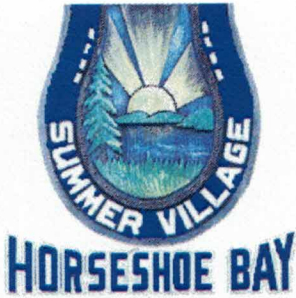


Summer Village of Horseshoe Bay

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

1. CALL MEETING TO ORDER
2. ACCEPTANCE OF THE AGENDA
 - a) Additions to Agenda
3. ADOPTION OF PREVIOUS MINUTES
 - a) June 29, 2019 Annual General Meeting
 - b) July 6, 2019 Regular Council Meeting
4. PUBLIC HEARINGS
 - a) Public Hearing – Bylaw 121-2019 Intermunicipal Development Plan
 - b) Public Hearing – Bylaw 122-2019 Municipal Development Plan
5. DELEGATIONS - none
6. BYLAWS
 - a) Intermunicipal Development Plan Bylaw 121/2019 (2nd & 3rd Readings)
 - b) Municipal Development Plan Bylaw 122/2019 (2nd & 3rd Readings)
 - c) Bylaw Enforcement Bylaw 123/2019
 - d) Meeting Procedures Bylaw 124/2019
 - e) Rates & Fees Bylaw 125/2019
7. OLD BUSINESS
 - a) TWP 594 Access to Vincent Lake
 - b) Land Use Bylaw
8. NEW BUSINESS
 - a) Temporary Seasonal Docks
 - b) GST Status of Intermunicipal Cost Sharing Agreements
 - c) AUMA Convention – Meeting with Minister
 - d) ASVA Convention
9. COUNCILLOR REPORTS
 - a)
10. CAO REPORT AND ACTION LIST
 - a) CAO Report
 - b) Action List
11. FINANCIAL REPORTS
 - a) For 7 months ended July 31, 2019 and cheque log for July, 2019
12. CORRESPONDENCE
13. NEXT MEETING
14. ADJOURNMENT



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Meeting Date: August 17, 2019

Agenda Item 3.a) Minutes of June 29, 2019 Annual General Meeting
Minutes of July 6, 2019 Regular Council Mtg.

Background/Discussion/Options

Minutes of the June 29, 2019 Annual General Meeting are attached, for approval.
Minutes of July 6, 2019 Regular Council Meeting are attached, for approval.

Recommendation/RFD/Comments

MOVED BY _____ that the minutes of the Annual General meeting held on June 29, 2019 be approved as presented.

-Carried-

MOVED BY _____ that the minutes of the regular council meeting held on July 6, 2019 be approved as presented.

-Carried-

3.a)+b)

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting
Saturday, July 6, 2019
Martin Recreation Center
10:00 a.m.

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

CAO: Norman Briscoe
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 10:01 a.m.

2. **ACCEPTANCE OF AGENDA**

Res. No. 19-07-06-093 MOVED BY Councilor Dave Amyotte that the agenda be adopted as presented.

-Carried-

3. **APPROVAL OF MINUTES**

Res. No. 19-07-06-094 MOVED BY Deputy Mayor Eli Gushaty that the minutes of the May 25, 2019 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 for this meeting.

6. **BYLAWS**

a) *Res. No. 19-07-06-095* Bylaw 121/2019 Intermunicipal Development Plan (IDP)
MOVED BY Mayor Gary Burns that Bylaw 121/2019 adopting an Intermunicipal Development Plan with the County of St. Paul No. 19, be given first reading.

-Carried-

- b) *Res. No. 19-07-06-096* Bylaw 122/2019 Municipal Development Plan (MDP)
MOVED BY Councilor Dave Amyotte that Bylaw 122/2019 adopting a Municipal Development Plan for the Summer Village of Horseshoe Bay, be given first reading.

-Carried-

- c) *Res. No. 19-07-06-097* Notice of Public Hearing
MOVED BY Councilor Dave Amyotte that a Public Hearing be held during the August 17, 2019 regular council meeting for the purpose of passing IDP Bylaw 121/2019 and MDP Bylaw 122/2019.

-Carried-

7. OLD BUSINESS

- a) *Res. No. 19-07-06-098* Appointment of ISDAB Board Clerk
MOVED BY Mayor Gary Burns that Council appoint Norman Briscoe, CAO, as the Summer Village Clerk on the Intermunicipal Subdivision and Development Appeal Board, per Section 4.2 of the Regional Intermunicipal Subdivision and Development Appeal Board Agreement, and is hereby authorized to take the mandatory training when it is offered.

-Carried-

- b) *Res. No. 19-07-06-099* Regional Recreation Master Plan
MOVED BY Councilor Dave Amyotte that council approve the draft Regional Recreation Master Plan.

-Carried-

- Res. No. 19-07-06-100* MOVED BY Deputy Mayor Eli Gushaty that council approve the facilities identified as Class A (St. Paul Pool, Elk Point Regional Allied Arts, St. Paul Visual Arts) and Class A-2 (County Municipal Campgrounds) and accept the definitions of these facilities as identified in the Recreation Master Plan.

-Carried-

- Res. No. 19-07-06-101* MOVED BY Mayor Gary Burns council approve a term of five years for any future Multi-lateral Recreation Funding Agreement.

-Carried-

8. NEW BUSINESS

a) *Res. No. 19-07-06-102*

Grass Mowing/Haying

MOVED BY Mayor Gary Burns that Council hire Dave and Clem Jean to cut and bale the grass for hay in the Summer Village park reserves. They will keep the hay as compensation.

Dave Amyotte abstained from voting due to a potential conflict of interest.

-Carried-

b) *Res. No. 19-07-06-103*

Storm Cleanup/Roadside Maintenance

MOVED BY Councilor Dave Amyotte to decline Northern Tree Services quote for Storm Cleanup and Roadside Maintenance, and to organize a group of local residents to undertake the project instead.

-Carried-

c) *Res. No. 19-07-06-104*

Township Road 594 access to lake

MOVED BY Mayor Gary Burns that council authorize administration to contact the County of St. Paul to see what can be done to improve access to the lake via TWP 594.

-Carried-

9. COUNCIL REPORTS

Res. No. 19-07-06-105

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

-Carried-

10. CAO REPORT AND ACTION LIST

Res. No. 19-07-06-106

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

-Carried-

11. FINANCIAL REPORTS

a) *Res. No. 19-07-06-107*

MOVED BY Councilor Dave Amyotte that the financial reports, including the cheque log and bank reconciliation to June 30 2019, for the 6 months ended June 30, 2019, be accepted for information.

-Carried-

12. CORRESPONDENCE

There was no correspondence.

13. NEXT MEETING

Res. No. 19-07-06-108

MOVED BY Mayor Gary Burns to set the next regular Council meeting on August 17, 2019 at 10:00 a.m.

-Carried-

14. ADJOURNMENT

Being that the agenda matters have been concluded the meeting adjourned at 11:15 am.

Mayor

Date

Administrator

SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Annual General Meeting
Saturday, June 29, 2019
Martin Recreation Centre
10:00 a.m.

Present: Mayor Gary Burns
Deputy Mayor Eli Gushaty
Councilor Dave Amyotte
Administrator Norman Briscoe
Recording Secretary Diane Briscoe

32 Ratepayers

1. CALL TO ORDER

Mayor Gary Burns called the meeting to order at 10:05 am.

2. ACCEPTANCE OF THE AGENDA

MOVED BY Cynthia Martin that the agenda be adopted as presented.

SECONDED BY: Morris Sawchuck.

-Carried-

3. ADOPTION OF PREVIOUS MINUTES

The minutes of the June 30, 2018 Annual General Meeting were presented for information and discussion.

Minutes were previously approved by Council at their regular meeting on July 21, 2018.

MOVED BY Art Renauld to accept the minutes of the June 30, 2018 Annual General Meeting.

SECONDED BY: Dave Taylor.

-Carried-

4. MAYOR'S & COUNCILOR'S REPORT

a) Mayor Gary Burns reported on the following items:

- Welcomed new residents
- Explained the problems the Alberta Government is having with the Education Tax and how it effects the Village property tax.
- Commented on the increase in the lake level
- Discussed the various collaboration projects that we are partners in.
- Informed residents that councillors and the CAO had to take a number of mandatory courses including: Regional Assessment Review Board member, Elected Officials Roles & Responsibilities Workshop, Regional Emergency Management Program update.
- Gave update on annual road work/maintenance.

b) Councilor Dave Amyotte reported on the following items:

- The beaver/beaver dam problem this spring.
- Encouraged residents to pick up any garbage they see in the Village.
- Discuss the surveillance cameras in the Village.
- Informed about the new zero turn mower for grass mowing at the rec center.

5. ADMINISTRATOR'S REPORT

a) Financial Report for year ended December. 31 2018

Norman Briscoe presented the 2018 Audited Financial Statements Report. A surplus of \$5,223, before amortization, was recognized in 2018.

The 2018 Audited financial statements prepared by JMD Group LLP, Chartered Accountants, are available on the Summer Village website.

MOVED BY Art Renauld to accept the 2018 Audited Financial Statements as presented.

SECONDED BY: Cynthia Martin.

-Carried-

b) Recreation Report for year ended Dec. 31, 2018

During 2018, due to some unavoidable problems, \$ -0- was collected from bottle recycling. Arrangements are being made to have them picked up for recycling as soon as possible. \$70.00 cash donations and fundraising were also collected at the social events. The cost of events held in 2018 was \$265 and was paid for out of the fundraising money. Thank you everyone who dropped off their bottles in the bins provided at the waste bin location. Also, a thank you to Melanie Russel who arranges to have the bottles delivered to the bottle depot.

MOVED BY: Morris Sawchuk to accept the Recreation Report as presented.

SECONDED BY: Carol Neary

-Carried-

c) Update on Recent Events & Activities

The administrator, Norman Briscoe, provided updates and information on the following:

- Village 2018 “Municipal Accountability Program Review”
- Stormwater Management Plan
- Himalayan Balsam Eradication
- Intermunicipal Development Plan (IDP) and Municipal Development Plan (MDP)
- Land Use Bylaw update
- Recreation Services Master Plan
- 2019 ACP Grant Projects

6. **NEW BUSINESS:** There was no new business.

