

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN TO BE HELD OCTOBER 8, 2020
AT THE MAINTENANCE SHOP, ROSS HAVEN ALBERTA
COMMENCING AT 7:00 P.M.

NOTE: DUE TO COVID-19 CONCERNS, GENERAL PUBLIC PARTICIPATION IN
THE MEETING IS LIMITED TO ELECTRONIC MEANS

1) Call to Order:

2) Acceptance of Agenda:

3) Adoption of the Previous Minutes:

p. 2-7 a) Minutes of the Regular Meeting – September 12, 2020

4) Public Hearings: none scheduled

5) Delegations:

a) Doyle Serink & Frank Arlia – Proposed amendment to Drainage Project adjacent to Plan 4100
MC, Block 11, Lots 30 & 31 – Scheduled for 7:10 to 7:25 pm.

p. 8-11 i. Serink & Arlia - Comments / questions attached

p. 12-14 ii. Trent Thompson – Submission attached

b) Leigh Makarewicz – Communication with CAO, and Council itself, as well as the processes of
communication with ratepayers as a whole – Scheduled for 7:30 to 7:45 pm.

6) New Business:

p. 15 a) Resignation of Councillor Bill Saunder – Letter attached

p. 16-17 b) Proposed withdrawal of Stop Order against Plan 4883 KS, Block 7, Lot 5 – Order attached

7) Financial Reports:

p. 45-48 a) Financial Statements

8) Correspondence:

p.18 a) FCSS – October Payment - \$511.00

p. 19 b) FCSSAA – Member in Good Standing

p. 20 c) Shane Getson, MLA, Announce Municipal Operating Support Transfer (MOST) program

p. 21-42 d) JayMad Contracting – Playground Inspection Report

9) Councillor Reports:

a) Mayor Louis Belland:

p. 43 b) Deputy Mayor Bruce Stonehouse – Report attached

10) Administrators Report

p. 44 a) CAO Report - Report attached

11) Closed Session – None scheduled.

12) Adjournment: Next Council Meeting Date: November 12, 2020 at 7:00 pm.

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
SUMMER VILLAGE OF ROSS HAVEN
IN THE PROVINCE OF ALBERTA, HELD ON SEPTEMBER 12, 2020,
AT THE MAINTENANCE SHOP, ROSS HAVEN, ALBERTA,
COMMENCING AT 9:00 A.M.**

DUE TO CONCERNS IN THE FACE OF THE COVID-19 PANDEMIC THIS MEETING WAS PHYSICALLY CLOSED TO THE PUBLIC, PUBLIC PARTICIPATION WAS BY TELECONFERENCE.

IN ATTENDANCE

Mayor Louis Belland
Councillor Bill Saunders
CAO, Tony Sonnleitner
0 Residents in the Gallery, 0 Residents via
teleconference.
Deputy Mayor Bruce Stonehouse sent his regrets

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Mayor Louis Belland.

**ACCEPTANCE OF
AGENDA**

Res. A20-109

Moved by Mayor Louis Belland that the Agenda be accepted, with the addition to New Business:

- a) 2nd Street Traffic Island Remediation.
- b) Change to regular meeting of Council date and time

CARRIED

**APPROVAL OF
MINUTES**

Res. A20-110

Moved by Councillor Bill Saunders that the Minutes of the Organization Meeting of August 8, 2020 be approved.

CARRIED

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Res. A20-111

Moved by Councillor Bill Saunders that the Minutes of the regular Meeting of August 8, 2020 be approved.

CARRIED

PUBLIC HEARINGS

None scheduled for this meeting.

DELEGATIONS

None scheduled for this meeting.

NEW BUSINESS

a) 2nd Street Traffic Island Remediation

Res. A20-112

Moved by Mayor Louis Belland that His Worship and Administration meet with those responsible for the damage (tree trimming, etc.) to discuss remediation. Proposed project would require the removal of the three (3) remaining trees, replacement with three (3) new Spruce trees at the responsible party's expense at an expected cost of \$7300.00.

CARRIED

b) Change to regular meeting of Council date and time.

Res. A20-113

Moved by Councillor Bill Saunders that the Date and Time of the regular meetings of Council be changed to the second Thursday of a month at 7:00 P.M.

In favour Belland and Saunders
CARRIED

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
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FINANCIAL REPORTS

Res. A20-114

Moved by Councillor Bill Saunders that the August 2020 Financial reports be received for information, with a request to update the September Bank Statement at the October 8, 2020 regular meeting.

In favour Belland, Saunders

CARRIED

**CORRESPONDENCE -
INFORMATION**

a) FCSS – September Payment - \$511.00 initiative.

Res. A20-115

Moved by Councillor Bill Saunders that the correspondence from FCSS be accepted as information.

In favour Belland, Stonehouse, Saunders
CARRIED

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COUNCIL REPORTS

- a) Mayor Louis Belland
- b) Deputy Mayor Bruce Stonehouse - Attached
- c) Councillor Bill Saunders

Res. A20-116

Moved by Councillor Bill Saunders that the Council Reports be received as information.

CARRIED

**ADMINISTRATOR'S
REPORT**

Administration provided a verbal report.

Res. A20-117

Moved by Mayor Louis Belland that the Administrator's Report be received as information.

CARRIED

**CONFIDENTIAL
ITEMS**

None

**MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE
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MEETING WAS PHYSICALLY CLOSED TO THE PUBLIC, PUBLIC
PARTICIPATION WAS BY TELECONFERENCE.**

**NEXT REGULAR
MEETING DATE**

October 8, 2020 at 7:00 P.M. at the Maintenance
Shop in Ross Haven.

ADJOURNMENT

Having no further business to attend to for this
meeting, Mayor Louis Belland adjourned the meeting
at 10:12 A.M.

