earned 2019 YTD			6.31	6.31	
Recreation Fund		2,484.09	6.31	2,490.40	-
<u>TOTAL Deferred Revenue Mar 31, 2019</u>					
		\$ 32,732.83	\$200,113.68	\$ 219,446.51	\$ 13,400.00
<u>Balance of GL a/c2340 Def Rev Mar 31, 2019</u>					
Difference				219,446.51	
Explain difference, if any.				\$ -	
none					

Presented to Council April 8, 2019


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	YTD	Total	2019	Deferred Rev	Mar 31/19	Mar 31/19	Mar 31/19
	Balance Jan. 1/19	Received (Not yet Received)	Interest Earned	Funding Available for 2019	Expenditures applied to grants	in Cash Balance Mar 31/19	Not yet Received	Cash on hand from grants	Unspent A/R & Cash from Grants
MSI Op 2019 Est	0.00	8,457.00		8,457.00	0.00	0.00	8,457.00	0.00	8,457.00
Total MSI Operating	0.00	8,457.00	0.00	8,457.00	0.00	0.00	8,457.00	0.00	8,457.00
ACP Stormwater	0.00	200,000.00	32.88	200,032.88	0.00	200,032.88	0.00	200,032.88	200,032.88
ACP Street Light	19,413.74	0.00	46.98	19,460.72	13,400.00	6,060.72	0.00	6,060.72	6,060.72
Total ACP	19,413.74	200,000.00	79.86	219,493.60	13,400.00	206,093.60	0.00	206,093.60	206,093.60
Capital Grants									
MSI Cap 2017 1/2 recd	10,835.00	0.00	27.51	10,862.51	0.00	10,862.51	0.00	10,862.51	10,862.51
MSI Cap 2017 - 50%		33,392.50		33,392.50			33,392.50		33,392.50
MSI Cap 2018		73,694.00		73,694.00			73,694.00		73,694.00
MSI Cap 2019 Est		59,247.00		59,247.00			59,247.00		59,247.00
Total MSI Capital	10,835.00	166,333.50	27.51	177,196.01	0.00	10,862.51	166,333.50	10,862.51	177,196.01
BMTG 2017 - 50%		4,616.50	0.00	4,616.50	0.00	0.00	4,616.50	0.00	4,616.50
BMTG 2018		10,433.00		10,433.00	0.00		10,433.00		10,433.00
BMTG 2019 Est		10,433.00		10,433.00	0.00		10,433.00		10,433.00
Total BMTG	0.00	25,482.50	0.00	25,482.50	0.00	0.00	25,482.50	0.00	25,482.50
Total MSI Capital	10,835.00	191,816.00	27.51	202,678.51	0.00	10,862.51	191,816.00	10,862.51	202,678.51
BC - GTF 2018		9,026.00		9,026.00	0.00		9,026.00		9,026.00
BC - GTF 2019 Est		9,026.00		9,026.00	0.00		9,026.00		9,026.00
Total BC - GTF	0.00	18,052.00	0.00	18,052.00	0.00	0.00	18,052.00	0.00	18,052.00
Total Capital	10,835.00	209,868.00	27.51	220,730.51	0.00	10,862.51	209,868.00	10,862.51	220,730.51
Total grants	30,248.74	418,325.00	107.37	448,681.11	13,400.00	216,956.11	218,325.00	216,956.11	435,281.11



Summer Village of Horseshoe Bay

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

Agenda Item Summary Report

Agenda Item 12.b) 2019 Draft Operating & Capital Budgets

Meeting Date: April 8, 2019

Background

The Draft Operating and Capital Budgets for 2019, are being presented for discussion purposes.

Recommendation/RFD/Comments

MOVED BY _____ that 2019 Draft Operating and Capital Budgets, be accepted for information and discussion.