7. **GENERAL QUESTION PERIOD**

Residents requested a list of Landfill sites times and locations that are available for Village residents to use. Administration will provide information on website and email.

8. **ANNOUNCEMENTS**

a) Canada Day Activities

b) Stormwater Management Plan Open House

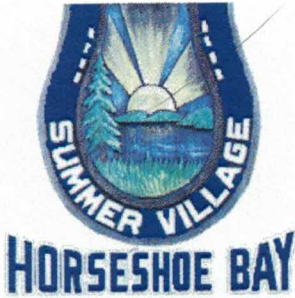
9. ADJOURNMENT

Moved by Mayor Gary Burns to adjourn the meeting at 11:45 a.m.

Mayor

Date

Administrator



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Meeting Date: August 17, 2019

Agenda Item 4.a) Public Hearing – Bylaw 121-2019 Intermunicipal Development Plan

Background/Discussion/Options

First reading of Bylaw 121-2019 was held at the July 6, 2019 Regular Council Meeting.

A motion will be made to move into a public hearing, followed by input and discussion from the public, followed by a motion to go back into the regular meeting.

Prior to the second and third readings of Bylaw 121-2019, section 230 of the MGA requires that a Public Hearing be held to obtain public input on the proposed bylaw. Notice of Public Hearing was advertised by email and direct mail and on the village website.

Recommendation/RFD/Comments

Two bylaws will be presented at the public hearing. If no one has spoken to the proposed bylaws, after the motion to go back into regular meeting, second and third readings will take place.



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Agenda Item Summary Report

Meeting Date: August 17, 2019

Agenda Item 4.b) Public Hearing – Bylaw 122-2019 Municipal Development Plan

Background/Discussion/Options

First reading of Bylaw 122-2019 was held at the July 6, 2019 Regular Council Meeting.

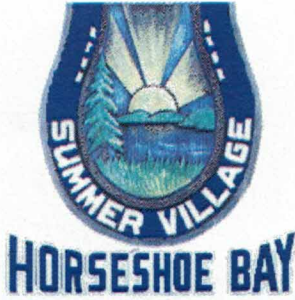
Prior to the second and third readings of Bylaw 122-2019 section 230 of the MGA requires that a Public Hearing be held to obtain public input on the proposed bylaw. Notice of Public Hearing was advertised by email and direct mail and on the village website.

A motion will be made to move into a public hearing, followed by input and discussion from the public, followed by a motion to go back into the regular meeting.

Recommendation/RFD/Comments

Two bylaws will be presented at the public hearing. If no one has spoken to the proposed bylaws, after the motion to go back into regular meeting, second and third readings will take place.

4.b)



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Agenda Item Summary Report

Agenda Item 6.a) Intermunicipal Development Plan Bylaw 121/2019

Meeting Date: August 17, 2019

Background

Bylaw 121/2019 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Adopt an Intermunicipal Development Plan with the County of St. Paul No. 19.

First reading was given to Bylaw 121/2019 at the July 6, 2019 council meeting.

Following the mandatory public hearing (Agenda Item 4.a), **second and third readings** will now be held.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 121/2019 adopting an Intermunicipal Development Plan with the County of St. Paul No. 19, be given second reading.

-Carried-

MOVED BY _____ that Bylaw 121/2019 adopting an Intermunicipal Development Plan with the County of St. Paul No. 19, be given third and final reading.

-Carried-

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Page 2
BY-LAW 121/2019

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

BY-LAW NO. 121/2019

**Being a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to
Adopt an Intermunicipal Development Plan with the County of St. Paul No.19.**

WHEREAS the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

WHEREAS a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 under the direction of the Council of the County of St. Paul No. 19 and Council of the Summer Village of Horseshoe Bay; and

WHEREAS notice of the proposed Bylaw and Public Hearing was given pursuant to section 606(2) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26; and

WHEREAS, a public hearing was held in accordance in section 692(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26; and

WHEREAS, the County of St. Paul has passed a Bylaw to adopt this Intermunicipal Development Plan;

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

1. **THAT** the Summer Village of Horseshoe Bay and the County of St. Paul No. 19 Intermunicipal Development Plan, being Schedule "A" attached hereto, is hereby adopted.

Read a first time in Council this 6th day of July, 2019.

Read a second time in Council this _____ day of _____, 2019.

Read a third time and finally passed in this _____ day of _____, 2019.

Gary Burns, Mayor

Norman Briscoe, CAO

SUMMER VILLAGE OF HORSESHOE BAY
Intermunicipal Development Plan with the County of St. Paul No.19.

Certificate of Designated Office certifying that Bylaw No.121/2019 was advertised in accordance with Section 606 of the Municipal Government Act Revised Statutes of Alberta, 2000 Chapter M-26

I, Norman Briscoe, designated officer of the Summer Village of Horseshoe Bay certifies that Bylaw No.121/2019, established pursuant to the Municipal Government Act under the provisions of Section 631, being a bylaw to establish an Intermunicipal Development Plan with the County of St. Paul No. 19, was advertised in accordance with Section 606 of the Municipal Government Act using one or more methods provided for under the Summer Village of Horseshoe Bay Advertising Bylaw No.116/2018, a bylaw established pursuant to Section 606.1 of the Municipal Government Act Revised Statutes of Alberta, 2000 Chapter M-26.

Norman Briscoe, CAO
Signed August 17, 2019



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 6.b) Municipal Development Plan Bylaw 122/2019

Meeting Date: August 17, 2019

Background

Bylaw 122/2019 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Adopt a Municipal Development Plan with the County of St. Paul No. 19.

First reading was given to Bylaw 122/2019 at the July 6, 2019 council meeting.

Following the mandatory public hearing (Agenda Item 4.a), **second and third readings** will now be held.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 122/2019 adopting a Municipal Development Plan with the County of St. Paul No. 19, be given second reading.

-Carried-

MOVED BY _____ that Bylaw 122/2019 adopting a Municipal Development Plan with the County of St. Paul No. 19, be given third and final reading.

-Carried-

6.b)

SUMMER VILLAGE OF HORSESHOE BAY
PROVINCE OF ALBERTA

BY-LAW NO. 122/2019

Being a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Adopt a Municipal Development Plan for the Summer Village of Horseshoe Bay.

WHEREAS under Section 632(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 ("the Act") all municipalities are required to adopt a Municipal Development Plan; and

WHEREAS a new Municipal Development Plan has been prepared in accordance with section 631(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 under direction of Council; and

WHEREAS, public hearing will be held in accordance with section 692(1) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;

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

1. **THAT** the Summer Village of Horseshoe Bay Municipal Development Plan, being Schedule "A" attached hereto, is hereby adopted.

Read a first time in Council this 6th day of July, 2019.

Read a second time in Council this _____ day of _____, 2019.

Read a third time and finally passed on this _____ day of _____, 2019.

Gary Burns, Mayor

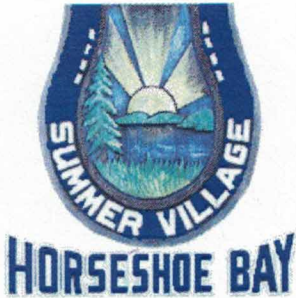
Norman Briscoe, CAO

SUMMER VILLAGE OF HORSESHOE BAY
Municipal Development Plan

Certificate of Designated Officer certifying that Bylaw No.122/2019 was advertised in accordance with Section 606 of the Municipal Government Act Revised Statutes of Alberta, 2000 Chapter M-26

I, Norman Briscoe, designated officer of the Summer Village of Horseshoe Bay certifies that Bylaw No.122/2019, established pursuant to the Municipal Government Act under the provisions of Section 632, being a bylaw to establish a Municipal Development Plan for the Summer Village of Horseshoe Bay, was advertised in accordance with Section 606 of the Municipal Government Act using one or more methods provided for under the Summer Village of Horseshoe Bay Advertising Bylaw No.116/2018, a bylaw established pursuant to Section 606.1 of the Municipal Government Act Revised Statutes of Alberta, 2000 Chapter M-26.

Norman Briscoe, CAO
Signed August 17, 2019



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Agenda Item Summary Report

Agenda Item 6.c) Bylaw Enforcement Bylaw 123/2019

Meeting Date: August 17, 2019

Background

This item was identified as a legislative gap during the MAP Review on August 10, 2018. Their recommendation is: **Council must by bylaw specify powers and duties, establish disciplinary procedures for misuse of power including penalties, and establish an appeal process.**

Bylaw 123/2019 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Establish a Bylaw Enforcement Officer Bylaw.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 123/2019 establishing a Bylaw Enforcement Officer Bylaw for the Summer Village, be given first reading.

-Carried-

MOVED BY _____ that Bylaw 123/2019 be given second reading.

-Carried-

MOVED BY _____ that Bylaw 123/2019 establishing a Bylaw Enforcement Officer Bylaw for the Summer Village, be presented at this meeting for third and final reading.

-Carried Unanimously-

MOVED BY _____ that Bylaw 123/2019 be given third and final reading.

-Carried-

6.c)

SUMMER VILLAGE OF HORSESHOE BAY
PROVINCE OF ALBERTA

Bylaw 123/2019

A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta, to establish Bylaw Enforcement Officer positions and to specify the powers, duties and responsibilities of Bylaw Enforcement Officers.

WHEREAS, under the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, the Council of the Summer Village of Horseshoe Bay, may by bylaw, establish Bylaw Enforcement Officer positions and must specify the powers and duties of Bylaw Enforcement Officers and must establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Bylaw Enforcement Officers.

Now therefore, the council for the Summer Village of Horseshoe Bay, in the province of Alberta, duly assembled enacts as follows:

1. **SHORT TITLE:**

This Bylaw may be cited as the "**BYLAW ENFORCEMENT OFFICER BYLAW**".