**These minutes approved this 8th day of October
, AD 2020**

Mayor Louis Belland

Chief Administrative Officer

Councillor Report for August 2020

1. Aug 8 Council Meeting Discussion on Fire Services within the County, and NWFS. Reviewing how services are delivered and on sharing of resources for enhanced services.
Update on Forcemain Sewer project. Stantec Engineering awarded contract for the project. Currently preparing proposal for RFP. As more information is received, CAO will post on Village website.
2. Aug 10- Walk thru village with Bolson Engineering on status of culvert and ditching project
3. August 27- Summer Villages Emergency Management Agency meeting-review training requirements for the summer villages, upcoming basic emergency management, and incident command courses in October. Also, a table top exercise is scheduled for Sept 29 in Onoway. An agreement is in progress between the SVEMA and the Onoway Heritage center to become one of 2 Emergency Operation Centers. The second, Sunset Bible Camp, will be meeting in September. Hope fully they will also be part of the emergency plan. This would give us 2 centers that can be used in the event of a large-scale disaster, in terms of managing the event, assisting our residents, tracking our resources and co-ordinating services.
4. Discussions with property owners on 6th and 7th street re: the parkway and swales. Forwarded concerns to engineer for review and consideration

Rosshaven CAO

From: Louis Belland <louis.belland@yahoo.com>
Sent: October 3, 2020 11:18 AM
To: Bruce; Rosshaven CAO
Subject: Re: Fwd: Question in preparation for our council meeting

I don't think he is needed. I have his detailed answers. We will listen to their presentation accept it as information and give them a written response.

[Sent from Yahoo Mail for iPhone](#)

780 298-1027

On Friday, October 2, 2020, 10:54 PM, Bruce <bstonehouse@telus.net> wrote:

FYI
Is Trent going to be present?
B

Sent from my iPhone

Begin forwarded message:

From: djsedm@me.com
Date: October 2, 2020 at 8:09:37 PM MDT
To: Bruce <bstonehouse@telus.net>
Cc: Frank Arlia <Frankarlia181@hotmail.com>
Subject: Question in preparation for our council meeting

Hi Bruce,

in preparation for our council meeting next week Frank and I have a few questions we would like you to answer so we can focus our time in front of council looking Froward to a Solution rather than information gathering.

It should take you less than 10 minutes tops to answer all our questions and we greatly appreciate your timely response.

We also sent the same questions to Mayor Louis.

1 - It is our understanding that the village does not have and maintenance records nor historical information on the previous "culvert with T configuration" spanning our driveways.

Please confirm this is correct?

2 - The engineer has confirmed that our properties were flagged from the onset of the project as a concern due to the "3rd culvert" however no other options were proposed by the engineer for council to consider prior to the approval of the drainage project.

The option for a catch basin, bollards or joining the three culverts with a Tee was never discussed or proposed as options to be included in the original drainage project - even though the property was "Flagged" and said to be "Unique".

3 - After the new culverts were installed and an exposed hole was left in the middle of our driveways, 16 feet from our property boundary Frank and I identified six concerns with the newly installed culverts and exposed hole. The six concerns we have with the new culvert/hole are listed below, please provide your position on each of these issues and let us know if you agree the issue is a valid concern or you disagree and believe the issue is not a concern

a - Personal, Human Safety: We believe the exposed hole in the middle of our driveway presents a personal safety concern and someone can become injured by falling into the hole, tripping over the rock or cutting themselves on the exposed culverts.

Do you acknowledge the exposed hole and culverts represents a personal safety concern?

b - Vehicle and Roadway Safety: we believe the exposed hole represents a significant, unidentified Road Hazard to the community. Every driver expects and anticipates there is a culvert or ditch on the sides of a driveway however no-one expects there to be a hole and exposed culverts in the middle of a driveway. This is a hidden, un-identified road hazard and accident waiting to happen

Do you agree or disagree?

c - Property Access: The new culverts with exposed hole encroach on our driveways are an obstacle with limits the ingress and egress we now have to our properties.

Do you acknowledge the new culverts with the exposed hole is an obstacle limiting the usable space on the driveway and therefore restricting access?

d - Snow Clearing: Noel from the village plows snow by driving across our driveways from North to South and then South to North. The installation of the exposed hole will now limit how my snow Noel can clear from our driveways. The exposed hole is 16 feet up from the start of our driveway and is 3 ft in diameter. This creates a significant obstacle for efficient snow removal not to mention that snow will fill in the hole and create a hidden road hazard for Noel and all residents.

Do you acknowledge the hole in our driveway and exposed culverts create a snow clearing obstacle, limit the path of the snow plow and could create maintenance issues and a hidden road hazard if the hole is covered or fills with snow?

e - Maintenance: The exposed hole without reinforced walls or cover will erode over time and become larger and larger with water running or pooling in it. Rocks, gravel, leaves, snow and debris will collect and gather in the open hole requiring continuous

ongoing maintenance. In addition the rocks, gravel, snow and debris that falls into the exposed hole will impede the efficient flow of water and drainage.

Do you agree that an exposed hole without a cover or reinforced walls will require ongoing maintenance and the debris that falls into the hole will impede drainage?

Would a solution with a cover be safer, provide better drainage and require less maintenance than the current Exposed HOLE? Agree or Disagree?

3 - In his "Thoughts" email Trent writes that the issue with a Tee culvert configuration is that *"The Summer Village must be able to complete maintenance directly from the road ROW and not have to enter private property"*. Can you please tell us if you have any concerns with a Tee culvert configuration?

4 - Trent proposes that "Bollards and Chain" could be erected however he says "this will encroach on the existing driveways and reduce the amount of space that is available on them" What is your opinion regarding the 'Bollard Recommendation.

Do you feel this will solve the safety concerns adequately or create even more of an obstacle and road hazard?

Do you think bollard and chains will prevent debris, rocks, gravel and snow from collecting in the exposed hole?

Do you agree with Trent that bollards will **impede, encroach and limit access to the properties**

Will bollards impede Noel's ability to safely and efficiently clear snow from the roadway?

Do you believe bollards will prevent the exposed hole from eroding and becoming larger over time or only reinforced side walls or a closed drainage system will prevent erosion?

Bollards create an obstacle and restrict access to the culverts and hole for efficient cleaning and maintenance? Agree or Disagree?