-Carried-

12.b)

SUMMER VILLAGE OF HORSESHOE BAY

2019 BUDGET

DRAFT

	2018 Budget	Discussion Draft 2018 Actual	2019 Budget
REVENUE			
Taxation Revenue			
Tax Recovery Transfer	\$ -	\$ -	\$ -
Residential Property Tax	94,494	94,494	95,954
Minimum Tax	13,825	13,825	14,284
Total Residential Property Tax	108,319	108,319	110,238
Non-Residential - Linear Property	1,180	1,180	1,205
Total Property Taxes	109,499	109,499	111,443
Less ASFF Education Requisition payments	41,435	41,435	41,435
DI Property Requisition payment	6	6	13
Net Municipal Property Taxes	68,058	68,058	69,995
Other Revenue			
User Fees (Certificate fees ,Hall use,etc.)	500	275	500
Investment Revenue	1,100	1,910	1,900
Penalties & Costs on Taxes	600	529	300
Permits (Development) & Licenses	500	200	300
Miscellaneous & other revenue		304	205
Recreation Revenue	1,785	265	1,800
Other Revenue	4,485	3,483	5,005
Government Transfers for Operating			
Gov't Transfers for MSI OP grant	8,457	8,457	8,500
Gov't Transfers for ACP grant		120,512	119,500
Transfers frm other Local Gov'ts		69,710	-
Total Grant Funding	8,457	198,679	128,000
TOTAL REVENUE	\$ 81,000	\$ 270,220	\$ 203,000
EXPENSE			
Council			
Council Honorarium	4,000	5,125	5,000
Council Travel & Subsistence	2,700	1,186	1,700
Council Communications - Wi-Fi	300	269	300
Council Memberships & Registrations	1,000	480	1,000
Council	8,000	7,060	8,000
General & Administrative Expenses			
Administration - Contract	17,100	17,600	17,100
Admin.,Travel & Subsistence	250	0	250
Advertising & Promotions	200	223	200
Assessment Services	5,000	4,800	5,000
Audit & Legal	5,300	5,300	5,500
Communications - Courier & Postage	1,000	620	600
Memberships	1,428	1,428	1,500
Materials, goods, supplies & Services	2,000	1,711	2,000
Miscellaneous, Other Exp. & contingency	322	275	250
Registrations	100	0	300
WCB	300	252	300
Website Maintenance	1,000	426	1,000
General & Administrative Expenses	34,000	32,635	34,000

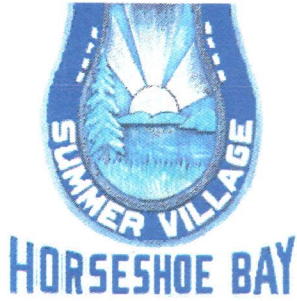
DRAFT

SUMMER VILLAGE OF HORSESHOE BAY

DRAFT

EXPENSES continued	2019 BUDGET		Discussion
	2018 Budget	2018 Actual	2019 Budget
Roads, Streets, Walks, Lighting			
Crack filling funded from Capital grants	8,320	8,758	4,300 8,500 MSI Cap grant
Road Maint. non-gov't Materials	880	125	200
Road Maintenance County of St Paul	4,000	5,334	4,400
Signage	400	0	500
Street Light Retrofit Feasibility Study		50,066	19,500 ACP grant
Stormwater Management Plan			100,000 ACP grant
Amortization - Roads & bridges	41,400	45,135	48,900
Roads, Streets, Walks, Lights	55,000	109,418	182,000
Preventive Services & Fire			
Emergency - E911	300	269	300
Crime prevention services purchased		40	100
Crime prevention materials & supplies	100	248	200
Fire Expenses - County of St Paul	2,900	2,920	2,900
Reg. Emergency Management exp.	1,200	1,183	1,600
Occupational Health & Safety	800	668	1,000
REM Agency Radio Upgrades cost	1,800	140,860	0
MuniSite (Web Map) GIS (AAG)	900	0	900
Fire & Preventive Services	8,000	146,188	7,000
Waste Management			
Waste Management Non-County	300	125	1,100
Waste Management County	12,000	12,142	12,200
Amortization Waste transfer station	700	719	700
Waste Management	13,000	12,986	14,000
Planning, Development & IM Collaboration			
ISDAB Training & Panels	0		125
IM Collaboration IDP,MDP,LUB,ICF,CARES	1,000		875
Planning, Development & IMC	1,000	0	1,000
Parks & Recreation			
Contracted Services - Hall	300	135	300
Contracted Services - Park grass & equip.	2,200	1,630	2,200
Contracted Services - non-gov't	1,500	2,742	2,500
Total Contract ed Services - Labour	4,000	4,507	5,000
Contracted services from County St Paul	4,000	1,915	2,000
Insurance Rec.Centre, park & recreation	2,300	2,346	2,300
Materials, Goods & Supplies	2,600	1,021	3,200
Materials & Supplies Reg. Rec. needs project	500	0	0
Utilities (power,heating,water & sewer)	4,000	3,736	4,500
Small capital purchases&sports equip't	1,700	4,379	2,000
Amortization P & R	3,900	4,173	4,000
Parks & Recreation	23,000	22,077	23,000
TOTAL OPERATING EXPENSE	142,000	330,364	269,000
Excess (Shortfall) of Revenue over Expenses before Capital Other	-61,000	-60,144	-66,000
Government transfers for Capital	191,000	206,698	100,000
EXCESS of REVENUES over EXPENSES	130,000	146,554	34,000
Adj. for cash items, not PSAB Rev. or Exp			
Tangible Capital Assets expenditures	-180,000	-191,357	-87,000
Deficit before non-cash items	-50,000	-44,803	-53,000
Adjustment for non-cash items:			
Amortization of TCA	46,000	50,026	53,600
Transfer from Unrestricted Surplus	4,000	0	0
FINANCIAL PLAN Balance	\$ -	5,223	\$ 600