2. **DEFINITIONS:**

- a) "**M.G.A.**" means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) "**Bylaw**" means the Bylaws of the Summer Village of Horseshoe Bay, duly enacted pursuant to the *M.G.A.* and or any other Statutes of the Province of Alberta.
- c) "**Bylaw Enforcement Officer**" means an employee or contractor of the Summer Village appointed as such and who, in the execution of their duties, is responsible for the preservation of the public peace. Where a reference is required, a Bylaw Enforcement Officer may also be called an interim Bylaw Enforcement Officer, Municipal Enforcement Officer, Protective Services Officer.
- d) "**CAO**" means the Chief Administrative Officer of the Summer Village, a person duly appointed pursuant to the *M.G.A.* and the Summer Village's Chief Administrative Officer Bylaw.
- e) "**Council**" means the duly elected Council of the Summer Village of Horseshoe Bay.
- f) "**Conditional Bylaw Enforcement Officer**" means an employee or contractor of the Summer Village of Horseshoe Bay appointed as such and who, in the execution of their duties, is only responsible for the enforcement of those bylaws or sections of bylaws as specified in the Appointment, under such conditions as specified in the Appointment, and limited to the powers and duties as specified in the Appointment.
- g) "**Proper authorization**" means written authorization obtained from the Chief Administrative Officer.
- h) "**Summer Village**" means the Summer Village of Horseshoe Bay, an incorporated municipality in the Province of Alberta.

3. **APPOINTMENT:**

- a) The CAO may establish one or more Bylaw Enforcement Officer positions as approved by Council.
- b) The CAO may appoint, promote or dismiss individuals to the position of Bylaw Enforcement Officer or conditional Bylaw Enforcement Officer for the purpose of enforcing the Summer Village Bylaws or enforcement of Provincial Statutes and Acts.
- c) If the Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer is absent, off-duty or is out of the office the CAO may assume any of the duties and powers of a Bylaw Enforcement Officer or appoint an interim Bylaw Enforcement Officer for the purpose of enforcing the Summer Village Bylaws.
- d) A Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer shall take the official Oath of Office before commencing their duties.
- e) If a Bylaw Enforcement Officer is not appointed by CAO, all the powers, duties and responsibilities of the Bylaw Enforcement Officer will default to the CAO. The CAO must take the official oath.
- f) If the CAO assumes the duties of Bylaw Enforcement Officer, any disciplinary action as described in item 6 of this Bylaw, shall be carried out by the Summer Village council.

4. **BYLAW ENFORCEMENT DUTIES:**

- a) Enforce Summer Village Bylaws.
- b) Respond to and investigate complaints.
- c) Give written order to remedy contravention of Summer Village Bylaws.
- d) Order for compliance
- e) Issue notices, tickets or tags for fines and penalties.
- f) Ensure proper filing of information and documentation of circumstances.
- g) Perform other duties as assigned by the CAO.

5. **COMPLAINTS AND APPEAL PROCESS:**

The process for handling complaints and appeals arising from matters respecting the conduct or performance of a Bylaw Enforcement Officer is established by Council.

6. **DISCIPLINARY ACTION:**

Normally, disciplinary action is carried out by the CAO. However, if the CAO is responsible for bylaw enforcement matters, disciplinary action would be carried out by council.

A Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer may be liable to disciplinary action if the offence includes:

a) **DISCREDITABLE CONDUCT, AN OFFICER WHO:**

- I. Acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of the Summer Village.
- II. Willfully or negligently makes a false statement or lays a false complaint or statement against any person, or another Bylaw Enforcement Officer.
- III. Withholds or suppresses a complaint or report against any person, another Bylaw Enforcement Officer or Peace Officer.
- IV. Is guilty of an indictable offence under a federal Statute or an offence punishable upon summary conviction under the Criminal Code of Canada.
- V. Connives or is knowingly an accessory to a general default described in this Bylaw.

b) **INSUBORDINATION, AN OFFICER WHO:**

- I. By work or action, and without lawful excuse, disobeys, omits, or neglects to carry out any lawful order.
- II. By word or action is unwilling to submit to the authority of the CAO.

c) **NEGLECT OF DUTY, AN OFFICER WHO:**

- I. Without lawful excuse, neglects or omits promptly and diligently to perform a duty as a Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer.
- II. Fails to work in accordance with orders, or leaves an area, detail or other place of duty without due permission or sufficient cause.
- III. Fails to report a matter that is the Officer's duty to report.

d) **DECEIT, AN OFFICER WHO:**

- I. Knowingly makes or signs a false statement in an official document or book.
- II. Willingly or negligently makes a false, misleading or inaccurate statement pertaining to official duties.
- III. Without lawful excuse destroys, mutilates, or conceals an official document or record, or alters or erases any entry therein.

e) **BREACH OF CONFIDENCE, AN OFFICER WHO:**

- I. Divulges any matter, which it is the duty of the Officer to keep confidential.
- II. Without proper authorization or in contravention of any rules of the Summer Village of Horseshoe Bay, communicates to the media or to any authorized person any law enforcement matter, which could be injurious to any person or investigation.

- III. Without proper authorization shows to any person not a Bylaw Enforcement Officer, or any person not a Peace Officer or any unauthorized Officer, any book or written or printed document or report relating to any law enforcement matter that is the property of or in the custody of the employer of the Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer.

f) CORRUPT PRACTICE, AN OFFICER WHO:

- I. Fails to account for or make a prompt, true return of money or property received in an official capacity.
- II. Directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the CAO or council.
- III. Places himself under a pecuniary or obligation to a person of respect, whose conduct or business operation or employment the Officer may likely have to report or give evidence.
- IV. Improperly uses the position of a Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer for private advantage.

g) UNLAWFUL OR UNNECESSARY EXERCISE OF AUTHORITY, AN OFFICER WHO:

- I. Is unnecessarily discourteous or uncivil to a member of the public. Uses excessive force in the execution of Officer's duties without just cause as a Bylaw Enforcement Officer.
- II. Uses excessive authority of the Officer's position with co-workers.

h) USE OF INTOXICATING LIQUOR OR DRUGS IN A MANNER PREJUDICIAL TO DUTY, AN OFFICER WHO:

- I. While on duty is unfit for duty due to the personal use of liquor, drugs or intoxicants.
- II. Reports for duty and is unfit for duty due to personal use of liquor, drugs or intoxicants prior to reporting for duty.
- III. Personally uses, consumes or receives from other persons liquor, drugs or intoxicants while on duty, including recreational cannabis, excluding medical use cannabis which has been pre-approved by the CAO.

i) ANY BYLAW ENFORCEMENT OFFICER OR CONDITIONAL BYLAW ENFORCEMENT OFFICER WHO CONTRAVENES, DISOBEYS, REFUSES OR NEGLECTS TO OBEY ANY OF THE PROVISIONS OF THE BYLAW BY DOING AN ACT WHICH IS PROHIBITED FROM DOING HEREIN OR FAILING TO DO ANY ACT OR THING THE OFFICER IS REQUIRED TO DO HEREIN SHALL BE SUBJECT TO:

- I. An inquiry by the CAO and upon conclusion of the inquiry, the CAO shall provide the outcome of the inquiry in writing and may with reason.
- II. Dismiss the claim.
- III. Issue a written reprimand.

- IV. Suspend the Officer from acting as a Bylaw Enforcement Officer or Conditional Bylaw Enforcement Officer for the Summer Village, for a period not exceeding thirty (30) calendar days.
- V. Terminate the Appointment of the Officer.

7. **COMMENCEMENT:**

This Bylaw shall come into full force and effect upon passing third and final reading and signed by the Mayor and CAO.

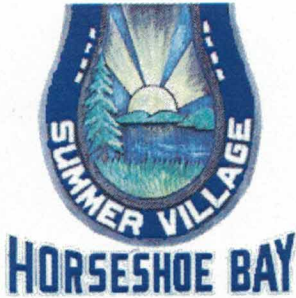
Read a first time this 17th day of August, 2019.

Read a second time this 17th day of August, 2019.

Read a third time and passed this 17th day of August, 2019.

Gary Burns, Mayor

Norman Briscoe, CAO



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 6.d) Meeting Procedures Bylaw 124/2019

Meeting Date: August 17, 2019

Background

This item was identified as a legislative gap during the MAP Review on August 10, 2018. The summer village bylaw 95/2010 to regulate meeting procedures, is in contravention of section 191(2) of the MGA. **The bylaw should state that an amendment or repeal of a bylaw must be made in the same way as the original bylaw.** A bylaw may NOT be modified by a council resolution, as stated in bylaw 95/2010.

There are also 3 new sections added to the bylaw: Public Hearings, Electronic Meetings and Closed Sessions (previously In-camera).

Bylaw 124/2019, replacing bylaw 95/2010 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Regulate Meeting Procedures.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 124/2019 to Regulate Meeting Procedures for the Summer Village, be given first reading.

-Carried-

MOVED BY _____ that Bylaw 124/2019 be given second reading.

-Carried-

MOVED BY _____ that Bylaw 124/2019 to Regulate Meeting Procedures for the Summer Village, be presented at this meeting for third and final reading.

-Carried Unanimously-

MOVED BY _____ that Bylaw 124/2019 be given third and final reading.

-Carried-

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

BY-LAW NO. 124/2019

A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Regulate Meeting Procedures.