In short do you feel that the installation of bollards is a viable solution to resolve all of the issues identified?

5 - According to Trent the original drainage proposal was to have a maximum culvert length of 10 meters ... "to allow for adequate future maintenance and room for future force main project to install services" Can you confirm that there are NO culverts in the village longer than 10 meters?

6 - Regardless of who paid for the work it is common knowledge in the community that some residents were allowed to make significant changes to the proposed construction plan. This includes adding length to culverts past the maximum 10m, joining culverts or installing continuous culverts where the approved plan showed a cut or gap required for service and maintenance access and in one case installing a new culvert and second driveway on a property to provide easier access to park trailers on the lot. Some culverts that were marked to be removed and replaced were left in place even though they exceeded the 10m recommended length proposed by the engineer. Many of these changes are significant and go completely against the engineered solution and approved drainage plan yet somehow they were allowed.

Can you please explain the procedure that was used to enable residents to override the engineers recommended solution and make significant changes to the approved drainage plan?

Thank you in advance for your responses.

Sincerely,
Doyle Serink
&
Frank Arlia

Rosshaven CAO

From: Trent Thompson <tthompson@bolson.ca>
Sent: October 3, 2020 9:21 AM
To: Rosshaven CAO; 'Louis Belland'
Subject: FW: Questions re:830-831 8St

Tony/Louis,

FYI my additional responses to Frank at 830/831 for your reference.

Regards,

Trent

From: Trent Thompson [mailto:tthompson@bolson.ca]
Sent: October-02-20 5:13 PM
To: 'Frank Arlia'
Subject: RE: Questions re:830-831 8St

Frank,

Thanks for the email. I have answered as best I can in **RED** below.

Regards,

Trent

From: Frank Arlia [mailto:Frankarlia181@hotmail.com]
Sent: September-30-20 8:17 PM
To: Trent Thompson
Subject: Questions re:830-831 8St

Hi Trent,

Thank you for sharing your thoughts regarding the culvert between our properties (830-831). You mentioned at the end of your email that you would be happy to answer any questions.

After reading your email Doyle and I need clarification on some items which can be answered by an email response from you however there are two questions we have that we would like to address to you personally by telephone, zoom online meeting or even face to face. Trent it would be very helpful if you could provide answers to our written questions in this email and please let Doyle and I know when we can schedule a time to speak with you. I promise our telephone call will only take three minutes or less.

Here are the questions we need clarification on where a written response would be fine.

1 - Did you have any direct conversations either by voice call, email or text with the CAO, mayor or deputy mayor to discuss our concerns with the exposed culverts and hole in our driveway prior to you writing your

response. Yes but only to advise on my thoughts and what I would be recommending from an engineering perspective.

2 - Are the 'thoughts' expressed in your email response your personal thoughts alone pertaining to this matter? They are our firms opinions based on good engineering practices and advice we have provided to our client which is the Summer Village of Ross Haven.

3 - Did the village provide you any records of ownership or historical information about the 3rd culvert which was teed into the main culvert spanning our driveways? No, nothing was made available.

4 - Did you perform a survey of the lots [830-831 8th Street](#) or just the street/ditch elevations? Only street and ditch elevations within the public ROW were topographically surveyed. We cannot go onto private property without specific landowner permission.

5 - Was the option and costing for the Catch Basin included in your original drainage plan proposal to the village, prior to the approval of project? No

If so When and what was the initial proposed cost of the Catch basin 'IF' it were included in your original proposal.

Can you forward Doyle and I a copy of the initial proposal with the recommendation of the Catch Basin. There was no initial recommendation of a Catch Basin at this location.

6 - Were any other options other than the installed GAP/Exposed Hole, presented to council as part of your original drainage proposal and if so what solutions? No

When were these solutions recommended, What was the costing of these alternative solutions?

Can you please forward a copy of any alternative recommendations that were included for our driveways as part of your original proposal. Our original proposal as shown on our IFC plans was for two new 6.0m culverts to be installed at this location with a space between them to allow for surface drainage.

7 - Was the installation of a 'Tee' configuration similar to the previous culvert ever proposed or discussed and if so when and with whom? It was never proposed.

Trent you state in your "Thoughts" email that your concern with the Tee Configuration is that *"The Summer Village must be able to complete maintenance directly from the road ROW and not have to enter private property"* Can you please confirm the "Tee" solution has been ruled out due to maintenance concerns. This is one of several concerns with a tee solution. Others include possible sediment/material clogging the tee, less options for surface drainage if this is all covered in, portions of the culvert being inaccessible, etc.

8 - What is the cost to the village of your proposed "Bollard Chain Solution"? We have not priced this out with the contractor specifically but would estimate it to be in the \$600 range.

9 - When designing your drainage proposal did you take into account the grading of the lots and do any surveys or take any elevations to determine if the lots were sloped sufficiently to drain water off them into the ditches and culverts. This is outside of the scope of the project as work within the public ROW is all that can be considered. Private landowner drainage issues are specific to that property and the responsibility of the landowner.

10 - At the onset of this project was there a maximum allowable span for culverts over driveways and properties and if so what is the maximum allowable span of a continuous culvert. Our initial proposal was for maximum 10.0m culverts to allow for adequate future maintenance and room for the future forcemain project to install services. If grade, ditch capacity, room, etc. allowed for extensions then individual lot owners were allowed to apply for and pay for these additions at no cost to the Village.