DRAFT



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 12.c) MSI Funding – 2021-2022

Meeting Date: April 8, 2019

Background

See attached letter from the Minister of Municipal Affairs regarding MSI funding for 2021-2022.

Recommendation/RFD/Comments

MOVED BY _____ that council accept the MSI Amending Memorandum of Agreement for 2021-22 as presented.

CARRIED

12.c)



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED FEB 21 2019

AR96301

February 19, 2019

His Worship Gary Burns
Mayor
Summer Village of Horseshoe Bay
Box 1778
St. Paul AB T0A 3A0

Dear Mayor Burns,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full \$11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the *City Charters Fiscal Framework Act* was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Norman Briscoe, Chief Administrative Officer, Summer Village of Horseshoe Bay



Summer Village of Horseshoe Bay

PO Box 1778 St. Paul, AB T0A 3A0

Phone: (780) 645-4677

Email: svhorseshoebay@gmail.com

Website: www.svhorseshoebay.com

March 5, 2019

Attn: Policy and Analysis, Grants and Education Property Tax Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4

Dear Madam:

**RE: MSI Amending Memorandum of Agreement
Summer Village of Horseshoe Bay**

As per your letter of February 21, 2019, we attach signed and sealed copy of the MSI Amending Memorandum of Agreement with the Summer Village of Horseshoe Bay.

The Chief Elected Official signature has been signed by Councillor David Amyotte acting as Acting Mayor as Authorized by Bylaw.

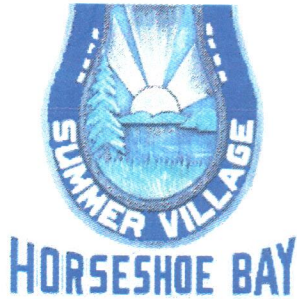
If you have any questions or require additional information please phone or email.

We greatly appreciate the Provincial Government assistance to the Summer Village of Horseshoe Bay by extending the MSI program. This funding is very important to the Summer Village.

Yours truly,
Summer Village of Horseshoe Bay

Norman Briscoe, CAO

Attachment



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 13) Correspondence

Meeting Date: April 8, 2019

Background

The following correspondence documents are attached for information purposes:

- 13.a) ASVA's Provincial Election Strategy
- 13.b) Subdivision *Historical Resources Act* Compliance

Recommendation/RFD/Comments

MOVED BY _____ that council accept the correspondence as information.
CARRIED

ASVA Provincial Election Strategy

2 messages

ASVA Smith <summervillages@gmail.com>

Wed, Jan 30, 2019 at 11:20 AM

Reply-To: b.smith@asva.ca

Bcc: svhorseshoebay@gmail.com

Dear CAO and Councils:

The ASVA Board of Directors is taking a more deliberate approach to the upcoming Provincial Elections to properly position the ASVA. As such, we have developed an ASVA Provincial Election Strategy. It includes, at the end of the strategy, an up-to-date list of candidates who are running (as of Jan 30th) so that you will know who to contact in your constituency.

This strategy was approved at the January 21st Board of Directors meeting. We will be following up with the items mentioned in the strategy in the upcoming weeks and months.

Please provide this information to your Councils. If you have any questions or comments, please let me know.