WHEREAS, pursuant to provisions of the *Municipal Government Act*, RSA 2000, M-26 and amendments thereto, it is deemed desirable to establish rules and provisions to regulate the conduct of business in meetings of the Council and Committees of Council, to control and maintain order in meetings for the enactment of municipal legislation and to provide for dealing with petitions, correspondence and other submission to the Council and the Committees thereof;

NOW THEREFORE, the council of the Summer Village of Horseshoe Bay, in the Province of Alberta, duly assembled hereby enacts:

1. Title

This bylaw may be cited as the **Meeting Procedure Bylaw**

2. Definitions

Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the Municipal Government Act. In this Bylaw:

- 2.1 “**Act**” means the Municipal Government Act of Alberta, as amended from time to time;
- 2.2 “**Administrator**” is the designated Chief Administrative Officer as defined in the Act;
- 2.3 “**Agenda**” is the list of items and orders of business for any meeting;
- 2.4 “**Bylaw**” is a Bylaw of the Summer Village of Horseshoe Bay;
- 2.5 “**CAO**” means the Chief Administrative Officer of the Summer Village duly appointed pursuant to the M.G.A. and the Summer Village’s Chief Administrative Officer Bylaw.
- 2.6 “**Chairman**” is the person presiding at meetings;
- 2.7 “**Closed Meeting**” means the portion of the meeting at which only members of Council and other persons designated by Council may attend.
- 2.8 “**Council**” are the Councillors of the Summer Village of Horseshoe Bay elected pursuant to the Act;
- 2.9 “**Deputy Mayor**” is the Councillor appointed by Council to perform all the duties of the Mayor in the absence or incapacity of the Mayor;
- 2.10 “**Electronic Communications**” shall mean that members of Council may attend a Council or committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer or other electronic devices.
- 2.11 “**Mayor**” is the Chief Elected Official as defined in the Act;

- 2.12 “**Member**” is a member of Council, or Committee thereof;
- 2.13 “**New Business/Notice of Motion**” is that period set aside prior to adjournment when specific question and/or concerns may be raised by members;
- 2.14 “**Point of Information**” is a request directed to the Chair, to another member or to staff for information relevant to the business at hand but not related to a point of procedure;
- 2.15 “**Point of Order**” is the raising of a question by a member to call attention to any departure from this Bylaw;
- 2.16 “**Point of Procedures**” is a question directed at the Chair to obtain information on a matter of parliamentary law or the rules of the Summer Village bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion;
- 2.17 “**Public Hearing**” is a meeting of Council convened to hear matters pursuant to a public hearing as required by the Act or other enactments or any other matter at the direct of Council and may be separate from the Regular Meeting of Council;
- 2.18 “**Question of Privilege**” refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;
- 2.19 “**Quorum**” is a majority of those members elected and serving on Council;
- 2.20 “**Recorded Vote**” is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;
- 2.21 “**Summer Village**” is the Summer Village of Horseshoe Bay.

3. Application and Interpretation

- 3.1 This Bylaw will govern the procedures of Council and Committees thereof.
- 3.2 To the extent that a matter is not dealt with in the *Act* or this Bylaw, Council will have regard to Robert’s Rules of Order.
- 3.3 The precedent of the rules governing the procedure of Council is:
 - a) The *Act*;
 - b) Other provincial legislation;
 - c) This Bylaw; and
 - d) Robert’s Rules of Order

4. Meetings

4.1 Regular Meetings

- a) The date and time of the next Regular Meeting of Council may be set at the adjournment of a Council meeting at which all the councillors are present. Regular meetings do not have to be advertised unless changed. Changes to regularly scheduled Council meetings may take place in accordance with the provisions of the Act.

4.2 Special Meetings

- a) Special Council meetings may be called in accordance with Section 194 of the *Municipal Government Act*.
- b) Written notice of a special meeting stating the time and place at which it is to be held and stating in general terms the nature of the business to be transacted thereat, shall be provided to the members at least 24 hours in advance of the meeting.
- c) The Mayor may call a special meeting of Council upon such shorter notice, either oral or written, and without notice to the public, as he considers sufficient, however, no such special meeting may be held until at least two-thirds (2/3) of the members of Council give their consent in writing to the holding of the meeting.
- d) Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor or within fourteen (14) days of the date on which the request was made pursuant to the Act.
- e) No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.

4.3 Organizational Meeting

- a) Pursuant to Section 192 of the *Municipal Government Act*, an Organizational Meeting of Council shall be held annually, no later than August 31 of each year.
- b) The Administrator shall fix the time, date, and place of the Organizational Meeting.
- c) The Administrator shall:
 - i) take the Chair;
 - ii) call the meeting to order;
 - iii) preside over the nominations and election of Mayor and Deputy Mayor and the administering of the oath of office, as prescribed by the *Oaths of Office Act*.

- d) The Mayor shall receive all further nominations.
 - i) Seconders to nominations are not required.
 - ii) Nominations must be called for three times and nominations may be closed after the third call or by a "carried" motion that nominations cease.
 - iii) If only one nomination is received for any position, the Mayor will declare the nominee elected by acclamation.
 - iv) If an election is required for any position, the Administrator must conduct the election. Voting will be by secret ballot and each voting member must be given a ballot for this purpose.
- e) The Mayor shall only be a member of Council committees, or other bodies to which the Council has a right to appoint members under the Act, if specifically appointed by Council.

5. Quorum

- 5.1 As soon as there is a quorum of members after the hour fixed for the meeting, the Chair will call the meeting to order;
- 5.2 Unless a quorum is present within 30 minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chair, stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Administrator, or his designate, will record the names of the members present at the end of the 30 minute time limit and such record will be appended to the next Agenda. The only action that can legally be taken in the absence of quorum is to fix the time in which to adjourn (if more than 30 minutes is being allowed), adjourn, recess or to take measure to obtain a quorum.
- 5.3 In the event that quorum is lost after the meeting is called to order, the meeting will be suspended until quorum is obtained. If quorum is not obtained within 30 minutes, the meeting will stand adjourned.

6. Agendas

- 6.1 The Agenda and information package shall be prepared and distributed to council members at least **48** hours in advance by the Administrator; and shall be reviewed with the Mayor or his designate prior to the meeting. Items for the agenda shall be submitted at least 48 hours before the scheduled meeting time.
- 6.2 The Administrator shall have prepared for the use of members, an Agenda listing the following Order of Business:
 - 1) Call to Order
 - 2) Acceptance of Agenda
 - 3) Adoption of Previous Minutes
 - 4) Public Hearings
 - 5) Delegations
 - 6) Bylaws

- 7) Business
- 8) Councillor Reports
- 9) CAO Report and Action List
- 10) Financial Reports
- 11) Correspondence
- 12) Confidential
- 13) Adjournment

6.3 The addition of items to the prepared Agenda will require approval of the majority of members at the meeting.

6.4 The CAO shall ensure that all information required and any recommendations provided for a decision of council, be attached to the agenda.

7. Chairman

7.1 The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member from any ruling of the Chair.

8. Member Debating

8.1 Order of Speakers

- a) Members wishing to speak on a matter at the meeting should indicate their intention by raising their hand and being recognized by the Chair and, at the discretion of the Chair, normally should not speak more than once until every member has had the opportunity to speak except:
 - i) In the explanation part of the speech which may have been misunderstood; or
 - ii) In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
- b) Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a member, but each such question requires the consent of the Chair.
- c) All questions or debate will be directed through the Chair.
- d) Administration may at the pleasure of the Chair speak or question the issue being debated.

8.2 Interruptions

- a) Members who have been assigned their turn to speak may only be interrupted by other members including the Chair:
 - i) When a member is discussing a subject and no motion is on the floor;
 - ii) By a Point of Procedure;

- iii) By a Point of Order;
- iv) By a Question of Privilege; or
- v) By an objection to the consideration of a motion.

9. Prohibitions

- 9.1 A member shall not:
- a) Use profane, vulgar or offensive language in a meeting.
 - b) Disobey the rules of the meeting or decision of the Chair or of members on question of order or practice, or upon interpretation of the rules of the meeting.
 - c) Leave their seat or make any noise or disturbances while a vote is being taken and the result is declared.
 - d) Leave their seat or make any noise or disturbances while a delegation is present unless excused by the Chair.
 - e) Enter the meeting room and take their seat while a vote is being taken;
 - f) Interrupt a member while speaking, except as provided for under 8.2 a) of this bylaw.
 - g) Pass between a member who is speaking and the Chair.
- 9.2 A member who persists in a breach of the foregoing section, after having been called to order by the Chairman, may at the discretion of the Chair, be ordered to leave their seat for the duration of the meeting.
- 9.3 At the discretion of the Chair, the member may resume their seat following an apology.
- 9.4 A member who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.

10. Questions of Privilege

- 10.1 A member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members thereof, will be permitted to raise such Question of Privilege.
- 10.2 A Question of Privilege will take precedence over all other matters and while the Chair is ruling on the Question of Privilege, no one will be considered to be in possession of the floor.
- 10.3 Following the ruling of the Chair on the Question of Privilege and the dealing with same, the Chair will go immediately back to the pending question or debate.

11. Points of Order

- 11.1 A member who desires to call attention to a possible violation of the meeting rules and procedures will ask leave of the Chair to raise a Point of Order.
- 11.2 When leave is granted by the Chair, the member will state the Point of Order with a concise explanation and will abide by the decision of the Chair upon the Point of Order.

- 11.3 A member called to order by the Chair will immediately vacate the floor until the Point of Order is dealt with and will not speak again without the permission of the Chair except to appeal the ruling of the Chair.
- 11.4 The member in possession of the floor when the Point of Order was raised will have the right to the floor when debate resumes.

12. Motion

- 12.1 When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairman grants permission; however, if any objection is made, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 12.2 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
- 12.3 The mover of the motion must be present when the vote on the motion is taken.
- 12.4 When a matter is under debate, no motion shall be received other than a motion to:
 - a) fix the time for adjournment,
 - b) adjourn,
 - c) withdraw motion,
 - d) table,
 - e) call the question (that the vote must now be taken),
 - f) postpone to a certain time or date (only debatable for time and date),
 - g) refer,
 - h) amend,
 - i) postpone indefinitely,which order shall be the order of precedence.
- 12.5 A motion relating to a matter not within the jurisdiction of the Summer Village shall not be in order.
- 12.6 A motion to table may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a motion to "raise from the table".
- 12.7 A motion to refer shall require direction as to the person or group to which it is being referred and is debatable.
- 12.8 A motion to postpone indefinitely must include a reason for postponement and is debatable.
- 12.9 Amendment
 - a) Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion.

- b) The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote; unless a further amendment is proposed.
- c) Nothing in this section shall prevent other proposed amendments being read for the information of the members.

12.10 Reconsideration

- a) A motion that has been approved for reconsideration and passes, automatically suspends the previous motion.

12.11 Rescinding Motions

- a) A motion to rescind a previous motion may be accepted by the Chair under special circumstances and if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
- b) A motion to rescind must be recorded in the minutes.

12.12 No motion shall require a seconder.

13. Voting

13.1 Question

- a) When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.
- b) When a Chairman having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.