11 - Can you confirm that the drainage plan posted on Ross Haven's website is correct and that all the culverts that are shown on the drainage plan were included in the budget price approved by council. Doyle and I understand some home owners may have paid extra to have additional length added to their culverts over and above what your posted plan shows. We're not asking that question. We are seeking clarification that all the NEW Culverts marked on the drainage plan as proposed by you and approved by council were paid for as part of the village budget for this project. If home owners wanted additional lengths not indicated in the plan we understand they were charged personally for those extra lengths. Trent it would be very helpful if you could confirm the plan as you presented and was approved was covered in the budget for this project. **Correct the plan that was presented was what the contractor's bid on and the work was awarded based upon. Some minor field changes occurred due to conflicts with utilities, grades, access, etc. but for the most part this plan was followed with extensions or additional culverts within the road ROW paid for by individual lot owners on a case by case basis.**

12 - It has come to our attention that some home owners were consulted and had onsite meetings on their properties with at least one member of council and either yourself or someone from your team. These meetings were either to discuss changes to your original drainage plan as proposed and approved by council. Can you please tell Doyle and I how many face to face meetings occurred. How many changes were made to your original drainage solution. What the procedure was for evaluating each change and who approved the changes to your original proposed drainage plan. In some cases the changes seem to deviate significantly from the original proposed solution and Doyle and I are just seeking understanding as to the decision process that was involved to make some of these significant alterations.

There were several phone calls, emails, and meetings with various residents about many different aspects of the project. I would have to go through all my notes and documents to confirm how many and don't have this info readily available at this time. For the most part these were all only to discuss possible extensions, shifting culvert locations or to answer questions about contractor schedule.

Ultimately the scope of the project is limited to what work can be completed with existing ROW's and not on any private property. Our responsibility is to ensure that adequate drainage through the overland ditch system is achieved, that all infrastructure installed can be properly maintained by Public Works, and that conflicts with existing utilities, future forcemain services, power poles, poor ground conditions, etc. are resolved at the time of installation of all new infrastructure.

Please note that this project will not be completed until next spring as there will be clean-up to do after the forcemain work has been installed this fall/winter. Any outstanding items and clean-up work will be completed then as well.

Trent, Doyle has requested to be put on the agenda for the next council meeting so a timely response to our questions is very important.

At this time we do not know if the meeting will take place in person, virtually online or by conference call. We are wondering if you would be available on the evening of [October 8th](#) to answer any questions which may arise during our meeting that would require your clarification or response. **If Council or the CAO requests my attendance I will do my best to make myself available.**

Trent, Doyle and I greatly appreciate your time and look forward to your prompt reply to our written questions and follow up three minute phone call. Please let us know what time works best for you.

Sincerely,
Frank Arlia
&
Doyle Serink

5439 Thibault Wynd
Edmonton, Alberta
T6R 3P9

September 23, 2020

CAO and Council of The Summer Village of Ross Haven

Re: Resignation from Council

It is with a sad heart that I have to resign from my position as councillor of The Summer Village of Ross Haven. I did not accurately anticipate the time commitment for the position and I am not able to give it the attention that it needs and deserves.

Thank you for the opportunity to serve the community and I wish you all the best as you deal with the ongoing projects.

Sincerely,



William Saunders



Development Services

For the

Summer Village of Ross Haven

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342

Email: pcm1@telusplanet.net

☐ NOTICE ON SITE

STOP ORDER

September 13, 2020

File 20STOP01-27

-
-
-
-
-

Dear Sir / Madam:

RE: PLAN 4883 KS, BLOCK 7, LOT 5 : 505 – 5 STREET (the "Lands").

In my capacity as Development Officer I hereby issue this Stop Order pursuant to Section 645 of the Municipal Government Act, and Section 32 of the Summer Village of Ross Haven Land Use Bylaw 232-10, with respect to the aforementioned Lands.

The Municipality's Land Use Bylaw 232-10 states:

SECTION 14 CONTROL OF DEVELOPMENT

No development other than that designated in Section 15 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

Further, Part 17 of the Municipal Government Act and Section 32 of the Summer Village of Ross Haven Land Use Bylaw 232-10 allow a Development Officer to issue a Stop Order where a development or use of land or buildings does not comply with the Municipal Government Act, the Land Use Bylaw, a development permit or a subdivision approval.

At present, given that:

1. Structural alterations, in the form of renovations to the foundation of the existing Detached Dwelling have been undertaken upon the Lands without benefit of Development Authority approval.

Accordingly, you are hereby ordered to comply with the Land Use Bylaw by:

1. Immediately ceasing all work on the Detached Dwelling upon the Lands.



Development Services

For the

Summer Village of Ross Haven

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342

Email: pcm1@telusplanet.net

2. Applying for all necessary municipal and provincial permits, including a development permit from the Summer Village of Ross Haven permitting the renovation of the foundation of the existing Detached Dwelling, within **fourteen (14) days** of the date of delivery of this Order. The application must include written confirmation, in the form of plans signed by a qualified engineer or engineers, attesting that the structure conforms or can be made to conform, to the requirements of the Alberta Building Code, as amended;
3. Complete any and all work with respect to the renovation of the foundation of the existing Detached Dwelling to ensure that the structure, is safe, secure, and meets the requirements of the Alberta Building Code, as amended within **thirty (30) days** of the date of approval of all Municipal Development or Provincial permits required for the lawful completion of the work.

You are hereby advised that you have the right to appeal this Order to the Subdivision and Development Appeal Board. If you wish to exercise this right then written notice of appeal, accompanied by a statement of grounds for appeal and an appeal fee in the amount of \$250.00, must be received by the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days of your receipt of this letter. The Notice of Appeal should be directed to:

Clerk of the Subdivision & Development Appeal Board
Summer Village of Ross Haven
Box 70, Site 19, RR 1, Gunn, Alberta T0E 1A0

Please be advised that, should you fail to comply with this Stop Order the Municipality has the authority, pursuant to Section 646 of the Municipal Government Act, to enter onto the Lands and take any action necessary to carry out the terms of this Order. The authority granted to the Summer Village also includes the right to charge the costs and expenses incurred in carrying out this Stop Order to the tax roll for the Lands pursuant to Section 553(1)(h.1) of the Municipal Government Act.