Beverly Smith, BES, MBA-PM
Executive Director, ASVA

b.smith@asva.cawww.asva.ca

403-506-2744

 **ASVA Election Strategy Jan 30 19.pdf**
158K

Norman Briscoe <svhorseshoebay@gmail.com>

Wed, Jan 30, 2019 at 12:17 PM

To: Gary Burns <gmburns45@gmail.com>, Eli Gushaty <egushaty@telusplanet.net>, Dave Amyotte <dave@amyotteweld.ca>

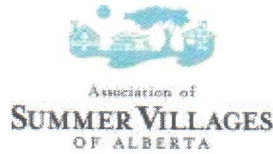
FYI

[Quoted text hidden]

--

Norman R. Briscoe
Chief Administration Officer
Summer Village of Horseshoe Bay
PO Box 1778
St. Paul, AB T0A 3A0
(780)645-4677
www.svhorseshoebay.com
svhorseshoebay@gmail.com

 **ASVA Election Strategy Jan 30 19.pdf**
158K



BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

DATE:

January 16, 2019

TOPIC:

ASVA's Provincial Election Strategy

BACKGROUND:

It is now known that the Throne Speech will be held March 18, 2019 with the expectation that the government will drop the writ shortly after. Elections therefore are expected to be held in April or May.

As of Jan. 10, the United Conservative Party (UCP) led all provincial parties with 79 confirmed candidates out of 87 electoral ridings. The Alberta Party was in second with 54 and the governing NDP was in third with 34. The Alberta Liberal Party and Green Party were tied with seven confirmed candidates, while Derek Fildebrandt's Freedom Conservative Party had one.

PROVINCIAL ELECTION STRATEGY

The ASVA's objective in the upcoming election is to ensure that all political parties are aware of the value of the ASVA as a municipal association and the viability of summer villages in Alberta.

Our role, as the ASVA, is to inform all political parties that:

1. The ASVA is one of three municipal organizations in Alberta along with the AUMA and RMA.
2. The ASVA is here for the long term and that we have been in existence for 60 years.
3. Summer villages are viable, collaborative with their adjacent municipalities and are paying their own way.
4. MSI Base Level funding - Summer villages are no longer seasonal municipalities and that we need to be treated like any other municipalities from a funding perspective (including infrastructure funding).
5. Lake Stewards - Summer villages play an important stewardship role in relation to our adjacent lakes and waterbodies as per Alberta's Water for Life program.
6. Safe Communities – ASVA is concerned with rural/urban interface of crime and enforcement, and the need for an updated approach to policing and bylaw enforcement.

Our strategy must be two-fold:

1. One happening immediately prior to the election
2. One happening immediately after the election

PRIOR TO THE ELECTION

To undertake a strategy, we must rely on all Board Directors and our members to send out our message to all parties in the Alberta Legislature.

BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

RECEIVED JAN 8 2018

Strategy

1. Build support within the government and opposition by:
 - a. Attending engagement sessions/opportunities such as political rallies, etc.
 - b. Meeting with your MLA especially if they are anticipated to play a major role in their party
 - c. Provide a template to our members for providing feedback back to the ASVA on what they heard and/or responses from their meetings so that we can adjust our strategy
2. Provide a script/key messages and potential questions to all of our members so that they can also engage in the above (2a.,2b., 2.c.) and attend local candidate forums
3. ASVA to write to the leader of each party's official office giving them a fact sheet on the ASVA and Summer Villages and our key messages. We should also ask them to confirm their support for our organization and summer villages in Alberta
4. Template letters for summer villages to send to their MLAs
5. Sample news releases for summer villages to send to their local newspapers.

FOLLOWING THE ELECTION

1. Send a handwritten card of congratulations to the winning party and their ministers
2. Have the ASVA Executive meet with all key cabinet ministers and repeat the key messages
3. Follow up on the party support (and promises – if any)

Attached is the Candidate List from the Alberta Counsel as of December 18, 2018.

Subdivision *Historical Resources Act* Compliance

PURPOSE: To identify the circumstances under which proposed subdivisions require *Historical Resources Act* approval and to provide guidelines for the submission of applications to obtain approval.

SCOPE: Subdivision applicants, developers, municipalities, and other planning authorities in Alberta.

BACKGROUND: In accordance with Section 5(5) of the [Subdivision and Development Regulation](#), applications for subdivision of areas containing or likely to contain historic resources must be referred to Alberta Culture and Tourism. This applies equally to private and public lands.