13.2 Conflict

- a) A member who has a pecuniary interest in a matter shall follow the procedures set out in the Act respecting conflicts.
- b) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under the Act, the councillor as a taxpayer, an elector or an owner has the right to be heard by the council,
 - i) It is not necessary for the councillor to leave the room, and,
 - ii) The councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

13.3 Requirement to Vote

- a) A member attending a meeting must vote on a matter put to a vote at the meeting unless the member is required or permitted to abstain from voting under the Act, another enactment or this Procedure Bylaw.

- b) The Council or committee, as the case may be, must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

13.4 Tie Vote

- a) A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

13.5 Recorded Vote

- a) When a member requests a recorded vote, all members present, unless excused by resolution or prohibited by statute, shall vote by the raising of hands as the Chairman calls for those in favour and against. The Administrator shall record in the minutes the names of all members voting for or against the motion and the Chairman shall announce the results of the vote.
- b) A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken by the Administrator.

14. Public Hearings

Section 230 of the *Municipal Government Act*, outlines the public hearing process. A public hearing must be held before second reading of a bylaw or before council votes on the resolution, during a regular or special council meeting and advertised as per section 606. During a regular or special council meeting a motion to move into a public hearing will be held, followed by input and discussion from the public on the issue being presented. A public hearing shall not be more than 30 minutes, followed by a motion to go back into the regular meeting.

At a public hearing the public will be allowed to make representations to Council. All persons present who believe that their interest in a property is affected by the proposed bylaw shall be given a reasonable opportunity to be heard or to present written submissions respecting matters contained in the proposed bylaw.

If a person indicates their presence to speak to the proposed bylaw or resolution, then the following procedures will apply:

- (a) the Administration will introduce the proposed bylaw or resolution;
- (b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed;
- (c) persons addressing council should:
 - i) state their name and address
 - ii) indicate if they are speaking on behalf of, a client, company, a group of citizens.
- (d) after a person has spoken, any councillor may ask that speaker relevant questions;
- (e) any councillor may ask the CAO through the chair relevant questions after all persons who wish to speak have been heard;
- (f) council must allow an opportunity to all persons to respond to any new information that has arisen;
- (g) council must vote to close the statutory hearing;

- (h) if Council wishes to make amendments to the proposed bylaw or resolution, Council will;
 - (i) direct the CAO to amend the bylaw or resolution;
 - (ii) give second reading to the bylaw with amendments; or
 - (iii) move the resolution and amend;

If no one is present to speak to a proposed bylaw or resolution which a statutory hearing, Council may hear an introduction of the matter from the Administration, ask relevant questions, and then must vote to close the statutory hearing.

Any person who wishes to present a written submission to Council may do so. All those submissions will be retained by the Secretary and copies of the submission will be available upon request after the hearing.

After the close of the statutory hearing, Council may debate the proposed bylaw or resolution and may;

- a) pass the bylaw or resolution; or
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or
- c) defeat the bylaw or resolution

15. Delegations

- 15.1 People who wish to appear before Council, individually and as a group, will make written submission to the Administrator or designate at least five working days prior to the meeting unless the Administrator approves a lesser time in circumstances believed to warrant the lesser time.
- 15.2 The written submission will indicate the topic and purpose for requesting to appear before Council.
- 15.3 Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group.
- 15.4 Presentations will be directed to the Chair and be limited to ten (10) minutes with an additional ten (10) minutes for questions for clarification by members and administration. The Chair may extend the presentation and question time limits as necessary.
- 15.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
- 15.6 Debate concerning matters raised by a delegation will take place at the discretion of the members.
- 15.7 The members, by majority vote, may authorize members of the public or delegations to speak to the meeting at any time.

16. Bylaws

- 16.1 Where a Bylaw is presented to a meeting for enactment, the Administrator shall cause the number and short title of the Bylaw to appear on the agenda.
- 16.2 When a Bylaw is not subject to a Statutory Public Hearing:
- a) the members shall vote on the motion for first reading of Bylaw without amendment or debate;
 - b) a member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;
 - c) a Bylaw shall be introduced for second reading by a motion that it be read a second time;
 - d) after a motion for second reading of the Bylaw has been presented, members may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
 - e) any proposed amendments shall be put to a vote if required and if carried, shall be considered as having been incorporated in the Bylaw at second reading;
 - f) when all amendments have been accepted or rejected, a motion for second reading of the Bylaw shall be placed.
- 16.3 When a Bylaw is subject to a Statutory Public hearing, a Public Hearing date and time must be established following first reading.
- 16.4 Three Readings
- b) A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings;
 - b) A Bylaw shall be passed when a majority of the members present vote in favour of third reading, provided that any applicable Provincial Statute does not require a greater majority.
- 16.5 When a Bylaw has been given three readings, it is considered an Enactment of the Summer Village and is effective immediately, unless the Bylaw or an applicable Provincial Statute provides otherwise.
- 16.6 After passage, a Bylaw shall be signed by the Mayor or his designate and by the Administrator and shall be impressed with the corporate seal of the Summer Village.

17. Electronic Meetings

- 17.1 Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of personal computer; or other electronic devices.
- 17.2 A Council member may attend regular or special meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- 17.3 A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting area are able to communicate effectively,
- 17.4 A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 17.5 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 17.6 When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote after all other Council members present at the meeting have cast their votes by a show of hands.
- 17.7 When a Council member attends a "Closed Meeting" session, they will be required to confirm that they have attended the Closed Meeting session alone in keeping with the definition in this bylaw of Closed Meeting by providing a statutory declaration or affidavit sworn or declared before the Municipal Clerk or Commissioner for Oaths prior to the next regular Council meeting.

18. Closed Meetings of Council

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP)* (s. 16 to 29). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public.

- 18.1 When a meeting is closed to the public, all members of Council, guests invited by council and most times, the chief administrative officer may attend. Minutes of the meeting must show the names of additional people attending and the reason each attended.
- 18.2 The council meeting minutes should reflect that motion was made to move into a closed session and then another to return to the open meeting. Closed session discussion should not be recorded in the minutes.
- 18.3 The passing of a resolution or bylaw during a closed session is prohibited under section 197(3) of the MGA, with the exception of the motion to revert to the public meeting.

- 18.4 Council members, the CAO and any others included in the closed session are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

19. Adjournment

- 19.1 A motion to adjourn is in order at any time unless:
- a) a member is in possession of the floor; or
 - b) a vote is in progress.
- 19.2 Any member may move that a meeting recess for a specified period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.
- 19.3 A motion to recess may be amended only as to length of time, but neither the motion nor the amendments are debatable or amendable.
- 19.4 A motion to adjourn is not debatable or amendable.
- 19.5 Council, or a committee of Council, will take up a motion pending at the time of adjournment under unfinished business at the next meeting.
- 19.6 The Chair may adjourn a meeting without a motion to adjourn.

Bylaw 95/2010 passed on December 11, 2010, is hereby rescinded.

This By-Law shall come into effect on the date of the third and final reading.

Read a first time in Council this 17th day of August, 2019.

Read a second time in Council this 17th day of August, 2019.

Read a third time in Council this 17th day of August, 2019.

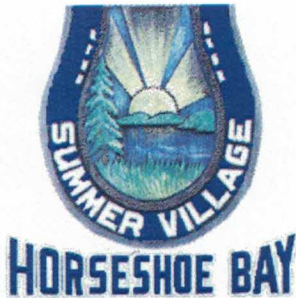
Gary Burns, Mayor

Norman Briscoe, CAO

**SUMMER VILLAGE OF HORSESHOE BAY
MEETING PROCEDURE BYLAW 124/2019**

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Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 6.e) Rates and Fees Bylaw 125/2019

Meeting Date: August 17, 2019

Background

This item was identified as a legislative gap during the MAP Review on August 10, 2018. The summer village bylaw 85/2008 sets a schedule of fees and rates for the Summer Village. The bylaw states "the rates specified attached to this bylaw may be amended from time to time, as council desires". **This is in contravention of section 191(2) of the MGA, which states that an amendment or repeal of a bylaw must be made in the same way as the original bylaw.** Schedules to bylaw 85/2008 form part of the bylaw and can only be changed through the passing of another bylaw that amends or replaces the original bylaw and its schedules.

Bylaw 125/2019, replacing bylaw 85/2008 is a Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta to Establish Rates and Fees charged for various services.

Recommendation/RFD/Comments

MOVED BY _____ that Bylaw 125/2019 to establish Rates and Fees for the Summer Village, be given first reading.

-Carried-

MOVED BY _____ that Bylaw 124/2019 be given second reading.

-Carried-

MOVED BY _____ that Bylaw 125/2019 to establish Rates and Fees for the Summer Village, be presented at this meeting for third and final reading.

-Carried Unanimously-

MOVED BY _____ that Bylaw 125/2019 be given third and final reading.

-Carried-

b.e)

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

BY-LAW NO. 125/2019

A Bylaw of the Summer Village of Horseshoe Bay in the Province of Alberta, to Establish the Fees to be Charged to Provide Development Permits, Subdivision and Development Appeal Fees, Information Regarding Taxes, Assessment and Development, and General Office Services.

WHEREAS, Section 6 of the *Municipal Government Act*, M-26, RSA 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided,

AND WHEREAS, Section 481 (1) of the *Municipal Government Act*, M-26, RSA 2000 and amendments thereto and amendments thereto authorizes a Municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board,

AND WHEREAS, Section 630.1 of the *Municipal Government Act*, M-26, RSA 2000 and amendments thereto authorizes a Municipality to establish fees for planning functions,

AND WHEREAS, paragraph 61 (2) of the *Municipal Government Act*, M-26, RSA 2000 and amendments thereto authorizes a Municipality to charge fees, tolls and charges for the use of its property,

AND WHEREAS, Section 8 of the *Municipal Government Act*, M-26, RSA 2000 and amendments thereto authorizes a Municipality, by Bylaw, to establish fees for licenses, permits and approvals,

NOW THEREFORE, pursuant to the *Municipal Government Act*, Chapter M-26, RSA 2000, the Council of the Summer Village of Horseshoe Bay, duly assembled, enacts as follows:

THIS BYLAW may be cited as the Summer Village of Horseshoe Bay "**Rates and Fees Bylaw**".

1. That the rates specified in the Schedules attached be charged for the goods and services specified.
2. That the rates specified in Schedule A attached to this Bylaw may be modified or changed through the passing of another bylaw that amends or replaces this bylaw and it's schedules.
3. That this Bylaw shall come into full force and effect upon the final passing thereof.
4. Upon final passing of this By-Law, By-Law 85/2008 shall be Repealed.