YOURS TRULY,

SUMMER VILLAGE OF ROSS HAVEN

Per:

TONY SONNLEITNER, DEVELOPMENT OFFICER

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ROSS HAVEN		0000064363	02-Oct-2020	
DEPOSITED AT BANK: 000305259		DEPOSIT NO	DATE	AMOUNT
BRANCH: 05259	ACCOUNT: 1016385	0068842969	06-Oct-2020	\$511.00
TOTAL				\$511.00
<p>PAYMTE E.D. 00001 SUMMER VILLAGE OF ROSS HAVEN SITE 19 BOX 70 RR 1 GUNN AB CAN T0E 1A0</p>				

DEPOSIT NO: 0068842969		DEPOSIT DATE: 06-Oct-2020		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
ET009135	FCSS OCTOBER PAYMENT	095261290FCSS100120	\$511.00	
	Total Payment From COMM & SOC SERV HEAD QUARTERS			\$511.00
	For Inquiries Call 825/468-4314			
DEPOSIT TOTAL				\$511.00



This certifies that

Summer Village of Ross Haven FCSS

is a member of the FCSS Association of Alberta
in good standing for the period of

September 1, 2020 - August 31, 2021

*FCSS Association: uniting and strengthening the FCSS community by
representation and advocacy on behalf of member boards*

Karen Rosvold, President



LEGISLATIVE ASSEMBLY
ALBERTA

Shane Getson, MLA
Lac Ste. Anne-Parkland

September 28, 2020

His Worship,
Louis Belland
Mayor of the Summer Village of Ross Haven
Summer Village of Ross Haven
Box 70, Site 19, RR 1
Gunn, AB T0E 1A0

Dear Mr. Belland:

On September 25, 2020, our government was proud to announce the Municipal Operating Support Transfer (MOST). This new program delivers funding provided by the provincial and federal governments to support municipal operations impacted by the COVID pandemic and actions taken in response to it.

A total of \$606 million in operating funding will be provided to municipalities under this program, including \$30 million already allocated under the Municipal Sustainability Initiative Operating program. \$140 million of this funding will be provided to municipalities with public transit systems to support public transit operating costs and revenue decreases due to COVID-19, while the remainder will be provided to all municipalities and Metis Settlements to support general COVID-19-related operating costs and revenue losses.

As you have likely seen in the program announcement from Minister Allard, the Summer Village of Ross Haven will receive \$21,201 in MOST funding. I trust this will be put to good use in your municipality to address the financial impacts caused by the pandemic.

Thank you to the Honourable Tracy Allard, Minister of Municipal Affairs and the Government of Canada for recognizing the importance of supporting Alberta's municipalities in these difficult times. If you have any questions regarding this funding, I urge you to contact Alberta Municipal Affairs at 780-422-7125 or ma.municipalstimulus@gov.ab.ca.

Yours truly,

Shane Getson
MLA for Lac Ste. Anne-Parkland

cc: Honourable Tracy Allard, Minister of Municipal Affairs



Sept 14, 2020

Council/ Administration
S.V. Ross Haven

Dear Council/ Administration,

The inspection and report were completed by Jason Madge CPSI (Canadian Playground Safety Inspector) on September 14, 2020 at the playground located in your community.

The CAN/CSA-Z614-14 standards were used to evaluate the safety of your playground and it's play equipment.

The hazards and non-compliant items will be identified in this letter and will indicate which classification each item falls under.

Playground hazards are classified into three categories:

Class A- a condition that has the potential to cause a life-threatening injury, or the permanent loss of a body part.

Class B- a condition that has the potential to cause serious injury, or temporary disability.

Class C- a condition that has the potential to cause a minor injury, or does not Comply with the CSA standard.



S.V Ross Haven
Annual Playground Audit
September 14, 2020



Playground Overview

We inspected one park located in your community today. The issues we encountered seemed to be overall minor in nature and should be able to be corrected for less than five hundred dollars however there are a few more serious items that will require immediate attention.

The inspection at the park revealed that the protective surfacing (wood chips) requires some work. They average approximately 11" which is slightly below the minimum standard of 11.81", 75% of all playground injuries are a result of falling off the playground equipment and striking the surface below. This is why the surface has to be as resilient as possible. There are a couple of panels that are broken and need to be replaced. Leaving these broken panels may result in serious injury to children. The S hooks at the top of the swings are all in excess of the 1mm opening set out in the standards, these will need to be closed or changed to a different connector. There was no signage present stating who owns and operates the playground. This is a requirement under the standards and should include a name and contact, a sample sign can be provided for your reference upon request.

It was noted that there is some exercise equipment and sporting equipment at this park. While these types of equipment are not covered under the Canadian playground standards, they were inspected and show no signs of repairs needed at this time.

There were previous records (2019) at the time of this inspection. 25% of injuries occur from not being inspected and maintained.

There were age appropriate stickers placed at most of the equipment in the park (required by CSA). Age specific signage is important as different age groups have different abilities. Playground age groups are 1.5- 5yrs 5- 12yrs. What is perfectly safe for an 8yr old could be potentially dangerous to a 3yr old.

To see more details please read the full inspection.



- 1) S hooks on the swings are not considered to be fully closed and need to be addressed. As per standard 12.4.5.1 when closed, connecting devices such as s hooks are considered closed when there is no gap or space greater than 1mm.
Class B
- 2) The broken panels have sharp edges and in one area have pieces missing. As per standard 12.3.1.1 there shall be no accessible sharp points or edges. **Class A**
- 3) There was no signage identifying who owns and operates the playground. As per standard 11.2.2 Owner identification for emergency situations and for notification of defective equipment and hazards shall be posted on the premises.
Class C
- 4) The protective surfacing requires some redistribution. This will be an ongoing maintenance item as children dig and play as per standard 10.4.4. **Class C**
- 5) The safari truck spring rider has a hand rail broken off the right side, the broken hand rail was laying on the ground adjacent to the rider. This will need to be replaced ASAP as per standard 11.4 and 13.1.4 **Class B**



September 14, 2020

Summary and Conclusion

Overall your parks are in good shape, but you do however require some immediate attention to those items identified in the inspection checklists to prevent injury. It is suggested that you maintain regularly scheduled maintenance and inspections.

If you have any questions in regard to this report please feel free to contact us.