PROCEDURES - ROUTINE:

Subdivision

The subdivision authority and/or the owner/developer must consult Alberta Culture and Tourism's *Listing of Historic Resources*¹ to determine if the lands that are subject to subdivision have been flagged as having a **Historic Resource Value (HRV)**.

1. If the subject lands **do not** overlap areas identified in the *Listing of Historic Resources*, *Historical Resources Act* approval is not required, although the provisions of Section 31 of the *Historical Resources Act* still apply.²

¹ Alberta Culture and Tourism's *Listing of Historic Resources* is a publically available list of lands that contain, or are likely to contain, significant historic resources. Updated twice yearly, the *Listing* is an information resource for residential, commercial, and industrial developers and can guide the regulatory approval process. The *Listing* and Instructions for Use are available at: <https://www.alberta.ca/listing-historic-resources.aspx>.

² It is important to note that, even if *Historical Resources Act* approval is not required prior to the initiation of land surface disturbance activities, or if *Historical Resources Act* approval has been granted, Section 31 of the *Act* requires that anyone who discovers a historic resource, such as an archaeological, palaeontological, historic structures or Aboriginal Traditional Use site, during the course of development activities must cease work and notify Alberta Culture and Tourism immediately for further direction on the most appropriate action. Details about who to contact can be found in [Standard Requirements under the *Historical Resources Act*: Reporting the Discovery of Historic Resources](#).

2. **If the subject lands wholly or partially overlap areas identified as having an HRV of 1, 2, 3, or 4 in the *Listing of Historic Resources*, *Historical Resources Act* approval is required. A Historic Resources (HR) Application **must be submitted** to Alberta Culture and Tourism via the Online Permitting and Clearance (OPaC) system.³ Development activities, including any land disturbance, may not proceed until *Historical Resources Act* approval has been obtained in writing.⁴**
 3. **If the subject lands wholly or partially overlap areas identified as having an HRV of 5 (and no other value) in the *Listing of Historic Resources*, *Historical Resources Act* approval **must be obtained** through the submission of an HR Application, with the following exceptions:**
- First parcel out
 - 80-acre split
 - Lot line/boundary adjustment
 - Parcel consolidation

Subdivisions for these four purposes do not require *Historical Resources Act* approval if situated in lands assigned an HRV of 5 only. Subdivision of HRV 5 lands for all other purposes do require *Historical Resources Act* approval, and development, including any land disturbance, may not proceed until this approval has been obtained in writing.

Lands that contain, or are likely to contain, significant historic resources may require the conduct of a [Historic Resources Impact Assessment](#) (HRIA) prior to development. If required, this direction will be communicated in Alberta Culture and Tourism's response to the HR application. An HRIA must be conducted by a qualified heritage consultant on behalf of the developer, at the developer's expense. Results of the HRIA must be reported to Alberta Culture and Tourism and subsequent *Historical Resources Act* approval must be granted before development proceeds.

Where a proposed subdivision includes lands that overlap areas with HRVs on the Listing, a Subdivision Authority may choose to submit the details for review in an HR Application prior to subdivision approval or condition *Historical Resource Act* approval as part of their subdivision approval. In these instances, no development activities are to commence until *Historical Resources Act* approval has been granted.

³ Information regarding Historic Resources Applications and the OPaC system can be found at: <https://www.alberta.ca/online-permitting-clearance.aspx>.

⁴ Where *Historical Resources Act* approval is required, the Historic Resources Application must include all lands in the subdivision area, not just those identified as having an HRV.

Area Structure and Redevelopment Plans

Alberta Culture and Tourism recommends that municipalities and/or developers submit for review through the OPaC system, all Area Structure Plans, Area Redevelopment Plans, and other long-term planning documents. The outcome of this review will provide the applicant with information about historic resource concerns in the planning areas and may offer guidance for developing strategies to address these concerns.

PROCEDURES – NON-ROUTINE:

Notwithstanding the instruction provided above, if Alberta Culture and Tourism is made aware of historic resource concerns associated with lands not included in the *Listing of Historic Resources*, direction may be given to submit an HR application. This direction is made under Section 37(2) of the [Historical Resources Act](#) and can be applied to any type of project.

For further information please contact:

[Head, Regulatory Approvals & Information Management](#)

Historic Resources Management Branch

Alberta Culture and Tourism

Approved by: Darryl Bereziuk, Director, Archaeological Survey

Date: January 22, 2019