Rates and Fees By-Law 125/2019

Read a first time in Council this 17 day of August, 2019.

Read a second time in Council this 17 day of August, 2019.

Read a third time in Council this 17 day of August, 2019.

Original signed by
Gary Burns, Mayor

Original signed by

Original signed by
Norman Briscoe, CAO

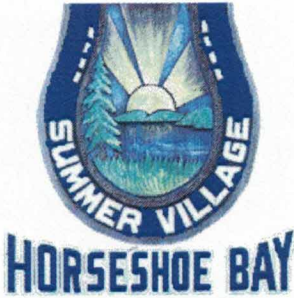
SCHEDULE A RATES AND FEES SCHEDULE

1.	<u>Administration Fees</u>	
	NSF or returned cheques	Actual Cost
	Photocopying – single side	\$ 0.25 per sheet
	- Double side	\$ 0.50 per sheet
	Accounts Receivable (excluding taxes receivable)	
	Penalty on unpaid balance on accounts over 30 days	1.5%
2.	<u>Assessment and Taxation</u>	
	Tax Certificate	\$ 25.00
	Tax Recovery Registration	\$ 25.00, plus Registration fees
	Assessment Information	\$ 15.00
	Assessment Appeal Fee	\$ 50.00
3.	<u>Access to Information (FOIP)</u>	
	Personal Information (See Note (i) below)	n/c
	Access to information request (See Note (ii) below)	as per Freedom of Information & Protection of Privacy Regulations
	Access to Information Bylaw Appeal Fee	\$ 25.00
	Third Party Information	Actual Cost
4.	<u>Development Permit Fees</u>	
	Development Permit application involving a Development which meets all requirements of the Land Use Bylaw	\$ 50.00
	Development Permit application requesting A variance from the Current Land Use Bylaw	\$ 100.00
	Development Permit application for the placement of an RV on a lot for more than twenty-one (21) consecutive days. Permits will not be issued for more than one (1) RV per developed lot or two (2) RV's per vacant lot	\$ 50.00
	Certificate of Compliance	\$ 125.00
	Subdivision and Development Board Appeal Fee	\$ 200.00
5.	<u>Planning and Development Documents</u>	
	Land Use Bylaw – Document	\$ 25.00
	Application for Amendment of Land Use Bylaw	\$ 150.00
	Municipal Development Plan – Document	\$ 25.00
	Intermunicipal Development Plan with County of St. Paul	\$ 25.00
	Intermunicipal Collaboration Framework	\$ 25.00
	Area Structure Plan	\$ 5.00

6. <u>Recreation Center Rental</u>	
Hall Rental Fee – residents	\$ 100.00 per day
- non-residents	\$ 200.00 per day
Damage Deposit – residents	\$ 250.00
- non-residents	\$ 500.00

NOTES:

- (i) There shall be no charge for the receipt of personal information except where the materials exceed \$10.00. The fee then charged shall be for the cost of providing the materials as set out above.
- (ii) Requests received pursuant to the Access for Information By-law will be charged a minimum of \$25.00. This cost includes a maximum of \$10.00 for materials and 1 hour labour. Any cost in excess of these stipulated will be calculated and charged prior to the release of the information at a rate of \$25.00 for labour and as listed above for materials.
- (iii) Information in media other than that listed will be made available at a reasonable cost based on actual costs incurred by the Summer Village.



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 7.a) TWP 594 Access to Lake

Meeting Date: August 17, 2019

Background

Several local companies/individuals were contacted to "clean-up" the access to the lake at the end of TWP 594. None of them had the equipment needed to tackle the job.

TLC Landscape Company, who have done work for us before, has the proper equipment to do the work we want to provide better access to the lake from TWP 594. They have said they will do the work for approximately \$3,000 to \$4,000.

Recommendation/RFD/Comments

Request for Decision

Recommend that TLC be hired to "clean-up" the area at the end of TWP 594, to provide better access to Vincent Lake for Village residents.

MOVED BY _____ that TLC ^{??} be hired to do the work required to improve access to Vincent Lake from Township Road 594, *to maximum*

-Carried-



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Agenda Item Summary Report

Agenda Item 7.b) Land Use Bylaw (LUB)

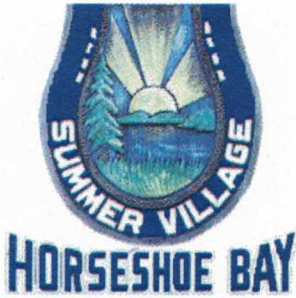
Meeting Date: August 17, 2019

Background

A draft Land Use Bylaw was received from ISL in March/19 and was reviewed by council in detail, after the April 8/19 council meeting. The draft LUB was rejected by council as being too long and contains information which does not apply to the Summer Village. Since then administration has been working on making the changes recommended by council.

Recommendation/RFD/Comments

Administration is still working on the draft of the new Land Use Bylaw and will give Council a verbal update on the progress to date. Some guidance is needed from council on certain items.



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Agenda Item Summary Report

Agenda Item 8.a) Temporary Seasonal Docks

Meeting Date: August 17, 2019

Background

Effective June 2019, a Temporary Field Authorization (TFA) will be required for placing a mooring structure for personal recreational use in the bed and shore (water), of all lakes for longer than 14 days.

Mooring structures include:

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

TFA's are also required for any activity in the water including vegetation renewal.

Recommendation/RFD/Comments

Administration plan to inform village residents prior to next spring/summer, by email and in the newsletter, and to provide the necessary application forms.

MOVED BY _____ that council accept the report as information and authorize administration to do what is necessary to inform Summer Village residents.

-Carried-

Temporary Field Authorizations (TFA)

Temporary Seasonal Docks for Personal Recreational Use

Seasonal mooring structures

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

Mooring structures include:

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

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

Obtaining authorizations

For a temporary, seasonal dock for personal recreational use

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

- Application for Temporary Field Authorization: Personal Use Recreational Docks

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

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

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

Exceptions to seasonal mooring structures

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

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

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

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

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

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

Permanent Structures

On Crown Owned Bed and Shore

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

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

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

Permanent structures placed on a lakebed can:

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

Related Information

Further information can be found:

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



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Agenda Item Summary Report

Agenda Item 8.b) GST on Intermunicipal Cost Sharing Agreements

Meeting Date: August 17, 2019

Background

The Town of Peace River recently underwent a routine GST audit, which resulted in the Town being reassessed for GST on cost sharing agreements with other municipalities. The CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

With the new mandatory Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP), this could affect some of the Summer Village agreements with the County of St. Paul.

Recommendation/RFD/Comments

Administration will work with the County to identify any areas that might be affected. The Summer Village gets a rebate of all GST we pay out.

MOVED BY _____ that council accept the report as information.

-Carried-



TOWN OF PEACE RIVER Briefing Document

Presenter: Mayor and Council, Town of Peace River
Topic: GST Audit Review

Background

On March 4, 2019 the Town of Peace River underwent our routine GST/PSB (Public Service Body) Audit. The Town's previous audit was conducted in 2011.

On May 3, Canada Revenue Agency (CRA) released their results which assessed GST on "a supply of a right to enter, to have access to, or to use property of the government, municipality, or other body". CRA ruled that the "town supplied a right to use the municipal property to other municipalities through the use of cost-sharing agreements." The amount of the reassessment was \$609,571.41.

To be clear: the cost-sharing agreements in question have been in place since at least 2002. The specific agreement examined in 2019 was the same agreement in place during the audit in 2011. However, in the recent audit, CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

Town of Peace River facilities have a flat payment scale which does not discriminate on the basis of residence. No passes, rights of use or access are provided as a result of these contributions and the agreements are specifically worded towards regional benefit.

Appeal and Review

The Town appealed the initial ruling and on July 16, we were told the ruling was upheld. Interest on the outstanding amount has been accruing since April 25, and on July 22, the Town was notified by CRA that the case has proceeded to collections. On direction from our Council, the Town will be continuing the appeal process with CRA. This could take up to a year.

Concerns

This ruling – a reinterpreting of CRA bulletin on GST for Grants and Subsidies - has set a number of precedents which will be problematic for municipalities:

1. An auditor is now permitted to 'parse' an existing agreement to justify a finding even if the remainder of the agreement contradicts that finding.
2. Municipalities are no longer able to rely on the GST/HST Technical Information Bulletin B-067 with respect to determining supply as it relates to on-going programs of financial support.
3. It is no longer clear which cost-share items may be now assessed as supply. Furthermore, transactions not contained within the cost-share agreement are being assessed as though they were. Examples drawn from the Town's case include:
 - a. A \$3000 contribution to Canada Day Fireworks. This item is not part of the cost sharing agreement and no direct benefit was provided to the grantor.

- b. \$4000 in contributions to the Healthcare Attraction and Retention Committee. Again, not part of any cost-sharing agreement and any supply provided by this group falls within the public interest.
 - c. 50% of the salary of an RCMP Liaison Officer – not subject to any cost sharing agreement.
 - d. \$8,000,000 in donations to the capital costs of constructing a new regional multiplex. In addition to not being subject to the cost-share agreement, the contributions did not confer a supply of access to any property or service made by the municipality. This item was the most frustrating (and most costly) as the Town has been requesting funding for four years and the only time the Federal government acknowledged this project was to tax it.
4. The required ICF Agreements will now have to include a tax provision. Given the lack of consistency in how the regulation is being applied, this could prove extremely challenging in terms of determining which services should be considered supply. Municipalities must be prepared to have a future auditor reinterpret the agreements yet again. The cost of reversing any collection or remitting will create a substantial economic burden.

Our Council has passed the following Motions:

MOTION-19-07-261 Councillor Good moved that the Town contact AUMA and FCM to get legal advice and proceed as recommended.

MOTION CARRIED

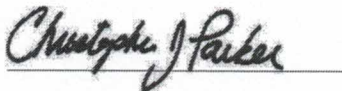
MOTION-19-07-262 Councillor Needham moved that the Town consider undertaking some political advocacy work to raise awareness of the issue both Federally and Provincially across all party lines.