Sincerely,

Jason Madge CPSI



September 14, 2020

Disclaimer

The information contained in this playground safety audit is considered to be a true and accurate recording of the conditions found on this site at the time of our visit. Jaymad Contracting Inc. assumes no liability for any incidents that may arise from the application of any of the afore mentioned recommendations. This playground safety audit has been done at your request, with the sole intention of making your playground and it's play equipment safer.

It is recommended that you repair the class A hazards in this report and checklist **ASAP!** Any class B hazards should be repaired by the next scheduled maintenance visit of your crews. The class C hazards and CSA non-compliant items are usually minor and could wait until budget permits.

After the class A&B hazards are corrected a re-inspection should be completed. This shows due diligence on your part, and unless these repairs are performed by someone familiar with playgrounds they often make things worse as stats have shown.

Thank you for giving Jaymad Contracting Inc. the opportunity to help you make your playgrounds safer

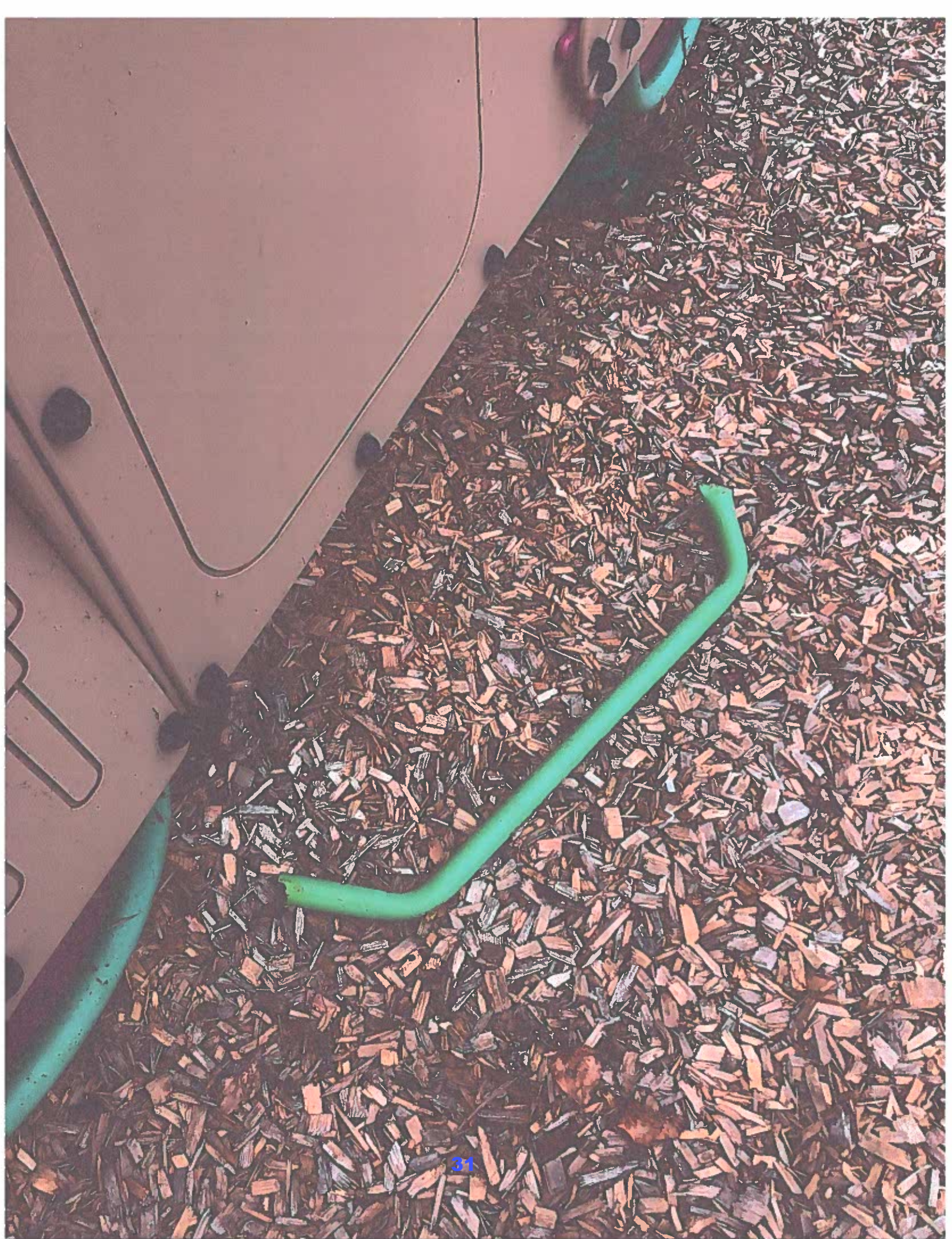








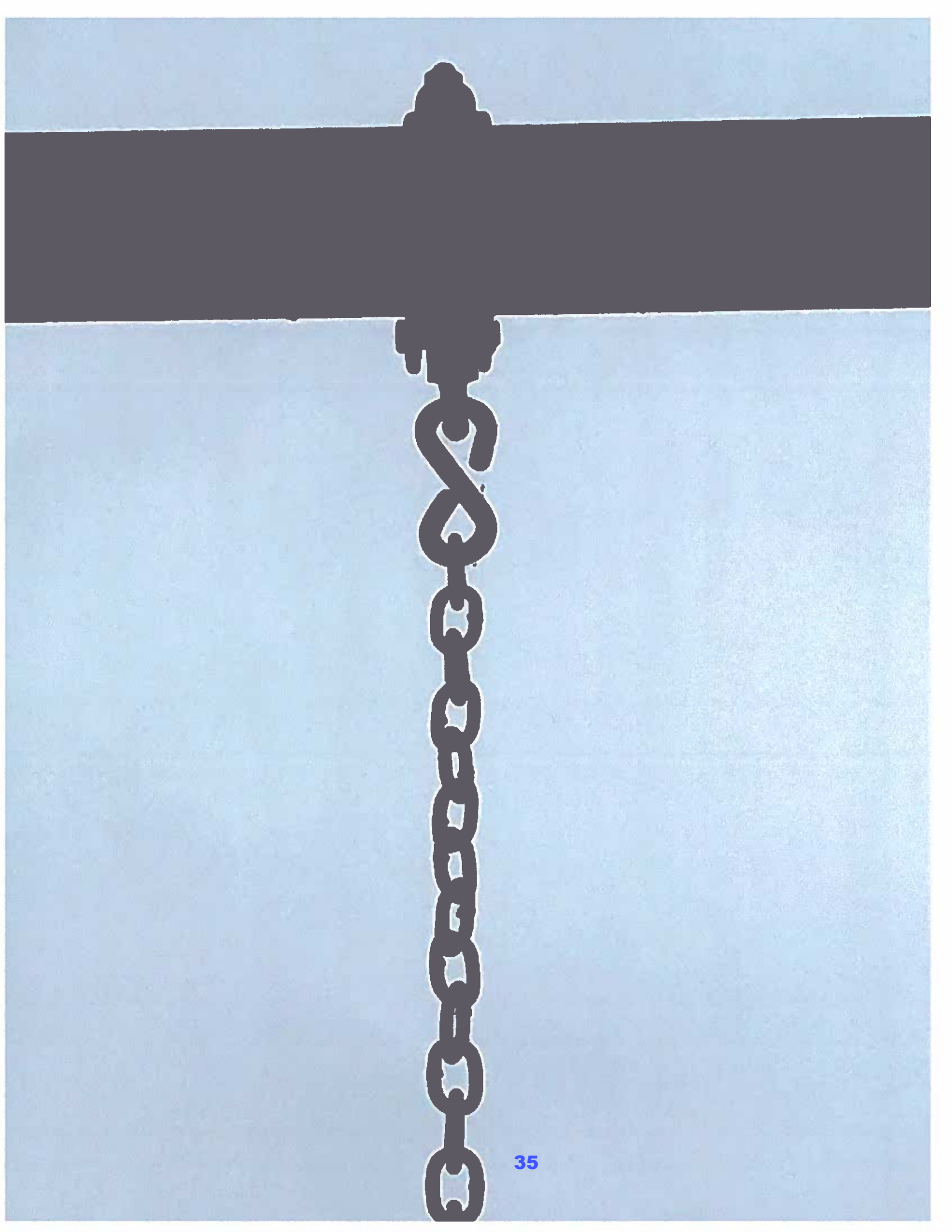


























Councillor Report for Bruce for September 2020

1. Missed Sept Council Meeting
2. Sept 24-Zoom Meeting Summer Villages Emergency Management Agency meeting-review training requirements for the summer villages, upcoming director of emergency management, and incident command courses in October. Also, a table top exercise is scheduled for Sept 29 in Onoway.
3. An agreement has been put in place between the SVEMA and the Onoway Heritage center and Sunset Point Bible Camp, to become Emergency Operation Centers/Reception centers. This give us 2 locations that can be used in the event of a large-scale disaster in our communities, in terms of managing the event, assisting our residents, tracking our resources and co-ordinating services.
4. Sept 21-24 Discussions with property owners on 8th street re: the culverts/ditches. Forwarded concerns to engineer for review and consideration.
5. Sept 28 North 43 Lagoon Commission meeting in Sangudo. Discussions and updating on the progress of the Rosshaven Sewer Project. As previously noted, Stantec was awarded the contract for engineering services and has begun preliminary work. They should have all the engineer's drawings from Bolson this week (last week of September), and are currently preparing predesign drawings. RFP pre-qualifications are done, and RFP should be going soon. Tentative open house for Rosshaven residents planned for October 24 at the Gunn hall. The Commission is putting details together for presentations at the Town Hall meeting at Gunn. Next meeting is October 15
6. Sept 29-Table Top Exercise in Onoway, at the Heritage Center. This event brought all the Summer Villages of LSA Directors of Emergency Management into one room to plan the management of a large-scale event in our community. John and Mark from Alberta Disaster management gave us a scenario and we turned the Gym at the Heritage Center into our EOC. Thanks to them for guiding us and pushing the 12 DEMS into a cohesive group that managed all the details.

Summer Village of Ross Haven

Report to Council

Meeting: October 8, 2020 - Regular Council Meeting

Originated By: Tony Sonnleitner, Chief Administrative Officer and Development Officer, Summer Village of Ross Haven

CAO

Items of Note

- a) Attended Emergency Management – Tabletop Exercise
- b) File MSI Operating SFE
- c) File MSI Capital SFE
- d) File Gas Tax Fund SFE
- e) File Memorandum of Agreement for Municipal Operating Support Transfer Grant
- f) File application for Municipal Stimulus Program Grant and Memorandum of Agreement

DO

Items of Note

- a) Development Permits:
 - i. 20DP11-27 Plan 4883 KS, Block 9, Lot 2 : 702 – 7 St. Demo Accessory Building & Outhouse
 - ii. 20DP12-27 Plan 4883 KS, Block 9, Lot 3 : 703 – 7 St. Demo Dwelling & Outhouse
 - iii. 20DP13-27 Plan 4100MC, Block 11, Lot 30 : 830-8 St Demolition of Accessory Building, Construct Detached Garage (29.2 sq. m.)
- b) Enforcement
 - i. 20STOP01-27 Plan 4883 KS, Block 7, Lot 5 : 505 – St. Development without a permit

Summer Village of Ross Haven

BALANCE SHEET

As of October 8, 2020

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	111,862.31
1-1215 Savings Bank Account	1,075,569.91
In/out	0.00
Undeposited Funds	845.05
Total Cash and Cash Equivalent	\$1,188,277.27
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	-9,101.37
Total Accounts Receivable (A/R)	\$ -9,101.37
1-1226 GIC Investments	0.00
1238 GIC 12 Renewal Aug 2, 2019	0.00
1239 GIC 0034 renewal Dec 10, 2019	0.00
1240 GIC 0035 Renewal Dec 10, 2019	0.00
1241 GIC 0036 Renewal date - July 29, 2020	0.00
1242 GIC 0037, Renewal Date June 7, 2020	0.00
Total 1-1226 GIC Investments	0.00
1-2000 Accounts Receivable Set up by Accountant	0.00
1-2020 GIC Accrued Interest	2,056.95
1-2111 Arrears Property Taxes	0.00
1-2150 Grants Receivable	69,792.00
Assets	0.00
Year End Accounts Receivable	2,089.73
Total Current Assets	\$1,253,114.58