MOTION CARRIED

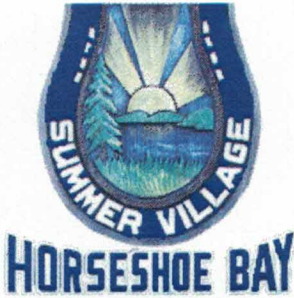
Action

The Town has submitted this issue to FCM, AUMA, NADC, RMA, and Municipal Affairs. All of these bodies are extremely concerned about the precedent represented in this ruling. FCM is seeking an independent legal review of the issue and is considering intervenor status. AUMA is assisting the Town in preparing an Emergency Resolution to be presented in September.

In addition, the Town is actively engaging Provincial and Federal officials as well as prospective Federal candidates on this matter.



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



Summer Village of Horseshoe Bay

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Agenda Item Summary Report

Agenda Item 8.c) AUMA Convention – Meet with Minister of Municipal Affairs

Meeting Date: August 17, 2019

Background

At the AUMA fall convention and trade show, they are giving municipalities an opportunity to meet with the Minister of Municipal Affairs. The convention is scheduled for September 25 to 27, 2019 at the Edmonton Conference Centre.

Should council wish to meet with the Minister we need to submit a request before Friday, August 23, 2019, via email to katie.neufeld@gov.ab.ca. Priority will be given to requests from municipalities at a distance from Edmonton and those municipalities with which Minister Madu has not yet had an opportunity to meet. The length of meeting time with the minister is scheduled for approximately 20 minutes.

Recommendation/RFD/Comments

MOVED BY _____ that council **decline/agree** to request a meeting with the Minister at this time.

-Carried-



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR97922

Dear Chief Elected Officers and Chief Administrative Officers,

I am writing regarding a potential opportunity for municipal officials and representatives to meet with the Minister of Municipal Affairs, the Honourable Kaycee Madu, at the 2019 Alberta Urban Municipalities Association (AUMA) fall convention and trade show. This year, the fall convention and trade show is scheduled for September 25 to 27, 2019, and will be held at the Edmonton Conference Centre.

Should your council wish to meet with Minister Madu at the 2019 AUMA Fall Convention, I invite you to submit your meeting request via email to Katie Neufeld (katie.neufeld@gov.ab.ca) on or before **Friday, August 23, 2019**.

In your meeting request, please be sure to include two to three policy items or issues you would like to discuss, as well as a rough approximation of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past the August 23 deadline, nor honour requests that do not include agenda items.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. Therefore, to ensure suitable consideration of your request, please be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Distance from Edmonton - Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton and those municipalities with which Minister Madu has not yet had an opportunity to meet.

The length of meeting time with the Minister at the AUMA convention is scheduled for approximately 20 minutes per municipality. This allows the Minister the opportunity to engage with as many municipalities as possible.

.../2

All municipalities submitting meeting requests will be notified the week of September 9, 2019, as to the status of their request.

Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the fall convention.

Regards,

A handwritten signature in black ink, appearing to be 'Bill Bewick', with a long horizontal flourish extending to the right.

Bill Bewick
Chief of Staff to Hon. Kaycee Madu
Minister of Municipal Affairs



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Agenda Item Summary Report

Agenda Item 8.d) Alberta Summer Village Association Convention

Meeting Date: August 17, 2019

Background

- October 17 & 18, 2019 (Thursday & Friday)
- Executive Royal Hotel, Leduc, AB
- 2 Day Conference - \$240
- Hotel Rooms - \$94.00 per night

See attached notice from ASVA

More detailed agenda is not available yet.

Recommendation/RFD/Comments

Request for Decision

Is anyone from the Summer Village going to the ASVA Convention?

Motion required to send or not send councillors, or to wait for more detailed agenda.



SAVE-THE-DATE

OCTOBER 17TH – 18TH, 2019
Thursday – Friday

**2019 ASVA ANNUAL
 CONFERENCE & AGM**

- Meet the new Ministers of AEP and Municipal Affairs (tbc)
- MSI – an update on the future of MSI from Municipal Affairs
- Lake Management Plans: Successes and Challenges – Pigeon Lake and Sylvan Lake
- Social Media
- Fishing Workbook Discussion
- Lac Ste Anne Regional Emergency Management Approach
- Panel Discussion on the Focus of ASVA Services vs Budget
- Indigenous Peoples
- SV Project Panel on Wastewater
- WPAC lake planning with summer villages
- And more

Venue

Executive Royal Hotel
 8450 Sparrow Dr,
LEDUC, AB T9E 7G4

**Advocacy
 Communication
 Education**

BOOK NOW!

Share your issues and solutions
 & get great ideas from others!

2 Day Conference
 \$240

(online registration
 available in mid July)

Call Executive Royal
 Hotel Leduc now at
 780-986-1840
 to book your
 accommodations!
 [Deadline October 2nd]

Ask for the ASVA
 Group Booking

Discounted Rooms
 starting from only **\$94.00**

**ASSOCIATION OF
 SUMMER VILLAGES OF
 ALBERTA**

www.asva.ca





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Agenda Item Summary Report

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

Meeting Date: August 17, 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-

10. a) + b)

CAO Report to Council

August 17, 2019 Regular Council Meeting

Update on recent events and Activities

What	Activity &/or event	Status & Comments
1. Capital Projects	<p>a. Culvert replacement Existing culvert under Horseshoe Bay Dr. is "rusted out" & collapsed. It needs to be replaced., A culvert could be added behind the waste bins under the trail that leads north thru the trees.</p> <p>b. Work in hall & gazebo. If I can find a contractor to help do some of the basic work in the hall & Gazebo we should proceed with some of the work.</p>	<p>This culvert work will be postponed until after the stormwater management study has been done.</p> <p>Will be funded from MSI CAP.</p> <p>I have not had time to address this issue since the Apr 8 meeting 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.</p>
2. Stormwater Mgmt.	<p>The ACP grant for Stormwater Management Plan with the County of St Paul & Town of Elk Point has been approved and we received the \$200,000 in March. 2019 Contractor is MPE Engineering Ltd.</p>	<p>27 people attended Open House on July 6 & 22 responses to the questionnaires were received. Sachko's of 127 Russel Dr. won the iPad and Cameron's of 20 Horseshoe Bay Dr. won a carrying bag provided by MPE Engineering from the draw for answering the questionnaires. MPE is using the answers in their study, which they hope to have completed this fall.</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 sprayed both sides of the creek July 5/19. The County plans to check in mid August to see if a 2nd spray is required. However, they are very behind due to all the rain and may not have the time for a second spray this year.</p>
4. IDP County St Paul & SV MDP	<p>Inter-Municipal Development Plan (IDP) & SV Municipal Development Plan MDP</p>	<p>2nd & 3rd reading of the IDP & MDP Bylaws are scheduled for today after the Public Hearings. The IDP & MDP will then be completed. We asked ISL for a document in Word so that we can amend them as required. We have not yet received the word documents. The County passed their IDP August 13, 2019.</p>
5. Land Use Bylaw	<p>Changes required to the DRAFT LUB presented to & reviewed by Council Apr. 8, 2019</p>	<p>I have not had time to complete & give ISL all the changes suggested. I am still working on them. I had a meeting scheduled for Monday Aug 12/19 with ISL. However, David Schoor was injured in a bicycle accident, so he had to cancel. We will reschedule it in September. If we feel it would be beneficial. David Schoor has said he is prepared to work with me this fall to wrap up the LUB.</p>
6. ICF County St Paul	<p>Intermunicipal Collaboration Framework (ICF) with the County of St. Paul Transitional Solutions Inc. (TSI) the consultant.</p>	<p>We have a bylaw prepared by TSI, but are waiting for the County to complete the Intermunicipal Recreation Servicing agreement & funding model, before we can pass the ICF bylaw.</p>
7. Reg. Recreation Services Master Plan	<p>SPEPRP Regional Recreation Master Plan Draft Recreation Services Master Plan was</p>	<p>The Recreation Master Plan is complete , except for the Intermunicipal Recreation Servicing agreement being prepared by the County.</p>

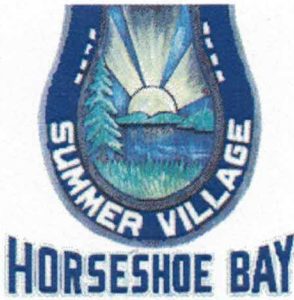
Summer Village of Horseshoe Bay
CAO Report to Council
 August 17, 2019 Regular Council Meeting
Update on recent events and Activities

What	Activity &/or event	Status & Comments
8. Economic Dev. Strategic Plan in the EPSP region	Draft Regional Economic Development 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. Nothing new to report.
ACP grant Ec Dev	ACP \$125,000 grant was approved Jan. 28, 2019 with County of St Paul as managing partner.	The CAOs are trying to determine on how best to proceed, and if we want to continue with the same consultant.
9. APC grant Reg. Human Resource Management Frame-work	ACP \$150,000 grant was approved Jan. 28, 2019 with Town of St Paul as managing partner.	The CAOs have not yet had a chance on how to proceed with request for proposals. We have not met since last meeting. Nothing new to report.
10 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 budget and change in Gov't policy. Nothing new to report.
11 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. This information will not be known until after the fall sitting of the legislature. Nothing new to report.