Summer Village of Ross Haven

BALANCE SHEET

As of October 8, 2020

	TOTAL
Non-current Assets	
Property, plant and equipment	
1-6010 Land	2,094,041.00
1-6020 Land Improvements - 15 years	76,302.00
1-6021 Accu. Dep. - Land Improvement 15 years	-46,430.40
1-6025 Land Improvements - 20 years	28,433.00
1-6026 Accu. Dep. - Land Improvement 20 years	-17,772.95
1-6030 Buildings	423,452.00
1-6031 Accu. Dep. - Buildings	-175,569.24
1-6040 Engineered Paved Roads	493,683.40
1-6041 Accu. Dep. - Engineered Paved Roads	-416,377.61
1-6050 Engineered Gravel Roads	810,750.00
1-6051 Accu. Dep. - Engineered Gravel Roads	-810,750.00
1-6060 Machinery & Equipment	129,372.23
1-6061 Accu. Dep. - Machinery & Equipment	-83,516.27
1-6070 Vehicles	60,081.88
1-6071 Accu. Dep. - Vehicles	-6,795.99
1-6080 Water Drainage System	377,256.90
1-6081 Accu. Dep. - Water Drainage System	-24,660.23
1-6100 Accum. Dep. - Engineer Roads	-88.97
6090 Water Drainage System - WIP	15,100.00
6091 Engineered Structure Roads	5,338.00
Total Property, plant and equipment	\$2,931,848.75
Total Non Current Assets	\$2,931,848.75
Total Assets	\$4,184,963.33

Summer Village of Ross Haven

BALANCE SHEET

As of October 8, 2020

		TOTAL
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
Accounts Payable (A/P)		0.00
Total Accounts Payable (A/P)		\$0.00
Credit Card		
2-2100 RBC Visa Previous CAO		0.00
2-2125 RBC VISA Tony		367.49
2-2150 RBC VISA Noel		0.00
Total Credit Card		\$367.49
1-2050 GST/HST Receivable		-23,677.01
2-2750 Accrued payables		6,830.83
2-2850 Prepaid Property Taxes		0.00
2-2855 Prepaid Taxes In/Out		0.00
3-8545 Deferred BMTG Grants		25,674.00
3-8550 Deferred FGTF Grants		157,886.00
3-8570 Deferred MSI Capital Grants		542,887.00
3-8580 Deferred FCSS/Other Grants		0.00
3-8585 Deferred ACP Grants		3,429.89
GST/HST Suspense		0.00
Total Current Liabilities		\$713,398.20
Non-current Liabilities		
2-2800 Long Term Debt - Truck Loan		0.00
Total Non-current Liabilities		\$0.00
Total Liabilities		\$713,398.20
Equity		
3-8000 Accumulated Surplus		157,191.89
3-8001 Operating reserve fund change		-221,124.00
3-8100 Equity in TCA		2,904,212.04
3-8140 Equity in TCA - additions		95,517.26
3-8200 Current Amortization Expense		-49,547.08
3-8300 Equipty in TCA - Disposal		-18,333.45
3-8500 Restricted Reserve		105,000.00
3-8540 Reserve - Lagoon/Wastewater		317,127.00
3-8541 Reserve fund Lagoon/Wastewater		0.00
Retained Earnings		394,425.84
Profit for the year		-212,904.37
Total Equity		\$3,471,565.13
Total Liabilities and Equity		\$4,184,963.33

Summer Village of Ross Haven

PROFIT AND LOSS

January 1 - October 8, 2020

	TOTAL
INCOME	
4-9000 Property Taxes	256,639.85
4-9055 Lagoon/Sewer Fund Tax	28,625.00
4-9100 School Taxes	152,008.31
4-9200 ASFF	-75,336.52
4-9250 Lac Ste Anne Foundation	12,154.24
4-9260 LSA Foundation Requisition	-12,154.20
4-9300 Grants - FCSS	5,119.00
4-9302 Grants - MSI Operating	9,174.00
4-9400 Interest Income	15,686.81
4-9500 Development/Safety Codes	976.96
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	2,253.70
4-9700 Fines & Penalties	1,208.51
4-9800 Developement Permits	1,224.45
Other Income	4,220.05
Sales of Product Income	1,355.34
Total Income	\$403,155.50
GROSS PROFIT	\$403,155.50
EXPENSES	
6-1151 Council Remuneration	7,300.00
6-1211 Council Mileage & Subsistence	1,501.64
6-2159 Administrator Fee	31,500.00
6-2224 Municipal Memberships	4,085.60
6-2230 Professional Fees	9,771.50
6-2274 Insurance	5,215.47
6-2510 Office & Misc Expense	1,988.59
6-2511 Bank Charges	268.44
6-2512 Cellphone & Communications	1,178.32
6-3520 Equipment - R&M	1,729.89
6-3540 Utilities	15,826.04
6-4511 FCSS & Recreation Programs	1,092.00
6-4512 Public works - Supplies	5,611.88
6-4516 Parkways/Drainage	386,669.61
6-4521 Trees & Park Improvements	1,430.18
6-5510 Garbage Disposal	5,696.28
6-6200 Municipal Assessment Service	7,400.00
6-6201 Development/Safety Codes expense	5,160.24
6-7370 MSP & Physician Recruitment	17,716.77
6-7380 Lagoon/Wastewater - LSAC	5,075.88
6-7395 Wild Water Commission	4,730.51
6-7396 Yellowhead Regional Library	702.40
Expenses	31,994.60
wages	61,735.29
wCB Expense	678.74
Total Expenses	\$616,059.87
PROFIT	\$ -212,904.37