Summer Village of Horseshoe Bay
August 17, 2019 Regular Council Meeting

Action List

Who	What	Status & Comments
Gary Burns	1. Capital projects & budget ideas	Nothing new to report since last meeting.
Eli Gushaty	1. Capital projects & budget ideas	
Dave Amyotte	1. Capital projects & budget ideas	
Norman Briscoe		Nothing new to report since last meeting, except items 8 & 9
	1. 2019 Capital projects & budget ideas	<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.</p> <p>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>
	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>On hold, pending recommendations of stormwater study. I obtained cost estimate for a new culvert and replacement.</p> <p>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>
	3. Monitor drainage problems around SV	Stormwater Management study scheduled for completion this year.
	4. MSI project Martin Rec. Center betterment & enhancement.	<p>I have not had time to spend on this project. We still have about \$12,000 available under an existing grant approved for work to the Hall & Gazebo. I therefore plan to do some work in the Hall this year. If I can find a contractor.</p>
	5. Review all existing Bylaws for updating resulting from MGA amendments and being out dated.	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.
	6. Determine possibility of using Cloud Storage	Will do after all the MGA & Collaboration work is done
	7. Sub-divide 2 new lots from reserve lots & determination of water boundaries Municipal Planning Services & Explore Surveys have agreed to do the work.	<p>We are waiting for Land Titles Office to advise if the change in natural water boundaries will result in the new Subdivision Plans registered at Land Title showing the existing Reserve along the shoreline from "Reserve" to "Environmental Reserve".</p> <p>Jane Dauphinee of MPS has not yet advised if she has received a reply. This project is on hold until LTO does.</p>
	8. Grading TWP 594 below old boat launch	I inspected the site with a County supervisor. He said they do not have the proper quipment to do this work. Suggested we try to find a contrcator with a rubber tired back hoe. TLC Landscaping said they can do the work. See agenda item 7 a).
	9. Ridge at 109 Homestead Trail driveway	The County said they can sell us some gravel, however I am not sure gravel will solve the problem. Blue Sky Coating said they will look at ridge when they do our culvert work. They may be able to cut the ridge back.



Summer Village of Horseshoe Bay

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Website: www.svhorseshoebay.com

Agenda Item Summary Report

Agenda Item 11.a) Financial Reports

Meeting Date: August 17, 2019

Background

Financial Reports for 6 months ended July 31, 2019:

- Actual Year-to-Date to Budget,
- Cheque log: July 31, 2019
- July 31, 2019 Bank Reconciliation

Recommendation/RFD/Comments

MOVED BY _____ that July 31, 2019 **financial reports**, be accepted as presented.

-Carried-

11.a)

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 7 months ended July 31, 2019

	2019 Budget	YTD July 31, 2019
REVENUE		
Taxation Revenue		
Residential Property Tax	\$ 96,358	\$ 96,358
Minimum Residential Property Tax	16,706	16,706
Total Municipal Res. Property Tax	113,064	113,064
Non-Res. Linear Property Tax	1,209	1,209
Total Residential Property Tax	114,273	114,273
Education Requisition transfers	41,435	41,435
DI Property Tax Requisition	13	-
Total Net Tax Revenue	72,825	72,838
Other Revenue		
User Fees & sales (Certificate fees, Hall, etc)	500	550
Interest Revenue	400	1,410
Penalties & Costs on Taxes	500	1,035
Permits & licenses	2,400	150
Miscellaneous Revenue	375	-
Recreation Revenue Social events	2,000	1,000
Total Other Revenue	6,175	4,146
Funding from Grants		
Transfer MSI Op grant	8,536	
Transfer ACP grants	219,464	66,316
Total Grant Funding	228,000	66,316
TOTAL REVENUE	307,000	143,299
EXPENSE		
Council		
Council Honorarium	5,700	4,625
Council Travel & Subsistence	2,000	1,682
Council Communications - Wi-Fi	300	270
Council Memberships & Registrations	1,000	190
Total Council	9,000	6,767
General & Administrative Expenses		
Administration - Contract	17,100	9,975
Travel & Subsistence	250	0
Advertising & Promotions	200	44
Assessment Services	5,000	3,750
Audit & Legal	5,500	220
Communications - Courier & Postage	600	270
Memberships	1,500	1,502
Gen/Admin Materials, goods & supplies	2,000	697
Gen Admin Services & Bank S/C	-	44
Miscellaneous & Other Expenses	250	0
Registrations	300	0
WCB	300	275
WebSite Maintenance	1,000	536
Total General & Administrative Expenses	34,000	17,313

Summer Village of Horseshoe Bay
Actual Year to Date to Budget
For the 7 months ended July 31, 2019

	2019 Budget	YTD July 31, 2019	
EXPENSES continued			
Roads, Streets, Walks, Lighting			
Roads services Crack filling	13,000	12,720	from MSI CAP
Road M & repairs materials & labour	136	45	
Roads Maintenance County of St Paul	4,000	1,419	
Signage	400	43	
Street Lighting Retrofit study	19,464	19,464	from ACP grant
Stormwater management plans	200,000	46,852	from ACP grant
Amortization - Roads & Bridges	49,000	28,501	
Total Roads, Streets, Walks, Lights	286,000	109,044	
Fire & Preventive Services			
Emergency Management (E911)	300	216	
Crime prevention & detection Cameras	100	0	
Preventive Services purchased	200	0	
Fire Expense County of St Paul	2,900	2,920	
Reg. Emergency Management Exp	1,600		
Reg. Occupational Health & Safety	1,000		
MuniSite (WebMap) GIS (AAG)	900		
Total Fire & Preventive Services	7,000	3,136	
Waste Management			
Waste Management goods & supplies	800		
Waste Management Expenses County	12,200	12,200	
Amortization	1,000	419	
Total Waste Management	14,000	12,619	
Planning, Development & IM Collaboration			
ISDAB per diem per meeting & training	125	125	
IM Collaboration IDP,MDP,LUB,ICF,CARES	875		
Planning, Develop't & IM Collaboration	1,000	125	
Parks & Recreation			
Contracted Services - Hall	300	128	
Contracted Services - Park grass & equip	2,200	673	
Contracted Services -non-gov't	2,500		
Contracted Services - Labour - non-gov't	5,000	800	
Contracted services - County St. Paul	2,000		
Insurance Rec. Centre & Recreation	2,300	2,272	
Materials, Goods & Supplies	3,200	1,605	
Utilities		2,562	
Small capital purchases	2,000		
Amortization Parks & Recreation	4,000	2,347	
Total Parks & Recreation	18,500	9,586	
TOTAL OPERATING EXPENSE	369,500	158,590	
NET INCOME (Deficit)	-62,500	-15,291	
Other			
Government transfers for Capital	133,000	12,720	
Excess (Shortfall) Rev. over Exp.	70,500	-2,571	
Adj. for cash items not PSAB Rev. or Exp.			
Tangible Capital Assets expenditures	-	0	
	-79,500	-2,571	
Adjustment for non-cash items			
Amortization of TCA	54,000	31,268	
Transfer from Unrestricted Surplus for Operating	0		
Transfer from Unrestricted Surplus for Capital	30,000		
FINANCIAL PLAN Balance	\$ 4,500	\$ 28,697	

Summer Village of Horseshoe Bay

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

Cheque

No.	Date	Payee	Purpose	Amount
2242	7/09/19	Municipal Assessment Services	Assessment services Jul - Sep, 2018	\$ 1,312.50
2243	7/09/19	County of St. Paul No. 19	Plexiglass cover for SVHB Map in hall	95.55
2244	7/11/19	Leslie Hannan	Reimbursement for garbage bags	26.86
2245	7/11/19	Cornerstone Co-operative	Gas/supplies/Canada Day exp	276.07
2246	7/11/19	Bonnyville Regional Fire Authority	E911 Dispatch July - Sept., 2019	72.00
2247	7/11/19	MPE Engineering Ltd.	Stormwater Mngt Plans work in June 2019	29,310.75
2248	7/11/19	County of St. Paul No. 19	2019 Waste removal fee	12,199.67
2249	7/22/19	AltaGas Utilities	Hall heating to July 9 2019	58.52
2250	7/22/19	BMO Mastercard	Hall supplies & cookies for open house	145.89
2251	7/23/19	Direct Energy Regulated Services	Elec. Power to July 13, 2018	260.41
2252	7/23/19	Art Renauld	Grass cutting & weed removal	322.50
2253	7/25/19	County of St. Paul No. 19	Mow road side grass	500.00
2254	7/30/19	Elaine Staudzs	Hall maintenace & rentals Jan to June 2019	127.50
2255	7/31/19	Norman R Briscoe	July Contract & WebSite maintenance	1,455.00
Total amount paid July 1, 2019 to July 31, 2019				<u>\$ 46,163.22</u>

This statement submitted to Council the 17th day of August, 2019



Norman Briscoe, CAO

Summer Village of Horseshoe Bay
 Servus Credit Union
Bank Reconciliation
 July 31, 2019

Balance of Chequing account per bank statement as at July 31, 2019 \$ 4,432.65

Add Outstanding deposits

Date	Ref No.	Payer/Source	Amount
Jul31/19		Receipts	\$ -
		Transfer from Saving a/c	-
Total Outstanding deposits			0.00

Sub-total 4,432.65

Less Outstanding cheques & transfers to sav.

Date	Cheque #	Payee	Amount
Jul23/19	2252	Art Renauld - grass & weed cutting	\$ 322.50
Jul31/19	2254	Elaine Staudz Hall maintenance Jan to Jun 2019	127.50
Jul31/19	2255	Norman Briscoe - Contract/Website maintenance	1,455.00
			1,905.00

Balance of chequing account as at July 31, 2019 2,527.65

Balance of chequing a/c per general ledger a/c 1060 2,527.65

Difference July 31, 2019 \$ 0.00

explanation if required. none

Balance of savings account per bank statement as at July 31, 2019 \$ 463,127.89

Balance of savings a/c per general ledger a/c 1065 463,127.89

Difference July 31, 2019 \$ 0.00

explanation if required. none

Cash in Bank July 31, 2019

General ledger a/c# 1060 Chequing account \$ 2,527.65

General ledger a/c# 1065 Savings account 463,127.89

Cash in Bank July 31, 2019 465,655.54

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

Deferred Revenue

ACP Stormwater Management Plan \$ 153,830.66

Deferred Revenue held for grants 153,830.66

Recreation Fund 1,847.57

Total Deferred Revenue held in savings a/c 155,678.23

Accounts payable & accrued liabilities 37,518.10

Cash Held for restricted purposes 193,196.33

Unrestricted Cash available for S.V. General Operations & Capital projects 272,459.21

Plus near cash items

Property taxes receivable for 2019 \$ 6,003.35

A/R from Federal Govt GST Rebate receivable July 2019 4,784.77

A/R from Alberta Gov't grants for exp. already paid for MSI & LTO \$5 1,853.00

12,641.12

Cash & near cash available for S.V. General Operations & Capital projects \$ 285,100.33

Presented to Council August 17, 2019



 Norman Briscoe, CAO